

# MOUNTAIN PARKS ELECTRIC, INC.

## BUSINESS FUNCTIONS POLICIES AND PROCEDURES

SUBJECT: <b>RELEASE OF CORPORATE INFORMATION</b>	POLICY NO. <b>B-8</b>
EFFECTIVE DATE: <b>JANUARY 1, 2003</b>	PAGE <b>1 OF 4</b>
REVISED DATE: <b>1/10/13, 8/15/14, 2/14/19, 6/9/2022</b>	

### I. OBJECTIVE

To establish guidelines governing the availability and release of information about the Cooperative, its Directors, its members and its employees.

### II. POLICY

Information about the Cooperative, its Directors, its members and its employees will be made available subject to this policy, applicable statutory, regulatory and contractual requirements or restrictions and at the discretion of the Board of Directors and Management.

#### A. General Information

General information made available to members, nonmembers and the general public includes Tariff Sheets, Rules and Regulations, Electric Service Construction Standards, Member Handbook, Bylaws, Articles of Incorporation, Annual Reports, Form 7, Annual Independent Audit Report, Board Meeting Agenda and Minutes, consumer newsletters, general publications, public board policies, construction drawings for 24.9/14.4 Overhead and Underground Line Construction, and the Cooperative's website. Director names, office and corporate mailing address shall be made available on the Cooperative's website. General information does not include specific consumer or member information.

Production and availability of information may be contingent upon advance payment of photocopy, labor and postage costs.

#### B. Confidential Information

1. All Cooperative information, other than the General information identified above, is confidential and shall not generally be disclosed unless required by law, court order, warrant or subpoena. The General Manager may disclose confidential information when requested by a Member at the General Manager's discretion. The General Manger shall consult with the Cooperative attorney before disclosing confidential information pursuant to this policy.

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2. The following Cooperative information may only be disclosed under the following circumstances:

a. Consumer Information

1. A member may obtain billing and membership information about their account(s) upon verbal or written request.
2. Third parties may obtain billing and member information about specific member accounts with proper written authorization from the member.
3. Law enforcement agencies may obtain billing and membership information about specific consumer accounts by court order, warrant or subpoena.
4. The Cooperative will assist prospective Board of Director candidates in identifying eligible members for the purpose of securing an adequate number of member signatures on a nomination petition and for purposes of the election pursuant to the Cooperative's Bylaws.

b. Employee Information


1. Third parties may obtain employee information about specific employees with proper written authorization from the employee.
2. Employee reference checks are subject to Colorado law.
3. Employment verifications, without written authorization, are limited to confirmation or denial of active employment.
4. General wage, salary and benefit information for the purpose of wage, salary and benefit surveys may be released by the human resources personnel.
5. Law enforcement agencies may obtain information about specific employees by court order, warrant or subpoena.

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Production and availability of confidential information is contingent upon: 1) the receipt of a written request stating the requesting party or parties name, address and telephone number; specifically what information is requested; specifically why the information is requested; specifically how the information will be used and on whose behalf the information is being requested, 2) advance payment of photocopy, labor and postage costs and 3) approval by Management.

III. RESPONSIBILITY

The General Manager and the Department Managers will be responsible for the administration and compliance of this policy.

 , PRESIDENT      DATE: 6/9/2022

# General Corporate Information Request Form

Date: \_\_\_\_\_

Member requesting information:

Name \_\_\_\_\_

Billing address \_\_\_\_\_

Meter number or address of service \_\_\_\_\_

Phone number \_\_\_\_\_

Reason for request

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Type of document being requested

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Signature of person requesting information

\_\_\_\_\_

Signature of person releasing information

\_\_\_\_\_ Date: \_\_\_\_\_