

Richmond Goodwill Industries, Inc.
Code of Ethical Conduct

As an Employee of Richmond Goodwill Industries, Inc. (“**Goodwill**”), I recognize the importance of high ethical standards. Essential values and ethical behaviors I should exemplify include:

- Understanding Goodwill’s mission
- Placing my commitment to Goodwill above self-interest
- Obedience of and commitment to the law
- Respect for the value and dignity of all individuals
- Truthfulness
- Fairness
- Striving to apply resources responsibly
- Striving for excellence in all work performed

In keeping with these values, and to assist me in fulfilling my responsibilities to Goodwill as it serves individuals and communities, I agree to the following principles.

1. I will conduct myself and serve Goodwill in a manner that upholds the integrity of both, and merits the trust and support of the public.
2. I will uphold all applicable laws and regulations to protect and enhance Goodwill’s ability to accomplish its mission.
3. I will treat others with respect, doing for and to others what I would have done for and to me in similar circumstances.
4. I will be a responsible steward of Goodwill’s resources.
5. I will take no actions that could benefit me personally at the unwarranted expense of Goodwill and resolve conflicts of interest as required by law. I will exercise prudence in the expenses I charge to Goodwill.
6. I will carefully consider the public perception of my personal and professional actions and the effect my actions could have, positively or negatively, on Goodwill’s reputation in my community and elsewhere.
7. I will strive for personal and professional growth to improve my effectiveness as an employee of Richmond Goodwill.

Name (please print) _____

SIGNED _____

DATE _____