

**EGYPTIAN ELECTRIC COOPERATIVE ASSOCIATION
POLICY BULLETIN NO. 213**

SUBJECT: HARASSMENT AND DISCRIMINATION POLICY

PURPOSE: TO CLEARLY STATE THE POLICY OF THE COOPERATIVE REGARDING HARASSMENT AND DISCRIMINATION AND TO PROVIDE FOR DISCIPLINARY ACTION IN THE EVENT THE POLICY IS NOT FOLLOWED.

POLICY:

1. Harassment Prohibited

Harassment of and inappropriate, disrespectful or demeaning behavior towards applicants, employees and third parties is strictly prohibited and will not be tolerated. While this prohibition includes sexual harassment as the courts have defined it, it goes beyond legal definitions and includes any behavior that is reasonably likely to create a hostile, intimidating or offensive environment for others.

A definition of sexual harassment follows and may, by comparison, provide employees with an understanding of other forms of harassment.

A. Sexual Harassment

Sexual harassment, whether verbal, physical or otherwise (such as harassment contributing to a hostile work environment), is unacceptable and will not be tolerated. This policy applies, regardless of the sex of the individuals involved.

i. Definition of Sexual Harassment

The Cooperative adopts the Equal Employment Opportunity Commission's definition of sexual harassment, which is unwelcome sexual advances, requests for sexual favors and other verbal or physical conduct of a sexual nature, when:

1. submission to such conduct is made either explicitly or implicitly a term or condition of employment;
2. submission to or rejection of such conduct is used as the basis for work-related decisions affecting an individual; or
3. such conduct has the purpose or effect of unreasonably interfering with an individual's work performance or of creating an intimidating, hostile or offensive work environment.

This behavior is unacceptable in the workplace itself and in other work-related settings such as business trips and business-related social events. Examples of prohibited conduct include, but are not limited to:

- Demanding sexual favors in exchange for favorable reviews, assignments, promotions, continued employment or promises of the same.

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Harassment and Discrimination Policy (Continued)

- Sexual jokes, language, epithets, flirting, advances or propositions.
- Verbal abuse of a sexual nature.
- Verbal commentaries about an individual's body, sexual prowess or sexual deficiencies.
- Sexually degrading or vulgar words to describe an individual.
- Leering, whistling, touching, pinching, brushing the body, assault, sexual acts or suggestive, insulting, or obscene comments or gestures.
- Name-calling, relating stories, gossip, comments, jokes, or e-mail that may be derogatory toward a particular sex.
- The display of sexually suggestive graffiti, posters or computer images.
- Asking questions about sexual conduct or sexual orientation or preferences.
- Harassment of any kind, even if the content of the verbal abuse is not sexual.
- Retaliation against employees for complaining about such behaviors.

B Other Types of Harassment

Other types of harassment prohibited by this policy include, but are not limited to, harassment based on:

- | | |
|-------------------|---------------------------------|
| • Race | • Color |
| • Religion | • Gender |
| • Age | • Physical or Mental Disability |
| • National Origin | • Veteran Status |
| • Marital Status | |

C. Individuals Covered Under the Policy

The Cooperative will not tolerate, condone or allow prohibited harassment, whether engaged in by fellow employees, directors, officers, managers, supervisors, or others who conduct business with the Cooperative. The Cooperative requires reporting of all incidents of prohibited harassment, regardless of who the offender may be.

Respect should be given to all people with whom you come into contact, including fellow employees, job applicants or visitors to our business or off-site functions.

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2. General Harassment Reporting and Complaint Procedures

Although the prior section defined “sexual” harassment, this policy applies to all forms of discrimination. Any person who feels that he or she has been subjected to discrimination or harassment of any type should generally notify the offender that his or her behavior is unwelcome.

IN ALL CASES, any person who believes he or she has been subjected to conduct that may violate this policy should take the following steps.

