

# Affirmative Action Policy

## Policy #: BP 15

### Rappahannock Electric Cooperative

#### 1. Purpose

To establish fair access to employment opportunities, purchase orders, contracts and subcontracts at Rappahannock Electric Cooperative ("REC" or "Cooperative").

#### 2. Scope

This policy pertains to the Board of Directors ("Board") and all employees of the Cooperative and its affiliates.

#### 3. Policy Statement and Implementation

3.1. Rappahannock Electric Cooperative (REC) in the furtherance of its policy of Non-Discrimination and Equal Employment Opportunity has adopted an Affirmative Action Plan. It is the Cooperative's purpose to pursue the plan in utmost good faith. To that end, all personnel are so instructed and advised.

3.1.1. The Cooperative shall comply with the requirements and act in accordance with the suggestions for affirmative action programs as contained in Rural Utilities Service (RUS) Bulletin 20-15 (20-15:320-15), "*Equal Employment Opportunity in Construction Financed with RUS Loans,*" and RUS Bulletin 1790-1, "*Non-Discrimination Among Beneficiaries of RUS Programs.*" Additionally, the Cooperative shall supplement these requirements and suggestions with actions and procedures of its own initiative, when it feels they shall enhance the value of the program and assist in carrying it forward.

3.1.2. The two following statements are policy adopted by resolutions of the Cooperative's Board of Directors:

##### 3.1.2.1. NOTICE OF NON-DISCRIMINATION IN EMPLOYMENT

"Rappahannock Electric Cooperative is an equal opportunity employer and shall not discriminate on the grounds of race, color, religion, sex (including sexual orientation, gender expression and gender identity), national origin, religion, age, marital or familial status, handicap, genetic information, political beliefs, or any other trait protected by applicable law, in hiring or in the terms and conditions of employment, including, but not limited to, upgrading, demotion, transfer, recruitment or recruitment advertising, layoff or termination, rates of pay or other forms of compensation and selection for training or apprenticeship; and shall not permit supervisory personnel to discriminate on these grounds in carrying out their assignments."

##### 3.1.2.2. STATEMENT OF NON-DISCRIMINATION

"Rappahannock Electric Cooperative has filed with the Federal Government a Compliance Assurance in which it assures the RUS that it shall comply fully with all requirements of Title VI of the Civil Rights Act of 1964 and the Rules and Regulations of the Department of Agriculture issued thereunder, to the end that no person in the United States shall, on the grounds of race, color, religion, sex, national origin, religion, age, marital or familial

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status, handicap, genetic information, political beliefs, or any other trait protected by applicable law, be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination in the conduct of its program and the operation of its facilities. Under this assurance, this organization is committed not to discriminate against any person on the ground of race, color, religion, sex, national origin, age, or handicap, in its policies and practices relating to treatment of beneficiaries and participants, including rates, conditions and extension of service, use of any of its facilities, attendance at and participation in any meetings of beneficiaries and participants or the exercise of any rights of such beneficiaries and participants in the conduct of the operations of this organization."

3.1.2.3. "Any person who believes himself, or any specific class of individuals, to be subjected by this organization to discrimination prohibited by Title VI of the Act and the Rules and Regulations issued thereunder may, by himself or a representative, file with the Secretary of Agriculture, Washington, D. C., 20250, or the Rural Utilities Service, Washington, D. C., 20250, or this organization, or all, a written complaint. Such complaint must be filed no later than 90 days after the alleged discrimination, or by such later date to which the Secretary of Agriculture or the Rural Utilities Service extends the time for filing. Identity of complainants shall be kept confidential except to the extent necessary to carry out the purposes of the Rules and Regulations."

3.1.3. Accordingly, the Cooperative has or shall take the necessary actions and establish the necessary procedures to further these policies, and will pursue the Affirmative Action Plan in utmost good faith.

3.2. Rappahannock Electric Cooperative fully realizes its responsibilities in the matters of Equal Employment Opportunity and non-discrimination. It is in that spirit that it establishes the Affirmative Action Program. Please see the Affirmative Action Plan for more information.

#### **4. Responsibilities**

4.1. The Board shall enforce the CEO's adherence to this policy.

4.2. The CEO shall enforce adherence to this policy with staff.

4.3. Violations of this policy may result in disciplinary or corrective action.

#### **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

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Cooperative: Rappahannock Electric Cooperative and its affiliates

Director(s): members of the Rappahannock Electric Cooperative Board of Directors

### References and Related Documents:

REC Affirmative Action Plan

Policy Title:	Affirmative Action Policy
Policy Number:	BP 15
Review Frequency:	Triennial
Last Reviewed:	April 15, 2020
Date Adopted:	October 16, 2003
Effective Date:	October 16, 2003
Amendment Dates:	April 15, 2020
Approver:	Board of Directors
Applies to:	Board of Directors, President & Chief Executive Officer
Administrator:	Corporate Services
Superseding Effect	This Policy supersedes all previous policies and memoranda concerning the subject matter. Only the Approver may authorize exceptions to this Policy.