

# GOODWILL OF THE OLYMPICS AND RAINIER REGION POLICY MANUAL

## SECTION SEVEN HUMAN RESOURCES POLICIES

### **EQUAL EMPLOYMENT OPPORTUNITY**

### **POLICY 7.01**

***PURPOSE:***

Goodwill of the Olympics and Rainier Region maintains a firm commitment to the principles of equal opportunity for employment and takes action to create a favorable work environment for all employees, regardless of sex (including pregnancy, childbirth, breastfeeding, or related medical conditions), gender, national origin, race, color, age, religion, sexual orientation, disability, genetic information, gender identity (including transgender status, gender expression, gender transitioning or perceived gender transitioning), military and veteran status, marital status, or any other protected status or characteristics protected by applicable federal, state, or local discrimination laws.

***PROVISIONS:***

The Company will not engage in or tolerate any discrimination in the workplace prohibited by local, state or federal law. Specifically, no employee may be discriminated against on the basis of his or her race, sex/gender, religion/creed, pregnancy, age, physical or mental disability, marital status, national origin, genetics/genetic markers, military or Veterans status, sexual orientation or any other characteristic protected by applicable federal, state or local law.

Violations of this policy must be reported to the employee's manager, a human resource representative or the CEO.

If an employee wishes to be anonymous, an anonymous complaint can be filed through the Employee Care Line at 1-844-806-4833.

All complaints will receive prompt attention, thorough investigation, and appropriate actions will be taken.

Employees involved in behaviors that violate this policy will be subject to disciplinary action up to and including termination of employment, at the sole discretion of management.

Violations of this policy that involve the CEO, may be reported to the Chairman of the Board. The authority for this policy is dictated by federal, state, and local laws and regulations. The Board delegates the authority to the CEO to implement the provisions of this policy.

***AUTHORITY:***

No regular reporting is required.

***REPORTING:***

Approved: 5/27/09 Board of Directors Reapproved:

5/22/13 Board of Directors

Reapproved: 4/27/16 Board of Directors

Draft revised: 4/24/18

Approved: 4/24/18 Board of Directors