

## **1.06 Basic Employee and Participant Rights Policy**

### Policy:

It is the policy of Licking/Knox Goodwill Industries, Inc., to recognize the basic rights of its employees and program participants.

### Procedure:

Each employee or program participant of Licking/Knox Goodwill Industries, Inc., has the right to:

- Receive a thorough explanation of job or program expectations
- Expect appropriate support and assistance in the completion of assigned tasks
- Receive encouragement and assistance in obtaining self-development goals
- Offer ideas and suggestions to improve work or program methods
- Work in a safe and healthy environment
- Work in an environment free from any type of discrimination or sexual harassment
- Submit a formal complaint, following established grievance procedures found in either Policy & Procedure 7.21, *Grievance*, or 16.10, *Grievance* (Career Services section)
- Report complaints pertaining to questionable financial reporting, violations of the law, and issues regarding questionable business or other practices by this agency or any of its employees using procedures found in Policy & Procedure 7.16, *Whistleblower*