

POLICY #606-48
GOODWILL INDUSTRIES OF SOUTHEASTERN WISCONSIN, INC.
LAST REVIEW/REVISION: January 2018
APPROVAL: *Christine Brooks, VP of Human Resources (1/2018)*

PAY TRANSPARENCY & EQUAL OPPORTUNITY/AFFIRMATIVE ACTION POLICY

Pay Transparency

The contractor will not discharge or in any other manner discriminate against employees or applicants because they have inquired about, discussed, or disclosed their own pay or the pay of another employee or applicant. However, employees who have access to the compensation information of other employees or applicants as a part of their essential job functions cannot disclose the pay of other employees or applicants to individuals who do not otherwise have access to compensation information, unless the disclosure is (a) in response to a formal complaint or charge, (b) in furtherance of an investigation, proceeding, hearing, or action, including an investigation conducted by the employer, or (c) consistent with the contractor's legal duty to furnish information.

Equal Employment Opportunity

Goodwill Industries of Southeastern Wisconsin, Inc., and its affiliated organizations ("Goodwill"), is committed to ensuring equal employment opportunity for all employees and applicants. This promise guarantees that we will treat all individuals with dignity and respect, and provide a work environment free from harassment and discrimination. All employment decisions will be based on business needs, individual qualifications and valid job requirements, without regard to race, color, religion, sex, sexual orientation, gender identity, age, national origin, citizenship, genetics (GINA), physical or mental disability, veteran status, military status or discharge, marital status, pregnancy or childbirth, arrest record, retaliation, or any other status protected by state, federal and local laws.

Additional Protections-Wisconsin- Creed, honesty testing, genetic testing and use or nonuse of lawful products off the employer's premises during nonworking hours

Additional Protections-Illinois- Sexual harassment, citizenship status, language, and coercion/aiding and abetting (helping or forcing a person to commit unlawful discrimination)

Goodwill's equal employment opportunity commitment extends to all terms, conditions and policies of employment, including but not limited to: recruitment, hiring, promotions, wages and salary, compensation, termination, advertising, work environment, benefits, transfers, training, and corrective action.

No employee or applicant will be subjected to harassment, intimidation, threats or discrimination because they have filed a complaint, participated in an investigation, opposed unlawful practices or exercised any other rights protected by law.

Service Delivery

Goodwill is committed to the principles of equal opportunity in service delivery. No otherwise qualified applicant for service or program participant will be excluded from participation due to

race, color, religion, national origin (including limited English proficiency), sex (including pregnancy and related conditions, sex stereotyping, sexual orientation, transgender status and gender identity), age, disability, or political affiliation or belief, religion, creed, citizenship status, or for receiving any federal financial assistance or for participating in any civil rights activities. Please note: certain protections apply only to WOIA and SNAP program participants.

This policy extends to: equal access to programs, equal benefits from program services and equal treatment within program services. Individuals will not be subjected to harassment, coercion, discrimination or threats because they have exercised any right or privilege protected by law.

I have appointed Joan Farrell, Chief Compliance Officer, as the Equal Opportunity Coordinator. You are encouraged to discuss any perceived civil rights discrimination complaints with this employee or the program manager.

Affirmative Action Program

Goodwill has specific obligations as a federal contractor in certain areas of our business, including the requirement to develop an affirmative action program. If you have questions regarding whether your area is a federal contractor, please contact your Human Resources Business Partner.

Goodwill also recognizes the inherent value in employing a diverse workforce outside of our federal contractor obligations, and will implement policies and practices that enhance diversity and ensure equal employment opportunity.

All employees share responsibility for supporting equal opportunity in employment and service delivery and fostering an inclusive work environment. Management has the additional responsibility of administering all aspects of Goodwill's EEO/AA policy, and assisting Goodwill in meeting its affirmative action goals and objectives.

Goodwill Industries maintains Affirmative Action Plans for minorities, females, individuals with disabilities and covered veterans for the federal contract areas of our business. To assist us in complying with all applicable equal opportunity laws and affirmative action requirements, I have appointed Christine Brooks, the Vice President of Human Resources, as the Equal Employment Opportunity/Affirmative Action Officer. You are encouraged to discuss any questions about this policy with this employee or your Human Resources Business Partner. Non-confidential sections of the Affirmative Action Plan are available for review, upon request, by contacting the Human Resources Department from 8 a.m. – 4:30 p.m. Monday – Friday.



Jackie Hallberg, President & CEO
March 1, 2018