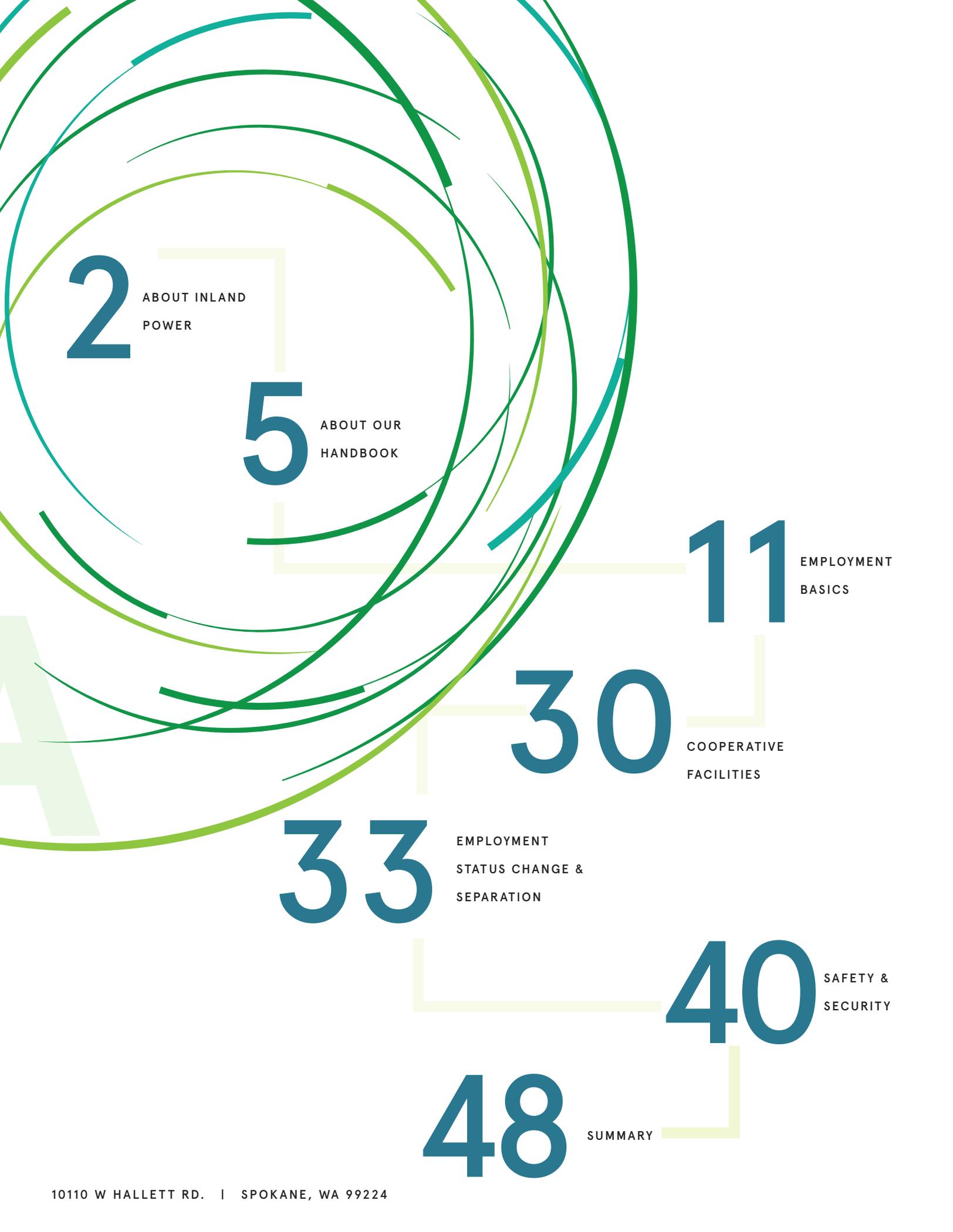


INLAND'S
EMPLOYEE
HANDBOOK

REVISED: JULY 2020



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SUMMARY

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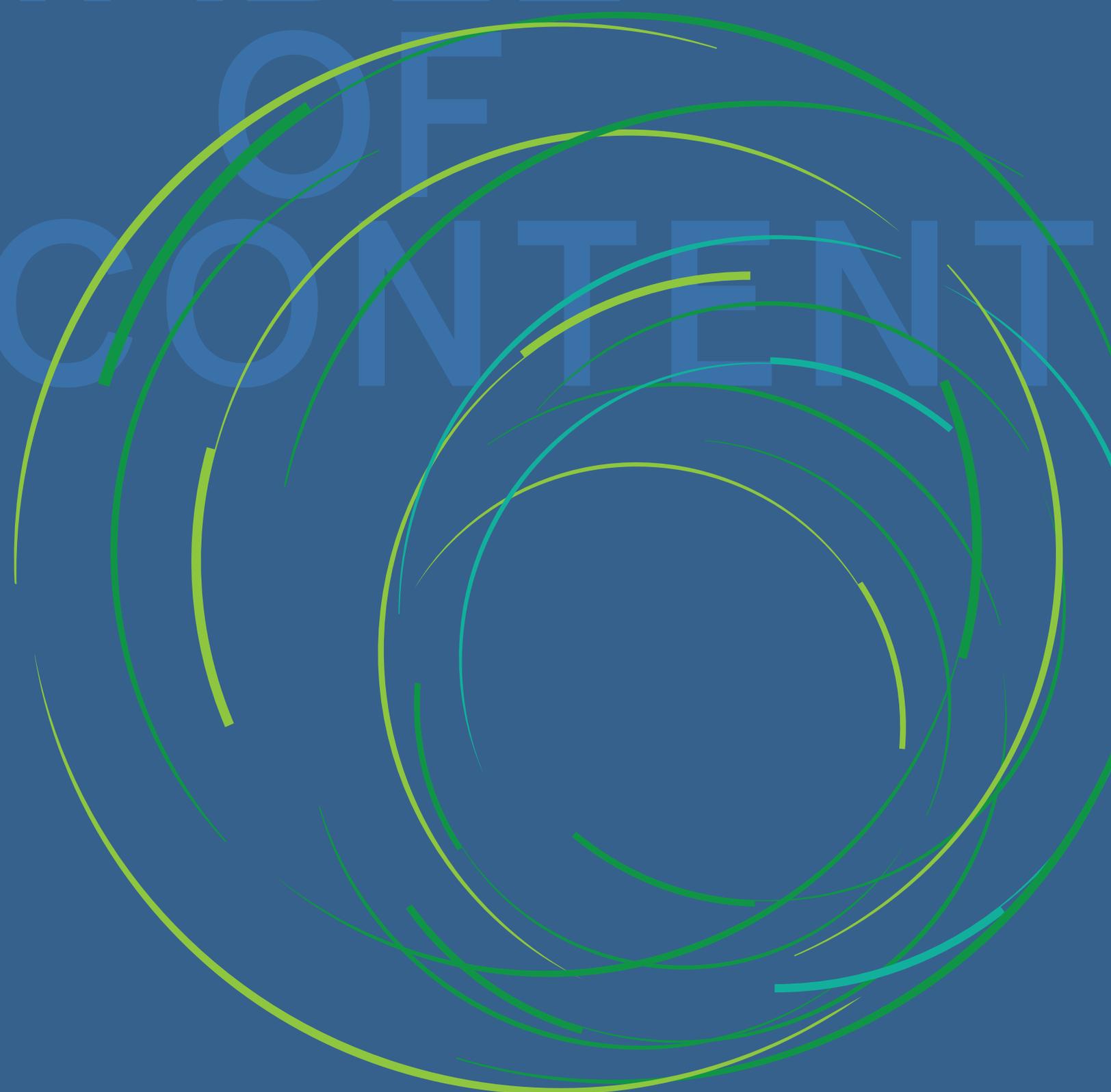


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ABOUT INLAND POLICE

NOTE: THE EMPLOYEE HANDBOOK LOCATED ON THE GRID WILL PROVIDE THE MOST RECENT EDITION OF THE HANDBOOK. EMPLOYEES WILL BE NOTIFIED OF UPDATES ELECTRONICALLY AS NEEDED.

ABOUT INLAND POWER

Inland Power and Light is a nonprofit electric cooperative providing affordable, safe and reliable electricity to over 42,000 meters and 34,000 member-owners in 13 counties throughout eastern Washington and northern Idaho.

Founded in 1937, Inland Power is the largest electric cooperative in Washington and is governed by a nine-member elected board of trustees.

Members receive friendly service from local employees who care about them and the communities in which we live. As a non-for-profit cooperative, members receive a share of the revenue over and above the cost of doing business in the form of capital credit refunds. That's because Inland Power is owned by its members. With the cooperative philosophy, rates are established to cover the cost of doing business and are not marked up to generate profit.

Inland Power is proud to offer quality products and service, while helping members manage their bills with energy efficiency programs. We are eager to help find solutions that balance environmental concerns while keeping the lights on and electric bills affordable.

OUR MISSION STATEMENT

Our mission is our members.

OUR VISION STATEMENT

Be a premier member-owned energy cooperative committed to safe, reliable service at competitive rates with great member engagement and experience.

ABOUT INLAND POWER



ABOUT INLAND POWER

OUR OBJECTIVES

We believe that every member is entitled to efficient electric service at the lowest possible cost compatible with good management practices.

We also believe that we have a moral obligation to enhance services in our service territory, to enrich the lives of people, and to raise the standards of health, education and understanding.

We believe the cooperative process to be the best way to achieve the above desired objectives, and following the Seven Cooperative Principles that represent the vitality and heritage of electric cooperatives:

1. Democratic Member Control
2. Autonomy and Independence
3. Education, Training and Information
4. Concern for Community
5. Members Economic Participation
6. Cooperation Among Cooperatives
7. Voluntary and Open Membership

The commitment of every employee to these goals will determine our success. The cooperative focuses its recognition and rewards on those employees who make the contributions necessary to our success. Above all, we value honesty, loyalty, responsibility, positive attitude and behavior and professional image.

