



EQUAL EMPLOYMENT OPPORTUNITY Non-Discrimination Policy

1. Goodwill Industries of Western Connecticut is an equal opportunity employer and is committed to positive plans and programs to continue providing employment and advancement opportunities to all, regardless of race, color, religion, sex, age, national origin, ancestry, disorder, disability, marital status, and/or criminal record.
2. The agency's affirmative action policy is reflected in every phase of its operations. Such action includes, but is not limited to, employment, upgrading, demotion or transfer, recruitment or recruitment advertising, layoff or termination, rates of pay or other forms of compensation and selection for training.
3. Positive efforts are taken to assure the employment and advancement in employment of qualified minority persons, women, handicapped individuals and veterans.
4. The success of the agency's commitments to these programs is dependent upon the cooperation of each employee and the understanding of the laws and regulations governing equal employment opportunity. The agency request full cooperation from all parties.
5. Goodwill Industries of Western Connecticut has an Equal Employment Opportunity Officer to assure the implementation of the agency's equal opportunity goals.
6. Internal Communication:
 - a. The policy statement and summary of the objectives of the plan shall be posted. The Affirmative Action policy statements, including any REVISION/REVIEWS to such policy statements, are distributed to all executive staff for inclusion in each department's Standard Operating Procedures manual. This practice will continue.
 - b. The policy statement shall be prominently posted on bulletin boards throughout the agency. These bulletin boards are located in conspicuous places within the agency.
 - c. The agency employee handbook continues to be a source of internal communication. The Affirmative Action section of the handbook provides a brief mission statement. The handbook is distributed to all new employees. In addition to the employee handbook, during the employee orientation the Human Resources Personnel and/or Hiring Manager familiarizes new employees with the Affirmative Action program, policies and procedures.
 - d. The agency shall maintain copies of all Affirmative Action related internal communications and comments received and note the date such statements were received.
 - e. The Affirmative Action plan is discussed with the executive staff at the annual planning meeting, which is chaired by the President. This communication mechanism provides the



executive staff with additional opportunity to express their ideas for effective implementation within their respective departments. The President reinforces the importance and priority that Affirmative Action has within the agency.

7. External Communication:

- a. Goodwill Industries of Western Connecticut shall send expression of the agency's commitment to Affirmative Action and notice of job availability to recruiting sources and organizations that are capable of referring qualified applicants for employment.
- b. Except in the case of a bona fide occupational qualification or need, employment advertising does not and will not make reference to age or gender and will clear convey the desire of the agency to employ members of protected classes. We will continue this practice.
- c. The utilization of publication sources that include media that target a protected class in the labor market area(s) most relevant for filling a position is part of the agency's recruitment program.
- d. Letters shall be sent to vendors and all companies with whom Goodwill Industries does business reaffirming the agency's Affirmative Action policy. The agency shall maintain the name and address of each organization, recruiting source, vendor and publisher receiving notice of the agency policy. The date of notice and copies of all communications, statements and advertising shall be maintained.

8. Assignment of Responsibility

- a. The ultimate responsibility for promoting and enforcing Affirmative Action rests with the President. The President is accountable for the success or failure.
- b. The Equal Employment Officer who reports directly to the President is designated as the President's representative for all matters pertaining to the plan. The Equal Employment Officer has the full resources of the agency available to him/her to carry out the agency's mission of Equal Employment Opportunity. Responsibilities include serving as the agency's liaison with enforcement agencies, conducting investigations, handling discrimination complaints including complaints pertaining to mental and physical disabilities, and overseeing all sexual harassment complaints. The Equal Employment Officer shall also be concerned with employment issues that may not be discriminatory, but may have an unfair effect on employees.
- c. The Equal Employment Officer shall have access to all records and personnel necessary to do an effective job. The Equal Employment Officer shall monitor the agency's Affirmative Action plan and, with the Human Resources department, maintain contact with recruiting sources and organizations serving members of protected classes; inform the agency of developments in Affirmative Action and inform employees of the availability of services.



- d. The Human Resources Director shall conduct analyses of hires, promotions, terminations, applicants, and other employment data to determine employment patterns; and will review staffing patterns to promote adequate placement of minorities, women, disabled persons and veterans.

- e. The Human Resources Director is responsible for ensuring nondiscriminatory personnel policies, procedures and practices throughout the agency. This shall include all personnel activity from recruitment to termination of employment.

- f. The Human Resources Director shall be actively involved in the development; implementation and monitoring of the Affirmative Action plan for the agency and shall assume a leadership role that may impact on the Affirmative Action plan. Further responsibilities include regular reviews of the agency's hiring, promotion, evaluation and termination activity; studying jobs for upward mobility purposes and providing experienced staff for job studies.