



Honesty Pledge

Goodwill is a non-profit agency whose mission is to provide job opportunities and job training. The general public contributes donations for resale and the income received from the retail stores supports our employment programs. **As retail employees or volunteers, you have the responsibility to our donors to uphold the highest level of ethics and integrity by receiving the maximum amount from their donations.** Therefore, so there are no misunderstandings, the following list gives examples of situations considered theft:

- Negotiating prices and/or altering prices for **anyone** including employees at any time on any item is theft. Anyone who negotiates or alters prices is stealing from Goodwill.
- Holding or stashing items for **anyone** including employees at any time except for openly understood agency business, is theft. Anyone who holds back or hides items is stealing from Goodwill.
- Removing items from the store or dumpster for personal use or gifts without proper payment is theft.
- Any employee who purchases items for resale or uses employee discount for friends purchases is stealing from Goodwill.
- Purchases made by those handling merchandise must occur at a location where no hours are worked for that day.
- Any variation from trained retail processes such as calling anyone to come purchase during shifts, backroom shopping, allowing customers to call out prices at the register, unapproved discounts or sales, or similar type situations.
- Any situation considered abuse of time or cash handling situations, such as clocking in then getting ready for work or frequent cash register drawer short/over is considered stealing.
- Observing or having knowledge of any of the above situations and not reporting them to supervisors or administration is considered stealing.

Goodwill consults the police when theft is suspected. It has usually been the case that employees talk freely to police, telling them what they have seen and heard in order to protect themselves. To keep yourself above suspicion, do not do anything that is or looks like the above situations.

I have received a copy of this pledge and I understand these examples of theft. I pledge with my signature below that I will not negotiate, alter prices or hold items for anyone and that I will not take items without paying the proper price for them. I further pledge that I will not permit others to steal from Goodwill in any manner with my knowledge. I understand that involvement in any of the above actions could result in prosecution or disciplinary measures up to and including termination. If terminated for any of the reasons listed above, I understand that I will be paid the lesser of my current wage or minimum wage for any hours I have worked and have not yet been paid, including any vacation leave balance, if applicable.

Signature

Date