ABOUT OUR HANDBOOK

The employee handbook has been designed to give you some basic information on Inland Power's current personnel policies, procedures and benefits.

Our business environment is rapidly changing, and we need the greatest flexibility possible in our employees and in our programs in order to stay competitive. It is impossible to foresee every situation; thus, the intent of this handbook is to provide you with a basic outline of the standards we expect of every employee, the very individuals who make our success possible.

While this handbook is designed to provide helpful information to employees, it is not to be construed as an employment contract of any kind, nor can it anticipate every situation or answer every question regarding employment. The statements contained in this handbook are intended to offer guidance so employees will know how we normally address many aspects of the employment relationship. This handbook does not modify the terms of employment, create

a binding contract or any other obligation or liability on the part of the cooperative.

The standards, rules and benefits set forth in this handbook are subject to change. The cooperative, at its discretion, may add, change, delete, suspend, or discontinue any or all parts of this handbook without prior notice. This handbook does not modify local, state, or federal laws nor does it serve as legal advice. The cooperative has also adopted formal policies for specific events and subject matter and this handbook is intended to supplement and, in some situations, both may apply. Where the employee handbook and actual policies adopted by the board of trustees differ, board policy will prevail.

A Collective Bargaining Agreement (CBA) exists between the cooperative and Local Union No.

77 International Brotherhood of Electrical Workers (IBEW Local 77). In the event of any conflict between the CBA and this Employee Handbook or the cooperative policies and procedures, or proposed policy and procedure changes, the CBA shall prevail, except where the cooperative and union has expressly agreed otherwise.

All current policies, procedures and the employee handbook can be located on The Grid. We intend to keep you advised of changes in policies or practices through electronic notification and announcements at employee meetings.

If you have questions about what may be the current practice, need additional information or would like to request a hard copy, please talk to your supervisor or human resources.

EMPLOYMENT AT WILL

Employment with the cooperative is at will, which means that either the employee or the employer is free to terminate the employment relationship at any time with or without reason, advance notice, or warning. No representative of the cooperative has the authority to change this at-will relationship. Only the board of trustees can enter an employment contract and /or agree to anything other than “at-will” employment, any such contracts or agreements must be in writing and signed by both parties to be valid. Represented employees have certain additional rights contained in the CBA which alters the employment at will understanding.

MANAGEMENT RIGHTS

Management retains the exclusive right to supervise, direct, manage and control its work force, operations, and facilities.

Examples of management rights include but are not limited to: budgeting, the right to hire, to fill vacant or additional job classifications, to promote to supervisory or other positions, to discipline, to discharge, to assign work, to determine an employee’s ability or qualifications to perform the work required, to use improved methods or equipment, to subcontract any operations or work, to permanently or temporarily increase or decrease the workforce, to plan, direct, control, curtail, discontinue, merge or increase operations, and to maintain order and efficiency including establishing, modifying and enforcing work rules in order to comply with federal or state regulations or to promote safety among the employees and for the public, to provide services to the members and to regulate the conduct among the employees.

AFFIRMATIVE ACTION, EQUAL OPPORTUNITY EMPLOYER AND NON-DISCRIMINATION

Inland Power is committed to Equal Employment Opportunity (EEO) for all. The trustees, managers, and employees of the cooperative are committed to providing equal employment opportunities and prohibiting discrimination in employment to all persons regardless of race, color, religion, gender, national origin, marital status, age, sexual orientation, gender identity, the presence of any physical, mental, or sensory disability, military status, genetic information, status as a domestic violence victim, or any other status protected by local, state, or federal law. By hiring, compensating, training, promoting, and in all ways providing equal treatment to employees, the effectiveness of our operations can be maintained while enhancing the economic progress and growth of our employees.

Inland Power has developed and implemented a written Affirmative Action Plan which is updated annually. The Affirmative Action Plan satisfies the requirements of

ABOUT OUR HANDBOOK

the rules and regulations of the Office of the Federal Contract Compliance Programs and Department of Human Rights. The non-confidential text of these Affirmative Action Plans can be viewed by employees by request to the EEO coordinator in the human resources department.

ETHICS GUIDELINES

Most of the guidelines set forth in the code of ethics and conflict of interest statement policy (Policy 2-4) are common sense requirements. The good judgment and continuing concern of employees of the cooperative for their own integrity and the trust and confidence of the community in the cooperative will always be the most important guideline when dealing with questions of ethics and appropriate conduct. Staff should address any questions or concerns about this ethics policy to the attention of their supervisor, the CEO, and/or human resources.

An employee owes a duty of loyalty to their employer. An employee may not engage in activities for the employee's benefit to the detriment of the cooperative. The employee will be

required to account for any profit, gift, gratuity, or benefit which they may have received during the performance of his/her service to the cooperative. An employee is to exercise good faith toward the cooperative and cannot, without the cooperative's consent, retain profits or earnings received during performance of the cooperative's business. An employee has a duty to disclose to the cooperative any interest the employee has in a business or organization which competes with the cooperative or which supplies goods or services to the cooperative.

If it is found that an employee has a conflict of interest, the employee may be counseled, disciplined, or discharged from employment depending upon the nature and severity of the conflict and at the discretion of the cooperative. If not discharged, the employee shall remove all conflicts of interest. If the employee cannot or will not free themselves from all conflicts of interest within a reasonable time as specified by the cooperative, the employee shall be discharged from employment.

NON-DISCLOSURE AND USE OF CONFIDENTIAL INFORMATION

The cooperative expects that all employees, during or subsequent to employment, will treat as private and privileged any trade secrets or intellectual property that is considered confidential, including, but not limited to; member/employee information, data, figures, projections, estimates, member lists, tax records, personnel history, accounting procedures, method of doing business, and any other information considered or treated as proprietary by the cooperative. It is expected that employees are familiar and understand Policy No. 6-14 Confidentiality of Billing Information and will annually affirm in writing that they have read the policy and agree to comply with its contents.

Nothing in this section is intended to restrict an employee's rights to discuss terms and conditions of employment under Section 7 of the NLRB.

Nothing in this policy is intended to interfere with or discourage a good faith disclosure to any governmental entity related to a suspected violation of the law.

REPORTING WRONGDOING AND PROTECTING EMPLOYEE'S AGAINST RETALIATION

(Whistleblower Policy 2-5)

The cooperative strives to promote a culture in which employees can raise genuine concerns of improper actions without fear of reprisal, discrimination, or retaliation. Therefore, we encourage all employees acting in good faith to report improper actions or concerns. Employees who are aware of or have reason to suspect improper actions should report the improper action to their direct supervisor, their supervisor's supervisor, human resources, the CEO, board president or board attorney.

Whistleblower complaints will be fully investigated. Every effort will be made to carry out the investigation confidentially and access to pertinent information shall be limited to a need-to-know basis. After an investigation has been completed, the employee reporting the improper action shall be advised of a summary of the results of the investigation, except

that personnel actions taken because of the investigation may be kept confidential.

Retaliation against an individual for reporting improper actions or for participating in an investigation of a claim of improper actions is a serious violation of this policy, state and federal laws and, like the improper action itself, will subject the retaliator to disciplinary action up to and including termination. Employees who believe they have been retaliated against should immediately report the retaliation to their direct supervisor, their supervisor's supervisor, human resources, the CEO, board president or board attorney. Management and supervisors shall take immediate appropriate action to begin an investigation and address complaints of retaliation.

Employees who file reports or provide evidence which they know to be false or without a reasonable belief in truth and accuracy of such information will be subject to disciplinary action up to and including termination.

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ABOUT OUR HANDBOOK

POLICY AGAINST HARASSMENT

Inland Power is absolutely committed to providing a work environment that is free of all forms of harassment. See Policy No. 7-10 Cooperative's Workplace Environment for more detail. We must always remember to treat each other civilly and to follow the golden rule. This applies to any employee, supervisor, manager, director or outside third party, such as a customer or vendor, with whom employees must deal with performing their work.

Harassing activity, especially if severe or repeated and unwelcome, is a violation of the law and company policy. Therefore, any of this conduct may result in prompt disciplinary action against the harassing employee, up to and including termination of employment. There are times when this type of conduct may occur off duty and off premises but may impact the working environment. Therefore, such conduct will be treated as a violation of this policy with disciplinary consequences. Finally, such prohibited activity includes conduct carried out in person and via telephones, cellular and mobile phones, computer systems, electronic mail, and any other electronic means.

Since offending individuals may be unaware of the effect of their behavior or comments in the workplace, employees are encouraged to be proactive in the elimination of unwelcome behavior in the workplace. Therefore, all employees are encouraged but not required to clearly communicate their objections and/or discomfort to the individual(s) engaged in unwelcome or offensive behavior.

In the event an employee feels that he or she has been subjected to or witness to any activity described above, the incident should be reported immediately to the employee's immediate supervisor or human resources.

If human resources is the cause of the problem, please report the incident to the CEO. If the CEO is the cause of the problem, please contact the president of the board of trustees. Any supervisor or manager who witnesses an act of harassment or who receives a complaint of harassment and fails to take appropriate action, which includes reporting the act or complaint to human resources, may be subject to disciplinary action.

Human resources, in conjunction with the CEO, is responsible for ensuring that all complaints are promptly and thoroughly investigated in as confidential a manner as is possible under the circumstances. Appropriate corrective action will be taken. Information is revealed strictly on a need-to-know basis.

Complaining employee(s), witnesses to an investigation, and employees associated with a complaining employee or witness, such as a spouse, will be afforded protection from retaliation.

Employees who believe they have been subject to retaliation must immediately bring it to the attention of human resources or the CEO. Complaints of retaliation will be investigated and addressed according to this policy.

It is expected that employees are familiar and understand Policy No. 7-10 Cooperative's Workplace Environment and will annually affirm in writing that they have read the policy and agree to comply with its contents.

EMPLOYMENT BASICS

Our commitment to you!

