



Date: November 6, 2019
To: All Applicants and Associates of Goodwill of Central and Coastal Virginia Incorporated
From: Charles Layman, President & CEO
Re: Reaffirmation of Equal Employment Opportunity Policy

Equal Employment Opportunity is a fundamental principle at Goodwill of Central and Coastal Virginia, Inc. (GCCVA). As a reminder, on June 24, 1981, our governing Board of Directors adopted a non-discrimination policy. We do not condone or allow discrimination based on disability, race, color, religion, age, sex, gender identity, sexual orientation, marital status, national origin, veteran/military status, genetic information, or any other protected characteristic established by federal, state, or local statute.

GCCVA does not condone or tolerate discrimination in its employment practices, including recruiting, hiring, training, and promoting. Neither will discrimination be tolerated in any other employment related program such as compensation and benefit decisions, training opportunities, or selection criteria for reductions in force.

GCCVA encourages and will make reasonable accommodations to qualified individuals with known disabilities unless doing so would result in an undue hardship to the organization. If an individual would like to request an accommodation, he/she should contact the Human Resources Department, Goodwill of Central and Coastal Virginia Inc. 6301 Midlothian Turnpike, Richmond, VA 23225.

It is the policy of GCCVA to promote a productive work environment and not to tolerate verbal or physical conduct by any associate that harasses, disrupts, or interferes with another's work performance or that creates an intimidating, offensive, or hostile environment. No form of discrimination or harassment will be tolerated, including harassment based on gender (sexual harassment), gender identity, sexual orientation, race, color, religion, age, disability, marital status, national origin, veteran/military status, genetic information or any other protected characteristic established by federal, state, or local statute. Associates and applicants are protected from coercion, intimidation, and interference or discrimination for filing a complaint or assisting in an investigation under the Rehabilitation Act of 1973, as amended, or the Vietnam Era Veterans' Readjustment Assistance Act of 1974, as amended.

Associates and program participants have the right and responsibility to report any cases of suspected discrimination or harassment. Reports of discrimination may be reported to supervisory staff or the Human Resources Department, Goodwill of Central and Coastal Virginia Inc, 6301 Midlothian Turnpike, Richmond, VA 23225. All reports of discrimination or harassment will be investigated and documented. All reports of discrimination or harassment are confidential. GCCVA does not tolerate or condone any retaliatory action taken against an individual for filing a report of discrimination/harassment.

The agency has a written affirmative action plan for Goodwill of Central and Coastal Virginia Inc. for achieving equal employment opportunity in filling positions and promoting associates which includes reaffirmation of the employer's equal opportunity policy; the individual designated for implementing the policy; the procedures for disseminating the policy; a utilization analysis; an analysis of all major job groups; plans specifically for minorities, women, persons with disabilities, and Vietnam Era Veterans and special disabled veterans; and the steps of action taken to achieve the goals and objectives included in the plan. The Affirmative Action plan, as written, is maintained in the office of the Human Resources Department.

As President and CEO of Goodwill of Central and Coastal Virginia, Inc., I fully commit to ensuring that this organization complies with our Equal Employment Opportunity and Non-Discrimination policies.

Charles Layman
President and CEO