

9.10 Administrative Membership in Local Civic Organizations

Policy:

It is the policy of Licking/Knox Goodwill Industries, Inc. to encourage employees to participate in the activities of certain local civic organizations.

Procedure:

Employees are encouraged to seek membership in local civic organizations where membership will promote Goodwill's business interests and enhance its image in the community. However, employees who participate in local organizations may not allow their activities to interfere with job performance or harm or conflict with Goodwill's interests.

Licking/Knox Goodwill Industries, Inc. may designate employees to represent the organization in certain local civic organizations. Employees who are designated for membership are expected to promote the interests of Licking/Knox Goodwill and to conduct themselves in a manner befitting the organization.

Licking/Knox Goodwill Industries, Inc. will normally consider the following factors when selecting local organizations for representation and designating employees to sponsor for membership:

- The nature and purpose of the local organization.
- The potential benefit to Goodwill, including the enhancement of the employee's leadership and organizational skills.
- The cost to Goodwill.
- The extent to which Goodwill is already represented in the local organization.
- The employee's job responsibilities, length of service and overall qualification for membership.

Employees must agree to reimburse Goodwill any membership fees or equity interests paid or reimbursed by Goodwill that may be refunded when membership is terminated.