



Human Resources and Compensation Committee

Meeting Agenda

Salt Lake City, Utah

Meeting [link](#), Password: WECC | Dial-in Number: 1-415-655-0003, Attendee Access Code: 2632 370 4896

June 13, 2023, 1:00 to 1:30 p.m. Mountain Time

1. Welcome, Call to Order—Richard Woodward

2. Review WECC Antitrust Policy—Jillian Lessner

[WECC Antitrust Policy](#).

Please contact WECC legal counsel if you have any questions.

3. Approve Agenda

4. Review and Approve Previous Meeting Minutes

Approval Item: Meeting Minutes from December 6, 2022

5. Review Previous Action Items—Jillian Lessner

6. Appointment of WECC Officers—Melanie Frye

Approval Item: Recommend to Board of Directors

7. HR Annual Review and Update—Jillian Lessner

8. Policy Review—Jillian Lessner

Reference Documents: Weapons in the Workplace Policy, Workplace Violence and Intimidation Policy, and Drug and Alcohol Policy

9. Public Comment

10. Review New Action Items

11. Review Upcoming Meetings

September 13, 2023 Vancouver, BC

December 5, 2023 Salt Lake City, UT



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HRCC Meeting Agenda—June 13, 2023

June 11, 2024.....Salt Lake City, UT

12. Adjourn



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**Human Resources and
Compensation Committee**

DRAFT Meeting Minutes

December 6, 2022

Salt Lake City, Utah

1. Welcome, Call to Order

Richard Woodward, Human Resources and Compensation Committee (HRCC) Chair, called the meeting to order at 10:06 a.m. MT on December 6, 2022. A quorum was present to conduct business. A list of attendees is attached as Exhibit A.

2. Review WECC Antitrust Policy

Jeanine Wilson, Director, Human Resources, read aloud the WECC Antitrust Policy statement. The meeting agenda included a link to the posted policy.

3. Approve Agenda

Richard Woodward introduced the proposed meeting agenda.

On a motion by Joe McArthur, the HRCC approved the agenda.

4. Review and Approve Previous Meeting Minutes

Richard Woodward introduced the minutes from the meeting on September 13, 2022.

On a motion by Ian McKay, the HRCC approved the minutes from September 13, 2022.

5. Review Previous Action Items

Ms. Wilson reviewed action items carried over from the HRCC meeting on September 13, 2022. All action items were completed.

Mr. Woodward requested that, in upcoming HRCC meetings, an agenda item be included regarding continuing updates on the labor market and turnover at WECC due to an ongoing, highly competitive labor market.

6. Review and Approve WECC 2023 Scorecard—Melanie Frye

Melanie Frye, President and CEO, introduced the draft 2023 Corporate Scorecard. Jillian Lessner, Chief Financial and Administrative Officer, highlighted the modifications from the 2022 Scorecard.

On a motion by Ian McKay, the HRCC approved the following resolution:



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HRCC Meeting Minutes—December 6, 2022

Resolved, that the Human Resources and Compensation Committee (HRCC), based on the recommendation of the CEO at its meeting on December 6, 2022, recommends that the WECC Board of Directors approve the 2023 Corporate Scorecard as presented.

More information is attached as [Exhibit B](#).

7. Review and Approve HRCC Charter—Richard Woodward

Mr. Woodward and Mr. McKay introduced proposed modifications of the HRCC Charter and discussed reasons for these changes.

On a motion by Ian McKay, the HRCC approved the following resolution:

Resolved, that the Human Resources and Compensation Committee (HRCC), at its meeting on December 6, 2022, hereby recommends that the WECC Board of Directors (Board) approve the HRCC Charter as presented.

More information is attached as [Exhibit C](#).

8. Public Comment

No comments were offered.

9. Review New Action Items

- Include an agenda item on future HRCC meetings to discuss current labor market changes and WECC retention initiatives.
 - Assigned To: Cassidy Fernandez
 - Due Date: June 13, 2023

10. Upcoming Meetings

June 13, 2023.....Salt Lake City, UT
September 13, 2023Vancouver, B.C.
December 5, 2023.....Salt Lake City, UT

11. Adjourn

Richard Woodward adjourned the meeting without objection at 10:24 a.m.



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HRCC Meeting Minutes—December 6, 2022

Exhibit A: Attendance List

Members in Attendance

Richard Woodward	Chair
Joe McArthur.....	Member
Ian McKay.....	Member
Felicia Marcus	Member
Kris Hafner	Member



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HRCC Meeting Minutes—December 6, 2022**Exhibit B: 2023 Corporate Scorecard****FA1: Innovate and expand risk-based focus in all standards, compliance monitoring, and enforcement actions**

Outcome	Metrics	2023 Targets	2023 Initiatives
Western viewpoints represented and incorporated in the development of NERC Reliability Standards, regional standards, and regional variances to NERC Reliability Standards	<ol style="list-style-type: none"> 1. % of standards drafting teams that have Western representation 2. % of standards under development on which WECC comments 	<ol style="list-style-type: none"> 1. 100% 2. 100% 	<ol style="list-style-type: none"> 1. Engage technical committees in the development of Standards by inviting Western representatives on drafting teams to present at committee meetings and encourage committee members to participate in commenting processes. 2. Initiate outreach to educate staff and stakeholders on the mechanism to submit SARs and promote the use of SARs to develop or modify standards that are inadequate to the risk, unclear, unenforceable, or unnecessary.
Effective and efficient implementation of risk-based monitoring and enforcement activities	<ol style="list-style-type: none"> 1. % <i>change in violation inventory that is over two years old as of 1/1/23</i> 2. % of COP refreshes completed within six months after audit assessment is drafted 	<ol style="list-style-type: none"> 1. -30% 2. 80% 	<ol style="list-style-type: none"> 1. Evaluate all CMEP processes to enhance how each component of the CMEP connects with each other for a more integrated stakeholder experience. 2. Develop and implement outreach and entity training to promote and increase enrollment in self-logging. 3. Further development and tracking of internal CMEP metrics to identify and address WECC-side processing roadblocks or bottlenecks.



