

WEST OREGON ELECTRIC COOPERATIVE, INC.
VERNONIA, OREGON

POLICY NO. 202

EMPLOYEE PERFORMANCE EXPECTATION & STANDARDS

I. Objective:

The Cooperative has a priority and obligation to assure employee equality, mutual respect and to maintain and promote a supportive and constructive work environment. Performance expectations and standards that promote a healthy work environment are considered fundamental job requirements for West Oregon Electric employees. This policy is designed to ensure that all employees enjoy and contribute to workplace equality and fairness, to clearly state the policy of the Cooperative regarding employee harassment and/or discrimination in any form, and to provide a process where employees may promptly report activities and behavior that do not conform to this policy. Conduct by any employee which fails to comply with the standards set forth in this policy (including both the general standards of conduct and the equal employment opportunity policy) will not be tolerated and may lead to immediate disciplinary action, up to and including termination.

II. Policy Content:

A. General Code of Conduct

All employees of West Oregon Electric are required, as a condition of their employment to comply with each of the following general standards of conduct:

- 1) When dealing with members, co-workers and the general public, the conduct of employees shall at all times be positive, courteous and respectful. This will include verbal and written communication as well as physical conduct.
- 2) Interaction between employees shall be mutually supportive, cooperative and professional.
- 3) Emphasis when dealing with problems will be on finding solutions rather than looking for fault or assigning blame.
- 4) Conflicts between employees that require assistance or intervention will be addressed promptly and only by individuals having the ability to resolve the issue. Individuals who do not have an ability, authority or responsibility to resolve the issue will not be involved.
- 5) Maintaining a professional, positive demeanor also means that employees will avoid gossip and/or negative and unwarranted communication about other employees, managers, or company policies.

B. Equal Opportunity Employer:

- 1) Conduct and/or interaction between employees, regardless of any supervisory relationship, that is intended or could reasonably be construed as offensive or insensitive with regard to the employee's sex, race, color, age, religion, sexual orientation, national origin, marital status, or any other characteristic protected by applicable law is strictly prohibited and will not be tolerated.
- 2) The Cooperative will not discriminate, and will not tolerate discrimination, on the grounds of sex, race, color, age, religion, sexual orientation, national origin, marital status, or any other characteristic protected by applicable law, in the hiring or in the terms and conditions of employment, including, but not limited to, upgrading, demotion, transfer, recruitment or recruitment advertising, layoff, termination, rates of pay or other forms of compensation and selection for training or apprenticeship, and will not permit supervisory personnel to discriminate on these grounds in carrying out their assignments.
- 3) The Cooperative's advertisements soliciting applications for jobs will contain the phrase "an Equal Opportunity Employer".
- 4) The forms used by the Cooperative in connection with applications for employment will not request or contain information that can be used to identify an applicant's sex, race, color, age, religion, sexual orientation, national origin, marital status, or any other characteristic protected by applicable law.
- 5) The Cooperative will comply with all applicable non-discrimination regulations regarding the posting of notices, reporting and incorporating required terms in contracts.
- 6) Equal Opportunity Employer posters supplied by the Rural Utility Service ("RUS") will be conspicuously displayed in and around the headquarters building and other Cooperative buildings in areas thereof frequented by employees and applicants for employment.
- 7) If the Cooperative enters into a contract or construction work, or amendment thereof, in excess of \$10,000 or a contract or purchases order for standard materials and supplies for use in construction work in excess of \$100,000, the Cooperative will require that such contract amendment or purchase order contain the Equal Employment Opportunity clause, and will give such notices and statements to contractors, subcontractors and materials suppliers as may be required of the Cooperative by the clause.

C. Harassment will not be Tolerated:

- 1) Harassment on the basis of race, color, religion, sex, age, national origin, disability, sexual orientation, marital status, or any other protected characteristic as established by applicable law is strictly prohibited.
- 2) Sexual Harassment
 - a. Sexual harassment is defined as unwelcome sexual advances, requests for sexual favors and other verbal or physical conduct of a sexual nature when, for example:

(i) submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment; (ii) submission to or rejection of such conduct by an individual is used as the basis for employment decisions affecting such individual; or (iii) such conduct has the purpose or effect of unreasonably interfering with an individual's work performance or creating an intimidating, hostile or offensive working environment.

