

**WEST TEXAS
OPPORTUNITIES, INC.
CODE OF ETHICS**



The mission of West Texas Opportunities, Inc. is guided by our code of ethics. All personnel are expected to conduct themselves in a manner consistent with our philosophy and in keeping with the professional ethics that govern our mission and to bring to life the principle of respect—respect for our co-workers, the people we serve, our sub-contractors, our vendors and the communities of which we are a part.

**“The mission of WTO,I
is to ease the
limitations of poverty
by investing in families
to improve their quality
of life.”**

**WEST TEXAS
OPPORTUNITIES, INC.**

P.O. Box 1308
Lamesa, Texas 79331
Phone: 806-872-8354
Fax 806-872-5816
E-mail: Jenny.gibson.wto@gmail.com

**WEST TEXAS
OPPORTUNITIES,
INC.**

**INTERNAL
ETHICS AND
COMPLIANCE
PROGRAM**



West Texas Opportunities, Inc.

West Texas Opportunities, Inc. is a private, non-profit community action agency that was established in 1964 under the provisions of the Economic Opportunity Act.

WTO,I provides a variety of services to residents in Andrews, Borden, Crane, Dawson, Ector, Fisher, Gaines, Glasscock, Howard, Loving, Martin, Midland, Mitchell, Nolan, Pecos, Reeves, Scurry, Terrell, Upton, Ward and Winkler Counties.

We also sub-contract with Big Bend Community Action Committee to provide transportation services in Brewster, Culberson, Hudspeth, Jeff Davis and Presidio Counties.

West Texas Opportunities, Inc. is committed to the provision of high quality services to the people that we serve.

WTO,I has contracted with a number of reputable non-profit groups in order to extend that service.

WTO,I also utilizes many vendors throughout Texas and the United States.

It is our intent to share with our sub-contractors and vendors the contents of the standard of conduct followed by WTO,I.

We understand that you also have a standard of conduct that you follow as you provide valuable and necessary services to our clients and in your communities.

Contents of WTO,I Internal Ethics and Compliance Program:

- ◆ General Policy Statement
- ◆ Fraud
- ◆ Equal Opportunity Employment
- ◆ Sexual Harassment
- ◆ Conflict of Interest
- ◆ Record Retention
- ◆ Personal Use of Agency Property
- ◆ Gifts and Honoraria
- ◆ Whistleblower Policy

If you wish to review further details of our Internal Ethics and Compliance Program, please consult the WTO,I website at:

www.gowto.org