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FA2: Assess and initiate action to mitigate known and emerging risks to the reliability and security of the Western Interconnection

Outcome	Metrics	2023 Targets	2023 Initiatives
Clear understanding of emerging risks to the BPS and associated mitigation strategies, particularly for WECC Reliability Risk Priorities (RRP). High precision of information and models used to assess the reliability of the BPS	<ol style="list-style-type: none"> 1. % completion of vetted mitigation strategies to address RRP 2. % of power flow model shortcomings resolved versus total number of identified power flow model shortcomings 	<ol style="list-style-type: none"> 1. 35% 2. 15% 	<ol style="list-style-type: none"> 1. Implement a documented, coordinated, and repeatable process to address Reliability Risk Priorities (RRP) through the 2023 Study Program. 2. In conjunction with the newly developed RRC risk management process, create an organization-wide risk register to track reliability risks and associated mitigation strategies. 3. Develop and produce a 20-year Western assessment of transmission trends.



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<p>Use of advanced tools, techniques, and industry subject matter experts to identify system performance trends and vulnerabilities</p>	<ol style="list-style-type: none"> 1. # of best practices/guidelines created and reliability and security risk forums held 2. # of reliability assessments performed 	<ol style="list-style-type: none"> 1. 12 2. 12 	<ol style="list-style-type: none"> 1. Host a 2023 cyber/physical security conference focused on power system infrastructure. 2. Produce an enhanced State of the Interconnection report that is scoped and produced with stakeholder input. 3. Develop indicators within WECC's PI system to monitor and measure the performance of the Western Interconnection and identify reliability trends.
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FA3: Strengthen engagement with the reliability and security community in the Western Interconnection

Outcome	Metrics	2023 Targets	2023 Initiatives
Effective relationships with industry groups, WECC technical committees; ERO Enterprise; federal, state, and provincial regulators; policy- and decision-makers; national labs and educational institution; and the broader reliability and security community	<ol style="list-style-type: none"> # of requests for input/advice/opinion # of strategic connections/touchpoints 	<ol style="list-style-type: none"> +10% +20% 	<ol style="list-style-type: none"> Establish a structure to include stakeholder interactions in every major WECC product. Build upon stakeholder mapping work by creating targeted engagement strategies.



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FA4: Seize opportunities for effectiveness, efficiency, and continuous improvements

Outcome	Metrics	2023 Targets	2023 Initiatives
Delivery of quantitative and qualitative results for WECC scorecard items, and development of methods and metrics for ongoing evaluation of effectiveness and efficiency	1. % of budget	1. +/-3%	1. Increase effectiveness of future two years' budget forecasts for the 2024 budget planning process via the continuation of the three-year resource planning project. a) FTE refinement for 2024 (tools refinement slated for 2025 budget planning process).
Continuous improvement of organizational processes and tools to adapt to changes in the industry	1. % of new WECC products focused on current RRP's or emerging risks 2. # of processes improved (e.g., # of days to produce reports/work products (from issue identification to issuance of reports/work products))	1. 75% 2. 10 (using new framework)	1. Roll out organization-wide continuous improvement framework developed in 2022, including comms, training, tracking, and reporting.



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FA5: Build the capability and culture that enable WECC to deliver on its critical reliability mission

Outcome	Metrics	2023 Targets	2023 Initiatives
WECC is considered an employer of choice, with highly skilled, collaborative, and engaged employees who are committed to WECC's mission	<ol style="list-style-type: none"> 1. Voluntary employee turnover 2. % of critical skills covered by staff expertise 3. % in each category of Denison culture survey 4. % of the critical positions that have successors identified and development plans are in place 	<ol style="list-style-type: none"> 1. <15% 2. 90% 3. n/a; off year 4. 90% 	<ol style="list-style-type: none"> 1. Develop a detailed, tangible plan to bring the transformation and leadership work in-house and into a self-sustaining model, including incorporation of concepts into onboarding and continuous annual engagement with employees. 2. Incorporate diversity, equity, and inclusion into our culture based on outcomes from 2022 efforts. 3. Assemble a cross-functional team to develop and implement detailed plans to improve three Denison indices, including milestones and monitoring.
WECC is respected as a partner and trusted by stakeholders, NERC, and FERC to produce high-quality, credible, and influential work	<ol style="list-style-type: none"> 1. # of new collaborative projects with external partners 2. # of external citations of or references to our technical work (products, training, initiatives, etc.) 	<ol style="list-style-type: none"> 1. 5 2. 6 	<ol style="list-style-type: none"> 1. Establish an organization-wide rotation program to provide increased internal training and development opportunities and build bench strength.



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Exhibit C: HRCC Charter

Establishment and Authority

The Human Resources and Compensation Committee (HRCC) was established by the WECC Board of Directors (Board).

Purpose and Responsibilities

The purpose of the HRCC is to report to and assist the Board by overseeing the policies, plans, and programs of Human Resources, including employee compensation and benefit plans, officer compensation plans, personnel development, and succession plans for key positions, as well as other matters as directed by the Board or this charter.

To carry out its oversight responsibilities, the HRCC will:

1. Review and advise the Board on risks to WECC including:
 - a. Compliance with HR corporate policies;
 - b. Compensation and benefit programs;
 - c. Senior succession planning;
 - d. Workforce diversity, staffing, and retention;
 - e. Training and development;
 - f. Occupational health and safety; and
 - g. Respect in the workplace.
2. Oversee and monitor the management and administration of 401(k) and 457(b) plans. This includes oversight of actions and decisions of the CEO and General Counsel, who serve as the Investment Committee and the Plan Administration Committee for the 401(k) and 457(b) plans. The HRCC will report the results of its plan administration oversight and monitoring annually to the Board.
3. Recruit and recommend for Board approval, the selection and compensation of a new CEO.
4. Conduct a preliminary year-end review and assessment of CEO performance and potential compensation adjustments for Board review and approval.



