

3.01 Nature of Employment

Policy:

It is the policy of Licking/Knox Goodwill Industries, Inc. that employment is at-will.

Procedure:

Employment with Licking/Knox Goodwill Industries, Inc. is voluntarily entered into, and the employee is free to resign at will at any time, with or without cause. Similarly, Goodwill Industries may end the employment relationship at will at any time, with or without notice or cause, so long as there is no violation of applicable federal or state law.

Policies set forth in this manual are not intended to create a contract, nor are they to be construed to constitute contractual obligations of any kind or a contract of employment between Licking/Knox Goodwill Industries, Inc. and any of its employees. The provisions of the manual have been developed at the discretion of management and, except for its policy of employment-at-will, may be amended or canceled at any time, at Licking/Knox Goodwill Industries, Inc.'s sole discretion.

These provisions supersede all existing policies and practices and may not be amended or added to without the express written approval of the CEO/President of Licking/Knox Goodwill Industries, Inc.