

3.02 Equal Employment Opportunity

Policy:

It is the policy of Licking/Knox Goodwill Industries, Inc. to provide equal employment and advancement opportunities to all individuals.

Procedure:

Employment decisions at Licking/Knox Goodwill Industries will be based on merit, qualifications, and abilities. Goodwill Industries does not discriminate in employment opportunities or practices on the basis of race, color, religion, spiritual belief, sex, national origin, age, pregnancy, disability, socio-economic factors, military status, or any other characteristic protected by law.

Licking/Knox Goodwill Industries will make reasonable accommodations for qualified individuals with known disabilities unless doing so would result in an undue hardship. This policy governs all aspects of employment, including selection, job assignment, compensation, discipline, termination, and access to benefits and training.

In addition to a commitment to provide equal employment opportunities to all qualified individuals, Licking/Knox Goodwill Industries has established an affirmative action program to promote opportunities for individuals in protected classes throughout the organization.

Any employees with questions or concerns about any type of discrimination in the workplace are encouraged to bring these issues to the attention of their immediate supervisor or the Human Resource Department. Employees can raise concerns and make reports without fear of reprisal. Anyone found to be engaging in any type of unlawful discrimination will be subject to disciplinary action, up to and including termination of employment.