

## EQUAL EMPLOYMENT & ANTI-HARASSMENT

**POLICY:** Columbia Power and Water Systems (CPWS) is an equal employment opportunity organization. CPWS' goal is to recruit, hire, and maintain a diverse workforce. Furthermore, CPWS is committed to a workplace free from harassment on the basis of an individual's race, color, religion, sex, national origin, age (40 and over), military service, disability, pregnancy, genetic information or any other classification protected by federal or state law.

### **Equal Employment Opportunity**

No person will be unlawfully excluded from consideration for employment because of race, color, religion, sex, pregnancy, national origin, age (40 and over), disability, military service, genetic information or any other legally-protected classification.

- Equal treatment shall apply to every aspect of employment, including advertising, recruitment, selection, hiring, placement, training, promotion, transfer, compensation, benefits, selection for apprenticeship training, layoff, demotion, disciplinary action, termination, benefits, programs, activities, and all other privileges, terms and conditions of employment.
- CPWS will consider demonstrated work ethic, attitude, and previous job performance within the organization when imposing valid and job-oriented requirements for promotional opportunities.
- Any practice of discrimination or harassment of employees by co-workers, supervisors, customers, or vendors based on any of the protected classifications described above is absolutely prohibited.
- Board, management, and all supervisory levels of employees have the responsibility to further the implementation of this policy and ensure conformance throughout the organization.
- Any CPWS employee who engages in discrimination or harassment based on any of the protected classifications described above will be subject to appropriate disciplinary action, up to and including termination of employment as set forth in CPWS policy.
- Employees are to report immediately any incidents where they believe this policy is being violated. Reports can be made to either Human Resources or to the Executive Director. Any CPWS supervisory employee who knows of such behavior and fails to immediately report it will also be subject to disciplinary action.

*Effective: April 24, 2014*

### **Anti-Harassment**

CPWS will not permit harassment by employees or other parties in the workplace. It is not always easy to define harassment; however, CPWS will not permit the following types of conduct:

- Unwelcome slurs, jokes, or harassing comments about someone's race, color, religion, sex, national origin, age, disability, military service, pregnancy, genetic information or any other legally-protected status.
- Unwelcome graffiti, cartoons, drawings, e-mails, texts, social media posts, or other written comments about someone's race, color, religion, sex, national origin, age, disability, military service, pregnancy, genetic information or any other legally-protected status.
- Unwelcome sexual advances, repeated unwelcome requests for dates, sexually explicit images or descriptions or requests for sexual favors. Unwelcome or offensive touching or other physical conduct directed at any employee because of race, color, religion, sex, national origin, age, disability, military service, pregnancy, genetic information or any other legally-protected status.
- Threatening or requiring an employee to submit to sexual advances in return for an employment benefit or retaliation based on an employee's refusal to submit to the same.

CPWS will continue to do its part in making sure employees are not harassed because of race, color, religion, sex, pregnancy, age, disability, national origin, military service, genetic information or any other legally-protected status. Employees are to report immediately any incidents where you believe you are being harassed or believe harassment is occurring within CPWS.

CPWS will address promptly situations involving possible harassment. You should report any possible harassment to your supervisor, to Human Resources, or to the Executive Director.

### **Anti-Retaliation**

CPWS will not retaliate against any employee who makes or participates in the investigation of a complaint of possible discrimination or harassment under this policy in good faith. If you believe you have experienced retaliation under these circumstances, you are to report this immediately to Human Resources.