

## **ETHICS POLICY**

### **Mission Statement:**

The Workers' Compensation Commission administers the workers' compensation laws of the State of Connecticut with the ultimate goal of ensuring that workers injured on the job receive prompt payment of lost work time benefits and attendant medical expenses. To this end, the Commission facilitates voluntary agreements, adjudicates disputes, makes findings and awards hears and rules on appeals, and closes out cases through full and final stipulated settlements. The employees of the Workers' Compensation Commission are entrusted with the responsibility to ensure that the citizens of the state are provided with services in accordance with governmental regulations.

To accomplish our mission, in accordance with the Code of Ethics for Public Officials and State employees, all staff shall:

- Implement the Workers' Compensation Commission mission with honesty, integrity and dependability where it concerns citizens, fellow employees, the business community and the general public.
- Respect and protect citizens' rights to confidentiality and privacy and disclose information only in accordance with State of Connecticut statutes, regulations and the agency's disclosure of document policy.
- Act in a manner that does not result in inappropriate financial gain as described below (see GIFTS, FINANCIAL BENEFIT, OUTSIDE EMPLOYMENT).
- Use property and equipment only for officially approved activities relating to the business of the Workers' Compensation Commission.
- Be familiar with and abide by the rules and regulations for ethical conduct of State employees as defined in State statutes and regulations (see Ethics Reference Materials below).

### **Examples of Prohibited Activities:**

- **GIFTS.** In general, state employees are prohibited from accepting gifts from anyone doing business with, seeking to do business with, or directly regulated by the state employee's agency or department or from persons known to be a registered lobbyist or lobbyist's representative.
- **FINANCIAL BENEFIT.** A state employee is prohibited from using his/her office for the financial benefit of the individual, family members, or that of an associated business.
- **OUTSIDE EMPLOYMENT.** A state employee may not accept outside employment which will impair his/her independence of judgment as to official state duties or which would induce the disclosure of confidential information. Generally, outside employment is barred if the private employer can benefit from the state employee's official actions.
- **FINANCIAL DISCLOSURE.** Certain state employees are required to file a financial disclosure statement with the State Ethics Commission. This statement will be considered public information.
- **POST-STATE EMPLOYMENT.** There may be post-employment restrictions, known as "revolving door" prohibitions. For example, there are restrictions on accepting employment with a party to certain contracts if you were involved in the negotiation or award of the contract; for one year after leaving state service, you may not represent anyone for compensation before your former agency; certain designated individuals in the State's regulatory agencies may not, for one year after leaving state service, accept employment with any business subject to regulation by their former agency. The "revolving door" provisions are described in Connecticut General Statutes 1-84a and 1-84b

- **DISCLOSURE OF CONFIDENTIAL INFORMATION.** Disclosure of confidential information (not otherwise available to the general public) gained while employed at the Workers' Compensation Commission is prohibited.
- **CONTRACTS.** Entering into a contract with the State valued at \$100 or more (this includes immediate family members) is prohibited, unless through an open and public process.

### **Workers' Compensation Commission Ethics Policy Procedures**

- The Ethics Policy will be reviewed and updated annually to ensure compliance with current ethics statutes and regulations.
- The Ethics Policy will be posted on the agency's website: <http://wcc.state.ct.us/>
- The Ethics Policy will be distributed annually to all staff, who will sign a statement that they have received the policy and are responsible for knowledge of and compliance with the contents.
- Prospective employees will be notified at the interview stage that there is a Code of Ethics for State Employees and that they will be expected to comply with this code should they accept employment with the Workers' Compensation Commission.

### **Ethics Reference Materials:**

- Office of State Ethics Website: links to ethics information  
<http://www.ct.gov/ethics/site/default.asp>
- Regulations of Connecticut State Agencies Sections 1-81-14 through 1-81-38 inclusive  
<http://www.ct.gov/ethics/cwp/view.asp?a=2313&Q=301722&ethicsPNavCtr=#44083>
- Guide to the Code of Ethics for Public Officials and State Employees  
[http://www.ct.gov/ethics/lib/ethics/publications/public\\_officials\\_guide\\_11.pdf](http://www.ct.gov/ethics/lib/ethics/publications/public_officials_guide_11.pdf)
- Statutes, regulations and policies concerning political activities of State employees:  
<http://www.das.state.ct.us/HR/om/GL214D.pdf>