

3.24 Life-Threatening Illnesses in the Workplace

Policy:

It is the policy of Licking/Knox Goodwill Industries, Inc. to support employees with life-threatening illnesses who wish to continue to work to the extent allowed by their condition as long as these employees are able to meet acceptable performance standards.

Procedure:

As in the case of other disabilities, Licking/Knox Goodwill Industries will make reasonable accommodations in accordance with all legal requirements to allow qualified employees with life-threatening illnesses to continue to work as long as they are able to perform the essential functions of their jobs.

Medical information on individual employees is treated confidentially. Licking/Knox Goodwill Industries will take reasonable precautions to protect such information from inappropriate disclosure. Managers and other employees have a responsibility to respect and maintain the confidentiality of employee medical information. Anyone inappropriately disclosing such information is subject to disciplinary action, up to and including, termination of employment.

Employees with questions or concerns about life-threatening illnesses are encouraged to contact the Human Resource Department for information and referral to appropriate services and resources (see Policy 6.10, *Family and Medical Leave*.)