



## Code of Ethics

I affirm my commitment to the following Code of Ethics based on the values of Goodwill Industries Serving Southeast Nebraska, Inc. As an Officer, Employee, or Volunteer I pledge to follow both the letter and spirit of the following code:

### **Business Practices:**

- A. I agree to engage in and promote honest and ethical conduct, including but not limited to the soliciting, negotiating and monitoring of all contractual relationships.
- B. I will avoid the actual or appearance of conflicts of interest.
- C. I will comply with applicable laws, rules, and regulations of federal, state, and local governments.
- D. I will responsibly use and control all assets, resources, and information under my influence in the Agency's possession.
- E. I will encourage the prompt reporting of any violations of this Code of Ethics or other governing documents to our Audit Committee, or other so designated entity.
- F. I will use restricted monies for its requested specific purpose. I will fulfill my part to be able to account for its activity and show how the funds were used.

### **Marketing and Communications Activities:**

- A. I will practice honest, transparent and timely communication to facilitate the free flow of essential information in accord with the public interest.
- B. I will ensure that all services and products are promoted in a manner that promotes respect for all employees and persons receiving services, as well as sensitivity to cultural values and beliefs.
- C. I will protect confidential information and comply with all legal requirements for disclosure of information affecting the welfare of others.
- D. I will protect the privacy of our employees and disclose information about them as permitted or required by law and/or only with their expressed, written permission.
- E. I will protect the privacy of persons served and use their stories only with their expressed and written permission.
- F. I will disseminate accurate information and promptly correct any erroneous communication for which I may be responsible.

### **Professional Responsibilities:**

- A. I am committed to continually improving relationships with the public, employees and persons served.
- B. I will respect the tools and resources provided to meet the needs of the organization and those that we serve.
- C. I will not discriminate because of race, color, creed, sexual orientation, disability or national origin, and I shall endeavor to eliminate or prevent discrimination in rendering services.

Initials \_\_\_\_\_

- D. I will treat others, persons served, customers and donors with dignity and respect.
- E. I will maintain confidentiality of information upon separation from the agency.

**Service Delivery:**

- A. I will maintain the confidentiality of information regarding persons served. I will not discuss confidential company, employee or information on persons served unless related to job responsibilities.
- B. I will strive to provide quality services at all times.
- C. I will strive to avoid any real or perceived conflicts of interest and will make arrangements for alternative services as needed.
- D. I understand the exchange of gifts, money and gratuities for favorable treatment between employees and persons served or customers is prohibited.
- E. I understand personal fund raising in the workplace is prohibited.
- F. I understand bringing personal property to the workplace is discouraged.
- G. I strongly support the setting of professional boundaries between employees and persons served while honoring a friendly and respectful provider/customer relationship.
- H. I acknowledge authority of witnessing documents outside the scope of services provided and pursuant to persons served is limited and vested to those designated by the Chief Executive Officer of the organization. Notary Public agents who work for the organization will discharge their duties according to current authority.

**Human Resources:**

- A. Through on-going professional development and continuing education, I will strive to remain current with the skills and abilities relevant to the services offered.
- B. I am committed to diversity within the workforce to effectively meet the needs of the people served.
- C. I am committed to providing a safe, drug-free and healthy working environment

**Procedures to Deal with Allegations of the Code**

**Employees:** Employees have the responsibility to report a violation of the Code to the Corporate Compliance Officer at (402) 438-2022 ext. 126, leaving a message with as much detailed information as possible including contact information so the allegation may be investigated. Goodwill strongly encourages the employee to inform their supervisor as the first option for reporting, unless the supervisor is directly involved in the misconduct. The CEO will handle all corrective action for violation of the Code. The following circumstances may be considered:

- The employee has promptly reported his/her own violation
- The employee cooperates fully in the investigation and correction of the violation

**Board:** Board Members will report any suspected violation of the Code to the Board Chair who will discuss the matter with the CEO. The Board Chair will discuss the issue with the individual board member and interview other appropriate parties. The issues and recommendations will be brought forth to the Audit Committee.

---

Signature

---

Date