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5. Review and recommend for Board approval, after consultation with the CEO, the selection and compensation of new corporate officers and/or vice presidents, then conduct annual compensation reviews of current corporate officers.
6. Review and recommend for Board approval:
 - a. Executive compensation plans, including incentive and at-risk-pay plans;
 - b. Corporate and individual CEO goals;
 - c. Corporate officer employment agreements, special compensation awards, retention bonus agreements, or severance agreements after consultation with the CEO. (The CEO will inform the HRCC of retention bonus agreements that the CEO has approved for employees below the corporate officer level.); and
 - d. Removal of the CEO, any corporate officer, or any vice president if it serves the best interests of the company.
7. The HRCC will have the sole authority and responsibility to appoint, retain, compensate, evaluate and, when appropriate, terminate the business relationship with external legal, compensation, leadership development, or other consultants who—in the opinion of the HRCC—are necessary to assist the HRCC in conducting its business. The HRCC oversees the contract management, qualifications, independence, and performance of external consultants engaged on behalf of the HRCC. Perform other duties as requested by the Board.

Committee Composition and Governance

1. Membership

- a. The HRCC will be composed of not fewer than three members of the Board, appointed by the chair of the Board, and in consultation with the Board.
- b. Each member of the HRCC will serve until a successor is appointed, unless the member resigns or is removed by the Board. If a vacancy occurs at any time, the Board chair may fill the position.
- c. No member of the HRCC may participate as an HRCC member at any time that the HRCC may consider any recommendation to the Board that would directly affect the continued service of that Director as a member of the Board of Directors. The Board chair may appoint a temporary alternate member to serve on the HRCC in place of any Director who is recused from participation under this paragraph.



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2. Leadership

- a. The chair of the Board, in consultation with the Board and with consideration of a Director's interest and expertise, will appoint one HRCC member to serve as the committee chair. The chair will assign a committee member or a member of the WECC staff to prepare HRCC meeting minutes for legal review followed by the committee's approval.
- b. The HRCC chair will manage the HRCC and its meetings.
- c. The HRCC chair may appoint a steering committee to address specific assignments as necessary.

Meetings

- a. The HRCC must meet a minimum of twice per year or as often as required to carry out its responsibilities. Meetings will be held according to the [WECC Meeting Policy](#) and may be in person or by telephone or web conference as determined by the chair.
- b. The HRCC will determine the procedures for its meetings, except:
 - i. A quorum for meetings is a majority of members of the committee.
 - ii. Action taken by the HRCC requires a majority of assigned HRCC members.
 - iii. HRCC members may not vote by proxy or absentee ballot.
- c. The HRCC chair will provide (or cause to be provided) email notice of the time and place of all meetings to each member of the HRCC and to the Board, no later than three days before the meeting. An agenda of the items for which action may be taken will be made available at that time. Notice of meetings and the agenda will also be posted on the WECC website.
- d. The HRCC chair may call for a closed session of the HRCC when necessary to protect sensitive or confidential information or to receive attorney-client communications. The HRCC chair will permit any Director, except those Directors who are conflicted in accordance with sections 7.6.1.1 of the Bylaws or where the HRCC determines that a Director would have a perceived or actual conflict of interest, to monitor such closed sessions.
- e. The HRCC chair will provide (or cause to be provided) email notice of the time and place of all closed session meetings to each member of the HRCC and to the Board, no later than three days before the meeting or upon as much notice as is reasonable under the circumstances, as approved in writing by a quorum of the committee. This notice will include an agenda of the items for which action may be taken.



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- f. The HRCC may meet in closed session to:
 - i. Consider the employment, evaluation of performance, or dismissal of an employee of WECC;
 - ii. Discuss pending or proposed litigation and to receive confidential attorney-client communications from legal counsel; and
 - iii. Receive and discuss any information that is privileged, trade secret, cybersecurity, critical energy infrastructure information (as defined by FERC), protected from public disclosure by law, or that the committee determines should be confidential to protect a legitimate public interest.

Reporting

The HRCC will report at least annually to the Board on its activities and any recommendations.

Review and Changes to the Charter

The HRCC will review this charter annually and recommend any changes to the Board.

Approved by the WECC Board of Directors: September 08, 2021





HRCC Meeting
Recommendation Item
Appointment of Corporate Officers
June 13, 2023

HRCC Resolution

Resolved, that the Human Resources and Compensation Committee (HRCC), based upon the recommendation of the CEO at its meeting on June 13, 2023, recommends that the WECC Board of Directors (Board) appoint the following officers of the corporation, as presented and indicated as follows:

- Melanie Frye, President and Chief Executive Officer
- Jillian Lessner, Vice President, Chief Financial & Administrative Officer
- Branden Sudduth, Vice President, Reliability Planning & Performance Analysis
- Jeff Droubay, Vice President, General Counsel and Corporate Secretary
- Kris Raper, Vice President, Strategic Engagement
- Steve Noess, Vice President, Reliability & Security Oversight

Background

In 2016, the Board adopted the practice, like that of NERC, of annually appointing the officers of the corporation. In addition, as roles have changed and personnel departed, the Board, on the recommendation of the HRCC, has modified these appointments as necessary. Currently, WECC has four corporate officers:

- Melanie Frye, President and Chief Executive Officer
- Jillian Lessner, Vice President, Chief Financial & Administrative Officer
- Branden Sudduth, Vice President, Reliability Planning & Performance Analysis
- Jeff Droubay, Vice President, General Counsel and Corporate Secretary

Issues and Risks

The listed individuals will remain appointed officers of the corporation until further action is taken by the Board or the individuals are no longer employed by WECC. The proposed reappointments demonstrate the Board's intent and ensure that the matter of officer appointments remains an issue of regular Board attention.

