

MOUNTAIN PARKS ELECTRIC, INC.

EMPLOYEE POLICIES AND PROCEDURES

SUBJECT: WHISTLEBLOWER	POLICY NO. E7
EFFECTIVE DATE: MAY 15, 2015	PAGE 1 OF 2
REVISED DATE: JULY 8, 2021	

I. OBJECTIVE

Mountain Parks Electric does not discharge or otherwise discriminate against any employee with respect to compensation, terms, conditions, or privileges of employment because the employee (or any person acting pursuant to the request of the employee) provided information regarding any possible violation of any law or regulation by MPE or any director, or employee of MPE.

II. POLICY

Mountain Parks Electric requires directors, and employees to observe high standards of business and personal ethics in the conduct of their duties and responsibilities. It is expected that all employees and directors of MPE practice honesty and integrity in fulfilling their responsibilities and comply with all applicable laws and regulations.

Reporting Responsibility:

It is the responsibility of all employees, and directors to comply with and to report violations or suspected violations in accordance with this policy.

No Retaliation:

No employee or director who in good faith reports a violation of the policy shall suffer harassment, retaliation, or adverse employment consequence.

An employee who retaliates against someone who has reported a violation in good faith is subject to discipline up to and including termination of employment. This policy is intended to encourage and enable employees and others to raise serious concerns within MPE prior to seeking resolution outside Mountain Parks Electric.

Reporting Violations:

Employees should share their questions, concerns, suggestions or complaints with their immediate supervisor/manager. If the employee is not comfortable speaking with their supervisor/manager or not satisfied with the supervisor's/manager's response, the employee should report the concern to the General Manager or Manager of Human Resources. Any issues relative to Board members or the General Manager should be directed to the Board President, or MPE's Attorney.

Accounting and Auditing Matters:

Management shall address all reported concerns or complaints regarding accounting practices, internal controls or auditing.

SUBJECT: WHISTLEBLOWER	POLICY NO. E-7
EFFECTIVE DATE: MAY 15, 2015	PAGE 2 OF 2
REVISED DATE: <u>JULY 8, 2021</u>	

Acting in Good Faith:


Anyone filing a complaint concerning a violation or suspected violation of this policy must be acting in good faith and have reasonable grounds for believing the information disclosed indicates a violation. Any allegations that prove not to be substantiated and which prove to have been made maliciously or knowingly to be false will be viewed as a serious disciplinary offense, up to and including termination.

Confidentiality:

Violations or suspected violations may be submitted on a confidential basis by the complainant or may be submitted anonymously. Reports of violations or suspected violations will be kept confidential to the extent possible, consistent with the need to conduct an adequate investigation.

III. RESPONSIBILITY

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

 , PRESIDENT DATE: 7/8/2021