

POLICY #606-48  
GOODWILL INDUSTRIES OF SOUTHEASTERN WISCONSIN, INC.  
LAST REVIEW/REVISION: June 2020  
APPROVAL: *Nicol Britten, Interim Vice President Human Resources (6/5/2020)*

EQUAL OPPORTUNITY/AFFIRMATIVE ACTION POLICY

**Equal Employment Opportunity**

Goodwill Industries of Southeastern Wisconsin, Inc, ("Goodwill"), is an equal employment opportunity employer. This means we will not discriminate or treat individuals differently based on race, color, religion, sex, sexual orientation, marital status, gender identity or expression, age, genetics, national origin, physical or mental disability, veteran status, or any other status protected by law. We will only use factors such as experience, qualifications and skills to make hiring decisions. Applicants and employees who have a disability are encouraged to contact Human Resources if they need a reasonable accommodation to perform a job for which they are otherwise qualified.

Our equal opportunity policy covers all areas of employment, including but not limited to:

- recruitment
- hiring
- leave
- promotions
- demotion
- compensation
- termination
- tuition assistance
- assignment of work
- layoff
- advertising
- work environment
- benefits
- transfers
- training
- corrective action

Equal employment opportunity means treating each other respectfully. It means inappropriate behavior will not be allowed. It applies in other instances too. For example, we will not stop an employee from speaking up about discrimination or filing a complaint. We will not retaliate. We will also work to prevent and stop any kind of harassment, including sexual harassment.

**Service Delivery**

Goodwill is an equal opportunity service provider. This means qualified applicants for service or individuals receiving services will not be treated differently due to:

- race
- color
- religion
- national origin (including limited English proficiency)

- sex
- age
- disability
- political affiliation or beliefs

Please note: certain protections apply only to SNAP program participants.

Our policy covers all areas of service delivery, including:

- equal access to programs
- equal benefits from program services
- equal treatment within program services

Equal opportunity in service delivery means treating each other respectfully. It applies in other instances of service delivery too. For example, we will not retaliate. We will not stop a person receiving services from speaking up against discrimination or filing a complaint. We will also work to prevent and stop any kind of harassment, including sexual harassment.

Rene Jovel, Legal Counsel, is Goodwill's Equal Opportunity Coordinator. Please contact him or the program manager to discuss any service delivery discrimination concerns.

### **Affirmative Action Program**

Goodwill Industries has Affirmative Action Plans for minorities, females, individuals with disabilities and covered veterans for the federal contract areas of our business.

Goodwill is fully committed to the principles of equal employment opportunity and affirmative action in the employment of women, minorities, individuals with disabilities and protected veterans. To ensure compliance with EEO and affirmative action requirements, I have appointed Nicol Britten, Interim Vice President Human Resources, as the Equal Employment Opportunity/Affirmative Action Officer.

The EEO/Affirmative Action Officer has the full support of Goodwill's management and staff to successfully implement our Affirmative Action Program. Please contact this employee or your Human Resources Business Partner if you have questions about this policy or Goodwill's Affirmative Action Program.

Non-confidential sections of the affirmative action plans are available for review, upon request, by contacting the Human Resources Department from 8 a.m. – 4:30 p.m. Monday – Friday.

All employees are responsible for treating each other with respect. Employees are also responsible for following the rules set in this policy.

Management has the added responsibility of making decisions in a fair and non-discriminatory manner. Management is also responsible for handling reported complaints and for supporting Goodwill's affirmative action program.



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Jackie Hallberg, President & CEO  
March 1, 2020