



**ASSOCIATE ACKNOWLEDGEMENT OF RECEIPT
OF VIRGINIA STATE ADDENDUM**

I understand that my employment with Goodwill is for an unspecified term and may be terminated at the will of either the Organization or myself, with or without reason or cause, and with or without notice. No words or actions of the Organization will be deemed to create an express or implied contract of employment or require the Organization to have good cause for terminating my employment. No representative of the Organization is authorized to provide any associate or associates with an employment contract or special arrangement concerning terms or conditions of employment unless the contract or agreement is in writing and signed by the President and CEO of the Organization.

I acknowledge I have received a copy of Goodwill's Virginia State Addendum to its Associate Handbook. I understand I am responsible for reading the contents of the Virginia State Addendum, and for complying with the policies and rules outlined therein. I further acknowledge that I have read the Virginia State Addendum in its entirety in accordance with this responsibility.

I understand that while employed by Goodwill, I must comply with all Organization policies and rules except as otherwise provided and/or prohibited under federal and/or state law. I further understand that any rules, policies, and benefits described in the Associate Handbook and the Virginia State Addendum may be modified or varied from by the Organization at anytime—except as required by law and except for the rights of the parties to terminate employment at will (which may be modified only by an express written agreement signed by both me and the President and CEO of the Organization).

Date

Associate Name

Associate Signature

This page is intentionally blank.



Virginia
State Addendum to Associate Handbook

ABOUT THIS ASSOCIATE HANDBOOK ADDENDUM

This Addendum is meant to supplement the Goodwill Industries’ Associate Handbook by providing additional information regarding laws specific to the Commonwealth of Virginia. In the event of a conflict between this Addendum and our Associate Handbook, this Addendum will govern. As with the Associate Handbook, the contents of this Virginia Addendum are guidelines only, and do not create contract of employment between you and Goodwill.

CONTENTS

Associate Acknowledgement of Receipt of Virginia Addendum.....Cover Page

Final Paycheck1

Meal Periods1

Jury Duty/Court Attendance Leave1

Election Officer Leave1

Crime Victim Leave1

Military Leave2

Pregnancy Accommodation.....2

Access to Personnel File.....3

Final Paycheck

Upon termination of employment, wages owed for work performed will be paid on or before the next regular payday.

Meal Periods

Minor associates under age 16 will be provided a 30-minute meal break for every five hours of continuous work. If you think you are not being allowed to take adequate meal or rest periods please contact your supervisor, any manager, or Human Resources.

Jury Duty/Court Attendance Leave

Associates will be permitted to take unpaid leave to serve as jurors or to appear as witnesses in court proceedings if summoned or subpoenaed to appear. Associates must provide reasonable notice of court appearances or summonses. Associates will not be required to use sick leave or vacation time for any time spent serving on jury duty or appearing as witnesses in court if summoned or subpoenaed to appear.

The Organization will not discharge or take adverse personnel action against associates as a result of absence due to such jury duty or court appearance, as long as the associates provide reasonable notice of their need for leave.

If an associate is summoned and appears for jury duty for four or more hours, including travel time, in one day, the associate will not be required to start any work shift that begins on or after 5:00 p.m. on the day of the appearance or begins before 3:00 a.m. the following day.

Election Officer Leave

Associates may take unpaid leave to serve as an officer of election. An officer of election means a person appointed by an electoral board to serve at a polling place for any election. Associates must provide reasonable notice of such service.

The Organization will not discharge or take any adverse action against associates for taking election officer leave, nor will associates be required to use sick leave or vacation time, as a result of such absences, as long as the associates provide reasonable notice of their need for leave.

An officer of election who services four or more hours, including travel time, on the day of election service will not be required to start any work shift that begins on or after 5:00 p.m. on the day of service or begins before 3:00 a.m. the following day.

Crime Victim Leave

Associates who are victims of certain crimes will be granted leave to attend judicial proceedings related to the crime in accordance with Virginia state law including the initial appearance of the

individual suspected of committing the crime, any negotiated plea or sentencing proceeding, any proceeding related to post conviction release or any probation revocation disposition proceeding.

Associates will not be paid for this time off. Associates must provide their supervisor with a copy of the form provided to the associate by the law-enforcement agency, and the notice of each scheduled criminal proceeding, if applicable.

The Organization will not discharge or take any adverse action against associates for taking leave under this policy.

Military Leave

In addition to complying with federal law, the Organization will comply with all Virginia state law requirements regarding military leave and re-employment rights.

Members of the National Guard, Virginia State Defense Force, or naval militia, and other state forces may take leave without pay when ordered to active duty.

In addition, rights, benefits and protections of the federal Servicemembers Civil Relief Act are extended to members of the Virginia National Guard when called to federal service or when called to state service by the governor for more than 30 consecutive days.

Such associates will not be required to use or exhaust vacation or other accrued leave when on active military service.

Upon return from duty, associates must make written application for reinstatement within 14 days of release from duty or from hospitalization if the length of absence does not exceed 180 days. If the length of absence exceeds 180 days, then the associate has 90 days to submit the written application.

Reinstatement is not required if the associate has been absent for more than five years for all military absences, whether or not consecutive.

The Organization will not obstruct associates from becoming members of the armed forces or discriminate against an associate or application for employment on the basis of military service.

PREGNANCY ACCOMMODATION

The Commonwealth of Virginia requires employers to provide information concerning the prohibition against unlawful discrimination on the basis of pregnancy, childbirth, or related medical conditions and an employee's rights to reasonable accommodations for known limitations related to pregnancy, childbirth, or related medical conditions, including lactation. If an associate desires to communicate their pregnancy status to their supervisor, they should also notify Human Resources in order for the associate to be provided with a copy of this policy within 10 days of notice.

ACCESS TO PERSONNEL FILE

In compliance with Virginia law, associates and former associates have the right to access their employment records by receiving a copy upon written request.

A request to receive a copy of your employment records must be in writing and submitted to Human Resources. Within 30 days of receipt of your written request, Goodwill will provide you with a copy of all employment records reflecting: (i) your dates of employment; (ii) your wages or salary during employment; (iii) your job description and job title; and (iv) any injuries you sustained during the course of your employment with Goodwill.

If Goodwill is unable to provide you with a copy of your employment records within 30 days of receipt of your written request, then Goodwill will provide written notice of the reason for the delay and produce the records within 30 days of providing such notice.