

KOOTENAI ELECTRIC COOPERATIVE, INC.
Policy No. 2-1

- I. SUBJECT: Equal Employment Opportunity
- II. OBJECTIVE: To establish and maintain a continuing policy of nondiscrimination in hiring, promotions, training, transfers, benefits, compensation, and other employment-related decisions in compliance with state and federal regulations.
- III. POLICY:
 - A. The Cooperative is an equal opportunity and affirmative action employer. The Cooperative recruits, employs, trains and promotes qualified employees in all job classifications and makes all other employment-related decisions without regard to a person's race, color, creed, religion, sex, sexual orientation, gender identity or expression, age, national origin, disability, marital status, genetic information, military status, veteran status, or any other basis prohibited by local, state or federal law. Terms and conditions of employment and personnel actions will be administered in a similar fashion.
 - B. The Cooperative will base employment and promotional decisions solely upon an individual's qualifications for the position to be filled.
 - C. The Cooperative will administer personnel actions so it provides equal opportunity for all employees and prospective employees in hiring, training, promotion, transfers, compensation, benefits, and other employment-related decisions.
 - D. KEC complies with the Americans with Disabilities Act (ADA) as amended by the ADA Amendments Act, and all applicable state and local laws. Consistent with those requirements, KEC will reasonably accommodate qualified individuals with disabilities if such an accommodation would allow the individual to perform the essential functions of the job, unless doing so would create an undue hardship on the organization, taking into consideration the nature and cost of the accommodation needed, the employer's financial resources, and the impact of the needed accommodation on the operation and on other employees and our members. When the disability and/or the need for accommodation are not obvious, the employer may ask the individual for reasonable documentation about his/her disability and functional limitations.
 - E. KEC will, where appropriate, provide reasonable accommodation for an employee's religious beliefs or practices unless doing so would create an undue hardship for the organization.
 - F. Pay Transparency Nondiscrimination Provision: The Cooperative will not

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discharge or in any other manner discriminate against employees or applicants because they have inquired about, discussed, or disclosed their own pay or the pay of another employee or applicant. However, employees who have access to the compensation information of other employees or applicants as a part of their essential job functions cannot disclose the pay of other employees or applicants to individuals who do not otherwise have access to compensation information, unless the disclosure is (a) in response to a formal complaint or charge, (b) in furtherance of an investigation, proceeding, hearing, or action, including an investigation conducted by the employer, or (c) consistent with the contractor's legal duty to furnish information.

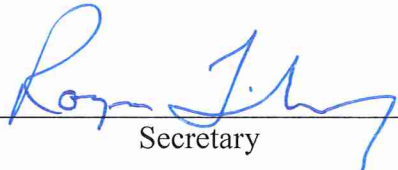
- G. The Cooperative will not tolerate discrimination or harassment. If an employee believes that he or she has been subject to discrimination or harassment, please see the reporting procedure set forth in the Workplace Violence Prevention Policy and Harassment Policy.
- H. Retaliation: KEC prohibits retaliation against any individual for reporting discrimination or harassment in good faith or for participating in an investigation of such reports.
- I. Managers and Supervisors are responsible for implementing equal employment practices within each department.

IV. RESPONSIBILITY:

The General Manager shall be responsible for the administration of this policy.

Adopted: 11/20/80
Effective: 01/01/81
Amended: 08/24/95
01/24/08
06/01/17

Attested:


Secretary