OUR COMMITMENT TO DIRECT COMMUNICATION

We are convinced that the best and most rewarding working environment results from a direct relationship between management and employees. This way, each person can be respected and treated as an individual and together we can focus on the most important person, the member.

We subscribe to The 7 Habits of Highly Effective People as published by Franklin Covey Co. and strive to train all employees on these principles. Be mindful of these 7 habit principles when engaging in communication and collaborations.

- Habit 1: Be Proactive
- Habit 2: Begin with the End in Mind
- Habit 3: Put First Things First
- Habit 4: Think Win Win
- Habit 5: Seek First to Understand, Then to Be Understood
- Habit 6: Synergize
- Habit 7: Sharpen the Saw

OPEN DOOR POLICY AND TEAM COMMUNICATION

The cooperative believes in an open-door communication policy. Employees are encouraged to have honest discussions with coworkers, seek first to understand, be good listeners and provide honest feedback.

People work together best in an atmosphere where they are valued as individuals and recognized as members of a team. This kind of respect prompts individuals to achieve the highest level of personal performance. Our aim is to create and constantly enhance such an environment.

We firmly believe that when misunderstandings, problems, or questions arise, they should always receive our prompt attention. We want to maintain an open line of communication with all employees. We encourage employees to be proactive and to bring multiple solutions for each issue to your supervisor's attention for their consideration.

Keep these values in mind as we work towards creating a cordial workplace and building mutual trust because we rely on each other when serving our members:

1. Be straightforward and honest with your co-workers in a professional manner;
2. Be respectful and follow the golden rule by treating each other like you like to be treated;
3. Be transparent by sharing work information openly with co-workers;
4. Be accountable by owning mistakes and righting any wrongs;
5. Be loyal to the cooperative and each other;
6. Be responsible by following through on commitments;
7. Be selfless by putting group interests first and seeking a mutual benefit; and
8. Be humble by giving credit to others, forgiving co-workers mistakes and valuing co-worker's opinions.

Please remember---you create the work environment you crave so practice behaviors which foster trust and think win-win.

EMPLOYMENT CLASSIFICATIONS

The following are employment classifications used by the cooperative. This information is provided so employees understand their employment status and eligibility for benefits. These classifications do not guarantee employment for any specific length of time (or employment in any specific classification for any specific length of time).

1. Nonexempt or Exempt

Status: Employees are either nonexempt or exempt from federal and state wage and hour laws. Employees will be informed of their exempt or nonexempt status upon hire and/or if their status changes. If you have further questions regarding your status, please contact your supervisor or the HR department.

- Nonexempt employees are entitled to overtime compensation pursuant to certain provisions of federal and state law. Such employees are also covered by minimum wage and record keeping requirements.
- Exempt employees are excluded from specific provisions of state and

federal law requiring overtime pay, minimum wage and record keeping as defined in the Fair Labor Standards Act and Washington Minimum Wage Act. Exempt employees include executives, managers, supervisors, and professional staff who are paid a salary and whose duties and responsibilities allow them to be “exempt” under federal and state law.

2. Regular Full-Time Employee (FTE):

Employees who are not in a temporary status and who are regularly scheduled to work the cooperative’s full-time schedule (2,080 hours/year). Generally, they are eligible for the full benefit package as defined in Summary Plan Descriptions, subject to the terms, conditions and limitations of each benefit program.

3. Part-Time Employee (PTE):

Employees who are not in a temporary status and who are regularly scheduled to work a part-time schedule which is less than 2,080 hours in a year. Employees who work less than 84 hours per month and less than a 1,000 hours per year will not be eligible for

EMPLOYMENT BASICS

cooperative health and welfare benefits subject to the terms, conditions, and limitations of each benefit program or as otherwise required by law. Any benefit a part-time employee may be entitled to will be prorated based on their part-time schedule.

4. **Active Employee:** A person on the payroll between the date of hire and the termination date.
5. **Casual, Temporary, Seasonal Employee or Intern:** An employee who is hired either part-time or full-time on a temporary basis, with the expectation that they will be employed for a limited period. Such employees may also be hired to complete a specific job or project. Employment beyond any initially stated period does not in any way imply a change in employment status. Employees listed in this category are not generally eligible to participate in the cooperative benefit plans, subject to the terms, conditions, and limitations of each benefit program or as otherwise required by law.
6. **Recognition of Union:** The cooperative recognizes Local Union No. 77 International Brotherhood

of Electrical Workers as the exclusive bargaining agency for all employees in the classifications listed in the bargaining agreement.

BENEFITS

(Subject to Change from Time to Time)

At Inland Power, we believe our employees are a critical part of our cooperative's success. Keeping our employee's safe and healthy is key to ensuring that we fulfill our mission and provide excellent customer service.

As a valued employee, we also realize the importance of fair compensation and providing you with a benefit package that will enhance your total compensation. While cash compensation is the largest portion of your total compensation, a significant percentage is provided through indirect pay for health insurance, retirement, and other benefits.

Many items are considered when calculating your overall compensation, and while this is not intended to be an all-inclusive list, we hope this will help you better understand the true value of your compensation, benefits and other perks you enjoy at Inland Power!

INSURANCE

The cooperative currently participates in the following types of insurance:

1. Medical, prescription drug coverage, dental, vision;
2. Short-term disability (internal leave program) and long-term disability;
3. Group basic life insurance, Accidental Death and Dismemberment (AD&D) and supplemental voluntary life insurance and AD&D; and
4. Business travel accident insurance programs.

The basic life insurance policy also offers free will preparation and estate resolution services through Hyatt Legal Plans network for you and your spouse. These services are at no additional cost to you for covered services and if you select an attorney in network. Examples of services include preparing or updating a will, living will, power of attorney and assisting with probate.

For specific information on any of the above plans, please review the individual summary plan descriptions of these plans on the Grid or ask your human resource department for more information.

RETIREMENT PLANNING

1. 401(k) Pension Plan. The cooperative provides a 401(k) Pension Plan through the National Rural Electric Cooperative Association (NRECA). Employees are eligible to participate in the plan on the first of the month on or next following after one month of eligible service (84 hours of service in a month). Currently, on the first day of the month following one year of NRECA service (must satisfy 1,000 work hour rule), the cooperative will match 100% of the employee contributions from 0% up to and including 5.5% of the employee's salary. Employees are required to contribute to the 401(k) to be eligible for the cooperative match. The cooperative match will be placed into a traditional 401(k). Employees can elect to have their contributions deposited into a traditional 401(k) or a Roth 401(k).

2. Retirement & Security (R&S) Plan. The cooperative provides a defined benefit pension plan (R&S Plan), through NRECA and employees are eligible to participate in the plan after one year of cooperative eligibility service is met. The R&S plan uses a specific formula (length of service x benefit level {currently 1.9%} x the average salary of your five highest reported November 15 salaries) to determine the amount of your retirement benefit. The cooperative currently funds this benefit 100%, with no contribution required from employees.

For specific information on these plans, please refer to the individual summary plan documents on the Grid or ask your human resources department for a copy.

EMPLOYMENT BASICS

TAX ADVANTAGE ACCOUNTS

- 125 Flexible Spending Account and Limited Use FSA: Employees can contribute pre-tax dollars into a 125 FSA account if they do not have a HRA or HSA account receiving annual contributions for qualified medical, vision and dental expenses. For those employees with a HRA or HSA account receiving contributions, a limited use FSA account can be established for qualified vision and dental expenses only. The IRS caps the amount an employee can contribute each calendar year. The funds in the account do not roll over into the next calendar year but for a maximum of \$500.00. Any funds over \$500.00 left in the account at year end will be forfeited. Employees can also fund an FSA account to pay for dependent care such as childcare up to the annual IRS maximum.
- Health Savings Account (HSAs are only available for non-represented employees): When the cooperative offers an eligible high deductible health care plan, the employee will be eligible to participate in an HSA. Both the employee and cooperative can contribute tax deferred funds into the HSA up to the IRS established limits. The funds in an HSA can be invested. The contributions, earnings and withdrawals are tax free if the funds are used for eligible health care expenses. Funds in an HSA are owned by the employee and are not forfeited annually or after separation of employment.
- Health Reimbursement Account (HRAs are only available for represented employees): Only cooperative funds can be contributed into an HRA. The Union administers through a third party the HRA accounts. The funds in an HRA can typically be invested. The contributions, earnings and withdrawals are tax free if the funds are used for eligible health care expenses. Funds in an HRA are owned by the employee and are not forfeited annually or after separation of employment.



EMPLOYEE ASSISTANCE PROGRAM (EAP)

EAP is a confidential counseling, consultation and referral service to help you deal with many of life's problems. These include:

- emotional and physical well-being
- school and job performance
- substance abuse
- family problems
- child/adolescent counseling
- grief and loss
- financial and legal issues

Any eligible employee or family member may call for an appointment. No referral is necessary. Employees and family members receive up to eight counseling sessions free of charge annually. If a legal, financial, or other referral is suggested those service providers may charge a fee. To arrange an appointment, call Occupational Health Solutions at 509-534-6820.

HOLIDAYS

- Represented employees observe paid holidays and any "floating holiday" pursuant to the CBA.
- Non-represented employees observe six paid holidays per year (listed below) and one (1) floating holiday. The floating holiday is taken in the year issued on a day mutually agreed upon by the employee and the cooperative. The floating holiday cannot carry into the next year. If an exempt employee is requested by the cooperative to work on an observed holiday, the employee will be paid 1.5 their regular hourly rate plus the holiday pay.

Holidays:

- New Year's Day
- Labor Day
- Memorial Day
- Thanksgiving Day
- Independence Day
- Christmas Day

Holiday pay is for eight hours for full-time employees. Part-time employees expected to work over 1,000 hours/year will receive a prorated amount of holiday pay. For new employees, the floating holiday will be available during their first year of employment only if hired by Good Friday of that year.

