

GOODWILL OF COLORADO

Policy 45-43

Revised August 2026

HUMAN RESOURCES

Equal Employment Opportunity and Anti-Harassment

1. PURPOSE

This policy applies to Goodwill of Colorado, Goodwill Industrial Services Corporation, Goodwill of Colorado Foundation (collectively, Goodwill). Goodwill is dedicated to the principles of Equal Employment Opportunity (EEO). Goodwill prohibits unlawful discrimination against job applicants or employees on the basis of age (40 and over), color, disability, sex/sexual orientation (including gender identity, gender expression, transgender status, sexual orientation, pregnancy, childbirth, or related conditions), genetic information (including family medical history), military or veteran status, political affiliation, national origin/ancestry, citizenship, race (including traits historically associated with race, such as hair texture and length, protective hairstyles), religion, marital status, familial status, or any other applicable status protected by State or local law. This prohibition includes unlawful harassment based on any of these protected classes. Unlawful harassment includes verbal or physical conduct which has the purpose or effect of substantially interfering with an individual's work performance or creating an intimidating, hostile, or offensive work environment. This policy applies to all employees, including managers, supervisors, co-workers, and non-employees such as customers, clients, vendors, consultants, etc.

Goodwill will provide reasonable accommodation for qualified individuals with known disabilities unless doing so would result in undue hardship to the company or cause a direct threat to health or safety. The company will provide reasonable accommodation for employees whose work requirements interfere with a religious belief, unless doing so poses undue hardship on the company. Requests for a reasonable accommodation can be sent to ADA@GoodwillColorado.org or the following QR Code.



2. GENERAL

Goodwill has developed written affirmative action plans in accordance with Section 503 of the Rehabilitation Act of 1973 and Vietnam Era Veterans' Readjustment Assistance Act individuals with disabilities, and covered veterans. Goodwill's EEO/AA coordinator is the Human Resources (HR) Director and can be reached via email at HRHelpdesk@GoodwillColorado.org or by phone at 1-800-710-4098. The HR Director is

responsible for compliance with State and Federal EEO laws and Affirmative Action regulations. The HR Directors is also responsible for implementing Goodwill's affirmative action plan, equal employment practices, monitoring, and internal reporting. If you believe you have not been treated in accordance with this policy, please contact the HR Director. Our plan for veterans and the disabled is available to you in their office by appointment. All employees and applicants for employment are protected, by both Goodwill policy and Equal Employment Opportunity/Affirmative Action regulations and law, from coercion, intimidation, interference, or discrimination for filing a complaint or assisting in an investigation.

3. SEXUAL HARASSMENT

- a. Goodwill strongly opposes sexual harassment and inappropriate sexual conduct. Sexual harassment is defined as unwelcome sexual advances, requests for sexual favors, and other physical, verbal, or visual conduct based on gender constitute sexual harassment when:
 - i. Submission to the conduct or communication is explicitly or implicit term or condition of employment; or
 - ii. Submission, objection, or rejection of the conduct or communication is used as the basis for an employment decision; or
 - iii. Such conduct or communication has the purpose or effect of unreasonably interfering with an individual's work performance or creating an intimidating, hostile, or offensive work environment.
- b. All employees are expected to always conduct themselves in a professional and business-like manner. Any conduct that may violate this policy includes, but is not limited to, sexually implicit or explicit communications whether in:
 - i. Written form, such as cartoons, posters, calendars, notes, letters, e-mails, etc.
 - ii. Verbal forms, such as comments, jokes, foul or obscene language of a sexual nature, gossiping, or questions about another's sex life, or repeated unwanted requests for dates.
 - iii. Physical gestures and other nonverbal behavior, such as unwelcome touching, grabbing, fondling, kissing, massaging, and brushing up against another's body.

4. PAY TRANSPARENCY

Goodwill believes in equal pay for equal work and will not discriminate against employees or applicants due to their gender identification. Goodwill regularly reviews job descriptions and compensation to maintain as a competitive employer. If you feel you have been discriminated against you may file a complaint by following the [COMPLAINT PROCEDURE](#) listed below.

5. COMPLAINT PROCEDURE

- a. If you believe there has been a violation of the EEO policy or harassment based on the

protected classes listed above, including sexual harassment, please use the following complaint procedure. Goodwill expects employees to make a timely complaint to enable the Company to investigate and correct any behavior that may be in violation of this policy.

- b. Report the incident to your supervisor or a member of the Human Resources team via email at:
 - i. Employee Relations Team at EmployeeRelations@GoodwillColorado.org
 - ii. Director, Human Resources - Michelle Pettit - MPettit@GoodwillColorado.org
 - iii. Director, Talent Acquisition and Organizational Development - Georgia Muno - GMuno@GoodwillColorado.org
 - iv. Vice President, Human Resources and Organizational Development - Jill Alderton - JAlderton@goodwillcolorado.org
- c. The appropriate individual will investigate the matter and take appropriate corrective action. Your complaint will be kept as confidential as practicable. If you prefer not to go to any of these individuals with your complaint, you should report the incident to the EthicsPoint hotline at **1-888-291-7589** or [EthicsPoint.com](https://www.ethicspoint.com) or by using the EthicsPoint link found on [Goodwill's Employee Links and Resources webpage](#).
- d. Goodwill prohibits retaliation against any employee for filing a complaint under this policy or for assisting in a complaint investigation. If you believe there has been a violation of our EEO or retaliation standard, please follow the complaint procedure contained in the sexual harassment policy.

If the Company determines that an employee's behavior is in violation of this policy, disciplinary action will be taken, up to and including termination of employment.

Karla Grazier

Karla Grazier
President/CEO

Jill Alderton

Jill Alderton (Sep 23, 2026 15:58:37 MDT)

Jill Alderton
Vice President, Human Resources
and Organizational Development

Attachments:

Attachment 1: EEO Policy Statement to All Employees and Applicants (available on [Goodwill's website jobs page](#) and New Hire UKG Onboarding Packet)

Attachment 2: EEOC Know Your Rights (English and Spanish) - 2026 (available on [Goodwill's website jobs page](#) and [Goodwill Staffing's website jobs page](#))

Reviewed and Approved: JCA _____ 2026 _____ 2027 _____ 2028 _____ 2029