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Human Resources Update

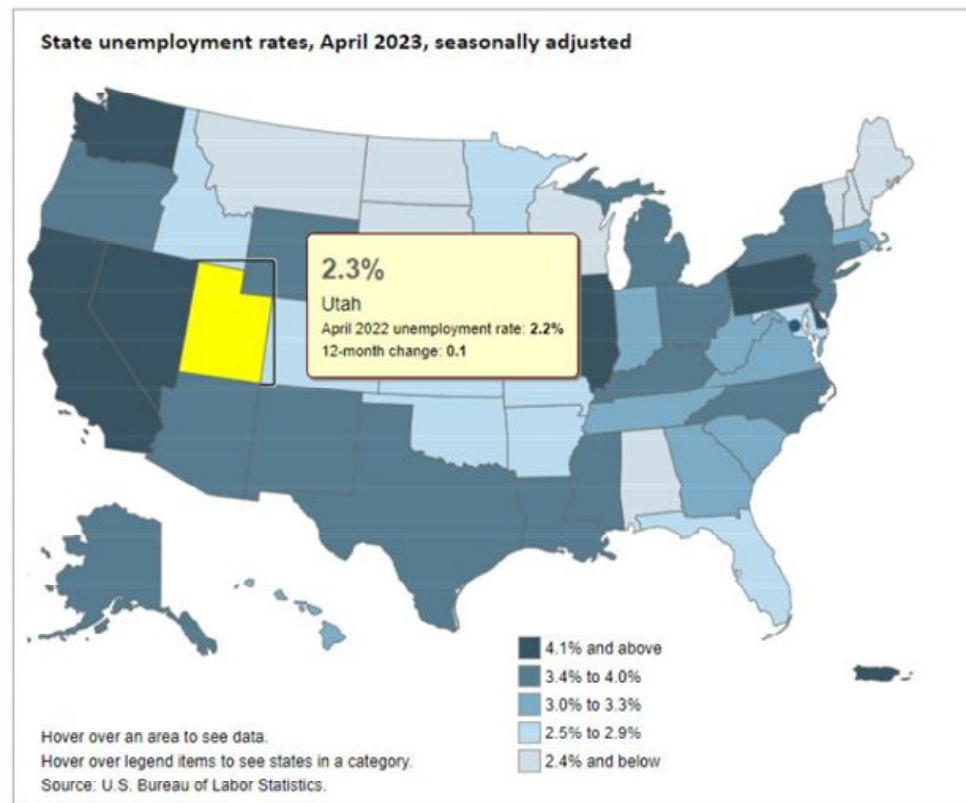
June 13, 2023

Jillian Lessner
Chief Financial and
Administrative Officer

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U.S. Labor Market—April 2023



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Utah Labor Market



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Voluntary Turnover Trending

- 2022 Voluntary Turnover Rate: 19.7%
 - Reliability Planning and Performance Analysis: 3.3%
 - Reliability & Security Oversight: 10.5%
 - Corporate Services: 5.9%
- 2023 Year-to-Date Voluntary Turnover Rate (as of May 31): 6.5%
 - Reliability Planning and Performance Analysis: 0.7%
 - Reliability & Security Oversight: 3.9%
 - Corporate Services: 1.9%

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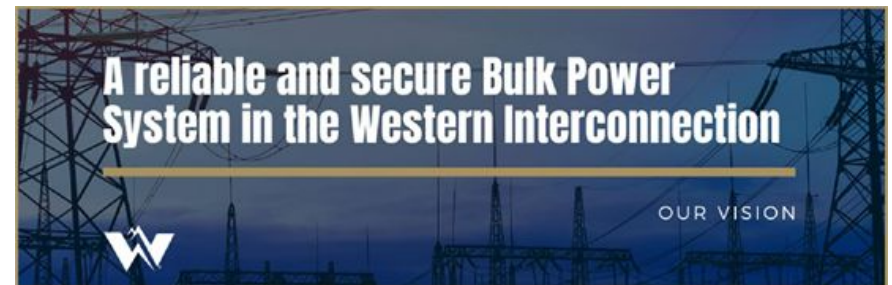
Hiring

- Top three source of hires June 2022–May 2023:
 1. WECC.org
 2. Employee referral
 3. LinkedIn/Indeed
- Year-over-year hires:
 - June 2022–May 2023: 37
 - June 2021–May 2022: 21
 - Open positions as of May 31: 22 (Six starting in June and one in July)

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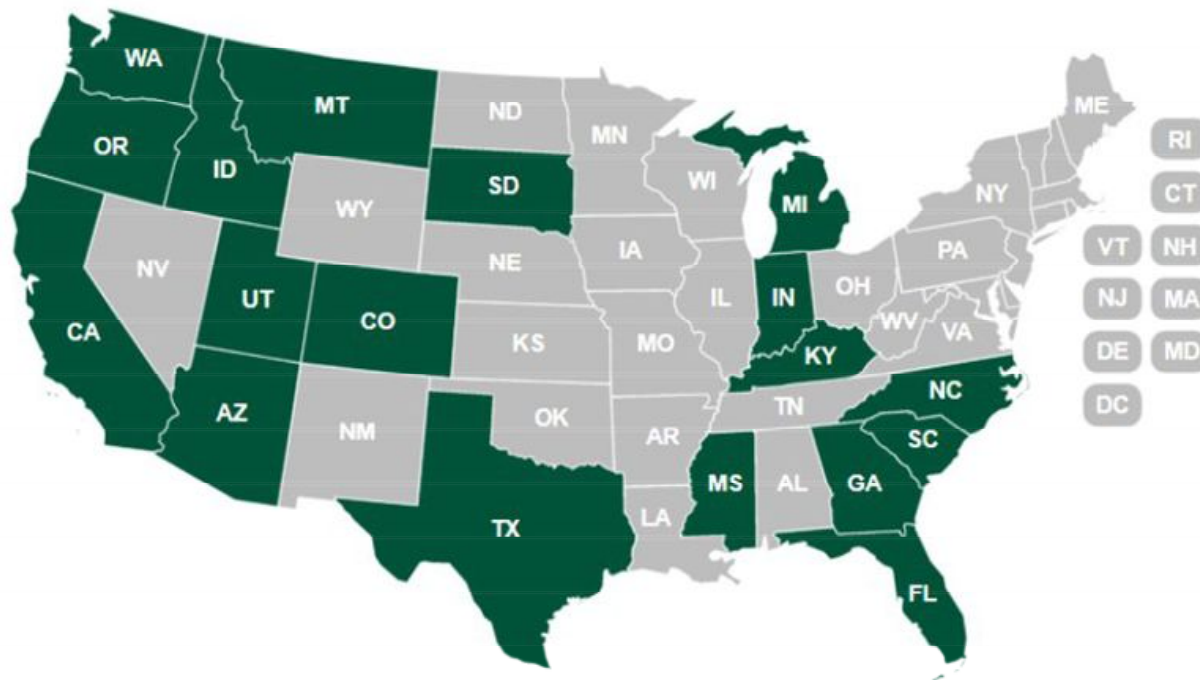
Recruiting and Retention Initiative

