

**EGYPTIAN ELECTRIC COOPERATIVE ASSOCIATION
POLICY BULLETIN NO. 102**

SUBJECT: POLICY ORIGIN, DETERMINATION AND EXECUTION

POLICY:

1. It is the intention of the Board of Directors of the Egyptian Electric Cooperative Association to initiate and adopt written policies governing the conduct of the system's business and affairs, which will provide for a general plan of procedure for the Cooperative and to serve as a generalized statement to guide the decisions in recurring situations assuring consistent policy that will move toward the objectives and goals of the Cooperative.
2. Policy formulation is the responsibility of both the Board of Directors and the General Manager and in this they will cooperate, each bringing his special insight, experience, and skill to bear on the problems involved.
3. Policy determination is the responsibility of the Board alone. This derives from its legal status and its relationship to the members. The Board's action establishes policy.
4. Policy execution is the responsibility of the employed staff, under the directives of the General Manager. Once the policies have been established by the Board, it is the task of the employed staff to see that they are carried out.
5. It is understood that although these policies are firm in their intent, a certain flexibility is required because of unusual and extenuating circumstances. When these unique situations occur, the General Manager is to interpret the policy for the mutual interests of the Cooperative and membership and is to report any deviation from the policy to the Board.
6. This policy manual is to be an open book and is to be made available to employees and to members who wish to inspect it. This policy manual will thus minimize inconsistency and favoritism and will create a maximum of understanding. The Board reserves the right of final policy interpretation for clarity or in case of multiple interpretation.
7. All employees are required to read and apply policy as part of their duties and responsibilities. A record shall be maintained for each employee that indicates that policy has been made available and reviewed with employees annually. Employees are to be made aware of new policies and policy revisions with two (2) weeks of their adoption.

Adopted: 3/31/69
Reviewed: 8/24/2004
Revised: 01/30/2018

Attested: Gilbert Kroening, Secretary
Attested: Paul Hicks, Secretary