

**Equal Employment Opportunity and
Affirmative Action Statement of Policy**

Rappahannock Goodwill Industries (RGI) prohibits discrimination and harassment of employees and applicants on the basis of age, sex, gender identity, sexual orientation, race, color, religious creed, national origin, physical or mental disability, protected veteran status, or any other characteristic protected by law with regard to employment practices, including recruitment, advertising, job application procedures, hiring, training, promotion, transfer, compensation, job assignment, benefits, and/or other terms, conditions, or privileges of employment, provided the individual is qualified, with or without reasonable accommodations, to perform the essential functions of the job. This policy applies to all jobs at the organization. The organization will continue to ensure that employees and applicants are treated without regard to age, sex, gender identity, sexual orientation, race, color, religious creed, national origin, physical or mental disability, or any other characteristics protected by law in all employment practices as follows:

Recruitment, screening, and employment decisions at the organization are based on legitimate job-related criteria. All personnel actions and programs that affect qualified individuals, such as hiring, promotion, demotion, transfer, recruitment, advertising, termination, selection for training, rate of pay and other forms of compensation, are made without discrimination.

Employees may choose to voluntarily disclose their sex, race, national origin, disability and protected veteran status at any time by contacting Human Resources. Such information will be maintained in a confidential manner and will not be used against an individual when making employment decisions. Employees and applicants with disabilities and disabled veterans are encouraged to inform Human Resources if they need a reasonable accommodation to perform a job for which they are otherwise qualified. The organization considers reasonable accommodation requests for the known physical or mental limitations of an otherwise qualified applicant or employee to promote the employment of qualified individuals with disabilities and disabled veterans unless such accommodations would impose an undue hardship on the operations of the organization's business.

Rappahannock Goodwill Industries is fully committed to the principles of equal employment opportunity and affirmative action. As President & CEO, I support the successful implementation of the organization's Affirmative Action Programs. I have appointed John Sylvester as Equal Employment Opportunity (EEO) Coordinator for the organization. John shall be responsible for implementing the organization's Affirmative Action Plan (AAP). The EEO Coordinator has the support of management and staff to fully implement the plan. All managers and supervisors play an active role in the organization's AAP to ensure all qualified employees and applicants are considered and treated in a nondiscriminatory manner regarding all employment decisions.

The Affirmative Action Program includes an audit and reporting system, which uses metrics and other information to measure the effectiveness of the programs. The Corporate Compliance Officer (CCO) has been assigned responsibility for periodically reviewing progress in the compliance and implementation of the affirmative action programs. In accordance with public law, the organization's affirmative action programs are available for inspection in the Human Resources office, Monday through Friday, from 8:00 a.m. to 5:00 p.m. by appointment.

Employees and applicants will not be subject to harassment, intimidation, threats, coercion, or discrimination because they engaged in, or may have engaged in, filing a complaint, assisting or participating in an investigation, compliance review or hearing, or other activity related to the administration of Section 503 of the Rehabilitation Act of 1973, the Vietnam Era Veterans' Readjustment Assistance Act of 1974, Executive Order 11246, all as amended, or any other federal, state, or local law or regulation regarding Equal Employment Opportunity. Rappahannock Goodwill Industries 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 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.



Stephen A. Cox
President & CEO