



POWERSOUTH[®]
ENERGY COOPERATIVE

A Touchstone Energy[®] Cooperative 

NOTICE TO EMPLOYEES OF INVITATION TO SELF-IDENTIFY OR VIEW AAP

This employer is a Government contractor subject to Section 503 of the Rehabilitation Act of 1973, as amended, and Section 4212 of the Vietnam Era Veterans' Readjustment Assistance Act, (VEVRAA) of 1974, as amended, which requires Government contractors to take affirmative action to employ and advance in employment qualified Individuals with Disabilities and Protected Veterans. If you are an Individual with a Disability or a Protected Veteran, we would like to include you under our affirmative action program. If you would like to be included under the affirmative action program, please tell us.

The term "Protected Veteran" refers to a veteran who may be classified as a "disabled veteran," "recently separated veteran," "active duty wartime or campaign badge veteran," or an "Armed Forces service medal veteran." "Disabled veteran" means a veteran of the U.S. military, ground, naval or air service who is entitled to compensation (or who but for the receipt of military retired pay would be entitled to compensation) under laws administered by the Secretary of Veterans Affairs, or a person who was discharged or released from active duty because of a service-connected disability. "Recently separated veteran" means any veteran during the three-year period beginning on the date of such veteran's discharge or release from active duty in the U.S. military, ground, naval or air service. "Active duty wartime or campaign badge veteran" means a veteran who served on active duty in the U.S. military, ground, naval or air service during a war or in a campaign or expedition for which a campaign badge has been authorized, under the laws administered by the Department of Defense. "Armed Forces service medal veteran" means any veteran who, while serving on active duty in the U.S. military, ground, naval or air service, participated in a United States military operation for which an Armed Forces service medal was awarded pursuant to Executive Order 12985.

You may inform us of your desire to benefit under the program at this time and/or at any time in the future. Submission of this information is voluntary and refusal to provide it will not subject you to any adverse treatment. The information provided will be used only in ways that are not inconsistent with Section 503 of the Rehabilitation Act or Section 4212 of the VEVRAA. Information you submit will be kept confidential, except that (i) supervisors and managers may be informed regarding restrictions on the work or duties of Individuals with Disabilities and Disabled Veterans, and regarding necessary accommodations; (ii) first aid and safety personnel may be informed, when and to the extent appropriate, you have a condition that might require emergency treatment; and (iii) Government officials engaged in enforcing laws administered by OFCCP or the Americans with Disabilities Act, may be informed.

If you are an Individual with a Disability or a Disabled Veteran, it would assist us if you tell us about (i) any special methods, skills, and procedures which qualify you for positions that you might not otherwise be able to do because of your disability so that you will be considered for any positions of that kind.

Our affirmative action plan is available for inspection during normal business hours. Please contact our EEO Coordinator, Debbie Bracewell at 334-427-3482 to make an appointment. Updated 3/2015

STATEMENT OF NONDISCRIMINATION

PowerSouth Energy Cooperative is the recipient of Federal financial assistance from the U.S. Department of Agriculture (USDA). The USDA prohibits discrimination in all its programs and activities on the bases of race, color, national origin, age, disability, sex, gender identity, religion, reprisal, and where applicable, political beliefs, marital status, familial or parental status, sexual orientation, or all or part of an individual's income is derived from any public assistance program, or protected genetic information in employment or in any program or activity conducted or funded by the Department. (Not all prohibited bases apply to all programs.)

The person responsible for coordinating this organization's nondiscrimination compliance efforts is Elizabeth C. Woodard, Vice President, Legal & Corporate Affairs. Any individual, or specific class of individuals, who feels that this organization has subjected them to discrimination may obtain further information about the statutes and regulations listed above and/or file a program complaint of discrimination, by completing the USDA Program Discrimination Complaint Form (PDF), found online at http://www.ascr.usda.gov/complaint_filing_cust.html, or at any USDA office, or by calling (866) 632-9992 to request the form. You may also write a letter containing all of the information requested in the form. Send your completed complaint form or letter to the U.S. Department of Agriculture, Director, Office of Adjudication, 1400 Independence Avenue, S.W., Washington, D.C. 20250-9410, by fax (202) 690-7442 or email at program.intake@usda.gov.

