



Policies Associated with Contract Worker Expectations



Georgia**SystemOperations**

NOTICE TO ALL CONTRACT WORKERS

Per the terms of GSOC's General Service Agreement:

9.2 (a) The Contractor shall comply, and shall cause all Subcontractors to comply, with all security policies and requirements and other policies and guidelines (including cyber and physical security policies and requirements) provided to Contractor by Owner, as such requirements may be amended by Owner from time to time, including without limitation background checks of any employees of Contractor or its Subcontractors, requirements regarding proper identification of employees of Contractor and its Subcontractors, limitations on access to portions of Owner's or its Affiliates' premises, and limitations on the time when employees of Contractor or its Subcontractors may be on such premises.

9.2 (b) If required by a task release, the Contractor shall execute and comply with the Vendor Rules and Requirements for Working on the Oglethorpe Power Corporation Campus, as may be amended from time to time.

Although these policies were originally written for GSOC's Associates, the company expects that all contracted staff take responsibility and adhere to the following policies. However, nothing in these policies is intended to create an employer/employee relationship. In interpreting these policies, the term Contractor Associate shall include any employee of Contractor or a Subcontractor. Also, the term Contractor shall include Subcontractors. Where not qualified, "Associate" shall include GSOC Associates and Contractor Associates. These policies apply to the actions of a Contractor Associate during the time the Contractor Associate is on GSOC premises, interacting with GSOC Associates, utilizing GSOC property, or actively working on behalf of GSOC as appropriate for each policy. These policies are not intended to govern the actions of a Contractor Associate in activities unrelated to GSOC.

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No Harassment, Discrimination, or Retaliation

Summary

To maintain a productive working environment, the Corporation believes Associates should be able to enjoy a workplace free from all forms of discrimination, harassment, or retaliation on the basis of race, color, religion, sex, pregnancy, national origin, age, veteran status, genetic background, sexual orientation, gender identity, disability, veteran status, or any other protected category under federal, state or local law. This policy is intended to provide an environment free from such discrimination and harassment.

Standards

- It is prohibited for any Associate whether an officer, manager, supervisor or coworker to harass another Associate, supervisor, manager, supervisor, coworker, contractor, subcontractor, or client. Prohibited harassment occurs when verbal or physical conduct defames or shows hostility toward an Associate because of his/her race, color, religion, sex, pregnancy, national origin, age, veteran status, genetic background, sexual orientation, gender identity, disability, veteran status, or any other protected category under federal, state or local law or that of the Associate's relatives or friends; creates or is intended to create an intimidating, hostile or offensive working environment; interferes or is intended to interfere with an Associate's work performance; or otherwise adversely affects an Associate's employment.

- Harassing conduct includes, but is not limited to, the following:
 - Epithets, slurs or negative stereotyping
 - Threatening, intimidating or hostile acts based on race, color, religion, sex, pregnancy, national origin, age, veteran status, genetic background, sexual orientation, gender identity, disability, veteran status, or any other protected category under federal, state or local law
 - Written or graphic material placed on walls, bulletin boards, computers or other communication devices, or elsewhere on the Corporation's premises, or that is circulated in the workplace

Sexual Harassment

- All Associates should be treated with respect and should be able to work in an environment free from unwelcome sexual conduct. Sexual harassment by any person and in any form is strictly prohibited. This applies not only to the conduct of an officer, a manager or a group lead toward a subordinate, but also to conduct between coworkers and by non-associates, such as suppliers, customers, contractors, or sub-contractors.

- Sexual harassment is a form of sex discrimination that is prohibited by law, as well as by corporate policy. Sexual harassment is defined as unwelcome sexual advances, requests for sexual favors, or other verbal or physical conduct of a sexual nature when any of the following occurs:

