



Southern Oregon Goodwill Code of Ethics

We affirm our commitment to the following Code of Ethics based on the values of Southern Oregon Goodwill Industries. As Officers, Employees or Volunteers we pledge to follow both the letter and the spirit of the following code:

Business Practices

- We agree to engage in and promote honest and ethical conduct, including but not limited to the soliciting, negotiating, and monitoring of all contractual relationships.
- We will avoid conflicts of interest and 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 violations of this Code of Ethics or other governing documents to our Audit Committee, or other so designated entity.
- We will use restricted monies for its requested specific purpose. We will be able to account for its activity and show how the funds were used.

Marketing & Communication Activities

- We will practice honest, transparent and timely communication to facilitate the free flow of essential information in accord with the public interest.
- We will ensure that all services and products are promoted in a manner that promotes respect for our employees and the people receiving services, as well as sensitivity to cultural values and beliefs.
- We will protect confidential information and comply with all legal requirements for disclosure of information affecting the welfare of others.
- We 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.
- We will protect the privacy of people served and use their stories only with their expressed and written permission.
- We will disseminate accurate information and promptly correct any erroneous communication for which we may be responsible.

Professional Responsibilities

- We are committed to continually improving our relationship with our public, employees and the people we serve.
- We will respect the tools and resources provided to meet the needs of the organization and those that we serve.
- We will not discriminate because of race, color, creed, sexual orientation, religion, disability or national origin, and we shall endeavor to eliminate or prevent discrimination in rendering services.
- We will treat one another, persons served, customers and donors with dignity and respect.

Contractual Relationships

- We will solicit, bid, negotiate and uphold our terms of any contract in the best interest of Goodwill and in the best interest of our public trust.
- Goodwill's representative in all contractual relationships will be the CEO or her/his designee. The vested responsibilities include negotiating all terms and signatory authority. Other Goodwill employees may be directed to solicit contracts and discuss terms of agreement in accordance with ethical expectations as outlined in the business, marketing and financial expectations of this code.

Service Delivery

- We will maintain the confidentiality of information regarding persons served. We will not discuss confidential company, employee or information on persons served unless related to job responsibilities.
- We will strive to provide quality services at all times.
- We will strive to avoid any real or perceived conflicts of interest and will make arrangements for alternative services, as needed.
- We will prohibit the exchange of gifts, money and gratuities between employees and persons served and discourage the same among persons served.
- We will discourage personal fund raising in the workplace other than campaigns to support the needs of employees or persons served who have been adversely impacted by disasters.
- We will discourage bringing personal property to the workplace, and will provide reasonable security when this is needed.
- We strongly support the setting of professional boundaries between employees and persons served; while honoring a friendly and respectful provider/customer relationship.
- We limit and vest authority of witnessing documents outside the scope of services provided 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

- Through on-going professional development and continuing education, we will strive to remain current with our skills and abilities relevant to the services we offer.
- We are committed to diversity within our workforce to effectively meet the needs of the people we serve.
- We are committed to providing a safe, drug-free and healthy working environment.