



2022

TO: ALL EMPLOYEES AND APPLICANTS:

Our company is committed to the maximum utilization of all human resources and the goal of Equal Employment Opportunity and Affirmative Action. I wish to reaffirm that commitment and bring to the attention of all employees that these objectives are reflected in all aspects of our daily operations.

As part of the company's equal employment opportunity policy, NorthWestern Energy will also take affirmative action as called for by applicable laws and Executive Orders to ensure that we promote employee and job applicant access to open positions or advancement based on job requirements and qualification to perform a job without regard to race, color, religion, age, sex (including pregnancy, sexual orientation, gender identity or expression), national origin, disability status, genetic information, protected veteran status, or any other characteristic protected by federal, state or local laws, and statutes unless the reasonable demands of the job require a distinction to be made.

Employment decisions at the Company are based on legitimate job-related criteria. All personnel actions or programs that affect qualified individuals, such as employment, upgrading, demotion, transfer, recruitment, advertising, termination, rate of pay or other forms of compensation, and selection for training, are made without discrimination based upon the individual's race, color, religion, age, sex (including pregnancy, sexual orientation, gender identity or expression), national origin, disability status, genetic information, protected veteran status, or any other characteristic protected by law.

Employees and applicants shall not be subjected to harassment, intimidation, threats, coercion, or discrimination because they have engaged in or may engage in (1) filing a complaint; (2) Assisting or participating in an investigation, compliance review, hearing, or any other activity related to the administration of section 503 of the Rehabilitation Act of 1973, the Vietnam Era Veterans' Readjustment Assistance Act of 1974, Executive Order 11246, all as amended, or any other Federal, State, or local law requiring equal employment opportunity; (3) Opposing any act or practice made unlawful; or (4) Exercising any other legal right protected by such laws or regulations.

Every effort shall be made to ensure that all employment decisions, company programs and personnel actions are administered in conformance with the principle of Equal Employment Opportunity. Each of us has a responsibility to support these objectives and to ensure that this policy is fully implemented within our organization.

Our Affirmative Action Programs include an audit and reporting system, which, among other things, uses metrics and other information to measure the effectiveness of our Programs. The EEO Coordinator has been assigned responsibility for periodically reviewing progress in the compliance and implementation of the policy of affirmative action.



I have designated Heather Burns, Director of Human Resources as the Company's Equal Employment Opportunity Coordinator (EEO Coordinator), and have charged her with the responsibility to maintain the necessary programs, records, and reports to comply with all government regulations, including the maintenance of monitoring procedures for our policy objectives.

Our Affirmative Action Plans may be reviewed by employees and applicants Monday through Friday, 8:00 a.m. through 5:00 p.m. at the locations listed below. You may also contact the EEO Coordinator at (605) 353-7553.

Sioux Falls, South Dakota: 3010 West 69th Street, Sioux Falls, South Dakota

Butte, Montana: 11 East Park Street, Butte, MT

If you wish to self-identify as a disabled veteran, Armed Forces service medal veteran, recently separated veteran, other protected veteran or an individual with a disability, please contact the EEO Coordinator.

Just as we all share the responsibility for meeting the challenges of our business objectives, each of us must assume a leading role in making our Equal Employment policy work effectively.

Robert C. Rowe
President and Chief Executive Officer