EMPLOYMENT BASICS

PAID TIME OFF (PTO)

- Represented employees accrue vacation and sick leave pursuant to the CBA.
- Non-represented full-time employees are currently entitled to PTO in accordance with the following schedule:
 - Less than two years of service = 19 working days
 - 2 years = 19.75 working days
 - 3 years = 20.5 working days
 - 4 years = 21 working days
 - 5 years = 21.75 working days
 - 6 years = 22.5 working days
 - 7 years = 23.25 working days
 - 8 years = 23.75 working days
 - 9 years = 24.5 working days
 - 10 years = 25.25 working days
 - 11 years = 26 working days
 - 12 years = 26.5 working days
 - 13 years = 27.25 working days
 - 14 years = 28 working days
 - 15 years = 28.75 working days
 - 16 years = 29.25 working days
 - 17 years = 30 working days
 - 18 years = 30.75 working days
 - 19 years = 31.5 working days
 - 20 years = 32 working days
 - 21 years = 32.75 working days
 - 22 years = 33.5 working days
 - 23 years = 34.25 working days
 - 24 years = 34.75 working days
 - 25 years = 35.5 working days
 - 26 years = 36.25 working days
 - 27 years = 37 working days
 - 28 years = 37.75 working days
 - 29 years = 38.25 working days
 - 30 years and above = 39 working days

PTO PROGRAM

The PTO program is a benefit that allows employees to accrue a “bank” of hours, based on years of service, to use for vacation, personal business, personal illness, family illness or recovery from sickness or accident.

The amount of PTO available is recorded each payday on your pay stub.

1. The above PTO allowances will be prorated for any year where the individual is an active paid employee for less than 12 months, i.e., year of hire and year of separation. For years following the year of hire, the employment anniversary date shall be considered January 1 for PTO accrual. The accrual shall not be less than 1 hour for every 40 hours worked.
2. For purposes of this policy, a “day” is considered eight hours.
3. Part-time employees expected to work more than 1,000 hours/year will be entitled to a prorated amount of PTO benefits which will not be less than 1 hour for every 40 hours worked. If the part-time employee works less than 1,000 hours/year, they will accrue sick leave at 1 hour for every hour worked.

4. Full-time employees are encouraged to take a minimum of 40 hours off per year.
5. PTO does not accrue while employees are absent for unpaid leaves of absence.
6. PTO balances can accrue to a maximum of:
 - 750 hours per employee if hired prior to December 31, 2016.
 - 400 hours per employee if hired after January 1, 2017.
7. Employees are encouraged to keep a minimum PTO balance of 40 hours to be used in cases of short-term disability.
8. Scheduled PTO absences for vacations require prior supervisor approval. Scheduled PTO absences for medical reasons should be scheduled to minimize the impact to the workflow of your department. Unscheduled PTO absences require notification to your supervisor one hour prior to your shift starting or as soon as practical.

PTO CASH-OUT RULES:

1. Upon written request, employees will have the option of cashing out a week (40 hours) of their PTO balance each year. Employees may cash out up to 50% of their PTO accrual for the year with CEO or CFO approval. The employee will be paid out at 100% of the employee's regular straight-time rate of pay. Employees will be allowed to cash out per Procedure 7-5-2 PTO, in accordance with IRS regulations.
2. The maximum for PTO rollover is 750 or 400 hours depending on hire date. (See item f. above). Any amount accrued in excess of 750/400 hours as of November 30, annually, will be paid out to the employee at 100% of the employee's regular straight-time current rate of pay. Payment typically will be made in the month of December but may be scheduled for a different month if determined appropriate by management.
3. Upon termination of employment, including retirement, employees may cash out available PTO at 100% of their regular straight-time current rate of pay.

EMPLOYMENT BASICS

PAID FAMILY MEDICAL LEAVE

Represented employees have available a Paid Family Medical Leave benefit pursuant to the CBA.

Non-represented employees have available a Paid Family Medical Leave benefit (PFML), which has been approved by the State of Washington as a voluntary plan that is provided in lieu of the State's PFML plan. If an employee is eligible for short-term disability (STD) and PFML, the employee must elect to use either STD or PFML, but not both.

ELIGIBILITY:

All employees who work at least 820 hours in the first 4 of last 5 completed calendar quarters and work for the Cooperative for 340 hours of the 820 hours, are eligible for PFML. If an employee was covered under a Voluntary Plan (as defined by RCW 50A.04.400) by their previous employer, they are immediately eligible for PFML.

PFML may be used for the following:

- Employee's own serious health condition as defined by the FMLA (medical).
- Bonding after birth of a baby or the adoption or placement of a child younger than 18 (family);
- A family member's (child - biological, adopted, foster, step, legal guardianship or dependency status, parent, spouse, registered domestic partner, grandparent or grandchild, and sibling) serious health condition (family); or
- Military-connected events as defined by the FMLA (family).

An employee can utilize PFML for up to 12 weeks plus 2 additional weeks for a total of 14 weeks if pregnancy complications are applicable. If both medical and family leave applies, the employee may utilize PFML for up to 16 weeks plus 2 additional weeks if pregnancy complications are applicable for a total of 18 weeks.

BENEFIT DESCRIPTION:

1. The amount of the benefit provided by PFML will be equal to the state plan by calculating the employee's weekly average wage as defined in RCW 50A.04.020 to a maximum of \$1,000.00 in the year 2020 and adjusted annually per week pursuant to RCW 50A.04.020.

2. While utilizing PFML, the employee will have job protection if the employee was employed at the Cooperative at least 9 months and worked 965 hours in a 12-month period before the leave began.
3. If the employee was enrolled in the Cooperative health care plans, the Cooperative will continue to cover the employee and dependents at the same level when the leave commenced if the employee continues to pay the employee's share of any premium.

UTILIZATION:

1. If the necessity for leave is foreseeable, the employee shall provide the human resources department with not less than thirty days' notice, before the date the leave is to begin.
2. If the necessity for leave is not foreseeable, the employee must notify the human resources department of the leave as is practicable.
3. Employee must make a reasonable effort to schedule any foreseeable treatment so as not to disrupt unduly the operations of the cooperative.

4. The human resources department will provide employee a statement of their rights regarding PFML within five business days after the employee's seventh consecutive day of absence due to family or medical leave, or within five business days after the employer has received notice that the employee's absence is due to family or medical leave, whichever is later.

FUNERAL LEAVE/ BEREAVEMENT

Each employee shall be allowed up to three (3) days per funeral with pay for the death of a member of the employees or spouse's immediate family subject to advanced approval. For purposes of this section "immediate family" shall include spouse, child, parent, sibling or grandparent of employee. For the purposes of bereavement leave, a day is considered either 8 or 10 hours depending on the number of hours scheduled when taking the leave.

JURY DUTY

If you are required to serve on a jury under some form of subpoena or court order, you receive your regular pay for the actual time you are required to be absent from work because of such jury duty less any amount paid to you for such jury duty. Any such absence shall not be counted against accumulated sick leave, annual leave or PTO bank.

You must sign over to cooperative all court payments received for jury service or you may elect to donate the court payment to charity.

Employees must report to work if dismissed from jury duty in a timely fashion. If your jury service leaves less than two hours in the workday, employees will need to check with their supervisor for instructions on returning to work.

Employees are required to provide the cooperative with a copy of the jury duty notice within five days after it is received to allow time to plan for the absence.

EMPLOYMENT BASICS

OTHER BENEFITS

Inland Power also takes great pride in our adherence of state and federal leave laws you may be entitled to, including, but not limited to; Military Leave of Absence/Washington State Military Family Leave, Washington Family Care Act, Family and Medical Leave, Domestic Violence Leave and Washington State Maternity Disability Leave.

As mentioned, the above is not intended to be an all-inclusive list and there are many other benefits that we enjoy on a regular basis, such as: training opportunities, future career advancement, computer purchase program, logo clothing and not to mention the satisfaction and pride that comes with working for an organization that has helped improve the quality of life for our members since 1937!

WORK WEEK AND SCHEDULING

The normal workday for a full-time inside employee is 10 hours per day and an unpaid meal period of one-half (1/2) hour. Our normal business hours are 7:00 a.m. to 5:30 p.m., Monday through Thursday. An outside employee typically works eight hours Monday – Friday but may work an alternative shift which is scheduled Monday-Thursday or Tuesday-Friday, 6:30 a.m. to 5:00 p.m. Various factors, such as workloads, operational efficiency, department schedules and staffing needs may require variations in the employee's starting, quitting times and total hours worked each day or each week. Thus, we reserve the right to assign employees to jobs or shifts other than their usual assignment when required. Additionally, employees may be required to work overtime

or hours other than those normally scheduled whenever necessary.

Work schedules are established by your manager or immediate supervisor and may vary based on department or individual duties. You are expected to work all the hours and days assigned. Employees are expected to be at their report location or workstations ready to work at the beginning of their assigned shift.

Personal schedules should be arranged to accommodate established working hours. Requests for changes in schedules or for days off must be approved in advance by your supervisor.



REST AND MEAL PERIODS

All nonexempt employees receive one fifteen-minute paid break for each four hours of working time. Ideally, the break will occur near the midpoint of each four-hour work period, but scheduling will be assigned by your supervisor or department manager. Break periods may not be used to extend a lunch period, work overtime, arrive late or leave early.

Meal periods shall be scheduled by the employee's supervisor or department manager. The scheduling of meal periods may vary depending on department workload. Meal periods are unpaid and are usually one-half hour in length. The normal meal break is a one-half (1/2) hour period for employees unless otherwise arranged with the supervisor or department manager. (Refer to union agreement for represented employees.)

TIME REPORTING

All nonexempt employees will be required to keep track of their time. Currently, time is being managed in an electronic time and attendance program (Employee Self-Serve in NISC). Please see your manager for system access and instructions.

Employees are responsible for complete and accurate reporting of any time worked or time away from their workplace. Improper reporting will be considered theft and will result in disciplinary action up to and including termination.

EMPLOYMENT BASICS

ATTENDANCE AND PUNCTUALITY

Being punctual and consistent attendance is a condition of employment.