- New workforce model
- Greater flexibility in determining employee work location depending on role
- Enables us to hire and retain the best and brightest
- Helps increase organizational performance and further our mission



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Employee Locations



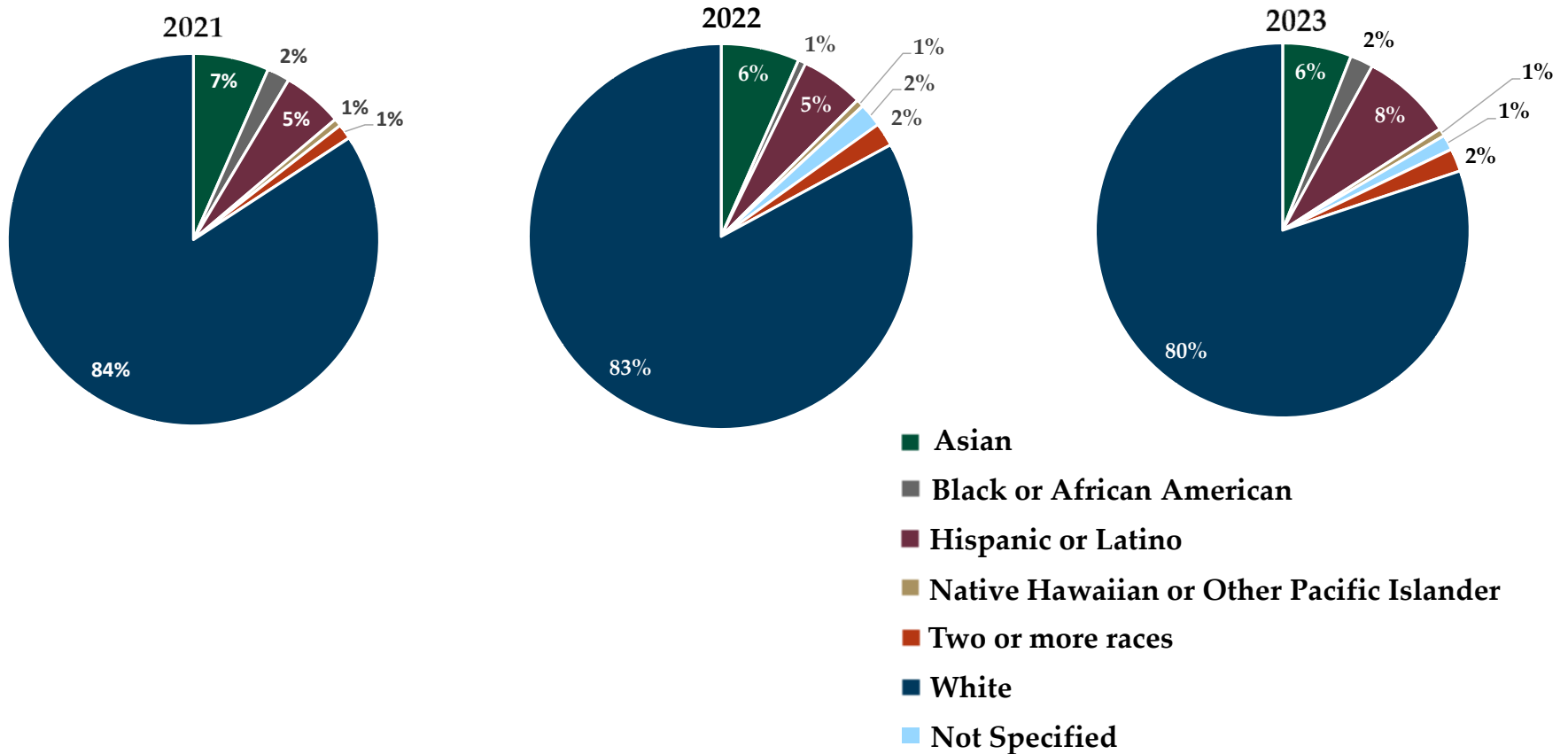
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 California (7)
 Colorado (5)
 Florida (1)
 Georgia (1)
 Idaho (3)
 Indiana (1)
 Kentucky (1)
 Michigan (2)
 Montana (3)
 Mississippi (1)
 North Carolina (1)
 Oregon (3)
 South Carolina (3)
 South Dakota (1)
 Texas (3)
 Utah (95)
 Washington (12)

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WECC Workforce Demographics

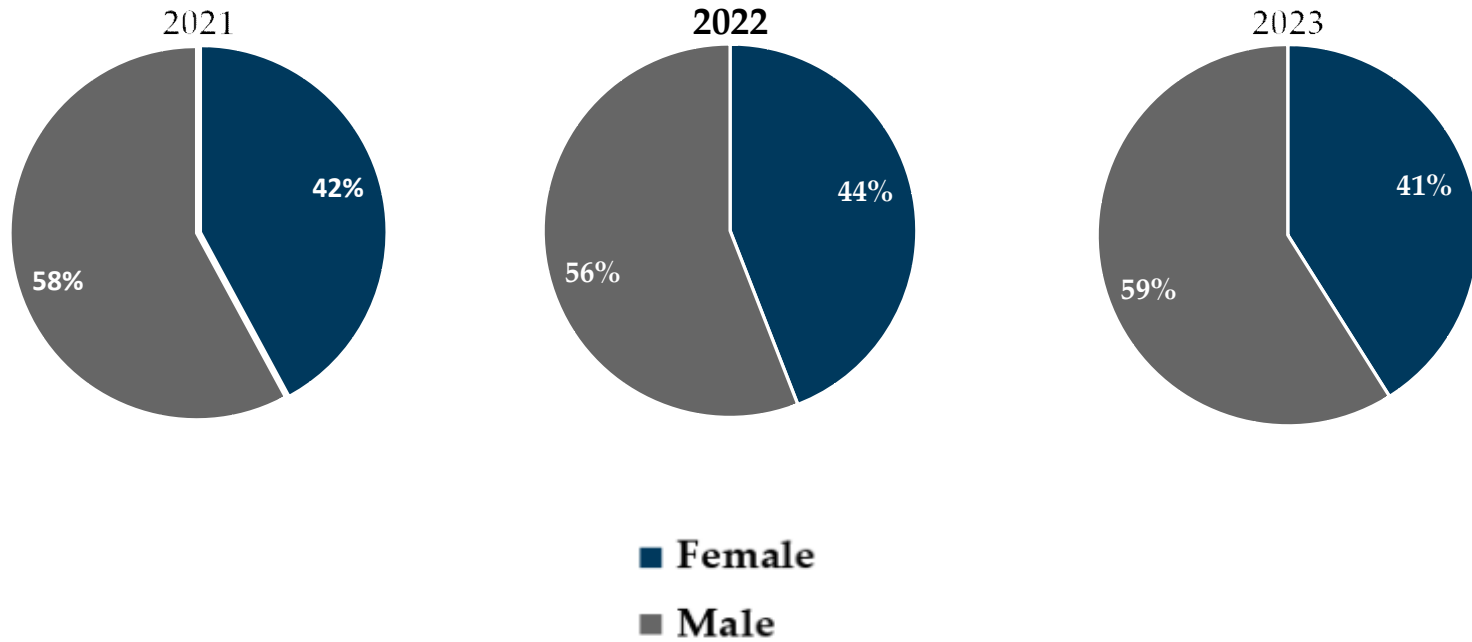
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2021-2023 Diversity Mix



