



WeCo Accessibility Services 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. This edition was revised on June 15, 2020.**

Client's Right to Privacy and Confidentiality

WeCo clients have a right to privacy regarding the information they provide to WeCo, whether written or verbal, to facilitate the use of our services. 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 WeCo develops for them, and the findings of any tests we conduct on their behalf. This applies to all services delivered by WeCo on behalf of WeCo's clients. All identifying information WeCo learns of as the result of the delivery of our services, and the professional recommendations we make because of those activities, is confidential.

Only the client's authorized representative can release the results of any of these activities to a third party. WeCo cannot do this on a client's behalf.

STEPS WECO TAKES TO ASSURE CLIENT CONFIDENTIALITY

Any person working on behalf of WeCo, including Staff, Contractors, Interns, Certified Test Consultants and members of our Advisory Board, will receive annual training regarding the content and application of this Ethics in Business Policy.

WeCo Staff, Contractors, Interns and Certified Test Consultants will also adhere to the following additional policies:

- Refrain from having contact with WeCo clients outside of formal company events or the perimeters of conducting business on behalf of WeCo.
- In the case of WeCo employees (non-contractors), refrain from "moonlighting" or in any way working for clients or their competitors, outside of the employee's work for WeCo.
- In the case of WeCo contractors (non-employees), adhere to the confidentiality provisions of their contract agreement with WeCo.
- Refrain from discussing work executed on behalf of WeCo's clients outside of the official workplace setting.
- Refrain from discussing work executed on behalf of WeCo's clients with other 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.
- To notify WeCo management immediately if they are contacted by anyone outside of WeCo, or the client's authorized representative(s), regarding work executed on behalf of that client.

WeCo's Right to Preserve the Integrity of our Services

As a highly relied upon independent accessibility service provider, WeCo's ability to deliver fair, accurate and impartial assessments of electronic venues for our clients is crucial to our successful business model. Thus, WeCo maintains the right to preserve the integrity of the services we deliver to our clients through the following practices:

- To support our Staff, Contractors, Interns and Certified Test Consultants in providing accurate and impartial information regarding our client's electronic venues, regardless of any stated or desired outcome by the client or other parties.
- To empower our Staff, Contractors, Interns and Certified Test Consultants to accurately represent the results of tests, and other related services, in documented or verbal representation.
- To empower our Staff, Contractors, Interns and Certified Test Consultants to respectfully end interactions with clients or other parties, in which they are:
 - Questioned regarding the legitimacy of accepted industry accessibility measurements.
 - Asked to inaccurately represent the verbal or documented results of tests, and other related services; or
 - Feeling pressured, unsafe, or uncomfortable and, therefore, unable to continue a professional interaction.

In such cases, WeCo Staff, Contractors, Interns and Certified Test Consultants will notify their superior and the interaction will be resumed by a member of WeCo management.

WeCo Collaborations and Referrals

A strength WeCo brings to our services is our ability to work with talented organizations who build electronic venues, and other individuals and businesses with whom we may be able to collaborate. Some of these collaborations may include our ability to refer the services of these individuals and businesses, to our clients.

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

- Any business or organization that is interested in collaborating with WeCo may contact us for consideration. We reserve the right to make the determination regarding whether the potential collaboration suits the needs of our business and clients.
- WeCo does not reveal the outcome of any test it conducts for any client to our collaborators.
- WeCo does not reveal any private information we receive from a client to our collaborators.
- WeCo does not reveal the identifying content of any client's test case, or other testing tool we develop on the client's behalf, to any of our collaborators.
- All WeCo Staff, Contractors, Interns and Certified Test Consultants are expressly prohibited from accepting meals or gifts exceeding a value of \$100.00 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 Staff, Contractors, Interns and Certified Test Consultants to

complete their work to 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 Staff, Contractors, Interns, and Certified Test Consultants are not permitted to benefit personally from donations, beyond the \$100.00 quarterly meal/gift allowance stated above. 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.

END OF ETHICS IN BUSINESS POLICY STATEMENT