

Business Ethics and Code of Conduct Policy

PURPOSE: To establish and communicate the West Piedmont Workforce Development Board (WPWDB) and Staff's support of its Business Ethics and Code of Conduct policy which includes its commitment to maintaining the highest standards of honesty, ethics, integrity and confidentiality and to ensure that all business and transactions are conducted professional and at the best interest of the WPWDB.

POLICY STATEMENT: The successful business operation and reputation of the WPWDB and Staff are built upon the principles of fair dealing and ethical conduct of our employees, vendors, partners, board members, providers and any other persons associated with its operations and programs.

The continued success of the WPWDB and Staff is dependent upon trust and we are dedicated to preserving that trust. The WPWDB and Staff have a duty to act in a way that will merit the continued trust and confidence of those persons associated with its operations and programs.

The WPWDB and Staff will comply with all applicable laws and regulations and expect them to conduct business in accordance with the letter, spirit and intent of all relevant laws and to refrain from any illegal, dishonest or unethical conduct.

The WPWDB and Staff should always display the utmost professional integrity by striving to conduct all business dealings and relationships with honesty and respect for others. The WPWDB and Staff should loyally and faithfully serve each other and others with whom we do business.


No WPWDB or Staff should use their position or information acquired in a manner that may create a conflict, or the appearance of a conflict for their own personal gain.

Except as properly authorized by the WPWDB, it is the responsibility of all board members and staff to maintain the confidentiality of:

1. Propriety information of the WPWDB and Staff
2. Information entrusted to the WPWDB and Staff that is otherwise not readily available to the public.

In general, the use of good judgment, based on high ethical principles, will guide you with respect to lines of acceptable conduct. If a situation arises where it is difficult to determine the proper course of action, the matter should be discussed openly with the CEO, WIB President, and if necessary, with the LEOs for advice and consultation. Compliance with this policy of Business Ethics and Code of Conduct is the responsibility of every WPWDB and Staff member.

Approval Signature:



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