Regular attendance is an essential function of any position within the cooperative; being at your work location at the beginning of the day, leaving for and returning from breaks and lunch on time, and remaining at your workstation until the end of the day is essential.

To serve our members and provide for efficient operations, employees must be at work. Furthermore, regular attendance

and punctuality show respect for your fellow employees who must do your job in your absence.

In the event you are ill or unable to make it to work due to an unscheduled absence, it is your responsibility to notify your supervisor or the designated person in charge at least one hour before your scheduled starting time if you are going to be absent or late unless it is not practicable to do so. Notice to another supervisor or fellow employee is not sufficient.

If the absence is foreseeable, you are required to request the time off at least ten (10) days in advance from your supervisor or as early as practicable.

You must call in each day you will be absent unless your supervisor tells you otherwise, or you have been granted a leave of absence. (If you are unable to personally call because of an emergency, be sure to have someone call for you.) It is every employee's responsibility to have available current telephone numbers, know the designated timeframes and notify their supervisor or designee of their absence.



Employees entering or leaving company property without permission may face disciplinary action up to and including termination. Walking off shift, failing to report for a scheduled shift and leaving early without notifying their supervisor is considered abandonment and is grounds for termination.

With attendance, corrective action will be taken when, in our judgment, an employee is misusing leave. (We do not consider any absence that is “excused” or protected under applicable federal or state law.) We may also require medical verification for any absences more than three consecutive days.

NOTE: An employee who calls in to say they will be late and does not report to work at the time they indicated will be considered to have abandoned their job.

INCLEMENT WEATHER

Because of the diverse locations from which our employees commute, it is difficult to judge driving hazards for the overall group. During severe weather, chances are that our members will need our services more than ever and we must be ready to provide that service. Therefore, circumstances for working during severe weather for line operations personnel may be quite different from other personnel. Line personnel will receive their directions from the COO, operations manager, or general foreman, who will assess the situation and consider safety matters.

For non-line personnel, your safety is also the cooperative’s concern. However, support of our front-line employees and members is critical to maintain the necessary level of service. Unless you are notified, you should assume that the office will remain open as usual.

If severe weather conditions occur during work hours, the CEO will notify you of early dismissal procedures if applicable.

EMPLOYMENT BASICS

EMPLOYMENT RECORDS

The cooperative maintains employment records of employees, including; legal name, home address, telephone number, number of dependents, beneficiaries, driving record or status of driver's license, person to call in case of emergency, marital status and exemptions on your W-4 tax form. Therefore, it is required that employees notify human resources of any changes to this information.

Employment records are the property of the cooperative and access to the information they contain is restricted. Supervisors and management personnel who have a legitimate business reason to review information in the file can do so.

Annually, employees may request to review their personnel file.

The cooperative makes the determination if the employment records contains any "irrelevant or erroneous" information that should be removed from the personnel file. Employees may place in their personnel file a statement containing a rebuttal or correction to "irrelevant or erroneous" information that is not removed.

COMPENSATION

Paydays occur on a semi-monthly basis no later than the 7th and 22nd of each month.

Deductions from your paycheck required by law include FICA (social security), federal income tax, Medicare and all other applicable state and federal taxes. The cooperative will honor child support orders, administrative and court orders for garnishment or wage withholding pursuant to state and federal laws. Any other deduction requires written authorization.

Employees are required to have their payroll directly deposited into their checking or savings account and can have multiple elections if desired. Direct deposit forms can be obtained through Human Resources.

What to Do If an Improper Deduction Occurs

If an employee believes that an improper deduction has been made to their salary, you should immediately report this information to the payroll personnel. Reports of improper deductions will be promptly investigated. If it is determined that an improper deduction has occurred, you will be promptly reimbursed for any improper deduction made.

OVERTIME

The regular workweek is forty working hours, but, as the need arises, your supervisor may ask you to work beyond your normal shift. Although you will be given advance notice when feasible, this is not always possible.

Overtime pay requires the prior approval of the department manager and is paid to all nonexempt employees. The overtime pay rate for all hours worked over forty in one workweek is one and one-half times the regular rate of pay for non-union employees. (Refer to the union agreement for overtime pay for union employees). Exempt employees are not eligible for overtime compensation.

Our workweek for overtime purposes runs from Sunday at midnight through Saturday at 11:59 p.m. All overtime must be authorized in advance by the department supervisor. If overtime is worked but not authorized, it will be considered theft of time as it must be paid but was not authorized and therefore will subject the non-exempt employee to discipline for a serious offense.

WAGES

Union Personnel. Wages for union employees are based on the labor agreement wage schedule between the cooperative and the International Brotherhood of Electrical Workers Local #77. Refer to the most recent bargaining agreement for details concerning pay rates and agreements.

Non-Union Personnel. Pay decisions are based on our assessment of your position. Each position is placed in a range that factors expertise, leadership, accountability, problem solving and intercommunication the position requires. The increased level of responsibility for each of these categories determines which range the position merits. A target is established for each range. Once the employee is fully proficient at all job responsibilities, they could be compensated at the target, but this is solely in the CEO's purview. Each year, salary surveys are considered, and a regressive analysis performed to determine if the salary range should be decreased or increased.

Each position shall be classified (by virtue of the job description and the Federal Wage/Hour Law requirements) as non-exempt (N) or exempt (E). Each job is evaluated to achieve pay levels that are competitive and provide internal equity of pay levels within the cooperative.

While the keystone of the compensation plan will be a system of increases based on documented employee performance, periodic adjustments may be made to salaries and/or the salary ranges based on market conditions and the financial health of the cooperative. Similarly, there may be no increase if performance, market, or financial conditions do not warrant it. The provision of any increases is solely at the discretion of the cooperative.

PAY TRANSPARENCY

NONDISCRIMINATION PROVISION:

Inland Power will not discharge or in any other manner discriminate against employees or applicants because they have inquired about, discussed, or disclosed their own pay or the pay of another employee or applicant. However, employees who have access to compensation information of other employees or applicants as a part of their essential job functions cannot disclose the pay of other employees or applicants to individuals who do not otherwise have access to compensation information, unless the disclosure is (a) in response to a formal complaint or charge, (b) in furtherance of an investigation, proceeding, hearing, or action, including an investigation conducted by the employer, or (c) consistent with the contractor's legal duty to furnish information. 41 CFR 60-1.35(c).

EMPLOYMENT BASICS

PERFORMANCE REVIEW

Regular performance reviews provide the employee and his or her supervisor with the opportunity to discuss how well expectations are being met, to clarify job responsibilities and identify strengths and weaknesses. Reviews also allow us, working together, to establish future goals and standards and to identify the resources that might be available to meet them. Each non-union employee's job performance will be reviewed by the supervisor typically in September or October of each year. Currently, union employees do not have a formal annual review process. This is a written performance review and becomes a part of the employee's personnel records. Each employee is asked to sign the performance review to indicate that it was reviewed. A signature does not necessarily imply agreement with the evaluation. Employees will receive a copy of their evaluations upon completion of the review and provided the opportunity to make comments.

It is also encouraged that supervisors conduct informal progress reviews or check ins at other times during the year for specific reasons such as feedback, coaching, delegation, expectation setting or disciplinary concerns.

EMPLOYMENT OF RELATIVES AND DATING RELATIONSHIPS

The cooperative believes it is in the best interests of all involved to keep business and professional relationships separate from personal and family relationships to avoid a conflict of interest. Accordingly, no person who is a "close relative" of a member of the board of trustees or employee of the cooperative shall be hired, promoted or transferred into any full-time, part-time or temporary position which would create a supervisor/employee relationship with their relatives within the cooperative. Additional examples of a potential conflict of interest or the appearance thereof include, but are not limited to; where one supervisor would have the authority or practical power to supervise, appoint, remove or discipline a close relative, where one close relative would be responsible for auditing the work of the other, where other circumstances exist which would place the close relative in a situation of actual or reasonable foreseeable conflict between the employer's interest and their own, where, in order to avoid the reality of appearance of improper influence or favor, or to protect confidentiality.

For purposes of this policy, "close relative" means a person who, by blood or marriage, (including foster, adopted, half or step) is a spouse, child, grandchild, parent, grandparent, sibling, aunt, uncle, cousin, nephew or niece of a current employee or trustee. An individual shall be considered a "close relative" if he or she is a member of the same household of an existing employee or director. The term "spouse" also means persons who are living together in a conjugal relationship, even though not legally married.

Additionally, if co-workers or a director and employee become involved in a dating relationship covered by this policy, they must report the relationship to human resources to make sure any conflict is addressed, and the effected individuals will be required to sign a document acknowledging that their relationship is entirely consensual and free from coercion and harassment.

PERSONAL APPEARANCE

Employees have varying job duties and may have different dress requirements based on their function. Supervisors are responsible for determining appropriate dress for each specific work situation or environment. Radical departures from conventional dress or personal grooming standards will not be permitted. When dealing with customers and the public, attire should be consistent with a positive business image.

Acceptable personal appearance is an ongoing responsibility of each employee. Specifically, common sense should be the underlying guideline and employees should not wear items of casual attire that do not present a businesslike image. Proper appearance includes well-kept grooming of hair, facial hair, make-up, minimal piercings and not displaying tattoos.

