



Accessible. Aware. Independent.

The Wehrman Collaborative, LLC
855-849-5050 www.theweco.com

ETHICS IN BUSINESS POLICY

The Wehrman Collaborative, LLC, (WeCo) offers its services, knowledge and expertise to all organizations, groups and entities, without discrimination or prejudice. All WeCo clients are afforded the same ethical and professional rights and courtesies outlined in this document. **The WeCo Ethics in Business Policy was developed and adopted by the WeCo Advisory Board on January 13, 2012.**

Client's Right to Privacy and Confidentiality

WeCo clients have a right to privacy regarding the information they provide to WeCo to facilitate the use of our services, whether written or verbal. All information we receive from our clients is kept confidential.

WeCo clients have a right to privacy regarding the outcomes of any research, the identifying content of any test cases we develop for them, as well as the findings of any tests we conduct on their behalf. All identifying information WeCo learns of as the result of any tests we conduct for our clients, and the professional recommendations we make because of those activities, is confidential. **Only the client can release the results of any of these activities to another party. WeCo cannot do this on their behalf.**

WeCo Staff, Certified Test Consultants and Confidentiality

WeCo's staff, Advisory Board members and Certified Test Consultants receive annual training in WeCo's ethical standards and this Ethics in Business Policy.

WeCo Certified Test Consultants (CTCs) and internal staff are also required to adhere to the following additional policies:

- Refrain from having contact with WeCo clients outside of a formal company events or the perimeters of conducting business on behalf of WeCo.
- Refrain from discussing testing work with other CTCs, Advisory Board members, or anyone who is not a member of WeCo's internal administrative staff, outside of the perimeters of a WeCo confidential Test Case Debriefing meeting.
- Refrain from discussing test cases, or test case practices, with clients, members of the press, advocacy group representatives, political office holders and their employees or anyone who may be interested in the outcome of a test case, but is not our client.

- CTCs and internal staff members are instructed to contact the WeCo management immediately if they are contacted by anyone outside of our organization regarding a test case, or test case practices in general.

WeCo Partnerships and Referrals

A strength WeCo brings to our services is our ability to partner with talented web design, content management and other individuals and businesses, who understand how to create accessible electronic formats. Our partnership with these individuals and businesses allows us to collaborate on projects, learning tools, educational presentations and offer their services as a potential resource to our clients.

At the same time, WeCo is highly aware of the potential conflict-of-interest issues that could arise from such partnerships. Thus, we subscribe to the following ethical practices in relation to the groups and businesses with which we form partnerships and refer to our clients:

- Any business or organization that is interested in partnering with WeCo may contact us for consideration. We reserve the right to make the determination regarding whether the potential partnership suits the needs of our business and clients.
- WeCo does not reveal the outcome of any test it conducts for any client, to any of its partners.
- WeCo does not reveal any information we receive from a client to our partners.
- WeCo does not reveal the identifying content of any client's test case, or other testing tool we develop on their behalf, to any of our partners.
- All WeCo employees, executives, Certified Test Consultants and Advisory Board members are expressly prohibited from accepting meals or gifts exceeding a value of \$50 in one calendar quarter, from individuals and businesses that benefit, or could potentially benefit, from a referral or endorsement of their services by WeCo.

WeCo Donation and Loan Acceptance

As a for-profit business with a social mission of providing economic opportunity for people living with disabilities, WeCo may accept donations which could enable our Certified Test Consultants and staff to complete their work of the highest quality possible. Donations may include office supplies, computer equipment and the like. They may also include gifts and loans of cash value.

WeCo has developed the following policy regarding donations and loans.

1. The source of donated items will not be identified beyond the bounds of internal WeCo Operations staff and Advisory Board. This helps to ensure that donations we receive will not sway the results of accessibility tests.
2. WeCo Advisory Board Members, Staff Members and Certified Test Consultants are not permitted to benefit personally from donations. Though donated items may be issued to help these individuals complete their duties on behalf of WeCo, they are not allowed to take such items into permanent personal ownership.