

## CODE OF ETHICS

As a recipient of charitable contributions, Goodwill Industries of Tennesse Area, Inc. recognizes its responsibility to ensure that funds received are used to further its mission and to safeguard assets of the corporation. In order to uphold the highest standards and ensure the integrity, honesty, and reputation of the entirety of the Goodwill movement, we agree to voluntarily comply with the following Code of Ethics within our Administration, Business, Financial, Marketing Management, Consumer Services, Referral/Funding source interests, and other stakeholders' issues.

We affirm our commitment to the following Code of Ethics based on the values of Goodwill Industries of Tennesse Area, Inc. As officers, employees, or volunteers we pledge to follow both the letter and the spirit of the following code:

- We agree to engage in and promote honest and ethical conduct.
- We will avoid the actual or appearance of conflicts of interest.
- We will treat persons receiving services with respect and dignity, regardless of disability or other barriers.
- We will support a work atmosphere that is open and friendly while being mindful of the need for confidentiality in Human Resources and Workforce Development departments.
- We will make sure our marketing activities and efforts will never be used knowingly to mislead or misinform the public or misrepresent the programs and activities of Goodwill.
- We will comply with applicable laws, rules and regulations of federal, state and local governments.
- We will responsibly use and control all assets, resources and information in our possession.
- We will encourage the prompt reporting of any violation of this Code of Ethics or other governing documents to the CCO (Corporate Compliance Officer).
- The CCO and President/CEO will issue disciplinary actions up to and including immediate discharge.

Violations of the Code of Ethics can result in corrective action, up to and including termination. The company's policies and procedures on corrective action will apply for employees. Violations of the Code of Ethics against members of the board will go to the Executive Committee for corrective action.