



Your Northwest renewables utility

TO: ALL EMPLOYEES/APPLICANTS

January 2017

Snohomish County Public Utility District No. 1 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 attention of all employees that these objectives are reflected in all aspects of our daily operations. We will continue to recruit, employ, advance in employment and compensate qualified individuals at all levels without regard to race, color, national origin, sex, sexual orientation, gender identity, gender expression, religion, creed, ethnic background, marital status, age (40 years or over), veteran or military status, the presence of any sensory, mental, or physical disability, the use of a trained dog guide or service animal for a person with a disability, HIV/AIDS/Hepatitis C status, genetics, or any other basis prohibited by local, state or federal laws; and shall not discriminate against any individual, nor any such characteristic. Furthermore, we shall continue to provide Equal Employment Opportunity for qualified disabled veterans, Armed Forces service medal veterans, recently separated veterans, other protected veterans, and individuals with disabilities.

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 the District.

I have designated Kristi M. Treckeme as the District's Equal Employment Opportunity 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.

Further, our Affirmative Action programs may be reviewed by employees and applicants during business days from 8:00 a.m. to 5:00 p.m. in the Employee Resources Department, by contacting the EEO Coordinator. 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 Employee Resources 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.

Sincerely,

A handwritten signature in black ink, appearing to read "Craig W. Collar".

Craig W. Collar
CEO/General Manager