



Virginia Workers' Compensation Commission

Policy: HR-1.40, Code of Ethics

Effective: April 19, 2022

Objective:

To establish a strong Code of Ethics that serves as a foundation for fulfilling the mission of the Virginia Workers' Compensation Commission (Commission or VWC) and that assists employees as they provide exceptional services to the citizens of Virginia by faithfully executing the duties entrusted to them by the Commonwealth of Virginia.

Cancellation and Major Changes:

This policy revises and supersedes the VWC Policy 1.40, Code of Ethics, effective April 28, 2015.

Revision Date	Changes
April 28, 2015	This was the first version of the VWC Code of Ethics Policy.
April 19, 2022	The policy was revised.

References:

- A. Department of Human Resource Management (DHRM) Employee Handbook
- B. Department of Human Resource Management (DHRM) Policy, 1.60, Standards of Conduct
- C. Department of Human Resource Management (DHRM) Policy 2.35, Civility in the Workplace
- D. VWC Standards of Conduct Policy
- E. VWC Civility in the Workplace Policy

Definitions:

None.

Policy Scope:

This policy applies to all Commission employees.

Statement of Policy:

- A. This policy demonstrates commitment to maintaining an environment of uncompromising integrity and ethical conduct in which employees uphold the Commission's Core Values to demonstrate their integrity and show that they are innovative, respectful, accountable, reliable, impartial and effective. It is the policy of the Commission that all employees must



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adhere to this Code of Ethics, which encompasses the Commission's Mission and Core Values. Employees are expected to follow the ethical commitments set forth below in all aspects of their work.

B. All Commission employees, interns, consultants and contractors will:

1. Perform all duties and responsibilities ethically and in accordance with the laws, regulations and policies of the Commonwealth of Virginia, and with the approved procedures of the Commission.
2. Discharge their duties and responsibilities in a manner that instills public confidence in the Commission.
3. Maintain the confidentiality of all sensitive information that they acquire in the course of fulfilling their official duties, and make no use of such information to further personal interests.
4. Maintain fiscal responsibility and safeguard the resources of the Commonwealth and the Commission.
5. Avoid conflicts of interest or the appearance of impropriety between personal and professional roles.
6. Neither give nor receive any illegal gifts, favors or kickbacks in connection with the exercise of official duties.
7. Interact in a civil and respectful manner with fellow employees, consultants and contractors and members of the public.
8. Refrain from engaging in harassing, abusive or physically or verbally intimidating or violent behaviors toward anyone.

Procedures:

A. Communicating the Code of Ethics

1. The Code of Ethics shall be posted on the employee intranet with other Commission policies.
2. The Chairman of the Commission shall annually emphasize to all employees the importance of the Commission's Code of Ethics.



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- B. All managers, supervisors, and team leaders are required to annually review, promote and emphasize the importance of the Code of Ethics to employees who have Position Descriptions and who receive Performance Planning and Assessment forms.

Responsibilities:

- A. The Chairman of the Commission is responsible for annually communicating and emphasizing to all employees the importance of the Commission's Code of Ethics.
- B. All managers, supervisors and team leaders are responsible for annually reviewing, promoting and emphasizing the Code of Ethics to employees who have Position Descriptions and who receive Performance Planning and Assessment forms.
- C. All employees are responsible for complying with the requirements of this policy.

Expiration Date:

This policy will remain in force until revised or rescinded.

Appendices:

None.