



Issued: February 20, 2004

Revised: January 1, 2022

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Issuing Department: Human Resources

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Statement of Policy

It is the policy of NorthWestern Energy to provide equal employment opportunities to all employees and applicants for employment and prohibits discrimination and harassment of any type 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.

Objective

The objective of this policy is to promote equal opportunity for all employees and job applicants and comply with all aspects of the applicable laws and statutes.

Scope

This policy applies to all terms and conditions of employment, including recruiting, hiring, placement, promotion, termination, layoff, recall, transfer, leaves of absence, compensation and training.

Definitions

- A. Employment: Actions including, but not limited to, recruitment, hiring, placement, training, promotion, benefits, transfer, compensation, and termination.
- B. Equal Employment Opportunity: Promotes 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.

Policy Provisions

- A. NorthWestern Energy will abide by all federal and state laws or statutes.
- B. NorthWestern Energy will make reasonable accommodation for qualified individuals with known disabilities unless doing so would result in an undue hardship.
- C. The director of human resources is responsible for formulating, implementing, coordinating, and monitoring all efforts in the area of equal opportunity.
- D. All employees are responsible for supporting equal opportunity and assisting NorthWestern Energy in meeting the objectives of this policy.



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- E. Employees with questions or concerns about discrimination in the workplace are encouraged to bring the issues to the attention of their immediate supervisor or their human resources generalist.
- F. All employees found to be engaging in any type of adverse employment action or unlawful discrimination will be subject to disciplinary action, up to and including termination of employment.
- G. Any eligible applicant for employment, internal or external, who has a disability and believes that, given reasonable accommodation, he/she would be qualified to perform the essential functions of a posted position is encouraged to speak to the appropriate human resources generalist about evaluating reasonable accommodation alternatives.

Corporate Policy Provisions

- A. Nothing in this policy is intended to limit an employee's rights under the National Labor Relations Act (NLRA).
- B. If any of the provisions of this policy conflict with federal or state law, the provisions of the federal or state law prevail.
- C. If any of the provisions of this policy conflict with those of a collective bargaining agreement (CBA) for covered employees, the provisions of the CBA will prevail.
- D. All employees are expected to comply with this policy. Failure to do so may result in disciplinary action up to and including termination of employment.
- E. The existence of this policy does not create a contract or vested right of employment implied or otherwise. NorthWestern Energy is an at will employer in South Dakota, Nebraska, and Wyoming.
- F. NorthWestern Energy reserves the right to amend, terminate, or otherwise modify this Policy at any time. The effect of any amendment or modification, however, will be prospective, not retroactive.