Persons with disabilities who require alternative means for communication of program information or those who wish to file a program complaint should contact the USDA TARGET Center which converts USDA information and documents into alternative formats, including Braille, large print, video description, diskette, and audiotape. For more information, visit the TARGET Center's Web site or call the Center at (202) 720-2600 (Voice and TDD). Individuals who are deaf, hard of hearing or have speech disabilities and wish to file either an EEO or program complaint, should contact USDA through the Federal Relay Service at (800) 877-8339 or (800) 845-6136 (in Spanish). USDA is an equal opportunity provider and employer. Complaints must be filed within 180 days after the alleged discrimination. Confidentiality will be maintained to the extent possible. Updated 3/2015

EQUAL EMPLOYMENT OPPORTUNITY AND PAY TRANSPARENCY AND NO HARASSMENT AND NO DISCRIMINATION STATEMENT OF POLICY

One of PowerSouth's fundamental principles is Equal Employment Opportunity. Employment at PowerSouth is based upon abilities and qualifications without discrimination because of race; color; religion; national origin; sex (including same sex); sexual orientation; gender identity; pregnancy, childbirth, or related medical conditions; age; disability or handicap; citizenship status; service member status; genetic information; or any other category protected by federal, state, or local law.

Further, the Company will not terminate or in any other manner discriminate against an employee or applicant because he or she has inquired about, discussed, or disclosed his or her own pay or the pay of another employee or applicant. However, employees who have access to the compensation information of other employees or applicants as part of their essential job functions cannot disclose the pay of other employees or applicants to individuals who do not otherwise have access to compensation information, unless the disclosure is (a) in response to a formal complaint or charge, (b) in furtherance of an investigation, proceeding, hearing, or action, including an investigation conducted by the employer, or (c) consistent with the Company's legal duty to furnish information.

PowerSouth will recruit, hire, train and promote persons in a nondiscriminatory manner. Decisions will be made based upon skills, abilities and merit. In addition, all compensation, benefits, training programs and procedures and any other terms and conditions of employment will be administered in a nondiscriminatory manner.

PowerSouth wants you to have a work environment free of discrimination and harassment by management personnel, by your coworkers and by others with whom you must interact in the course of your work as a PowerSouth employee. PowerSouth does not and will not tolerate harassment of our employees. The term "harassment" includes, but is not limited to verbal, visual, or physical acts relating to an individual's race; color; religion; national origin; sex (including same sex); sexual orientation; gender identity; pregnancy, childbirth, or related medical conditions; age; disability or handicap; citizenship status; service member status; genetic information; or any other category protected by federal, state, or local law.

PowerSouth management, at all levels, is responsible for preventing discrimination and harassment in the workplace, for taking immediate corrective action to stop discrimination and harassment in the workplace and for promptly investigating any allegation of work-related discrimination or harassment.

PowerSouth's policies against discrimination and harassment require employees to treat each other with respect. Interactions with coworkers, management personnel and outside contacts should be guided by courtesy and mutual respect. Behavior that a reasonable person would consider offensive and inappropriate in the workplace, even if it does not rise to the level of unlawful conduct, is not acceptable.

PowerSouth will not permit any employment-based retaliation against anyone who brings a complaint of discrimination or harassment or who participates as a witness in the investigation of a complaint of discrimination or harassment.

You are responsible for reporting any possible policy violations so that prompt appropriate action may be taken. Due to the very serious nature of harassment, discrimination and retaliation, you must report your concerns to the individuals listed below:

- (1) First, your immediate supervisor or manager, if you feel comfortable doing so, or
- (2) Dawn Carnley, Human Resources Coordinator (334-427-3280) or
- (3) Debbie Bracewell, Human Resources Manager (334-427-3482) or
- (4) Elizabeth C. Woodard, Vice President of Legal & Corporate Affairs (334-427-3387)

All PowerSouth employees will participate annually in Equal Employment Opportunity (EEO) and Pay Transparency and No Harassment and No Discrimination training. PowerSouth's equal employment opportunity and pay transparency and no harassment and no discrimination statement of policy will be posted in several conspicuous locations in the workplace. You will receive a copy of the Equal Employment Opportunity and Pay Transparency Policy and the No Harassment and No Discrimination Policy when you begin working for PowerSouth. If at any time you would like another copy of these policies, they are accessible via PowerSouth's intranet or you may contact Dawn Carnley, Human Resources Coordinator at 334-427-3280.

PowerSouth is serious about enforcing our policies. Persons who violate any Cooperative policy are subject to discipline, up to and including immediate termination. Updated 11/2016