

SUSSEX RURAL ELECTRIC COOPERATIVE

POLICY MANUAL

POLICY NO.102

Date Adopted: Aug. 27, 1991
Date Revised: January 24, 2023
Date Reviewed: Nov. 26, 2013

SUBJECT: EQUAL EMPLOYMENT OPPORTUNITY / NONDISCRIMINATION

PURPOSE:

To establish and maintain a continuing policy of equal employment opportunity that will ensure compliance with state and federal civil rights laws.

POLICY:

- A. In order to provide equal employment and advancement opportunities to all individuals, employment decisions at the Cooperative will be based on merit, qualifications, abilities, and, in certain instances, seniority. The Cooperative does not discriminate in recruitment, hiring, training, promotion, pay, or other employment practices for reasons of race, creed, color, national origin, nationality, ancestry, sex, pregnancy, breastfeeding, familial status, marital status, domestic partnership or civil union status, affectional or sexual orientation, gender identity or expression, disability and in some cases atypical hereditary cellular or blood trait, genetic information and age, liability for military service, or any other protected status listed in The New Jersey Law Against Discrimination (LAD) N.J.S.A. 10:5-12.
- B. The Cooperative takes affirmative measures to prevent or eliminate unlawful discrimination and to ensure that the employees' work environment is free of unlawful discrimination or harassment.
- C. The Cooperative will continue to ensure that all terms and conditions of employment and personnel actions, including but not limited to: compensation, benefits, transfers, layoffs, recalls, training programs, educational programs, tuition aids, and social and recreational programs (to the extent that any of foregoing currently exist or will in the future be adopted) will be administered equally for any qualified employee.
- D. Any employee suspecting discriminatory conduct on the part of the Cooperative or any of its employees, or any person who feels you have been a victim of discrimination, should immediately notify his or her Department Head or the President/CEO. The Cooperative prohibits retaliation against anyone who reports in good faith an incident of suspected discrimination or who cooperates in an investigation of any alleged discrimination.
- E. Diversity, Equity, and Inclusion strategy:
The Cooperative is committed to a diverse, equitable, inclusive workplace where everyone has an opportunity to thrive.

The Cooperative's Diversity, Equity, and Inclusion (DEI) Strategy commits SREC to improving and enhancing diversity throughout the Cooperative, enhancing inclusion

and equity for everyone in the workplace, and strengthening accountability for promoting and sustaining a diverse workforce and an inclusive culture.

Please refer to Policy No. 315 Harassment for full description and application of this strategy

- F. This policy applies to Cooperative premises (including company and private vehicles parked or operated on Cooperative premises), at any other work sites where the employee is on Cooperative business, or at Cooperative events.

RESPONSIBILITY:

The President/CEO shall be responsible for the administration of this policy.