

POLICY 100: NON-DISCRIMINATION AND ASSURANCE AGAINST HARASSMENT

PURPOSE

This policy defines the requirement that Sunflower Electric Power Corporation's (Sunflower) work environment be free from all aspects of unlawful discrimination and harassment.

POLICY

1. Equal Employment Opportunity/Unlawful Harassment

- a. Sunflower is dedicated to the principles of equal employment opportunity (EEO). Sunflower prohibits unlawful discrimination against applicants or employees on the basis of age 40 and over, color, disability, gender identity, genetic information, military or veteran status, national origin, race, religion, sex, sexual orientation, or any other applicable status protected by state or local law. This prohibition includes unlawful harassment based on any of these protected classes. Unlawful harassment includes verbal or physical conduct which has the purpose or effect of substantially interfering with an individual's work performance or creating an intimidating, hostile, or offensive work environment. This policy applies to all employees, including managers, supervisors, co-workers, and non-employees such as customers, clients, vendors, consultants, etc.
- b. Sunflower will make reasonable accommodation for qualified individuals with known disabilities and employees whose work requirements interfere with a religious belief unless doing so would result in an undue hardship to Sunflower or cause direct threat to health or safety.
- c. In support of Sunflower's EEO principle, Sunflower has developed written affirmative action (AA) plans for women, minorities, individuals with disabilities, and covered veterans. If you believe you have not been treated in accordance with this policy, please contact Human Resources. Sunflower's plan for Veterans and the Disabled is available to you through Human Resources. All employees and applicants for employment are protected, by both Sunflower policy and EEO/AA regulations and law, from coercion, intimidation, interference, or discrimination for filing a complaint or assisting in an investigation.

2. Sexual Harassment

- a. Sunflower prohibits sexual harassment and inappropriate sexual conduct. Sexual harassment is defined as unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature, when:
 - i. Submission to such conduct is made explicitly or implicitly a term or condition of employment.
 - ii. Submission to or rejection of such conduct is used as the basis for decisions affecting an individual's employment.
 - iii. Such conduct has the purpose or effect of substantially interfering with an individual's work performance or creating an intimidating, hostile, or offensive work environment.
- b. All employees are expected to conduct themselves in a professional and businesslike manner at all times. Conduct which may violate this policy includes, but is not limited to, sexually implicit or explicit communications whether in:
 - i. Written form, such as cartoons, posters, calendars, notes, letters, e-mails, texts, messages, social media posts, or any other similar communications.
 - ii. Verbal form, such as comments, jokes, foul or obscene language of a sexual nature, gossiping or questions about another's sex life, or repeated unwanted requests for dates.
 - iii. Physical gestures and other nonverbal behavior, such as unwelcome touching, grabbing, fondling, kissing, massaging, and brushing up against another's body.

3. Pay Transparency Nondiscrimination Provision

- a. Sunflower 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 the 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 in response to

**SUNFLOWER ELECTRIC POWER CORPORATION
BOARD POLICIES**

APPROVED: MAY 17, 2002

**UPDATED AND APPROVED: SEPTEMBER 19, 2008
NOVEMBER 20, 2015
DECEMBER 13, 2019
MARCH 17, 2021**

a formal complaint or charge, in furtherance of an investigation, proceeding, hearing, or action, including an investigation conducted by Sunflower, or consistent with Sunflower's legal duty to furnish information. 41 CFR 60-1.35(c)

4. Sunflower prohibits retaliation against any employee for filing a complaint under this policy or for assisting in a complaint investigation.
5. Violation of this policy will result in appropriate disciplinary action, up to and including termination of employment.
6. The President and Chief Executive Officer is responsible for the implementation of this policy.