

Policy Number: B-8

Subject: Release of Corporate Information

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I. OBJECTIVE

To establish guidelines governing the availability and release of information about Mountain Parks Electric, Inc. (“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. Public Information

The Cooperative shall make the following limited information available to the general public: Cooperative principal address and mailing address; registered agent and such agent’s address; tariff sheets; rules and regulations; articles of incorporation; and notice of the agenda for future board meetings (collectively, “Public Information”). For avoidance of doubt, Public Information does not include specific consumer information, specific member information, or records available to members of the Cooperative by right.

B. Records

The Cooperative shall make the following limited records available to members of the Cooperative upon request: Cooperative bylaws, names and contact information for current directors and officers; approved board meeting minutes for the past 6 months; approved member meeting minutes for the past 3 years; records of actions taken by members without a meeting within the past 3 years; written communications to the members as a group within the past 3 years (including member newsletters); the most recent periodic report filed with the Colorado Secretary of State; and audited annual financial statement for the past 3 years (collectively, “Records”). For avoidance of doubt, Records do not include specific consumer or member information. Notwithstanding the contrary, the Cooperative may make Records public at its sole and absolute discretion.

C. Confidential Information

1. All Cooperative information, other than the Public Information and Records identified above (“Confidential Information”), is confidential and shall not generally be disclosed unless required by law, court order, warrant or subpoena or as provided in this policy.
2. The Cooperative may disclose Confidential Information under the following circumstances:

a. Member Information

- i. A member may obtain billing and membership information about their account(s) upon verbal or written request.
- ii. Third parties may obtain billing and membership information about specific member accounts with proper written authorization from the member.
- iii. Confidential Information about specific consumers may be obtained by court order, warrant, or subpoena.
- iv. Candidates for the board of directors may obtain a list of names and addresses of members within the district for which the candidate is running, for the limited purpose of election.

b. Employee Information

- i. Third parties may obtain employee information about specific employees with proper written authorization from the employee.
- ii. Employee reference checks are subject to Colorado and Federal law, as applicable.
- iii. Employment verifications, without written authorization, are limited to confirmation or denial of active employment.
- iv. Wage, salary and benefit information for the purpose of wage, salary and benefit surveys may be released by Human Resources personnel; provided such disclosures are made in compliance with applicable law and the information disclosed is either redacted or aggregated in a manner that

does not link the wage, salary, and benefit information to any individual employee.

- v. Wage, salary and benefit information for the purpose of compliance with applicable law and IRS reporting requirements.
- vi. Confidential Information about specific employees by court order, warrant, or subpoena.

c. Other Information

- i. Subject to the requirements of this policy, the Chief Executive Officer (“CEO”) may disclose confidential information when requested by a member at his or her discretion. The CEO shall consult with the Cooperative Attorney before disclosing Confidential Information pursuant to this policy.
- ii. Notwithstanding the contrary, the Cooperative, through the action of the Board, may disclose Confidential Information in service of the interests of the Cooperative in its sole and absolute discretion.

D. Availability. Subject to the requirements of the articles of incorporation, bylaws, applicable policies and laws, the Cooperative may make information available as provided below in its discretion.

- 1. Public Information may be published by any of the following means:
 - a. Newspaper or newsletter publication.
 - b. Mailing.
 - c. Website posting.
 - d. Posting in the public space of the headquarters of the Cooperative.
 - e. Public filing with the Colorado Secretary of State, Public Utilities Commission, or other regulatory body with jurisdiction over the Public Information.
 - f. Reproduction in tangible form subject to advance payment of photocopy, labor, and postage costs.

2. Records may be delivered by any of the following means after receipt of a valid request from a current member of the Cooperative.
 - a. Presented for inspection and copy during the regular business hours.
 - b. Reproduction in tangible form subject to advance payment of photocopy, labor, and postage costs.
 - c. Through electronic means, including delivery through the website.
3. Confidential Information may be disclosed in any form subject to the following:
 - a. By the receipt of a written court order, warrant, subpoena, or other request stating:
 - i. The requesting party's or parties' name, address and telephone number;
 - ii. Identification of the specific information being requested;
 - iii. A specific statement as to the purpose for the information being requested;
 - iv. A specific statement as to how the information will be used and on whose behalf the information is being requested;
 - b. Advance payment of photocopy, labor and postage costs, where applicable; and
 - c. Approval by Management.
4. Notwithstanding the contrary, the CEO in his or her discretion may disclose Public Information, Records, or after consultation with the Cooperative Attorney, Confidential Information for the purposes of serving the interests of the Cooperative.

III. RESPONSIBILITY

The Chief Executive Officer and the Department Managers will be responsible for the administration and compliance of this policy.

APPROVED BY THE BOARD OF DIRECTORS ON AUGUST 14, 2025