

POLICY ON ETHICAL CODE OF CONDUCT

It is the policy of WCI that its employees and board members uphold the highest standards of ethical, professional behavior. To that end, these employees and board members shall dedicate themselves to carrying out the mission of this organization and shall:

1. Demonstrate the highest standards of personal integrity, truthfulness, honesty, and fortitude in all activities to inspire confidence and trust in such activities.
2. Avoid any interest or activity that conflicts with the conduct of their official duties.
3. Respect and protect privileged information to which they have access in the course of their official duties.
4. Strive for personal and professional excellence and encourage the professional development of others.
5. Be true to its mission, which is to provide employment opportunities for individuals with disabilities through rehabilitation and training.
6. Portray the organization's services and products accurately and completely. We will not knowingly portray the organization as doing something which it does not.
7. Ask our staff, board, and persons served to comply with all ethical and legal standards which have been established by organizations to which we belong, associations with which we affiliate, and which are established by bodies that certify us or license us.
8. Maintain a high level of respect for all individuals we serve and the professions represented in serving them.
9. Not knowingly put our person served in positions where their rights will be violated or where they will be at risk.
10. Discourage placement in organizations where we know discrimination occurs or where violations of the law occur.
11. Hold paramount the safety, health, and welfare of the public in the performance of professional duties.
12. Act in such a manner to uphold and enhance personal and professional honor, integrity, and the dignity of the profession.
13. Treat with respect and consideration all persons, regardless of race, religion, gender, sexual orientation, maternity, marital or family status, disability, age, or national origin.
14. Engage in carrying out WCI's mission in a professional manner.
15. Collaborate with and support other professionals in carrying out WCI's mission.
16. Build professional reputations on the merit of services and refrain from competing unfairly with others.
17. Recognize that the chief function of WCI at all times is to serve the best interests of its constituency.
18. Accept as a personal duty the responsibility to keep up to date on emerging issues and to conduct themselves with professional competence, fairness, impartiality, efficiency, and effectiveness.
19. Respect the structure and responsibilities of the board of directors, provide them with facts and advice as a basis for their making policy decisions, and uphold and implement policies adopted by the board of directors.
20. Keep the community informed about issues affecting it.
21. Conduct organizational and operational duties with positive leadership exemplified by open communication, creativity, dedication, and compassion.

22. Exercise whatever discretionary authority they have under the law to carry out the mission of the organization.
23. Serve with respect, concern, courtesy, and responsiveness in carrying out the organization's mission.
24. Refrain from witnessing documents or acting in any capacity that could be construed as providing legal counsel or a function.
25. Demonstrate value and respect toward organizational property and the property of others.