

# Eastern Iowa Light & Power Cooperative

## BOARD POLICY

**SUBJECT:** Harassment in the Workplace

**OBJECTIVE:** To set forth a policy and expectations for providing a workplace free from any type of harassment.

**POLICY:**

It is the policy of Eastern Iowa Light and Power Cooperative (EILP) to provide a work environment free from any type of harassment. The cooperative will not tolerate verbal or physical conduct by any director that harasses, disrupts, or interferes with another's work performance or which creates an intimidating, offensive, or hostile environment. All forms of harassment are strictly prohibited. These may include harassment of a sexual, racial, ethnic, physical limitation or religious nature.

**EXPECTATIONS:**

- A. Directors have a responsibility to maintain the workplace free of any form of harassment and to report any incident immediately to the President of the Board, CEO or Compliance Officer of the Board.
- B. Directors have a duty to support the CEO in maintaining a workplace free from any type of harassment.
- C. Sexual harassment conduct, in the workplace, whether committed by directors, managers, or non-supervisory personnel, is prohibited, including, but not limited to:
  - 1. Unwanted sexual flirtations, touching, or propositions;
  - 2. Verbal abuse of sexual or non-sexual nature;
  - 3. Graphic or suggestive comments about an individual's dress or body;
  - 4. Degrading words to describe an individual's dress or body; and
  - 5. Degrading words to describe an individual
- D. Directors who believe the actions or words of a director, manager, employee, member, or other person who has business with the cooperative constitute harassment has a responsibility and is encouraged to report the incident as soon as possible to the President of the Board, CEO or Compliance Officer of the Board.
- E. It is the cooperative's intent all complaints of harassment will be investigated promptly and in as impartial and confidential manner as possible by individuals with a need to know. It is recognized circumstances may arise in which a number of other persons may have to be informed.
- F. Directors who bring a complaint will not be retaliated against, even if the complaint is not sustained. The accused individual will be informed of the complaint in a timely manner and given the opportunity to tell his/her side. Directors are expected to cooperate fully in such investigations.

G. Any individual who is found, after appropriate investigation, to have engaged in harassment will be subject to appropriate corrective action, and/or other sanctions.

#### LIMITATIONS:

It is one of the board's responsibilities, even if delegated, to provide a workplace free of harassment.

#### RESPONSIBILITY:

Directors shall familiarize themselves with the provisions of this policy and discuss the provisions of this policy to convey the cooperative's strong disapproval of any form of harassment.

- A. It shall be the responsibility of the CEO to assure copies of this policy are posted for viewing by all directors, employees, members and persons doing business with the cooperative to encourage and enforce adherence to this policy at all times.

ADOPTED BY THE BOARD OF DIRECTORS ON MARCH 31, 2022.

REVIEWED BY THE BOARD OF DIRECTORS ON JULY 1, 2022.