

# **MOUNTAIN PARKS ELECTRIC, INC.**

## **ADMINISTRATIVE POLICIES AND PROCEDURES**

<b>SUBJECT: POLICY FORMATION AND APPROVAL</b>	<b>POLICY NO. A 4</b>
<b>EFFECTIVE DATE: JANUARY 1, 2003</b>	<b>PAGE 1 OF 2</b>
<b>REVISED DATE: AUGUST 22, 2007, APRIL 11, 2013; AUGUST 15, 2019, OCTOBER 14, 2021,</b>	

### **I. OBJECTIVE**

To initiate, formulate, adopt, distribute and review written policies which will establish necessary guidelines for the efficient and proper conduct of the Cooperative's 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
  - 4. POLICY CONTENT
  - 5. POLICY RESPONSIBILITY
- F. The Board, General Manager and Department Managers will review all policies on a scheduled monthly basis and, as necessary, present any proposed changes to the Board of Directors. All policies shall be reviewed biannually.**
    - 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.**

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- I. Copies of all policies adopted by the Board will be distributed and maintained on a current basis for each member of the Board and staff in a systematically indexed policy manual.
- J. In the event there is a conflict between any policy and the law, the Bylaws, the 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.

 , PRESIDENT      DATE: 10/14/2021