

Personal Property

Employees are discouraged from bringing their personal property into any Goodwill facility. Personal property left at Goodwill will be at the sole risk of the employee. Goodwill will not be liable for any personal items damaged due to any cause including, but not limited to, misplacement, theft, fire, or water damage.

Lockers. Lockers are assigned based on availability and may not be available at every location. Employees are responsible for obtaining their own lock and must furnish a key or the lock combination to their direct supervisor and/or Human Resources. All lockers are the property of Goodwill and may be searched at any time with or without notice.

Parking. Parking on Goodwill property is provided as a convenience to employees. Goodwill assumes no responsibility for damage to vehicles or theft of articles from vehicles while on agency property.

Inspections and Searches. There is no general or specific expectation of privacy in the workplace of Goodwill, either on Goodwill premises or while on duty. This agency reserves the right to conduct searches or inspections of an employee's personal effects based on reasonable suspicion or cause. Searches may include, but not be limited to, purses, briefcases, and motor vehicles located on agency property, agency property used by an employee, including, but not limited to, lockers, desks, and offices whether secured by a lock or locking device provided by the employee, or unsecured. Employees should avoid sending or receiving personal letters or packages through the agency's mail system.

Cell Phone Use and Safety. Employees may carry and use a personal cell phone while at work with management's approval only. If the employee's use of a personal cell phone causes disruptions or loss in productivity, the employees may become subject to disciplinary action.

A hands-free option should be used while driving a company vehicle or while traveling during work hours. If an employee receives a call and a hands-free option is unavailable, the employee may answer and ask the caller to momentarily wait until the vehicle is safely parked. Employees shall not read or respond to text or other electronic messages while operating a vehicle.

Employee Records

Confidential Information. Employees who have access to confidential information about other employees and people being served by Goodwill are prohibited from revealing confidential information to co-workers or any outside sources. Confidentiality shall include, but not be limited to, salary, financial or personnel information.

Access to Personnel Files. All personal information is considered confidential and is protected as such. Employees may inspect their own personnel files but may not remove documents from their file. Inspections by employees must be requested in writing to the HR Office and will be scheduled at a mutually convenient time or as required under state law.

Disclosure of Employee Records. The confidentiality of employment records of present and former employees will be protected. Reference information requested by a prospective employer for a former employee will be released only with a signed employee authorization for specific information and will be done by Human Resources only. Any requests for references, employment verification and/or letters of recommendation for a current or terminated employee must be forwarded to Human Resources. Representatives of government or law enforcement agencies, in the course of their duties, may be allowed access to file information.

Weapons

Firearms. To ensure an environment free of fear and intimidation, employees, volunteers, and participants are prohibited from openly carrying a firearm, even if the individual is licensed to carry by the State of Texas. The prohibition from open carry includes all Goodwill locations, company vehicles, or while acting as a company representative at any work-related activities, meetings, or functions. Individuals are permitted to transport and store in a safe and discreet manner a legal firearm and ammunition in a personal vehicle while the vehicle is on Goodwill property. This policy is intended to comply with all applicable state laws concerning the right to possess and carry firearms and shall be interpreted and enforced accordingly.

Unauthorized Weapons. Employees, people participating in Goodwill Programs and/or other individuals are prohibited from bringing onto Goodwill premises unauthorized weapons, such as guns, knives, explosives, etc. Anyone discovered to carry or have in his/her possession or locker any unauthorized weapons will be subject to disciplinary action up to and including termination.

Weather Emergency

Employees are expected to make an extra effort to report for work on time. If the public is informed that driving to work could cause safety concerns, the employees are expected to call their supervisor or Human Resources to confirm office closure for the day. In the event of a local, state, or national weather emergency all Goodwill employees will be notified of any facility closures via email, text, and/or phone call.

Goodwill's Role in Times of Disaster. Goodwill will support community disaster relief organizations, such as FEMA, The American Red Cross, The Salvation Army within the agency's resources. Goodwill relies on the generosity of the public to be successful in fulfilling its mission, and Goodwill is committed to ensuring the community always remains successful.