- An Associate is expected either explicitly or implicitly to submit to such conduct in order to get or keep a job.
 - An Associate's willingness or unwillingness to submit to such conduct is used as the basis for an employment-related decision affecting the Associate.
 - Such conduct creates an intimidating, hostile or offensive work environment, or substantially interferes with the Associate's job performance.
- The following are examples of the types of behavior prohibited by this policy, but it is not intended to include the entire realm of prohibited behavior:
- Obscene or objectionable language
 - Making inappropriate comments about a person's clothing, body or personal life
 - Addressing an individual with a term of endearment or nickname not of the individual's choosing
 - Telling sexual jokes or making sexual innuendoes
 - Sexually inappropriate touching, hugging, rubbing, patting, pinching or kissing another person
 - Leering at a person's body
 - Displaying sexually explicit or offensive pictures or materials in the workplace
 - Pressuring an Associate for a date or sexual activities
 - Unwelcome sexual flirtations, advances or propositions
- You are to assume that behavior of the kind listed above will not be acceptable to another Associate. You are expected to be aware of how people respond to what you say or do. If an Associate objects to your behavior, you are expected to listen to and heed those objections.

Reporting Complaints

- The Corporation cannot remedy problems that it does not know exist. If you believe you have been sexually harassed or subjected to other discrimination, you should take the following actions:
- If you are comfortable doing so, tell the offender firmly that the behavior is unacceptable.
 - Report the incident immediately to the Contractor's HR director or the person specified in Contractor's policies and the HR Director of GSOC.
- Any Contractor officer, manager, or supervisor who observes or receives a report of harassment or other discrimination from an Associate, no matter how trivial it may seem, must immediately report the incident to the Contractor's HR or the person specified in Contractor's policies and the HR Director of GSOC.
- The Corporation expects all Contractors to investigate all reports of harassment or other discrimination in a thorough and timely manner and to coordinate such investigation with

GSOC. Confidentiality will be maintained during the investigation to the extent possible without jeopardizing the thoroughness of the investigation. If the investigation determines that harassment or other discrimination has occurred, Contractor will take immediate and appropriate corrective action to end the problem and prevent its recurrence.

Retaliation

- Retaliation against Associates who report harassment or discrimination is expressly prohibited and may result in disciplinary action, up to and including contract termination.

Applicability

- Applies to all Contractor Associates.

Work Ethics and Personal Conduct

Summary

This policy describes the Corporation's expectation in regard to the integrity of Contractor Associates in their work performance.

Standards

- An Associate's work ethics and personal conduct should reflect good judgment, common sense, responsibility and respect. Therefore, Associates are expected to act reasonably and to respect each other and the Corporation.
- Examples of specific standards consistent with these expectations are listed below. These standards are not intended to cover every situation; rather, they are examples of expected or prohibited conduct. The Corporation retains the discretion to take disciplinary actions, up to and including contract termination, where it finds it appropriate to do so.

Work Ethics

- All Associates are expected to focus on the Corporation's work during working time. Associates may not engage in outside business, commercial activity or any activity in conflict with the interest of the Corporation during working time.
- Associates must report for work regularly, on time, and in a condition fit and able to perform their job in a professional manner.
- Associates are required to follow management direction, perform assigned work and duties efficiently and effectively, and maintain the proper standards of quality, safety, confidentiality and productivity.
- Associates must refrain from loafing, loitering or unauthorized visiting that is disruptive to the workplace.
- Associates must observe and abide by building security, traffic and parking regulations.
- Any act that may result in personal injury, or accident or damage to corporate property or the property of fellow Associates, is prohibited.
- Causing, participating in, or encouraging disorderly or disruptive conduct, fighting or the commission of any act of violence on corporate property is prohibited.
- Associates must not use threatening or abusive language, perform any act of intimidation, or otherwise interfere with another Associate's performance of duties.

- Associates must not use threatening or abusive language, perform any act of intimidation, or otherwise interfere with another Associate's performance of duties.
- Contractor Associates who experience difficulties or differences with other Associates are expected to seek the assistance of their Contractor manager to resolve such differences, unless the Associate feels the activity is harassment; in that case, refer to the No Harassment, Discrimination, or Retaliation policy. Associates shall not resort to physical or other methods that would interfere with productive efforts or with the ability of Associates to work cooperatively and harmoniously. Contractor will coordinate with GSOC in investigating and resolving the issue.
- Threats, attempts to commit and/or committing acts of sabotage are prohibited.
- Dishonesty, misrepresentation (including the misrepresentation of facts in obtaining Associate benefits and privileges), or the falsification of any document or record is prohibited.
- The unauthorized possession, removal, and/or use of corporate property or the hiding of property, including property of others, is prohibited.
- Sleeping during regular work hours is prohibited.
- Associates are prohibited from the harassment or taking of wildlife, unless they are in a situation where their personal safety is at risk. The taking of wildlife for safety reasons must be reported immediately to management.
- Associates must follow established safety and environmental rules, guidelines and procedures.

