

COLUMBIA POWER AND WATER SYSTEMS EQUAL EMPLOYMENT OPPORTUNITY POLICY

OBJECTIVE: Columbia Power and Water Systems is an equal employment opportunity employer. Our goal at CPWS is to recruit, hire, and maintain a diverse workforce. Equal employment opportunity applies to all areas of employment as listed below.

POLICY: The following rules apply to CPWS:

- No person will be unlawfully excluded from consideration for employment because of race, color, religion, creed, sex, national origin, ancestry, age (40 and over), disability, citizenship, veteran status, or other legally protected classification.
- Equal treatment shall apply to every aspect of employment, including advertising, recruitment, selection, hiring, placement, training, promotion, transfer, compensation, benefits, selection for apprenticeship training, layoff, demotion, disciplinary action, termination, benefits, programs, activities, and all other privileges, terms and conditions of employment.
- CPWS will consider previous job performance within the company while carefully imposing valid and job-oriented requirements for promotional opportunities.
- Any practice of discrimination or harassment of our employees by co-workers, supervisors, customers, or vendors is absolutely prohibited.
- Executive, management and supervisory levels have the responsibility to further the implementation of this policy and ensure conformance by subordinates.
- Any CPWS' employee who engages in discrimination or harassment will be subject to appropriate disciplinary action up to and including termination of employment as set forth in CPWS policy.
- Employees are to report immediately any incidents where they believe this policy is being violated. Reports can be made to either the Personnel Director at (931) 375-7603 or to the General Manager at (931) 375-7601.
- Any CPWS' supervisory employee who knows of such behavior and fails to immediately report it to the Personnel Director at (931) 375-7603 or to the General Manager at (931) 375-7601, will also be subject to disciplinary action. CPWS requires the supervisor to document details properly, including signature of complainant, as soon as possible.

- Reports of possible violations of this policy will be investigated. CPWS will keep the investigation confidential to the extent possible under the circumstances.
- Employees reporting violations of this policy through the complaint procedure or during an internal investigation will not be punished or retaliated against in any way.
- If it is determined that this policy has been violated, corrective action will be taken up to and including immediate termination. The action to be taken will be determined based on the circumstances of each situation.
- If it is determined that this policy has not been violated or that there is not sufficient evidence to conclude that this policy has been violated, this determination shall be communicated to the parties together with the reason for this determination.
- CPWS will communicate its equal employment opportunity policy with its employees and any applicants.
- CPWS will conduct a continuing program to exclude every form of prejudice of discrimination based upon race, color, religion, creed, sex, national origin, ancestry, age, disability, citizenship, veteran status, or other legally protected classification, from its personnel policies and practices and working conditions.
- CPWS will conduct a continuing review of its job structure and employment practices and adopt positive recruitment, training, job design and other measures needed to ensure genuine equality of opportunity to participate fully in all organizational units, occupations, and levels of responsibility.
- It is the responsibility of all managers, supervisors, and employees to act responsibly to establish a pleasant working environment free of discrimination and harassment.

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