

CHUGACH ELECTRIC ASSOCIATION, INC.

BOARD POLICY: 129

DATE: _____

EMPLOYEE COMPLAINT AND ANTI-RETALIATION POLICY

I. PURPOSE

To provide a policy and procedure for the handling of concerns (Concerns) by Association employees about the possible commission of unlawful or unethical behavior within the Association and providing for protection against disciplinary or retaliatory action for such reporting as appropriate.

II. CONTENT

The Association is committed to high ethical standards and compliance with the law in all of its operations. An employee who reasonably believes that conduct has occurred, is occurring or is likely to occur that constitutes a violation, or a potential violation, of applicable accounting or audit standards (“Accounting/Audit Standards”); Federal, State or local laws or regulations (“Laws”); or Association Board Policies, Operating Policies or Operating Procedures (Policies or Procedures) shall report that Concern to either the Chief Executive Officer or the Chairman of the Audit Committee, as applicable. Employees may raise their concerns openly, confidentially, or anonymously. Employees who want to raise their concerns confidentially or anonymously may do so by means of a sealed envelope sent by US mail, interoffice mail, or hand delivered to the above individuals and marked “Personal and Confidential.”

The Chief Executive Officer or, if it involves accounting or auditing matters the Chairman of the Audit Committee, shall promptly investigate or appoint an Ombudsman to investigate the Concern and prepare a report for the Chief Executive Officer or the Audit Committee, as applicable. If in the opinion of the Chief Executive Officer the investigation indicates that there has been or likely has been a violation of Laws or Policies or Procedures, the Chief Executive Officer will determine appropriate follow-up action in discussion with the employee’s supervisor and the Vice President, Human Resources, as appropriate. If the subject of the Concern is the Chief Executive Officer, the Chief Executive Officer shall report the Concern directly to the Board Chair and then to the full Board. The Board shall then promptly determine who shall investigate the Concern.

The individual reporting the Concern, if it was not anonymous, shall be periodically apprised of the status of the investigation and shall be provided with a summary of the disposition of the Concern. All employees shall cooperate in the investigation of a Concern, which may include the review of document as well as personal interview, and shall not discuss the interview with anyone unless advised otherwise by the investigator.

The Association, and any of its officers, directors, or employees, will not discharge, demote, suspend, threaten, harass, or in any other manner retaliate against any Association employee or other individual with regard to the terms and conditions of their employment because of any Concern lawfully reported in good faith by the employee regarding conduct which the employee or other individual reasonably believes constitutes a existing or potential violation of applicable Laws, Association Policies or Procedures, or accounting/auditing standards. However, making known false or malicious reports will subject the Association employee to appropriate disciplinary action, which may include discharge, as well as other legal action as appropriate. Nothing in this paragraph shall be deemed to diminish the rights, privileges or remedies of any Association employee under any Federal or State law, or under any collective bargaining agreement.

III. RESPONSIBILITIES

The Chief Executive Officer, the Chairman of the Board and the Board are responsible for ensuring that this Policy is carried out.

Date Approved: _____

Attested: _____
Secretary of the Board

BP: 129