

Policy Against Harassment and Discrimination

Policy #: BP 16

Rappahannock Electric Cooperative

1. Purpose

To prohibit and prevent harassment and discrimination in the workplace at Rappahannock Electric Cooperative ("REC").

2. Scope

This policy applies to all members of the Board of Directors (the "Board"), all REC employees, and also applies to all interactions with independent contractors, temporary employees, and anyone else working with REC.

3. Policy Statement and Implementation

3.1. REC condemns and prohibits any form of prohibited harassment, discrimination or retaliation in the workplace, which includes where work-related activities are occurring off-site. Harassment, discrimination, and retaliation are inconsistent with our philosophy of mutual respect for all employees and will not be tolerated.

3.2. REC recognizes its duty to provide a work environment free from harassment or discrimination based on or related to an individual's race, color, religion, sex, pregnancy and childbirth and related medical conditions, sexual orientation, gender identity, national origin, age, disability, veteran or military status, genetic information, or any other protected classification under federal, state, or local law.

3.3. Harassment.

3.3.1. In light of the above, REC prohibits behavior that is offensive, abusive, threatening, intimidating, or disruptive to others. These behaviors can be verbal or physical and can include, among other things, making derogatory remarks, gestures, or jokes based on race, color, religion, sex, pregnancy and childbirth and related medical conditions, sexual orientation, gender identity, national origin, age, disability, veteran or military status, genetic information, or any other protected classification under federal, state, or local law, engaging in stereotyping based on such classifications, displaying or distributing cartoons, posters, or other materials based on such classifications, unwelcome touching, pinching, or other physical contact, and any form of stalking or bullying.

3.3.2. REC also prohibits behavior which constitutes Sexual Harassment. As such, REC prohibits any instance where enduring offensive sexual conduct or unwelcomed sexual advances or requests is linked to or is a condition of employment decisions. Examples of such "quid pro quo" harassment would include a supervisor demanding sex with an employee in exchange for continued employment or a manager linking a raise or promotion to sexual favors. These examples are demonstrative and not exhaustive. The Company also prohibits offensive conduct that is so severe or extreme as to create a sexually hostile, intimidating, or abusive work environment. Examples of behaviors that contribute to a sexually hostile, intimidating, or abusive work environment include, but are not limited to: (a) sexually offensive or obscene remarks, jokes, advances, or gestures; (b) requests for sexual favors; (c) engaging in stereotyping based on an individual's gender or sex; (d) unwelcome touching, pinching, or other physical contact; (e) leering; (f) displaying or distributing sexually offensive or obscene posters, cartoons, or other materials; and/or (g) any form of stalking or bullying.

3.4. Discrimination.

3.4.1. REC also prohibits discrimination of any kind based on race, color, religion, sex, pregnancy and childbirth and related medical conditions including lactation,

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sexual orientation, gender identity or expression, national origin, age, disability, genetic information, marital status, veteran or military status, or any other protected classification under federal, state, or local law. The law protects all persons, including non-citizens, from unlawful discrimination. The Company also prohibits any type of harassment or retaliation against anyone for opposing a discriminatory practice, filing a charge or complaint alleging discrimination, providing information in a Company investigation, or testifying, assisting, or participating in an investigation, lawsuit, hearing, or proceeding relating to alleged discrimination. The Company prohibits any discrimination, harassment, or retaliation by any supervisor, manager, co-worker, or third party that comes in contact with employees. An employee who violates these provisions may be subject to discipline, up to and including termination.

- 3.4.2. The policy covers all aspects of the employment relationship including, but not limited to, job advertisements, recruitment, application and hiring, job referrals, job assignments and promotions, demotions, layoffs, pay and benefits, discipline and discharge, employment reference, reasonable accommodations, terms and conditions of employment, pre-employment inquiries, workplace conditions, training opportunities or requirements, classification, and evaluation.
- 3.5. There shall be no reprisals taken against anyone for making good faith allegations or inquiries concerning harassment or discrimination.
- 3.6. Allegations of harassment, discrimination or retaliation should be brought immediately to the attention of the Managing Director - Human Resources & Organizational Development, the President & Chief Executive Officer, or the Chairman of the Board, as appropriate. Each complaint of conduct in violation of this Policy shall be promptly and thoroughly investigated. Discipline up to and including discharge shall be imposed upon those found to have violated this policy. Those engaging in any form of prohibited harassment may also face personal legal liability for their actions.
- 3.7. Employees will receive periodic communication about their rights and responsibilities related to harassment and discrimination.

4. Responsibilities

Managing Director - Human Resources & Organizational Development, President & Chief Executive Officer, or Chairman of the Board as appropriate.

5. Confidentiality

This policy may be treated as public and may be made available on REC's website or other communication channels.

6. Definitions

Board: The Board of Directors for Rappahannock Electric Cooperative

REC: Rappahannock Electric Cooperative and its affiliates

References and Related Documents:

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Policy Title:	Policy Against Harassment and Discrimination
Policy Number:	BP 16
Review Frequency:	Triennial
Last Reviewed:	January 24, 2024
Date Adopted:	October 16, 2003
Effective Date:	October 16, 2003
Amendment Dates:	April 15, 2020, January 24, 2024
Approver:	Board of Directors
Applies to:	Board of Directors; President & Chief Executive Officer; REC employees
Administrator:	Chief Administrative & Finance Officer
Superseding Effect	This Policy supersedes all previous policies and memoranda concerning the subject matter. Only the Approver may authorize exceptions to this Policy.