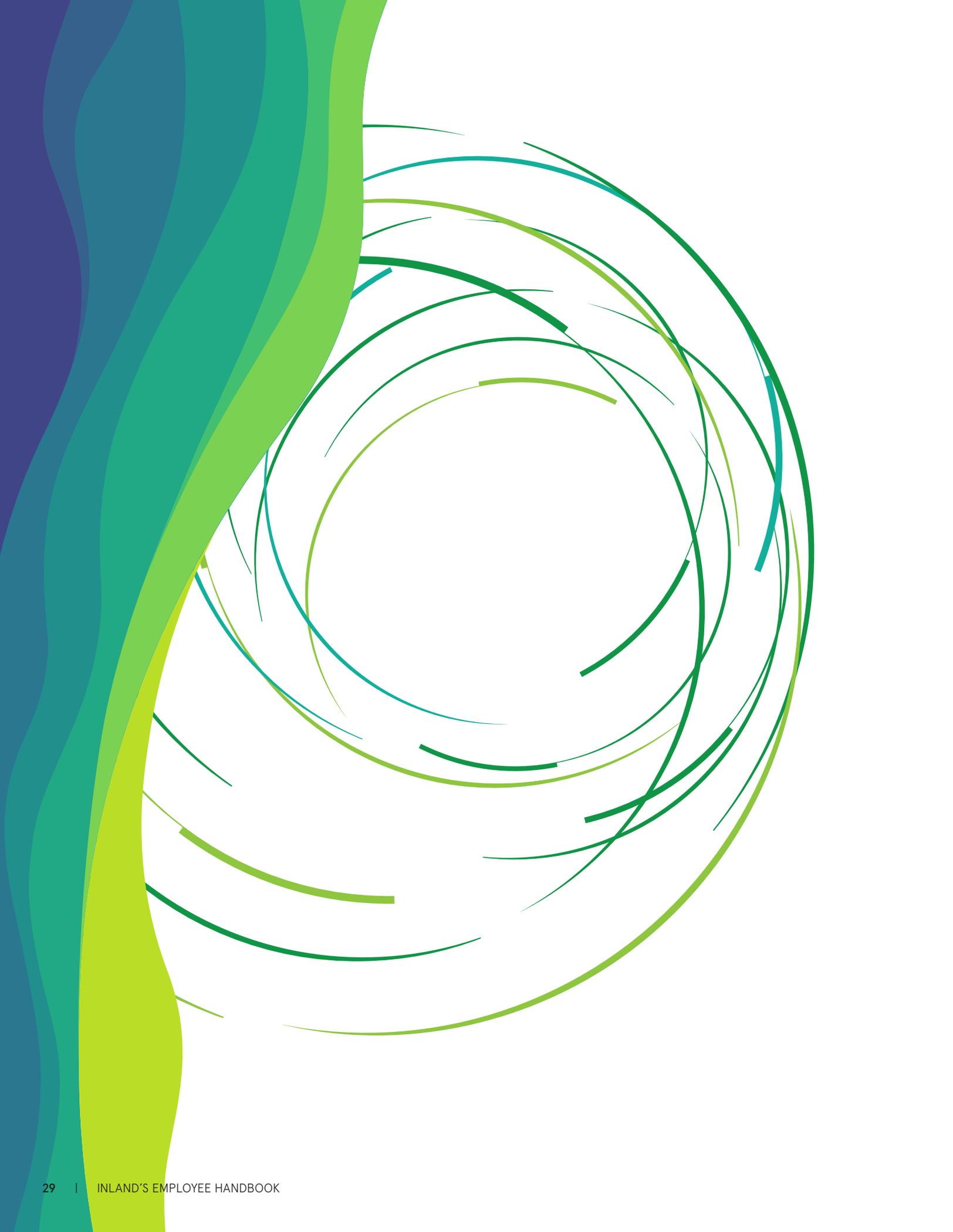
As a representative of the cooperative, employees should remember that their appearance is a direct reflection of our cooperative's image. Employees who are inappropriately dressed will be sent home without pay unless PTO or vacation leave is used and directed to return to work in proper attire. Please ask your supervisor for specific dress standards for your department. (For additional guidelines on our appearance expectations, employees can refer to our Dress

and Grooming Standards Procedure 7-1-5)

OUTSIDE EMPLOYMENT

We want our employees to be efficient, loyal in their work, and available as necessary to meet unusual or emergency work demands. We feel that outside employment can often conflict with these objectives. All employees (including temporary or part-time employees) must inform human resources in writing in advance of any outside employment or self-employment. This should include the name of the employer, the days and hours of work, and the type of work. You must also let us know if there is any change in your outside employment (including changes in your outside employer, nature of your job, days, and hours you will be working, etc.).

Inland Power encourages participation in civic, social, and professional organizations. It is your responsibility, however, to ensure these activities or outside employment do not affect your job performance, conflict with Inland Power's business, or subject Inland Power to liability, criticism, or adverse publicity. You should not be an owner, director, officer, employee, contractor, or consultant with a firm that is a competitor nor will Inland Power hire an employee as a contractor to perform any work.



INLAND

COOPERATIVE FACILITIES

The cooperative wants you to be well informed concerning your workplace, safety rules, new developments or changes in policies or your rights under state and/or federal law.

COMMUNICATIONS

The cooperative wants you to be well informed concerning your workplace, safety rules, new developments or changes in policies or your rights under state and/or federal law. General distribution memos, newsletters, electronic mail, etc. are utilized for rapid dissemination of information.

Such postings are used to communicate job openings, announcements required by law, official safety information

and other employer notices. Bulletin boards are provided in each location and are used to post business related notices. Employees may post community or personal announcements on the employee posting board; however, the employee must ensure that the posting is appropriate for the workplace and is required to sign and date the notification prior to displaying.

EMPLOYEE PARKING

Employee parking spaces are provided in the parking lot just north of the main headquarters. Several parking spaces are reserved for ride share participants and should only be used in commuting to work with two or more co-workers. Those parking spaces along the west end of the building are reserved for members and visitors.

COOPERATIVE FACILITIES

Employees may also park in the fenced yard east of the main headquarters but must refrain from using those spaces closest to the building as fleet vehicles use those spaces.

General parking for employees in these parking spaces is on a first-come, first-serve basis. Please lock your car while it is parked in the lot. The cooperative does not assume responsibility for vehicles or their contents.

LUNCHROOM/ BREAK AREAS

Employee areas have been provided for your use. Please always take care of it and keep it clean. If you use it, clean it up!! Each employee is responsible for keeping things in order. You are responsible for scrapping off plates into the garbage as we do not want to overtax the garbage disposal. A quick rinse of your dishes ensures the dishwasher will do its job. We currently rotate kitchen duties monthly to different work groups. When it is your team's turn please lend a hand making sure the dishwasher is emptied in the morning, coffee is started, and kitchen is clean throughout the day and before leaving. Remember that we do

have guests dropping in, so please keep the break areas in a presentable manner.

In addition, if you host a meeting please remember to clean up the room and place furniture in its normal layout at the completion of the meeting.

WORK AREA

As a member service orientated cooperative, it is important that we always maintain a professional work environment. This will also reduce the chance of accidents by keeping work areas neat and clear of clutter. Front area employees are prohibited from consuming food items at their workstation unless under rare circumstances, an employee is specifically granted permission by their supervisor or department manager such as a special occasion or situations preventing them from leaving their workstation. In such event, employees are expected to be discreet.

SMOKING- TOBACCO/ E-CIGARETTES

Smoking, including the use of tobacco and e-cigarettes, is prohibited in all vehicles and buildings owned by the cooperative. Smoking is permitted only during rest or meal periods and only in designated smoking areas.

EMPLOYEE STATUS CHANGE & SEPARATION

Empower Your Future: Working at Inland Power offers a culture that engages all employees and offers a large range of opportunities.

JOB OPENINGS FOR NON-UNION POSITIONS

It is the cooperative's practice to post positions internally and externally, allowing current employees to compete for vacancies and to advance their career. Internal postings of vacancies will be notified via email. External job opening advertisements must be placed with the Washington Department of Employment and may be advertised in various newspapers and trade publications. Such ads shall stipulate the minimum qualifications required for the position. The length of postings, advertisements and the application process may vary depending on business necessity. Internal candidates will be given the same consideration as equally qualified external candidates, with

our goal at the cooperative to hire the most qualified individual, whether an existing employee or external applicant.

All job openings shall have a written job description, which has been approved by the CEO prior to posting. The written job description, including compensation range is available to all prospective applicants upon request. Qualifications are those documented in the position's job description.

Job offers for external candidates are conditioned upon the applicant successfully completing required pre-employment screening which may include a check of prior employment, reference check, physical examination, driving record, drug and/or alcohol screening at the cooperative's expense.

JOB OPENINGS FOR UNION POSITIONS

It is the cooperative's practice to post positions according to the collective bargaining agreement based on the vacant and/or open position.

TRANSFERS AND PROMOTIONS

For current employees, every day is a potential job interview. Past performance, qualifications, abilities, job experience, attitude and potential are important factors that we consider in the selection process of employees for transfer and promotion. Do your best every day to be considered the most qualified applicant.

Any employee who is qualified, may apply for a posted job opening by submitting an application and current resume to human resources. Management reserves the right to determine relative qualifications for a posted position and to hire from outside the cooperative rather than promote from within ensuring the most qualified applicant for the job is hired.

Managers may promote employees to assume greater responsibilities and to recognize increases in job content. Non-competitive promotions to advance employees are not subject to internal posting procedures.

SEPARATION OF EMPLOYMENT

If for any reason you are seriously considering resigning from your position, we suggest that you discuss the matter with your supervisor or human resources. Whatever the reasons motivating your possible resignation, it is generally to our mutual benefit to review the situation before making a final decision. In the event you do decide to end the employment relationship, it is preferred that you provide Inland Power with at least two weeks' notice. Employees who do not provide this notice, generally will not be considered for future employment, and will forfeit any unused vacation or PTO balances.

PERFORMANCE EXPECTATIONS

Employment with the cooperative should be a positive experience. However, when an employee's behavior or work performance is inappropriate or unacceptable, discipline may be imposed to correct such behavior, except in the cases involving termination. Unless specific rights are granted in a labor agreement, all employees are considered "at-will" employees and may be terminated from employment any time, with or without reason, and with or without notice.

We also believe that each employee should be treated with dignity and respect in disciplinary situations. We have high expectations because we feel strongly that everyone benefits when we all work together and conduct ourselves in a manner that reflects the best interests of coworkers, Inland Power, and our members.

