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 a retail employee or volunteer, 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, changing, 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, stashing, or saving 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 without proper payment or approval is theft.
- Any money found in donations or on Goodwill property belongs to the Agency and is to be reported as such. Pocketing found money from Goodwill property or donations is considered stealing.
- Employee discount is intended for the employee's use only. Any employee who purchases items for resale, including using employee discount for reimbursement for friend's or family's purchases is stealing from Goodwill.
- Purchases made by those handling merchandise must occur at a location where no hours are worked for that day.
- All items follow an approved production process. 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 is considered stealing from Goodwill.
- 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 unethical or intentional actions such as the above situations and not reporting them to supervisors or administration is considered stealing.
- YWCA vouchers are intended for client use only. Use of YWCA vouchers by employees is strictly prohibited and is considered stealing from Goodwill.

Goodwill will investigate promptly and 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. Report concerns to management as soon as practical. 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.

Employee Signature _____ Date _____