- b. Sexual harassment may include a range of behaviors and may involve individuals of the same or different gender. These behaviors may include, but are not limited to: unwanted sexual advances or requests for sexual favors; sexual jokes and innuendo; verbal abuse of a sexual nature; commentary about an individual's body; leering, catcalls or touching; insulting or obscene comments or gestures; display or circulation in the workplace of sexually suggestive objects or pictures (including through email); and other physical, verbal, or visual conduct of a sexual nature.

3) Other Unlawful Harassment

- a. Harassment on the basis of any other protected characteristic is also strictly prohibited. Harassment is verbal or physical conduct that denigrates or shows hostility or aversion toward an individual because of his/her race, color, religion, sex, age, national origin, disability, sexual orientation, marital status, or any other protected characteristic as established by applicable law that: (i) has the purpose or effect of creating an intimidating, hostile or offensive work environment; (ii) has the purpose or effect of unreasonably interfering with an individual's work performance; or (iii) otherwise adversely affects an individual's employment opportunities.
- b. Harassing conduct on the basis of other protected characteristics includes, but is not limited to: epithets, slurs or negative stereotyping; denigrating jokes and display or circulation in the workplace of written or graphic material that denigrates or shows hostility or aversion toward an individual or group (including through email).

4) The activities described in subparagraphs 2 and 3 are prohibited between all employees, including co-workers. In other words, (it is not necessary that there be a supervisory relationship between the employees in order for harassment to occur).

III. Procedure:

- A. Any employee who believes in good faith that he or she has been subjected to any activity prohibited by this policy by a supervisor, fellow employee, customer or by any other person calling upon the Cooperative, shall report the incident immediately to his or her immediate supervisor. This reporting requirement applies both to violations of the General Standards of Conduct set forth in Section II.A and violations of the Equal Employment Opportunity policies set forth in Section II.B. If the immediate supervisor is involved in the activity at issue, the employee shall report the violation to the general manager. If the general manager is involved in the activity at issue, the employee shall report the violation to the president of the Cooperative's board of directors or the Cooperative's attorney at the employee's preference.

- B. All complaints shall be promptly and thoroughly investigated. The Cooperative will not retaliate in any way against any employee who makes a good faith report under this policy or who cooperates in any investigation under this policy. All resulting investigations shall be kept as confidential as reasonably possible while still allowing for a full investigation. Employees are encouraged in the strongest possible terms to report any such complaints promptly to help ensure as thorough and accurate an investigation as possible.

IV. Notice:

A copy of this policy will be provided to each new hire of the Cooperative. Such employees shall be required to sign a receipt to the effect they have reviewed the policy, have been given an opportunity to ask questions concerning policy contents, are thoroughly familiar with such contents and agree to abide strictly by all policy terms.

Each department manager will meet with his or her employees as frequently as necessary, but at least annually, to discuss and explain the provisions of this policy and to reiterate that the activities and behaviors proscribed herein are unacceptable and will not be tolerated. Additionally, employees will be informed of the process for reporting activities and behavior they feel violative of the policy and will be encouraged in the strongest possible terms to report such activities and behaviors.

V. Consequences:

Any employee violating this policy will be subject to immediate discipline, up to and including discharge.

VI. Responsibility:

All employees are responsible for complying with this policy. The general manager and department managers shall be responsible for the enforcement of this policy.

VII. Review Dates:

The provisions of this policy shall be reviewed at the first board of director's meeting two (2) years after the last revision or review.

Date Adopted:	07/15/03	Attested: s/ Dixie London, President
Date Reviewed:	08/16/05	Attested: s/ Randall Aultman, Secretary
Date Revised:	09/26/06	Attested: s/ Randall Aultman, Secretary
Date Revised:	07/17/07	Attested: s/ Randall Aultman, Secretary
Date Revised:	07/21/09	Attested: s/ Dixie London, Secretary
Date Reviewed:	07/19/11	Attested: s/ Bob Paleck, Secretary
Date Reviewed:	07/23/13	Attested: s/ Marty Van Dyken, Secretary
Date Reviewed:	07/28/15	Attested: s/ Larry Averitt, Secretary

Date Reviewed:	07/25/17	Attested: _____ Rosemary Lohrke, Secretary
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EMPLOYEE SIGNATURE PAGE

On this date I received from West Oregon Electric Cooperative, Inc. the following item:

Policy 202 – Employee Performance Expectations & Standards

I have been given an opportunity to ask questions concerning policy contents, am thoroughly familiar with such contents, and I agree to abide by all policy terms.

Employee

Date