

3.05 Immigration Law Compliance

Policy:

It is the policy of Licking/Knox Goodwill Industries, Inc. to employ only United States citizens and aliens who are authorized to work in the United States and to not discriminate on the basis of citizenship or national origin.

Procedure:

In compliance with the Immigration Reform and Control Act of 1986, each new employee, as a condition of employment, must complete the Employment Eligibility Verification Form I-9 and present documentation establishing identity and employment eligibility. Former employees who are re-hired must also complete the form if they have not completed an I-9 with Goodwill Industries within the past three years, or if their previous I-9 is no longer retained or valid. Licking/Knox Goodwill Industries, Inc. currently participates in the U.S. Citizenship and Immigration Services "E-Verify" program.

Employees with questions or seeking more information on immigration law issues are encouraged to contact the Human Resource Department. Employees may raise questions or complaints about the immigration law compliance without fear of reprisal.

All completed I-9 Forms will be filed in alphabetical order and maintained by the Human Resource Department. The I-9 will be maintained separately from the personnel files.