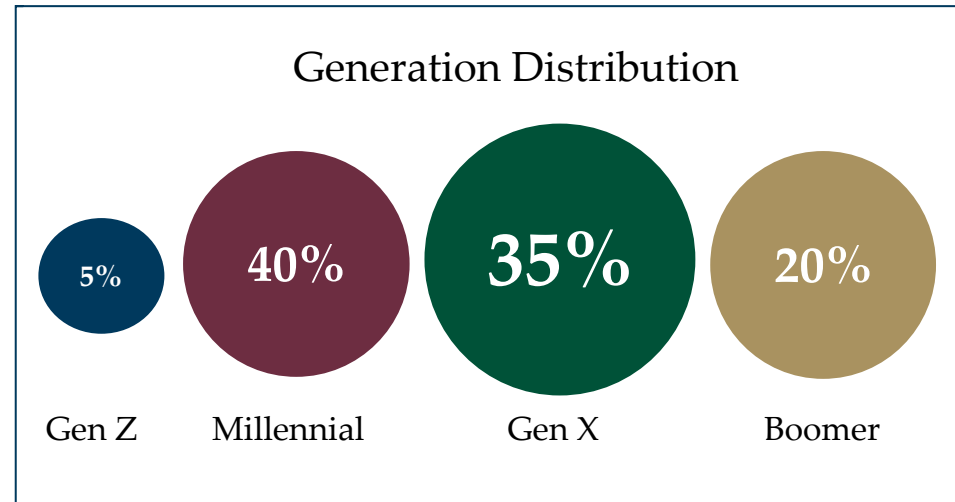
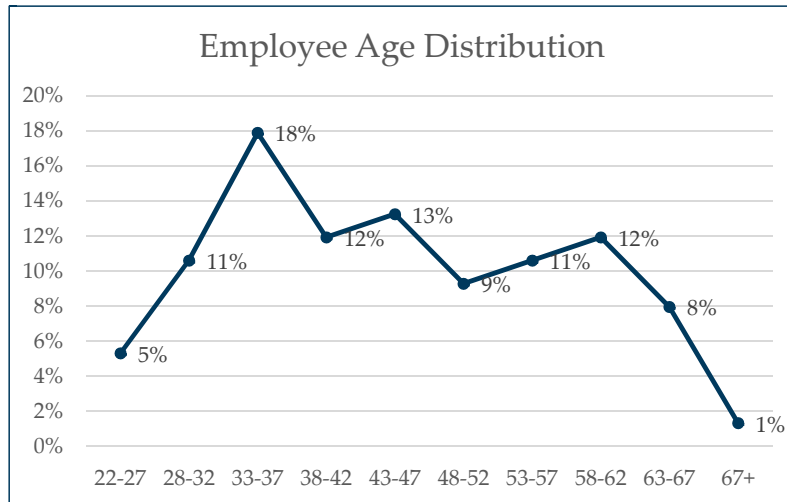
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2021–2023 Gender Mix



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WECC Workforce—Age Distribution



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Building and Engaging Our Workforce

- Continue intentional focus on leadership culture
- Continue to incorporate diversity, equity, and inclusion into WECC's culture
- Continue workforce development strategies and initiatives
- Continue to monitor and adjust salary and benefit structures or financial rewards to meet market levels
- Review and develop non-financial engagement strategies to ensure effectiveness
- Continue to support awareness of energy careers among women, veterans, and minority populations

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Policy Review

June 13, 2023

Jillian Lessner
Chief Financial and
Administrative Officer

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Weapons Policy

- To foster a safe and secure work environment
- No possession or use of weapons in the workplace
 - No exemption for concealed weapons permits
- Weapons discovered will be removed from workplace
- Employees violating the policy will be removed from workplace
- Mandatory reporting
- Disciplinary action, up to and including termination

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Workplace Violence and Intimidation Policy

- Commitment to a violence-free workplace
- Intimidation and any form of violence directed at a person or property in the workplace will not be tolerated
- Perpetrators will be asked to leave the premises
- Investigations will occur
 - Protection for individual making report
 - Substantiated allegations—disciplinary action; loss of pay
 - Unsubstantiated allegations—employee may return to work; no loss of pay
- HR should be informed of active protective orders

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Drug and Alcohol Policy

- Prohibits buying, selling, manufacturing, transportation, possession, distribution, consumption, or use of alcohol or drugs not required by a physician's prescription on premises or during working hours.
- Prohibits the consumption or use of alcohol or drugs not required by a physician's prescription while on the job, including work when off WECC premises or during non-working hours where such use may have an impact on WECC interests.
- Use of drugs in accordance with a physician's prescription subject to impaired work performance or interference with WECC interests.
- Testing
 - Pre-employment screening
 - Random testing
- Disciplinary action, up to and including termination

