



## **EQUAL EMPLOYMENT OPPORTUNITY AND AFFIRMATIVE ACTION POLICY**

It is the company's policy to provide and promote equal employment opportunity to all employees and applicants for employment in accordance with all local, state and federal laws and regulations governing personnel activities. The company will:

- Provide equal employment opportunities to all qualified applicants and employees based on their abilities, achievements and experience, without regard to race, color, religion or religious creed, age, national origin, ancestry, citizenship status (except as required by law), gender (including gender identity and expression), sex (including pregnancy), sexual orientation, genetic information, physical or mental disability,<sup>1</sup> veteran or military status, familial or parental status, marital status or any other category protected by local, state or U.S. federal law ("Protected Category" or collectively referred to as "Protected Categories"). Discrimination or harassment of an employee or applicant because the employee or applicant is a member of or affiliated with a member of any Protected Category is prohibited.
- Ensure personnel practices, such as recruitment, selection, training, promotion, compensation, benefits, transfers, layoffs, recall from layoffs, participation in company-sponsored programs and terminations are administered in a manner that furthers the principle of equal employment opportunity. All employment decisions will be based only on valid job requirements.
- Encourage, counsel and assist employees in matters related to on-the-job performance and promotional opportunities.

Responsibility for the company's equal employment opportunity program has been assigned to the vice president of human resources at each business. Each member of management is responsible for ensuring compliance with equal employment opportunity and any applicable affirmative action program.

Where affirmative action programs are required by state or federal law:

- Human resources will coordinate and monitor all equal employment opportunity activities and report on the effectiveness of the company’s affirmative action programs.
- Appropriate sections of the company’s affirmative action programs will be available on written request for review during regular business hours.
- The company will strive to comply with the provisions of affirmative action laws. The
- company will ensure affirmative action to employ and advance in employment qualified women, minorities, persons with disabilities and covered veterans, including disabled veterans, recently separated veterans, Armed Forces Service Medal veterans or active duty wartime or campaign badge veterans, at all levels of employment, including the executive level.
- Employees and applicants shall not be subjected to harassment, intimidation, threats, coercion, retaliation or discrimination for:
  - Exercising rights protected by local, state and federal laws requiring equal opportunity for disabled persons or covered veterans.
  - Opposing activities that are unlawful under local, state and federal laws requiring equal opportunity for disabled persons or covered veterans.
  - Filing a complaint.
  - Assisting with or participating in an investigation, compliance review, hearing or other activity related to compliance with local, state and federal laws requiring equal opportunity for disabled persons or covered veterans.

If any employee believes they have been discriminated against or desires further information or assistance, the employee should immediately contact their manager, the legal department or a human resources representative.

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<sup>1</sup>California also includes medical condition, as defined under California law.

**These policies supersede and revoke any and all past policies and practices, oral and written representations, or statements regarding terms and conditions of employment concerning the subject matter covered herein. PacifiCorp reserves the right to add to, delete, change or revoke these policies at any time, with or without notice. These policies do not create a contract between PacifiCorp and any employee, nor do they create any entitlement to employment or any benefit provided by PacifiCorp to its employees.**

**CAUTION! – This document may be out of date if printed.**