

## 12.15 Years of Service Award

### Policy:

It is the policy of Licking/Knox Goodwill Industries, Inc. that employees shall receive special recognition upon the completion of five years of service to Goodwill Industries and for every five-year increment thereafter.

### Procedure:

The Human Resource Department shall maintain a current listing of all employees and their employment dates. Eligible employees must have completed their 5-year increments by December 31 of the previous year.

The Human Resource Department will track employees for eligibility for this award. Award eligibility will be based on 5, 10, 15, etc. years of service based on the original hire date of the employee.

The Human Resource Department will forward the list of eligible employees to the Marketing Department by the first day of January of each year.

The Marketing Department will provide the employee with an acknowledgement at the Annual Meeting and Awards Event. Recognition will be based on a tiered system dependent on the number of years employed by the company and will follow all applicable Internal Revenue Service guidelines.