JeffersonEnergyCooperative

3077 Highway 17 North | PO Box 457 | Wrens, Georgia 30833 | www.JEC.coop | 706-547-2167

A NOTICE AND INVITATION TO ALL EMPLOYEES AND APPLICANTS

EQUAL OPPORTUNITY AND AFFIRMATIVE ACTION POLICY STATEMENT

Jefferson Energy Cooperative has been and will continue to be an equal opportunity employer. To ensure full implementation of this equal opportunity policy, we will take steps to ensure that:

a. Persons are recruited, hired, assigned and promoted without regard to race, national origin, religion, age, color, sex, sexual orientation, gender identity, disability, or protected veteran status, or any other characteristic protected by local, state, or federal laws, rules, or regulations.

b. All other personnel actions, such as compensation, benefits, transfers, layoffs and recall from layoffs, access to training, education, tuition assistance and social recreation programs are based on only job requirements and administered without regard to race, national origin, religion, age, color, sex, sexual orientation, gender identity, disability, or protected veteran status, or any other characteristic protected by local, state, or federal laws, rules, or regulations.

c. Employees and applicants shall not be subjected to harassment, intimidation, threats, coercion or discrimination because they have: (1) filed a complaint; (2) assisted or participated in an investigation, compliance review, hearing or any other activity related to the administration of any federal, state or local law requiring equal employment opportunity; (3) opposed any act or practice made unlawful by any federal, state or local law requiring equal opportunity or (4) exercised any other right protected by federal, state or local law requiring equal opportunity.

Susan Walden, Director of Human Resources and EEO Coordinator, has been assigned the overall responsibility to implement the Company's legally required affirmative action programs related to individuals with a disability and protected veterans. As part of that responsibility, the EEO Coordinator will implement and administer an audit and reporting system to ensure compliance with the Company's affirmative action obligations, periodically measure the effectiveness of the affirmative action programs, and identify any areas for potential remedial action, as appropriate.

If you, as one of our employees or as an applicant for employment, have any questions about this policy or would like to view portions of the Company's affirmative action programs for individuals with a disability or protected veterans, please contact **Susan Walden, Director of Human Resources** during regular business hours. This is also a reminder that employees may update their disability status at any time **Susan Walden, Director of Human Resources**.

The Company's top United States executive endorses this equal opportunity and affirmative action policy statement and asks for all personnel to assist and support equal employment opportunity for all.