

## **Statement of Ethics**

### **Guideline**

Ethics are the guidelines for individual and corporate behaviour. Ethics are grounded in respect for the law, recognition of the rights and dignity of others, and personal and organizational integrity. Employees, supervisors and managers should refer to the detailed guidelines in the "WCB Statement of Ethics Booklet".

WCB employees work in accordance with legislation and professional practice standards and, on commencement of employment, are required to sign a "Confidentiality of Information Acknowledgment".

Ethics include, but are not limited to the following:

- the way we treat each other, clients, or the general public,
- dealing honestly with the public,
- making honest and accurate records,
- confidentiality,
- freedom on information,
- computer security,
- conflict of interest,
- respect of the law, and
- respect of the Workers' Compensation Board.

### **Processes**

The employee has access to the ethics policy and guidelines as well as supplementary documentation. This places the primary responsibility on the employee to be aware of the policy and practices of the organization and how they apply to their ethical issue.

Many ethical issues are closely related to immediate work situations and can be most effectively resolved by a supervisor who is knowledgeable of both the people and the circumstances involved.

There will be instances where the ethical issue may involve the employee's supervisor or the supervisor is not able to resolve the issue. There may also be a situation where the ethical problem is highly sensitive, complex or involving someone from another area. The employee may then choose to go (with or without their supervisor) directly to Human Resources who can provide expert advice and guidance on both our ethics and human resources guidelines. Where the ethical issues may be the result in breaches of those guidelines, Human Resources can also provide guidance on the disciplinary implication of those actions.

The employee also has the option of contacting the Chair or a member of the Ethics Committee directly for confidential and personalized guidance. This informal use of the committee may provide sufficient comfort and direction to the employee to quickly resolve their concerns.

The employee has the option of submitting their ethical concern directly to the committee for discussion and guidance.