

Subject:	Equal Employment Opportunity and Unlawful Harassment		
Policy No.:	E-3		
Original Issue Date:	Review Requirement:	Date of Last Review:	Date Last Revised:
November 13, 1992	3 years	June 13, 2024	June 13, 2024
Previous Revisions:	01/01/2003, 10/10/2013, 06/10/2021		

I. OBJECTIVE

Mountain Parks Electric is dedicated to the principles of equal employment opportunity. We prohibit unlawful discrimination against applicants or employees on the basis of age 40 and over, race (including traits historically associated with race, such as hair texture and length, protective hairstyles), sex, sexual orientation, gender identity, gender expression, color, religion, creed, national origin, ancestry, disability, military status, genetic information, marital status, or any other status protected by applicable state or local law.

II. POLICY

ADA and Religious Accommodation

MPE will make reasonable accommodation for qualified individuals with known disabilities unless doing so would result in an undue hardship to MPE or cause a direct threat to health or safety. MPE will make reasonable accommodation for employees whose work requirements interfere with a religious belief, unless doing so poses an undue hardship on MPE.

Pregnancy Accommodation

Employees have the right to be free from discriminatory or unfair employment practices because of pregnancy, a health condition related to pregnancy, or the physical recovery from childbirth.

Employees who are otherwise qualified for a position may request a reasonable accommodation related to pregnancy, a health condition related to pregnancy, or the physical recovery from childbirth. If an employee requests an accommodation, MPE will engage in a timely, good-faith, and interactive process with the employee to determine whether there is an effective, reasonable accommodation that will enable the employee to perform the essential functions of their position. A reasonable accommodation will be provided unless it imposes an undue hardship on MPE's business operations.

MPE may require that an employee provide a note from their healthcare provider detailing the medical advisability of the reasonable accommodation. Employees who have questions about this policy or who wish to request a reasonable accommodation under this policy should contact their Human Resources Department.

MPE will not deny employment opportunities or retaliate against an employee because of an employee's request for a reasonable accommodation related to pregnancy, a health condition related to pregnancy, or the physical recovery from childbirth. An employee

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will not be required to take leave or accept an accommodation that is unnecessary for the employee to perform the essential functions of the job.

EEO Harassment

MPE strives to maintain a work environment free of unlawful harassment. Unlawful harassment includes any unwelcome physical or verbal conduct or any written, pictorial, or visual communication directed at an individual (or group) because of that individual's (or group's) membership in, or perceived membership in, a protected class, that is subjectively offensive to the individual alleging harassment, and is objectively offensive to a reasonable individual who is a member of the same protected class. Harassment does not need to be in-person and can occur over electronic media such as Zoom or other electronic platforms. Prohibited behavior may include but is not limited to the following:

- Written form, such as cartoons, emails, posters, drawings, or photographs.
- Verbal conduct, such as epithets, derogatory comments, slurs, or jokes.
- Physical conduct such as assault or blocking an individual's movements.

This policy applies to all employees, including managers, supervisors, coworkers, and non-employees, such as customers, clients, vendors, consultants, etc.

Sexual Harassment

Because sexual harassment raises issues that are, to some extent, unique in comparison to other types of harassment, MPE believes it warrants separate emphasis.

MPE strongly opposes sexual harassment and inappropriate sexual conduct. Sexual harassment is defined as unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature when:

- Submission to such conduct or communication is made explicitly or implicitly a term or condition of employment.
- Submission to, objection to, or rejection of, such conduct or communication is used as a basis for employment decisions affecting an individual.
- Such conduct or communication has the purpose or effect of unreasonably interfering with an individual's work performance or creating an intimidating, hostile, or offensive work environment.

All employees are expected to conduct themselves in a professional and business-like manner at all times. Conduct that may violate this policy includes, but is not limited to, sexually implicit or explicit communications whether in:

- Written form, such as cartoons, posters, calendars, notes, letters, and emails.

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- Verbal form, such as comments, jokes, foul or obscene language of a sexual nature, gossiping or questions about another's sex life, or repeated unwanted requests for dates.
- Physical gestures and other nonverbal behavior, such as unwelcome touching, grabbing, fondling, kissing, massaging, and brushing up against another's body.

Complaint Procedure

If you believe there has been a violation of the EEO policy or harassment based on a protected class, including sexual harassment, please use the following complaint procedure. MPE has established a program designed to prevent harassment, deter future harassers, and protect employees from harassment. MPE takes prompt action to investigate and/or address alleged discriminatory or unfair employment practices. MPE also takes prompt remedial actions, when warranted, in response to complaints of discriminatory or unfair employment practices. MPE therefore expects employees to make a timely complaint to enable MPE to investigate and correct any behavior that may be in violation of this policy.

1. Report the incident to your Supervisor or Manager if appropriate, and Human Resources. If you prefer not to go to your supervisor or Human Resources with your complaint, you should report the incident to the General Manager.
2. If the incident involves the General Manager, you should report it to the MPE General Counsel or Board President.
3. If the incident involves a member of the Board of Directors, you should report it to the MPE General Counsel.
4. The person to whom you complain, or human resources, will investigate the matter and take corrective action. Your complaint will be kept as confidential as practicable.

MPE prohibits retaliation against an employee for filing a complaint under this policy or assisting in a complaint investigation. If you perceive retaliation for making a complaint or participating in the investigation, please follow the complaint procedure outlined above. The situation will be investigated.

If MPE determines that an employee's behavior violates this policy, disciplinary action will be taken, up to and including termination of employment.

III. RESPONSIBILITY

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

Liz McIntyre
Liz McIntyre (Jun 18, 2024 19:45 MDT)

Jun 18, 2024

President







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Final Audit Report

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