

**Fort Loudoun Electric Cooperative**  
**Vonore, TN 37885**  
**Board Policy No. 200**

**SUBJECT: EQUAL EMPLOYMENT OPPORTUNITY, NONDISCRIMINATION, AND AFFIRMATIVE ACTION**

**I. OBJECTIVE**

- A. To establish and maintain a continuing policy of equal employment opportunity that will ensure compliance with state and federal civil rights laws and the rules and regulations of federal and state civil rights compliance agencies, including the federal Equal Employment Opportunity Commission, the Department of Agriculture's Advocacy and Enterprise Division, the Rural Utilities Service, the Office of Federal Contract Compliance Programs, the Tennessee Valley Authority and the Tennessee Human Rights Commission.
- B. To direct the establishment of affirmative action programs to comply with Executive Order 11246, as amended by Executive Order 11375, the Rehabilitation Act of 1973, and the Vietnam Era Veterans Readjustment Assistance Act of 1974.

**II. POLICY CONTENT**

The Cooperative will recruit, employ, and promote employees in all job classifications without regard to race, creed, color, religion, sex (including pregnancy), national origin, age, disability, genetic information, veteran status, sexual orientation, or gender identity.

**III. PROVISIONS**

- A. The Cooperative bases employment and promotional decisions solely upon an individual's qualifications for the position to be filled, unless equally qualified, then seniority will be considered.
- B. The Cooperative will continue to ensure that all terms and conditions of employment and all personnel actions, such as hiring, promotion, compensation, benefits, transfers, probation, discharge, layoffs, recalls, training programs, educational programs, tuition aids, and social and recreational programs (to the extent that any of the foregoing currently exist or will in the future be adopted)

will be administered without regard to race, creed, color, religion, sex (including pregnancy), national origin, age, disability, genetic information, veteran status, sexual orientation, or gender identity.

- C. In order to afford all applicants equal employment opportunities, the Cooperative maintains a central program to evaluate objectively the utilization of qualified female, minority, veteran, and disabled applicants in all occupational categories in compliance with the letter and spirit of the law.
- D. The Cooperative will take affirmative action to employ, advance in employment, and otherwise treat qualified disabled individuals, qualified disabled veterans, and qualified veterans of the Vietnam Era without discrimination based upon their physical or mental disability or their veteran status.
- E. The Cooperative will make reasonable efforts to accommodate the disabilities and religious holiday observances of qualified applicants and employees. Reasonable accommodations will be made so long as they do not create an undue hardship. Qualified individuals with a disability or with special needs for religious observances are encouraged to discuss their need for an accommodation with their supervisor, Human Resources and Administrative Services Manager, or the General Manager/CEO.

Any supervisor receiving a request for a reasonable accommodation should report the request to the Human Resources and Administrative Service Manager. The Human Resources and Administrative Services Manager, in conjunction with the affected employee and the employee's supervisor and/or department head, and using reasonable resources available, shall determine what, if any, effective accommodations exist. The Human Resources and Administrative Services Manager in conjunction with the General Manager, if necessary, shall then determine what accommodations are reasonable, and, if more than one reasonable accommodation exists, what reasonable accommodation will be made.

- F. The Cooperative will make reasonable efforts to provide appropriate accommodations for an employee to express breast milk for her infant child while at work during non-working time. Any employee wishing to express breast milk while at work should contact the Human Resource and Administrative Services Manager.
- G. The Cooperative will not tolerate retaliation against employees who oppose discriminatory practices made unlawful under federal and state civil rights laws or who participate in any way in an investigation under federal or state civil rights laws.

- H. The Cooperative 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 (a) in response to a formal complaint or charge, (b) in furtherance of an investigation, proceeding, hearing or action, including an investigation conducted by FLEC, or (c) consistent with the contractor's legal duty to furnish information.
- I. The Cooperative will not tolerate harassment based on an employee's race, color, religion, sex, national origin, age, or disability, sexual orientation, or gender identity. An employee should immediately report any incident of harassment, following the procedures set forth in Policy No. 223.
  - 1. Any employee violating the policies against harassment may be subject to discipline up to and including discharge.
  - 2. Each department head will meet with his/her employees as frequently as is necessary, but at least annually, to explain the Cooperative's intolerance of harassment.
- J. The General Manager will cause to be developed and implemented written affirmative action programs, to be updated annually, and approved by the Board. Such affirmative action programs will meet the requirements of the rules and regulations of the Office of Federal Contract Compliance Programs.
- K. Department heads shall meet with employees as often as necessary, but at least annually, to explain the Cooperative's Sexual Harassment and Anti-Harassment policies.

IV. **RESPONSIBILITY:** General Manager  
Assistant General Manager  
V.P. of H.R. and Administrative Services

**EFFECTIVE DATE:** January 24, 2013

**REVISED AND APPROVED:** February 25, 2016

**UPDATED AND APPROVED:** May 24, 2018