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Status **Active** PolicyStat ID **12546312**

Origination 01/2016
 Last Approved 02/2023
 Effective 02/2023
 Last Revised 02/2023
 Next Review 02/2024

Owner **Derek Zumwalt:**
 HR Director
 Area **Human**
 Resources

Drug and Alcohol Policy

Definitions

For the purposes of this policy:

- A. "Alcohol" means ethyl alcohol or ethanol.
- B. "Drug" means a substance recognized as a drug in the United States Pharmacopeia, the National Formulary, the Homeopathic Pharmacopeia, or other drug compendia, or supplement to any of those compendia.
- C. "Employee" means an individual in the service of WECC for compensation.
- D. "Prospective employee" means an individual who applies to WECC, either in writing or orally, to become a WECC employee.
- E. "Failed test" means a confirmed drug or alcohol test that indicates that the sample tested is:
 - 1. Positive;
 - 2. Adulterated; or
 - 3. Substituted.
- F. "Sample" means urine, blood, breath, saliva, or hair.

Policy

WECC prohibits the buying, selling, manufacturing, transportation, possession, distribution, consumption, or use of alcohol or drugs not required by a physician's prescription on WECC premises or at any time during working hours.

WECC further prohibits the consumption or use of alcohol or drugs not required by a physician's prescription while on the job, including work when off WECC premises or during non-working hours where such use might, in WECC's judgment, impair the employee's work performance, affect the safety and welfare of other employees on the job or WECC's stakeholders, or otherwise interfere with WECC's interests.

The use of drugs in accordance with a physician's prescription will not be the basis for action by WECC under the section "WECC Action" below, unless such use might, in WECC's judgment, impair the employee's work performance or otherwise interfere with WECC's interests.

This policy does not prohibit the appropriate use of over-the-counter drugs. Employees who take over-the-counter or prescribed drugs should inform their manager if they believe those drugs may impair their job performance.

WECC reserves the right at all times to inspect employees, their surroundings and possessions, for substances or materials in violation of this policy.

Individuals Subject to Testing

- A. Prospective Employees. WECC may require a prospective employee to submit to testing for drugs as a condition of employment or contract.
- B. Employees. As permitted by law, WECC may require, and an employee must submit to, testing for drugs and alcohol, including random testing. Possible reasons for drug testing include, but are not limited to, whenever WECC has reason to believe that the employee has violated this policy or for the following purposes:
 - a. Investigation of possible individual employee impairment;
 - b. Investigation of accidents in the workplace or incidents of workplace thefts;
 - c. Maintenance of safety for employees or the general public;
 - d. Maintenance of productivity, quality of products or services, or security of property or information; or
 - e. Compliance with regulations mandated by federal, state, or local government.

Process

Collection and Testing

- A. The collection and testing for drugs or alcohol must be performed in accordance with standard laboratory operating procedures as mandated by applicable law.
- B. Drug testing will be by scientifically accepted analytical methods and procedures WECC may determine. Before a test sample may be considered a failed test and used as a basis for action by WECC, testing of the sample must include:
 - 1. A confirmation test by gas chromatography mass spectrometry (GC/MS) or gas chromatography testing or any other comparably reliable analytical method WECC may determine; and
 - 2. If the sample used for test is a urine sample, by a laboratory that is certified by the United States Department of Health and Human Services under the National Laboratory Certification Program.
- C. WECC will test for alcohol by urinalysis or any other scientifically accepted method it may determine.
- D. To ensure reliability, WECC will require presentation of reliable identification to the person collecting the samples.
- E. If any employee refuses to submit to the drug or alcohol screening test(s) or tampers with a sample, including but not limited to producing a cold sample or a diluted sample, such refusal or tampering may result in disciplinary action up to and including termination.
- F. If any prospective employee refuses to give written consent to a drug screening test or tampers with a sample, including but not limited to producing a cold sample or a diluted sample, such refusal or tampering may result in WECC's failure to take any further action toward employment.

Cost of Testing and Work Time

- A. Any drug or alcohol testing must occur during or immediately after the regular work period and will be deemed work time for purposes of compensation and benefits for current employees.
- B. WECC will pay all costs of testing, including the cost of transportation, if the testing of a current employee is conducted at a place other than the workplace.
- C. WECC does not compensate applicants for pre-employment drug testing unless required otherwise by state or federal law.

WECC Action

Upon receipt of a failed test result, an employee's refusal to provide a sample, an employee's tampering with a sample, or an employee's producing a cold or diluted sample, WECC may, at its discretion:

- A. Require that the employee enroll at his or her own expense in a WECC-approved rehabilitation, treatment, or counseling program that may include additional drug or alcohol testing as a condition of continued employment;
- B. Suspend the person with or without pay for a time;
- C. Terminate the employment relationship;
- D. Refuse to hire a prospective employee; or
- E. Take other disciplinary measures in conformance with WECC's usual procedures.

Confidentiality

All information, interviews, reports, statements, memoranda, or test results received by WECC through drug or alcohol testing are confidential communications and will be processed through WECC on a "need to know" basis, will be maintained separately from the individual's personnel file, and will only be used in a proceeding related to an action taken by WECC under the "WECC Action" section or in defense of any action brought against WECC.

This policy supersedes and revokes all past policies and practices, oral and written representations, or statements regarding terms and conditions of employment concerning the subject matter covered herein. WECC reserves the right to add to, delete, change, or revoke this policy at any time, with or without notice. This policy does not create a contract between WECC and any employee or contractor, nor does it create any entitlement to employment or any benefit provided by WECC to its employees or contractors.

Caution! — This document may be out of date if printed.

