

GOODWILL INDUSTRIES OF THE INLAND NORTHWEST
Policies and Procedures for: Equity, Diversity, and Inclusion

Subject: Equity, Diversity, and Inclusion Policy
Current: 01/04/2022
Prior Revisions:
Approval:  Date: 1/5/2022

POLICY/PURPOSE:

Goodwill Industries of the Inland Northwest (Goodwill) is committed to fostering, cultivating, and preserving a culture of equity, diversity, and inclusion.

Our employees, participants, and community are the most valuable asset we have. The collective sum of individual differences, life experiences, knowledge, inventiveness, innovation, self-expression, unique capabilities, and talent that our employees invest in their work represents a significant part of not only our culture, but our mission achievement as well.

Definitions

Equity: the quality of being fair and impartial; this is different from equality.

Diversity: the practice or quality of including or involving people from a range of different social and ethnical backgrounds, and of different genders, sexual orientations, etc.

Inclusion: the practice of ensuring that all people feel a sense of belonging and support.

People First Language: is a way of communicating that reflects knowledge and respect for people with disabilities by choosing words that recognize the person first and foremost as the primary reference and not his or her disability; for example, saying that someone "has schizophrenia" rather than calling them a "schizophrenic". Goodwill also utilizes gender neutral language in all written and verbal communication.

Gender neutral language: language that avoids bias towards a particular sex or social gender; for example, instead of saying "stewardess" say "flight attendant" or "firefighter" instead of "fireman"

We embrace and encourage our employees and participants differences in age, disability, color, ethnicity, family or marital status, gender identify or expression, language, national origin, physical or mental ability, political affiliation, race, religion, sexual orientation, socio-economic status, veteran status, and other characteristics that make our employees unique. Goodwill values these qualities within our community, as well.

Goodwill's diversity initiatives are applicable, but not limited to our practices and policies on recruitment and selection; compensation and benefits; professional development and training; promotions; transfers; social and recreational programs; layoffs; terminations; and ongoing development of a work environment built on the premise of equity and inclusion that encourages and enforces:

- Respectful communication and cooperation between all employees, participants, and community members.
- Teamwork and employee participation, permitting the representation of all groups and employee perspectives.

- Work/life balance through flexible work schedules to accommodate employees varying needs, where possible.
- Employer and employee contributions to the communities we serve to promote a greater understanding and respect for diversity.

All employees of Goodwill have a responsibility to always treat others with dignity and respect. All employees are expected to exhibit conduct that reflects inclusion during work, at work functions on and off the work site, and at all other company-sponsored and participative events. Employees are encouraged to carry and promote the knowledge of equity, diversity, and inclusion with them. All employees are also required to attend and complete annual diversity awareness training to enhance their knowledge to fulfill this responsibility.

Any employee found to have exhibited any inappropriate conduct or behavior against others may be subject to disciplinary action.

Employees who believe they have been subjected to any kind of discrimination that conflicts with Goodwill's equity, diversity, and inclusion policy and initiatives should seek assistance from a supervisor or HR representative.