

Subject:	Equal Employment Opportunity & Affirmative Action Policy (EEO & AAP)
Category	Legal

POLICY #606-48
GOODWILL INDUSTRIES OF SOUTHEASTERN WISCONSIN, INC.
LAST REVIEW/REVISION: July 2025
APPROVER: Chief Executive Officer and President
OWNER: Senior Vice President of People and Culture
MONITOR: Deputy General Counsel and Director of Legal Operations

EQUAL EMPLOYMENT OPPORTUNITY & AFFIRMATIVE ACTION POLICY

- 1. PURPOSE:** As a federal contractor, Goodwill Industries of Southeastern Wisconsin, Inc. and its subsidiaries (collectively “Goodwill”) is an equal employment opportunity (EEO) employer who maintains affirmative action plans (AAP) for individuals with disabilities and covered veterans in compliance with Section 503 of the Rehabilitation Act of 1973 and the Vietnam Era Veterans' Readjustment Assistance Act (VEVRAA).

Goodwill's Legal and Compliance department is responsible for ensuring compliance with all applicable federal, state and local laws governing equal employment opportunities and affirmative action. Questions regarding these programs may be directed to the Legal and Compliance department at compliance@goodwillgreatermc.org or 414-847-4205.

2. DEFINITIONS:

2.1 EQUAL EMPLOYMENT OPPORTUNITY (EEO): A legal concept and a set of practices that ensure all individuals have a fair and equal chance to be considered for employment, training, and advancement opportunities, free from discrimination based on certain protected characteristics. These characteristics include race, color, religion, sex (including pregnancy, sexual orientation, and gender identity), national origin, age, disability, and genetic information.

2.2 AFFIRMATIVE ACTION: Affirmative action is defined as a set of procedures designed to eliminate unlawful discrimination among applicants, remedy the results of such prior discrimination, and prevent such discrimination in the future.

2.3 SECTION 503 OF THE REHABILITATION ACT OF 1973: Section 503 of the Rehabilitation Act of 1973 prohibits federal contractors and subcontractors from discriminating against qualified individuals with disabilities in employment. It also mandates that these contractors take affirmative action to recruit, hire, promote, and retain individuals with

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disabilities. This section ensures that people with disabilities have equal opportunities in the workplace when working for companies that contract with the federal government.

2.4 VIETNAM ERA VETERANS' READJUSTMENT ASSISTANCE ACT (VEVRAA): The Vietnam Era Veterans' Readjustment Assistance Act (VEVRAA) is a US federal law that prohibits employment discrimination against protected veterans and requires federal contractors to take affirmative action to recruit, hire, promote, and retain them. VEVRAA was enacted in 1974 and has been amended several times to strengthen its provisions, particularly those related to affirmative action.

3. POLICY:

3.1 APPLICANTS and EMPLOYEES

- a. Goodwill will not discriminate against a job applicant or an employee because of the individual's race, color, religion, sex (including pregnancy, childbirth, or related conditions, transgender status, and sexual orientation), national origin, age (40 or older), disability or genetic information, or any other status protected by law.
- b. Goodwill only considers an individual's experience, qualifications and skills in its hiring decisions.
- c. Our equal employment opportunity policy covers all areas of employment, including but not limited to: recruitment, hiring, leave, promotions, demotion, compensation, termination, tuition assistance, assignment of work, layoff, advertising, work environment, benefits, transfers, training, and corrective action.
- d. It is Goodwill's policy that discrimination, harassment or retaliation of any kind are unacceptable in the workplace and will not be tolerated. Further, employees have a duty to report unacceptable behavior to the appropriate leaders, management and compliance. Employees are protected against retaliation and will not suffer adverse consequences as a result of reporting any inappropriate behavior or for participating in the investigation of a complaint.
- e. Employees should refer to their Employee Handbook, Standards of Goodwill, Policy 601-07 Speaking Up and Policy 606-37 Harassment for further information.

Subject:	Equal Employment Opportunity & Affirmative Action Policy (EEO & AAP)
Category	Legal


3.2 PARTICIPANTS / PERSONS SERVED

- a. Goodwill will not discriminate against qualified applicants for service and individuals receiving services will not be treated differently due to race, color, religion, sex (including pregnancy, childbirth, or related conditions, transgender status, and sexual orientation), national origin, age (40 or older), disability or genetic information.
- b. Goodwill’s equal opportunity policy covers all areas of service delivery, including equal access to programs, equal benefits from programs and equal treatment within program services.
- c. It is Goodwill’s policy that discrimination, harassment or retaliation of any kind is unacceptable in all service delivery programs and facilities and will not be tolerated. Further, participants are encouraged to report unacceptable behavior to the appropriate leaders, management and compliance. Participants are protected against retaliation and will not suffer adverse consequences as a result of reporting any inappropriate behavior or for participating in an investigation of a complaint.
- d. Participants should refer to their participant handbook, as well as Policy 607-02 Rights – Persons Served and Policy 607-14 Grievance Procedure – Persons Served for further information.

4. RELATED POLICIES:

- 4.1** 601-07 Speaking Up
- 4.2** 601-10 Waste, Wrongdoing, Fraud and Abuse
- 4.3** 606-09 Employee Ethics
- 4.4** 606-36 Harassment
- 4.5** 607-02 Rights – Persons Served
- 4.6** 607-14 Grievance Procedure – Persons Served

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