A. Notification of Appropriate Staff

Any person who feels this policy has been violated is expected and urged to report the offensive conduct to any of the following:

- Immediate Supervisor
- Administrative Assistant/HR
- Executive Vice President/General Manager
- Board President
- General Counsel

If the employee believes that any person listed above is the one responsible for the conduct, the report should not be made to that person.

B. Description of Misconduct

An accurate written or oral report in sufficient detail to describe the objectionable behavior or the misconduct is necessary to resolve a formal complaint of discrimination or harassment.

C. Timeframe for Reporting Complaint

The prompt reporting of a complaint is encouraged so that rapid response and appropriate action may be taken.

3. Protection Against Retaliation

Retaliation against any person for the following is absolutely prohibited:

- Reporting a complaint
- Complaining about what he or she considers to be a violation of this policy
- Cooperating in any investigation pursuant to this policy
- Filing a complaint with or cooperating in an investigation of a complaint by any federal, state or local equal employment opportunity agency or commission

Any such retaliation will be considered a very serious violation of this policy and should be reported.

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4. Confidentiality

Any report of discrimination or harassment brought to the Cooperative's attention will be promptly investigated in a confidential manner. Requests for confidentiality will be respected to the extent consistent with the need to conduct a fair, complete and responsive investigation and the needs of the Cooperative.

5. Resolving the Complaint

An investigation by an appropriate member of management will be conducted as soon as is reasonably practicable. The Cooperative will communicate its findings and intended actions to the complainant and alleged violator. If it is found that harassment has occurred, the violator will be subject to appropriate disciplinary action, up to and including termination of employment.

The Cooperative does not expect individual employees to be experts on issues like discrimination and harassment. Therefore, an investigation may not reveal that discriminatory or offensive conduct actually occurred, or that the offensive conduct violated the policy. This is not a reason to fail to report conduct that is believed to violate this policy. It is to everyone's benefit that conduct, which violates this policy, be reported. If it is determined that no violation of this policy has occurred, this finding will be communicated to the parties in an appropriate manner.

A. Actions That May Be Taken

The Cooperative's immediate goal is to take prompt remedial action to stop the discriminatory, harassing or offensive conduct if a violation of this policy is found. A second goal is to assure that the violation will not occur again. The Cooperative considers violations of this policy to be as serious as violations of any other fundamental policy.

Actions may include reprimanding the offender and placing a written record of the incident in his or her personnel file, referral to counseling, withholding of a promotion, reassignment, temporary suspension without pay, withholding a raise or termination of employment. These measures may also be taken as interim measures during the pendency of an investigation.

With regard to others who conduct business with the Cooperative, action may include immediate discussion with the party or his or her employer, sending a letter of objection or refusal to continue the business relationship.

B. Appeals Process

If either party directly involved in a discrimination or harassment investigation is dissatisfied with the outcome or resolution, that individual may appeal the decision to the Executive Vice President/General Manager or if necessary, the Board President.

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C. False Accusations

If it is found that the complainant falsely, knowingly and maliciously accused another of discrimination or sexual harassment, the complainant may be subject to appropriate sanctions. Because we do not wish to discourage sincere complaints, such action will be taken only if there is clear and convincing evidence that there has been a knowingly false and malicious accusation.

6. Maintaining a Written Record of the Complaint

The Cooperative shall maintain a confidential, complete written record of each complaint and how it was investigated and resolved.

7. Distribution

The Cooperative has developed this policy to ensure that all employees can work in an environment free from discrimination and harassment. Every effort will be made to ensure that all personnel are familiar with the policy and that any complaint received will be thoroughly investigated and appropriately resolved. To this end, all current and new employees will receive a copy of this policy and will be asked to sign a receipt acknowledging that they have read it and understand it. Questions can be directed to the Executive Vice President/GM, Administrative Assistant/HR or General Counsel.

Adopted: 11/24/2009

Attested: Raymond Mulholland
Secretary