In situations where we believe disciplinary action is appropriate, management at its sole discretion may use a verbal warning (should be documented), written reminder, demotion, probation, suspension, or termination as a disciplinary response to an

EMPLOYEE STATUS CHANGE & SEPARATION

employee's conduct or behavior. Management is not required to go through any specific number of disciplinary actions or in any particular order.

Inland Power uses disciplinary procedures only to make certain that jobs are performed satisfactorily, and all employees are treated fairly in the performance of their jobs. Supervisors will focus on the performance and behavior, not the cause of such behavior.

In addressing performance issues, every employer has the right to expect certain basic standards of conduct and behavior from its employees, just as every employee has the right to expect the same of an employer and coworkers. Our fundamental expectation can be summed up in three words: Honesty, Civility, and Integrity.

Unfortunately, there is no formula or set of guidelines that can "define" appropriate ethical and

moral judgement in every situation an employee might face. Thus, we must depend upon your good judgement, common sense, and willingness to seek advice from others within the cooperative when difficult or confusing situations arise.

Our one absolute and unwavering expectation is that every employee, regardless of job or responsibilities, will conduct themselves with honesty, civility and integrity in all matters and things. This means that falsification, rumor mongering, misrepresentation and untruthfulness will not be tolerated. We cannot accept conduct, statements, and "omissions" which are misleading or distort the facts. This necessarily means that we expect employees to cooperate in all cooperative investigations or inquiries courteously and candidly.

While many employers try to list some of the basic "rules of the road" in a handbook, we have outlined some of our rules below for your guidance. However, this is not a complete list of what we have the right to expect of each other or of coworkers. You should expect to be disciplined, up to and including termination for any violation of these rules:

- Harassment and especially unlawful harassment based on a protected class will never be tolerated.
- Each employee is expected to abide by company policies and to cooperate fully in any investigation that the company may undertake.
- Theft, damage, destruction, or possession without proper permission of cooperative property or the property of other employees, members, or others.

- Conversion of time or money.
- Deliberately refusing to perform job assignments or to comply with supervisory instructions except in circumstances when there is a reasonable belief that serious bodily injury might result.
- Unethical, unprofessional, indecent, or criminal conduct while on cooperative property or time or in other circumstances which might adversely reflect on the cooperative's reputation or interests.
- Threatening, intimidating, coercing, or using profane or abusive language to any employee, supervisor, member, or others.
- Careless, reckless, or intentional conduct, or refusal or failure to follow instructions that could potentially result in bodily injury or damage to cooperative property or the property of others.
- Not maintaining confidentially of member or cooperative information as required. Unauthorized release of confidential, sensitive, or propriety information, and unauthorized use of (or accessing of information in) computer systems, copiers, or phone system.
- Incompetence, inefficiency, neglect of duties or lack of application to the job.
- Violating any of the rules, procedures, or conditions governing leaves of absence.
- Violating attendance, tardiness, timekeeping or call-in rules or procedures.
- Doing personal work or conducting personal business on Cooperative time.
- Excessive personal business or personal telephone calls.
- Disregarding standards of acceptable conduct, dress, hygiene, and grooming.
- Tobacco use in prohibited areas on our property or company vehicles.
- Engaging in any business or other activity that potentially involves a conflict of interest, the appearance of a conflict and/or that reflects adversely upon the cooperative and/or is detrimental to its reputation or interests.
- Violating any applicable professional or ethical policies, standards, procedures, or rules.

EMPLOYEE STATUS CHANGE & SEPARATION

LAYOFFS

There are certain times when it may become necessary to lay off employees as a result of changing business conditions (such as reorganization, resulting in the elimination or modification of a job or changes in job functions or technology). If the cooperative determines that a reduction in force becomes necessary or appropriate, we will make every reasonable effort to give you at least two weeks' notice.

Employees informed that they are to be laid off may seek transfers or promotions. All layoffs are considered permanent. Laid-off employees are entitled to reemployment according to the provisions on rehiring former employees. Any employee recalled from layoff must return to work within ten (10) working days when offered reemployment.

EXIT INTERVIEWS

It is our practice for human resources or a designee to conduct an exit interview with all separated employees. The purposes of this interview include ensuring the return of all cooperative property; reviewing financial arrangements (including the amount of the final paycheck, accrued vacation); discussing issues concerning terms of separation; and obtaining the employee's input and suggestions for improvement. You will be informed of any rights to continue benefit coverage at this time. Unless other arrangements have been made for earlier payment, your final paycheck will be available on the payday following the pay period during which your employment terminated.





SAFETY AND SECURITY

Employees and public safety are paramount to the efficient operation of Inland Power.

EMPLOYEE AND PUBLIC SAFETY

Employees and public safety are paramount to the efficient operation of Inland Power. Safety rules have been adopted and are published on the Grid in the Employee Safety & Health Program. Any employee violating safety rules may be subject to the discipline procedures as defined in the Employee Safety & Health Program.

REQUIREMENTS FOR DRIVERS AND EQUIPMENT OPERATORS

Several employee classes are required to have a Class A Commercial Driving License (CDL), as a part of their essential job functions as a condition of employment and is designated in their individual job descriptions. All other employees who drive on behalf of the cooperative must have a valid noncommercial driving license.

Any new or existing employee is not permitted to operate a cooperative vehicle if the employee's driver's license has been suspended, revoked, canceled, or if the employee has been disqualified.

SAFETY AND SECURITY

All employees are required to:

1. Obtain and maintain the necessary driver's license to operate the class of vehicle they may be assigned to drive.
2. If required to have a commercial driver's license, meet the physical qualifications for drivers as outlined in Section 391.41 of the Federal Motor Carrier Safety Regulations.
3. Meet the road test and written examination requirements of the Federal and State Motor Vehicle Regulations for the "class" license they are required to carry.

The driving record of all employee drivers will be periodically reviewed, and these records will be made a part of each employee's personnel file.

An employee who cannot obtain or loses the necessary driver's license to operate the class of vehicle they are required to possess as part of their minimum qualifications shall be removed from their position unless alternatives to driving can be arranged. If the license is not restored within a reasonable amount of time, the employee will be deemed unqualified for the position and separated from

employment.

All employees with a CDL or who are assigned an Inland Power vehicle will be tested randomly for controlled substances and alcohol.

WORKPLACE VIOLENCE

The cooperative has zero tolerance for workplace violence. All forms of workplace violence and/or threatening behavior, which involve or affect employees, trustees, members or visitors of cooperative or which occur on any cooperative property or work areas, are prohibited by this policy.

The cooperative will respond promptly and decisively to violence, threatening behavior and harassment that occurs on any cooperative property or work area. Additionally, violence, threatening behavior and harassment occurring after work hours will be addressed by the cooperative if the behavior affects the workplace.

All employees are responsible for notifying their supervisor, the CEO or human resources of any threats they witness or receive, or they

are told another person witnessed or received. Even without a specific threat, all employees should report any behavior they have witnessed that they regard potentially threatening or violent or which could endanger the health or safety of another when the behavior has been carried out. Employees are responsible for making this report regardless of the relationship between the individual who initiated the threatening behavior and the person or persons being threatened, and/or the individual making the report.

Individuals who believe a crime has been committed against them, or believe there is a serious threat to their health and safety or the health and safety of others that requires immediate attention, have the right, and are encouraged, to immediately call 911 and notify the appropriate law enforcement agency, as well as their supervisor, human resources or the CEO.

Upon receipt of notification of potential workplace violence, the cooperative will respond promptly and decisively by taking appropriate action and begin the investigation process.

Any person who makes threats, exhibits threatening behavior, or

engages in violent acts shall be removed from the premises as quickly as safety permits and shall remain off the premises pending the outcome of an investigation.

The cooperative shall maintain the confidentiality of investigations of workplace violence to the extent possible. The cooperative will act on the basis of anonymous complaints only where it has a reasonable basis to believe that there has been a violation of this policy and that the safety and well-being of employees, trustees and/or members of the cooperative would be served by such action.

Employees must notify the employer if charged with any criminal offense no later than five (5) days after such incident. Employees charged with any violent criminal offense in accordance with state and federal law, including misdemeanors, are subject to disciplinary action up to and including immediate termination from employment regardless of where the criminal conduct occurred.

Individuals who violate this policy are subject to disciplinary action up to and including immediate termination, consistent with cooperative policies and rules and/or referral to law

enforcement authorities for criminal prosecution if applicable.

Employees who make false and malicious complaints of workplace violence, as opposed to complaints that, even if erroneous, are made in good faith, will be subject to disciplinary action up to and including termination.

Retaliation against anyone acting in good faith who has made a complaint of workplace violence, who has reported witnessing workplace violence or who has been involved in reporting, investigating, or responding to workplace violence is a violation of this policy. Those found responsible for retaliatory action will be subject to discipline up to and including termination.

DRUG & ALCOHOL FREE WORKPLACE POLICY

The cooperative recognizes that employee involvement with alcohol and other drugs can be very disruptive, adversely affect the quality of work, safety and performance of employees, pose serious health risks to users and others and have a negative impact on productivity and morale. Therefore, the

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cooperative has a zero tolerance for drug and alcohol use while working and all cooperative employees shall report to work mentally and physically fit to perform their duties in a safe and efficient manner. For additional information, please refer to Cooperative's Workplace Environment Policy No. 7-10.

WEAPONS ON PREMISES

Inland Power prohibits weapons, including handguns, rifles, firearms, explosive and knives with a blade that is more than six (6) inches in length on company property. For a complete description, please refer to Workplace Violence Prevention Policy 7-14.

COMMUNICATIONS AND SECURITY SYSTEMS

PERSONAL COMMUNICATIONS

DURING WORK HOURS: The cooperative recognizes the necessity for employees to communicate with others to address important personal matters during work hours. Use

of email, the cooperative's phone system, cooperative-provided and personal mobile phones for this purpose are allowed, provided they are kept to a minimum and do not affect the productivity of the employee or encumber the resources of the cooperative. However, personal mobile phones should always be put away and silenced when dealing with the membership. Inland Power reserves the right to access and review internal phone system reports, call recordings and company mobile phone records as it deems appropriate.

