

POLICY NUMBER AND TITLE:

1.40 – Code of Ethics

EFFECTIVE DATE:

4/28/15

POLICY SCOPE

This policy applies to all Virginia Workers' Compensation Commission (VWC) salaried employees, wage employees, Cooperative Office Education (COE) students, consultants, and contractors.

OBJECTIVE

It is the purpose of this policy to demonstrate a commitment to maintaining an environment of uncompromising integrity and ethical conduct in upholding the VWC's Core Values: **Innovative, Respectful, Accountable, Reliable, Impartial, Integrity, Effective**. The Code of Ethics is a foundation for accomplishing the VWC's Mission: To serve injured workers, victims of crime, employers, insurance carriers, and attorneys by providing exceptional services, resolving disputes, and faithfully executing the duties entrusted to us by the Commonwealth of Virginia.

POLICY

It is the policy of the Virginia Workers' Compensation Commission that all VWC employees demonstrate adherence to this Code of Ethics, encompassing the VWC's Mission, Core Values, and the Ethical Commitments set forth below, in all aspects of their work.

ETHICAL COMMITMENTS

All Virginia Workers' Compensation Commission (VWC) salaried employees, wage employees, COE students, consultants, and contractors will:

- Perform all duties and responsibilities ethically and in accordance with laws, regulations, policies, and procedures;
 - Discharge our duties and responsibilities in a manner that instills public confidence in the Commission;
 - Maintain confidentiality of all sensitive information acquired in the course of official duties and make no use of such information to further personal interests;
 - Maintain fiscal responsibility and safeguard the resources of the Commonwealth and the Commission;
 - Avoid conflicts of interest or the appearance of impropriety between personal and professional roles; and
 - Neither give nor receive any illegal gifts, favors, or kickbacks in connection with the exercise of official duties.
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COMMUNICATING THE VWC CODE OF ETHICS

The Code of Ethics shall be posted on the VWC Intranet with other VWC Policies.

The Chairman or Executive Director shall emphasize annually to all VWC employees the importance of the Commission's Code of Ethics.

All managers, supervisors, or team leaders are required to review, promote, and emphasize annually the Code of Ethics to employees with Position Descriptions and Performance Planning and Assessment forms.