

Subject:	Policy Formation and Approval		
Policy No.:	A-4		
Original Issue Date:	Review Requirement:	Date of Last Review:	Date Last Revised:
January 01, 2003	3 years	August 08, 2024	August 08, 2024
Previous Revisions:	08/22/2007, 04/11/2013, 08/15/2019, 10/14/2021		

I. OBJECTIVE

To initiate, formulate, adopt, distribute, and review written policies which will establish necessary guidelines for the efficient and proper conduct of Mountain Park Electric Inc.’s (the Cooperative) business and affairs and to provide for continuity of action in the management of the Cooperative.

II. POLICY

The written policies will consist of five categories as follows:

A. Administrative

Those policies that deal with general administration of the affairs of the Cooperative.

B. Business Functions

Those policies that relate to the ongoing business functions for the management of the Cooperative.

C. Communications

Those policies that pertain to communications.

D. Directors

Those policies that define the responsibilities, authority, and accountability of the Board of Directors.

E. Employees

Those policies that establish interpretation and understanding of employee benefits, safety rules, working hours, and other conditions of employment as from time to time will be established.

The written format of each policy will set forth clearly and concisely:

1. Policy Subject
2. Effective and Revision Dates
3. Policy Objectives

A-4 Policy Formation and Approval Directors Policies & Procedures

4. Policy Content
 5. Policy Responsibility
- F. The Board committees, General Manager, and Department Managers will review all policies on a scheduled basis and, as necessary, present any proposed changes to the Board of Directors for consideration and approval. All policies shall be reviewed in accordance with the policy review schedule. Policies may be taken out of sequence for timely review.
- G. All proposed policies and policy changes will be reviewed by the Cooperative's Attorney prior to being submitted to the Board of Directors for approval.
- H. The Board of Directors will approve all written policies.
- I. Copies of all policies adopted by the Board will be maintained on a current basis in a systematically indexed policy manual and posted to CTO and the Cooperative's intranet. Public policies will be maintained on the Cooperative's website.
- J. In the event there is a conflict between any policy and the law, the Bylaws, and Articles of Incorporation, or the Rules and Regulations of a regulatory agency, the law, Bylaws, Articles of Incorporation, or such Rules and Regulations will prevail over the policy.

III. RESPONSIBILITY

The Board of Directors will be responsible for the administration and compliance of this policy.

Liz McIntyre
Liz McIntyre (Aug 19, 2024 09:08 MDT)

08/08/24

Liz McIntyre

A-4 Policy Formation and Approval

Final Audit Report

2024-08-19

Created:	2024-08-19
By:	Jodi King (jking@mpei.com)
Status:	Signed
Transaction ID:	CBJCHBCAABAAZI8oD05SJqg7kE2-jJB0_cAW90-d5zTa

"A-4 Policy Formation and Approval" History

-  Document created by Jodi King (jking@mpei.com)
2024-08-19 - 1:50:16 PM GMT
-  Document emailed to Liz McIntyre (lmcintyre@mpei.com) for signature
2024-08-19 - 1:50:20 PM GMT
-  Email viewed by Liz McIntyre (lmcintyre@mpei.com)
2024-08-19 - 3:07:42 PM GMT
-  Document e-signed by Liz McIntyre (lmcintyre@mpei.com)
Signature Date: 2024-08-19 - 3:08:10 PM GMT - Time Source: server
-  Agreement completed.
2024-08-19 - 3:08:10 PM GMT