When a disaster strikes, Goodwill employees may need extra help. As a responsible employer, Goodwill will attempt to contact every employee as soon as possible in a disaster situation and work with other organizations to provide for the employees' well-being. Maintaining employment is a critical priority so that a paycheck can help provide for other needs.

SEPARATING EMPLOYMENT

Although employees may end their employment relationship at any time, a two-weeks resignation notice is customary in the event of a voluntary separation. The employee's resignation letter must be submitted to Human Resources. Goodwill has the right to accept resignations immediately and accelerate a final date of employment. In either event, personnel records will reflect a voluntary resignation.

In the event of an involuntary separation, a recommendation to terminate an employee is advanced to Human Resources before any action is taken to discharge the employee.

Separation Procedure

1. IT or an Account Administrator will be notified to cancel the separating employee's network access, business accounts, and any other related accounts.
2. Benefits information related to the continuation of medical, dental, and vision coverage as required by the Consolidated Omnibus Budget Reconciliation Act (COBRA) will be provided, as applicable.
3. All outstanding employee timesheets and/or leave must be approved by the manager.
4. Employees will be paid for any unused vacation leave.

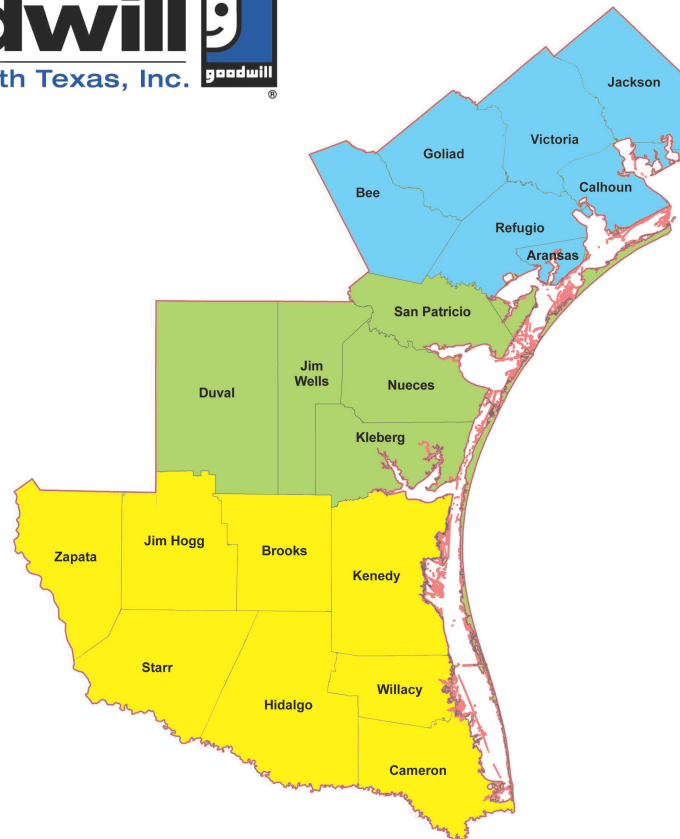
Returning Goodwill Property. All Goodwill property is required to be returned prior to or on the last day of employment. This may include keys, badges, cell phone, laptop, or any other property.

Final Paycheck. Compensation will be received through the final day of any actual work performed. The final paycheck will be provided on the next scheduled pay day via direct deposit.

Reduction in Force. Goodwill makes every effort to maintain sufficient work to avoid a reduction in force and/or hours. However, due to conditions beyond the agency’s control, this may not always be possible. Reduction in force and/or hours may result from, but is not limited to, reorganization, changes in funding or lack of work.

The agency makes every effort to inform employees in a timely manner of anticipated dates and duration of a reduction in force and/or hours. Affected employees are notified by their respective manager/supervisor and/or Human Resources. Procedures contained in the rehire policy are applied to former employees who are recalled from a reduction in force action.

For more information, please contact the Human Resources Office.



Goodwill Industries of South Texas, Inc. assigned territory