USE OF MOBILE PHONES IN VEHICLES DURING WORKING

HOURS: A hands-free device must be used for all mobile phone calls in a moving vehicle. At no time should the driver use a mobile phone that requires attention to be taken from driving the vehicle. Text messaging is not allowed in a moving vehicle by the driver. Drivers should pull over off the roadway to use text messaging or place a phone call. Mobile phone use in vehicles should comply with all applicable federal and state laws.

USE OF THE COOPERATIVE'S INTERNET CONNECTION:

The cooperative recognizes the necessity for employees to access the Internet during normal work hours. Use of cooperative-provided Internet is allowed, provided it is kept to a minimum and does not affect the productivity of the employee or encumber the resources of the cooperative. Employees using the company internet connection shall not access information that is:

1. illegal;
2. sexually oriented or pornographic;
3. related to gambling, prizes, awards or coupons;
4. related to the sale or provision of prohibited, restricted or regulated items such as alcoholic beverages, tobacco or drugs; or
5. otherwise offensive to co-workers or embarrassing to the cooperative.

Employees can connect personal devices to the company provided Guest Wi-Fi, but the company will not be liable for any damage that occurs while connected. The cooperative's internet connection, email, and other electronic office technology sent and/or retrieved

through the network is not the personal property of the employee or the creator of the document. Employees should not expect privacy in the use of email or the internet. Inland Power reserves the right to access, review, and monitor or curtail email and internet usage and message content as it deems appropriate.

USE OF THE COOPERATIVE'S COMMUNICATION EQUIPMENT:

Employees may be furnished with communications equipment necessary to perform their jobs. Communications equipment is defined as including laptops, desktop computers, iPads, notebooks, netbooks, mobile phones and other devices facilitating electronic communication. The following rules apply to the use of this equipment:

- Employees should not add any non-business software to the cooperative's communication equipment. All software loaded onto Inland communications equipment must be approved by the IT department.
- Electronic devices, associated software and all privileged information

contained therein are the property of the cooperative and should be returned to the cooperative when employment ends.

- Employees are prohibited from connecting personal devices to the cooperative's network or workstations; i.e. laptops, USB drives, cell phones, etc.
- The cooperative will not pay for internet service at employees' residences unless for the sole benefit of the cooperative.
- Laptops, iPads, notebooks and netbooks may be taken home to conduct cooperative business. Minimal personal use of the above devices is permitted if that use does not interfere with its primary function, does not adversely affect the performance of the device or cause additional charges to the cooperative.
- Employees should ensure that cooperative information accessible through electronic communication equipment is kept confidential. If a device is lost or stolen, employees should notify the IT department immediately.



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- A mobile phone or subsidy will be provided to those non-union employees required to be available by phone at all times to handle cooperative business as determined by the CEO. Refer to Procedure 7-10-7 to determine reimbursement amount evaluated by the CEO from time to time.
 - Company-owned mobile phones will be provided to union employees. Employees may choose to combine their personal and work phones so that they do not need to carry two phones. They will also have a choice of transferring over their personal phone number or have a company issued phone number.
 - All company provided communications equipment will be secured and administered with a mobile device management system.
 - All employee provided communications equipment which access company information and/or systems other than email will be required to be secured with a mobile device management system.
 - Employees should take all reasonable precautions to prevent the theft, loss, or damage to cooperative communications equipment.
- The cooperative will replace its equipment that is stolen at its expense. Employees are responsible for costs associated with equipment loss or damage due to misuse or negligence.
- Employees are responsible for returning all cooperative equipment when leaving the company. If an item is not returned, employees are responsible for costs associated with replacement of the equipment.

COOPERATIVE SECURITY: For employee safety and security and to safeguard the assets of the cooperative, Inland Power and Light controls access to its facilities with electronic pass cards and/or keys. Employees should always use these devices to gain access and secure these facilities. Visitors must be admitted using the established sign in security system and issued an identification badge. A visitor should always be supervised by an employee while they are on cooperative premises. The cooperative will use security camera generated video and pictures, pass card data, and alarm system data to monitor activity on company premises. Inland Power reserves the right to access, review and monitor security camera video, pictures, alarm system information and electronic pass card data and use it as it deems appropriate.

SUMMARY

Again, we welcome you to Inland Power and look forward to a productive employee/employer relationship that will be enhanced by adhering to the basic principles of a positive work environment outlined in this Employee Handbook. These principles can be summarized as follows:

- **Clear Purpose** – our mission is our members
- **Individuality Versus Teamwork** – together we can accomplish greatness
- **Autonomy** – we trust each other to do the right thing
- **Sense of Fairness** – we hold each other responsible
- **Innovation** – we are open and willing to try new ideas
- **Open Communication** – we are transparent and available to each other
- **Constructive Feedback** – we are honest with each other in a positive fashion
- **Community Spirit** – we care about each other
- **Access to Resources** – we support each other
- **Living the Values** – we incorporate honesty, civility, and integrity in all we do

NON-UNION EMPLOYEE ACKNOWLEDGMENT OF RECEIPT AND UNDERSTANDING OF EMPLOYEE HANDBOOK

I acknowledge that I have received a copy of Inland Power and Light Company's (Company) Employee Handbook ("Handbook") issued on _____, which contains important information on the Company's policies, procedures, and benefits, including policies on Equal Employment Opportunities, Anti-harassment, Substance Use and Abuse, and Confidentiality. I understand that I am responsible for familiarizing myself with the policies in this Handbook and agree to comply with all rules applicable to me.

I specifically understand and agree that the employment relationship between the Company and me is at-will and can be terminated by the Company or me at any time, with or without reason or notice. Furthermore, the Company has the right to modify or alter my position or impose any form of discipline it deems appropriate at any time. Nothing in this Handbook is intended to modify the Company's policy of at-will employment. Only a written agreement signed by Company and me may modify the at-will employment relationship.

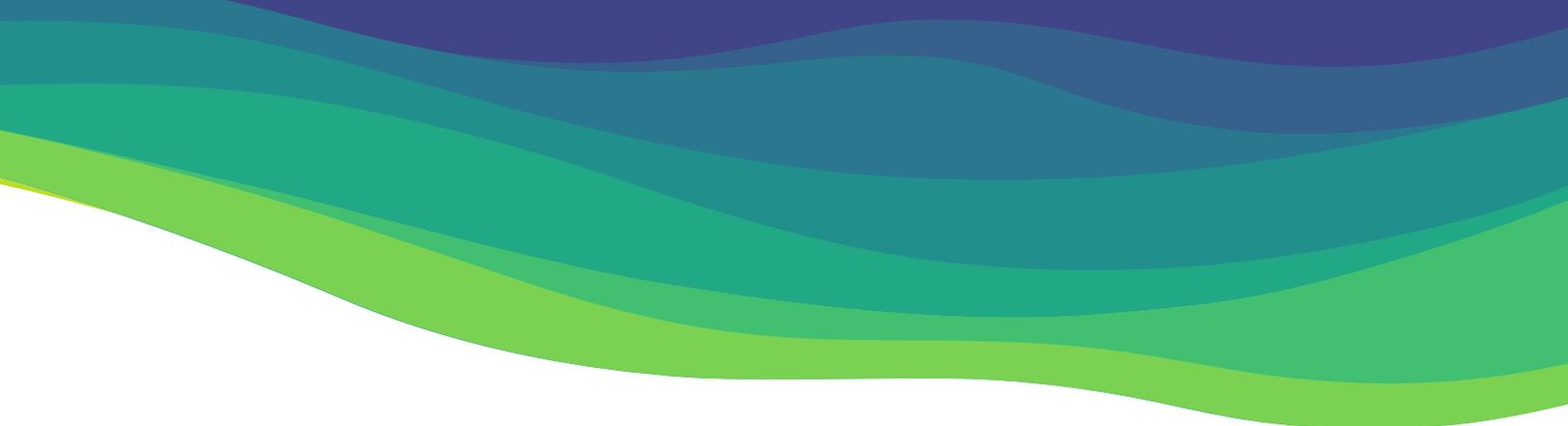
I understand and agree that the policies described in the Handbook are intended as a guide only and do not constitute a contract of employment. I understand that the Company reserves the right to make changes to its policies, procedures, or benefits at any time at its discretion. I further understand that the Company reserves the right to interpret its policies or to vary its procedures as it deems necessary or appropriate. I further understand that any delay or failure by the Company to enforce any policy or procedure contained in the Handbook does not constitute a waiver of the Company's right to do so in the future.

I have received the Company Employee Handbook issued on _____. I have read it, understand it, and agree to abide by the policies and procedures contained in the Handbook.

Date: _____

Employee Signature: _____

Employee Printed Name: _____



UNION EMPLOYEE ACKNOWLEDGMENT OF RECEIPT AND UNDERSTANDING OF EMPLOYEE HANDBOOK

I acknowledge that I have received a copy of Inland Power and Light's (Company) Employee Handbook ("Handbook") issued on _____, which contains important information on the Company's policies, procedures and benefits. I understand that I am responsible for familiarizing myself with the policies in this Handbook and agree to comply with all rules applicable to me. I understand and agree that the policies described in the Handbook are intended as a guide only and do not constitute a contract of employment.

I also understand that the employment terms set out in this Handbook work in conjunction with, and do not replace, amend, or supplement any terms or conditions of employment stated in any collective bargaining agreement between the Company and Union.

I understand that wherever employment terms in this Handbook differ from the terms expressed in my Union's collective bargaining agreement with the Company, I should refer to the specific terms of the collective bargaining agreement, which will control.

I have received the Company Employee Handbook issued on _____. I have read it, understand it, and agree to abide by the policies and procedures contained in the Handbook.

Date: _____

Employee Signature: _____

Employee Printed Name: _____



10110 W HALLETT RD.
SPOKANE, WA 99224

OUR MISSION IS OUR MEMBERS

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