

*PLEASE BE AWARE THAT WE ARE PROVIDING THIS SERVICE TO YOU, AND REQUIRE THAT ALL OF GOODWILL INDUSTRIES RULES AND REGULATIONS WILL BE STRICTLY FOLLOWED. FAILURE TO DO SO WILL RESULT IN IMMEDIATE RELEASE FROM THE PROGRAM.*

## **RULES AND REGULATIONS**

**\*\*\*\*\*IMPORTANT\*\*\*\*\*IF YOU MISS 30 CONSECUTIVE DAYS (NO SHOW) AT YOUR ASSIGNED STORE, YOUR FILE WILL BE PURGED AND YOU WILL NOT RECEIVE CREDIT FOR THE HOURS YOU HAVE COMPLETED, AND YOU WILL NEED TO REAPPLY AS A NEW COMMUNITY SERVICE PARTICIPANT.**

YOU ARE NOT UNDER ANY CIRCUMSTANCES ALLOWED TO TALK ON PERSONAL CELL PHONE. IF YOU USE PERSONAL PHONE WITHOUT APPROVAL OF SUPERVISOR YOU WILL BE RELEASED FROM THE PROGRAM.

YOU WILL BE ALLOWED ONE BREAK OF 15 MINUTES EACH TWO HOURS.

NO PERSONAL PHONE CALLS ON BUSINESS PHONE UNLESS APPROVED BY SUPERVISOR.

ANY SIGNS OF AGGRESSION OR NEGATIVE ATTITUDE WILL GET YOU IMMEDIATELY RELEASED AND REPORTED TO THE COURTS.

THE AGENCY WILL NOT PERMIT, TOLERATE, OR CONDONE THE HARASSMENT OF ANY INDIVIDUAL FOR ANY REASON, INCLUDING, BUT NOT LIMITED TO , RACE, COLOR, RELIGION, NATIONAL ORIGIN, SEX AGE, DISABILITY, VETERAN STATUS, OR ANY OTHER STATUS AS PROTECTED BY LAW. COMMENTS, CONDUCT, OR INNUENDOES, WHETHER VERBAL, WRITTEN OR THROUGH ELECTRONIC COMMUNICATION, THAT MIGHT BE PERCEIVED BY OTHERS AS OFFENSIVE OR HARASSING ARE WHOLLY INAPPROPRIATE AND ARE TO BE STRICTLY AVOIDED. THIS POLICY APPLIES TO GOODWILL EMPLOYEES, VOLUNTEERS, MANDATED COMMUNITY SERVICE VOLUNTEERS, DONORS, VENDORS, AND VISITORS TO THE PREMISES.

WE HAVE A DRUG AND ALCOHOL FREE WORK ENVIRONMENT. BREAKING THIS RULE IS IMMEDIATE RELEASE FROM THE PROGRAM, AND REPORTED TO THE COURTS.

IF YOU CANNOT ABIDE BY THESE RULES, THEN YOU NEED TO PERFORM YOUR COMMUNITY SERVICE SOME WHERE ELSE.