Approval Signatures

Step Description	Approver	Date
Final Approval	Melanie Frye: President & Chief Exec Officer	02/2023
General Counsel Approval	Jeff Droubay: Vice President, General Counsel	01/2023
Legal Review	Chris Albrecht: Senior Legal Counsel	01/2023
Tech Edit	Chad Coleman: Technical Editor	01/2023
First Review	Cassidy Fernandez: Talent Management Specialist	01/2023
First Review	Jillian Lessner: VP, Chief Fin & Admin Officer	12/2022

Status **Active** PolicyStat ID **12546314**

Origination 06/2018
 Last Approved 02/2023
 Effective 02/2023
 Last Revised 02/2023
 Next Review 02/2024

Owner **Derek Zumwalt:**
 HR Director
 Area **Human**
 Resources

Weapons Policy

Introduction

WECC established this Weapons Policy in an effort to foster a safe and secure work environment.

The purpose of this policy is to provide guidance to employees, contractors, and others regarding WECC's prohibition of weapons in the workplace.

This policy applies to all employees and contractors while they are in WECC workplaces.

All employees and contractors will be required to sign an acknowledgment that they have reviewed a copy of this policy and understand its contents. Any employee or contractor who refuses to sign an acknowledgment may be subject to disciplinary action, as set forth below.

This policy prohibits weapons in the workplace.

Definitions

For the purposes of this policy:

- A. Possession: Includes, but is not limited to, the wearing, transporting, storing or any other presence of a weapon.
- B. Weapon(s): As used in this policy, "weapon" or "weapons" includes any of the following:
 - a. Any device from which a projectile may be fired by explosive; including any type of firearm.
 - b. Any simulated firearm operated by gas or compressed air.
 - c. Any explosive or explosive device.
 - d. Any spring blade knife, any other type of knife which opens or is ejected by an outward, upward or downward thrust or movement, or knife which has a pointed blade greater than three inches in length. Knives which are kept and used in the Salt Lake City office food preparation room are exempt from this policy when kept and used in that room.
 - e. Any device or object appearing to be a weapon even if said device is nonfunctional.
- C. Workplace: Includes all property or facilities owned, leased, occupied, or controlled by WECC and rented (non-personal) vehicles used while conducting company business.

Policy

WECC prohibits the possession and use of weapons in the workplace. Any employee or contractor in possession of a weapon in the workplace may face disciplinary action, as set forth below. Any weapon discovered in a workplace will be removed from the workplace. Any person who violates this policy may be removed from the workplace. Any violation of this policy may be reported to authorities. **Possession of a valid concealed weapons permit does not exempt a person from this policy.**

In accordance with Utah Code §34-45-103, as may be amended from time to time, employees or contractors that regularly report to a workplace in Utah have legal right to and may keep firearms inside their motor vehicles, so long as (1) the firearm is locked inside their motor vehicle, (2) is not in plain view, (3) they are legally on the premises at the time, (4) the vehicle is not owned, rented, or leased by WECC, and (5) they are otherwise legally entitled to do so.

Any decision by an employee or contractor to exercise or not to exercise his or her rights under Utah Code §34-45-103, as may be amended from time to time, will not subject WECC to any liability. Any employee or contractor acting in violation of this policy will be considered by WECC to be acting outside the course of their employment.

Process

Reporting

Any employee or contractor who violates or is aware of any violation of this policy must immediately report the incident to his or her supervisor, the Human Resources Department, a vice president, or to the employee hotline. If an employee or contractor feels threatened or deems a situation to be an emergency, the employee or contractor should contact emergency authorities.

Disciplinary Action

Any employee or contractor who violates any provision of this policy may be subject to disciplinary action, up to and including immediate termination.

This policy supersedes and revokes all past policies and practices, oral and written representations, or statements regarding terms and conditions of employment concerning the subject matter covered herein. WECC reserves the right to add to, delete, change, or revoke this policy at any time, with or without notice. This policy does not create a contract between WECC and any employee or contractor, nor does it create any entitlement to employment or any benefit provided by WECC to its employees or contractors.

Caution! – This document may be out of date if printed.

Approval Signatures

Step Description	Approver	Date
Final Approval	Melanie Frye: President & Chief Exec Officer	02/2023

General Counsel Approval	Jeff Droubay: Vice President, General Counsel	01/2023
Legal Review	Chris Albrecht: Senior Legal Counsel	01/2023
Tech Edit	Chad Coleman: Technical Editor	12/2022
First Review	Jeanine Wilson: Director, Human Resources	12/2022
First Review	Jillian Lessner: VP, Chief Fin & Admin Officer	11/2022

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Owner **Derek Zumwalt:**
 HR Director
 Area **Human**
 Resources

Workplace Violence and Intimidation Policy

Policy

WECC is committed to a violence-free workplace and has zero tolerance for acts of violence, threats of violence, intimidation, or harassment.

Intimidation or any form of violence directed at a person(s) or property will not be tolerated in the workplace. If an employee's actions indicate that remaining on the job may be detrimental to the employee, fellow employees, or visitors, the employee will be required to leave company premises and cease performing job responsibilities pending an investigation.

Process

Indirect or direct threats of violence, incidents of actual violence, and suspicious individuals or activities should be reported as soon as possible to Human Resources or any member of the management team. When reporting a threat or incident of violence, the employee should be as specific and detailed as possible. Employees should not place themselves in peril, nor should they attempt to intercede during an incident.

WECC will promptly and thoroughly investigate all reports of threats of violence or incidents of actual violence and of suspicious individuals or activities. The identity of the individual making a report will be protected as much as possible. WECC will not retaliate against employees making good-faith reports of violence, threats, or suspicious individuals or activities.

If, after the investigation, the company determines that the allegations of misconduct cannot be substantiated, the employee will be allowed to return to work with no loss of pay. If the allegations are substantiated, disciplinary action will be taken up to and including termination of employment. If the employee is discharged, was not fit, or was unavailable to return to work during the investigation, the time off will be without pay.

Employees should notify human resources of any legal protective notices or restraining orders to protect employees in the workplace.

This policy supersedes and revokes all past policies and practices, oral and written representations, or statements regarding terms and conditions of employment concerning the subject matter covered herein. WECC reserves the right to add to, delete, change, or revoke this policy at any time, with or without notice. This policy does not create a contract between WECC and any employee or contractor, nor does it create any entitlement to employment or any benefit provided by WECC to its employees or contractors.

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First Review	Cassidy Fernandez: Talent Management Specialist	01/2023
First Review	Jillian Lessner: VP, Chief Fin & Admin Officer	12/2022