



HUNTSVILLE UTILITIES POLICY

Revision Approval Date: Gas & Waterworks Board-5/25/2023 Electric Board- 5/26/2023	Date Posted: 5/31/2023	Implementation Date: 6/1/2023
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Policy #: HR-2-01

Policy: Equal Employment Opportunity

Purpose: To ensure that all employees and candidates for employment are provided equal employment opportunity and receive fair treatment in all phases of employment.

It is the policy of Huntsville Utilities (HU) to provide equal employment opportunity and fair treatment to all employees and candidates for employment in all phases of employment without regard to race, sex, color, religion, national origin, age, disability, genetic history or veteran status. Abusive, taunting, demeaning, harassing or other illegal discriminatory behavior is strictly prohibited in the workplace.

Phases of employment include, but are not limited to, recruitment, selection, promotion, transfer, training, discipline, and discharge. Rules, policies and procedures are to be administered consistently and appropriately among employees.

No one may threaten or insinuate, either explicitly or implicitly, that an employee's submission to, or rejection of, sexual advances will in any way influence personnel decisions regarding employment, promotions, evaluations, wages, assigned duties, shifts, or any other condition of employment or career development.

In addition, any employee in a lead or supervisory capacity is prohibited from dating another employee who is in a subordinate position anywhere in the company. This applies only when the lead or supervisory person can influence personnel decisions regarding the subordinate employee.

Any harassing conduct in the workplace, whether physical, verbal or non-verbal is prohibited. This includes repeated and unwanted offensive flirtations, advances and propositions; continual or repeated verbal abuse; graphic verbal or non-verbal commentaries about an individual's appearance; degrading words used to describe an individual; and the display or use of offensive, intimidating objects or pictures or hostile slurs, jokes or epithets. "Offensive, hostile and intimidating" will be defined from the perspective of the target - not the offender.

All HU property shall be considered a public workplace, including vehicles, work sites, computers and mobile devices individual offices, cubicles, and parking lots. And no inappropriate material may be displayed or distributed in this "workplace". The use of language or gestures that may be construed as offensive or demeaning such as slurs, jokes or epithets can adversely affect morale, employee relations and productivity. Such inappropriate behavior, language or display of inappropriate objects or pictures will not be tolerated.

Discrimination complaints shall be promptly investigated by the office of the Director of EEO, Diversity & Inclusion (EEO, D&I) with a detailed report submitted to the General Counsel and the CEO/President. If



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the results of the investigation warrant, immediate steps will be taken to correct the situation. To the extent possible, all information surrounding an investigation shall be kept strictly confidential.

It is also a violation of policy for anyone to retaliate, threaten or seek any type of reprisal against an individual who reports harassment or discrimination, or participates or cooperates in an investigation.

It is also a violation of policy and Federal law to discriminate against employees or applicants on the basis of genetic conditions or predisposition to certain diseases. Genetic information includes genetic testing of applicants, employees, or their family members; acquiring family medical history, and requesting, requiring or receiving genetic services by applicants or their family members. **GINA (Genetic Information Non Discrimination Act) prohibits employers** from requesting, requiring or purchasing "genetic information" with certain critical exceptions: (1) an inadvertent request for genetic information, (2) a request in the context of a voluntary wellness program, (3) a request for family medical history to comply with the certification provisions of the Family Medical Leave Act or state or local leave laws or (4) when genetic information is acquired from publicly available documents, such as newspapers or electronic media.

HU takes very seriously its prohibition against harassment and any other forms of illegal discrimination. Therefore, any employee who violates any provision of this policy will be subject to disciplinary action up to and including discharge.

Original Issue Date: 12/5/80 (Formerly 2-01)

Revision Dates: 10/30/07, 12/17/10, 7/1/19, 4/1/24 (N/C)