Applicability

- Applies to all Contractor Associates

Responsibility

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- Contractors are responsible for communicating and administering this policy to their Associates.
- Associates are responsible for becoming familiar with and complying with this policy.

Drug-free Workplace Policy

The use, sale, possession, unlawful manufacture, dispensing, distribution, offer to sell or buy, trafficking in, purchase, consumption, transfer or the presence in the body of alcohol, hallucinogens, prescription drugs taken illegally or in excessive amounts, illegal drugs or controlled substances on or off corporate property, on a corporate job site, or while operating corporate equipment or any vehicles while conducting corporate business is a termination offense. Possession of drug paraphernalia is also a violation and may result in termination of employment. An illegal drug, controlled substance or drug paraphernalia discovered may be turned over to an appropriate law enforcement agency, and may result in criminal prosecution.

Business Attire

Summary

To foster an environment conducive to improving productivity and enhancing morale, while at the same time maintaining professionalism. The intent is to wear professional attire that is appropriate for each day's activities.

Standards

- The business-appropriate attire policy pertains to each day of the week, with the exception of those days designated by the Corporation when appropriate jeans and athletic shoes are permitted.
- Sound business judgment should be used in determining what appropriate attire according to the following guidelines is. These guidelines help define acceptable business-appropriate attire, but are not intended to be all inclusive.

Guidelines for Business-Appropriate Attire

- Choose business-appropriate clothing that reflects professionalism.
- Keep the workday schedule in mind. If a meeting is scheduled with external parties or when attending an off-site meeting, customary business attire is the general standard. If an Associate has questions about the requirements, he/she should check with his/her manager or ask the individual who has called the meeting.
- This policy does not supersede customary attire for field and plant personnel. When working in these areas, wear clothing appropriate for that environment, which means some guidelines below are not pertinent.

Unacceptable Attire

- Shirts: T-shirts; sweatshirts; sports jerseys; tank tops; shirts with inappropriate messages and/or graphics; and tops with bare shoulders, unless worn under a jacket or blouse/shirt.
- Slacks: Sweat pants, shorts, casual capri pants and capri length above the knee, wind suits and leggings. Blue jeans are not allowed on Board meeting days.
- Footwear: Flip-flops are inappropriate footwear for the work environment. Athletic shoes may be worn during the workweek; however, sound business judgment should be used to determine if they are appropriate based on your workday schedule.
- Dresses and skirts: Skirt lengths should be appropriate for an office environment. Spaghetti-strap, sleeveless or inappropriate-length dresses should not be worn.

- General: Attire that is sloppy, frayed, provocative or inappropriate should not be worn at work. Remember, when in doubt, leave it out. If you have questions or comments, consult your manager.

Applicability

- Applies to all Contractor Associates.

Responsibility

- Contractors are responsible for communicating and administering this policy to their Associates.
- Associates are responsible for becoming familiar with and complying with this policy.

Inclement Weather

Summary

The building will remain open for business during inclement weather, and Associates should make reasonable efforts to report to work.

Standards

Operation

- The Corporation will remain open for business regardless of weather conditions.

Reporting for work

- Associates are encouraged to make every reasonable effort to report to work, but should use their own judgment as to whether or not travel is advisable.

Applicability

- Applies to all Contractor Associates.

Responsibility

- Contractors are responsible for communicating and administering this policy to Associates.
- Contractor Associates are responsible for becoming familiar with and complying with this policy.

No Access, Solicitation or Distribution

Summary

Associates have access to the Corporation's property only during work-related activities. No solicitations of any kind, including solicitations for memberships or subscriptions, will be permitted during the time an Associate is working or supposed to be working, or in such a way as to interfere with the work of any other Associate. Distributing literature, pamphlets or any kind of printed matter in corporate work areas is prohibited.

Standards

Access

- Associates are required to have and display photo ID badges at all times while on corporate premises.
- Associates should practice awareness upon entering company premises to ensure no one else enters without permission.
- Associates may only enter corporate offices coming to and from work, during work time, break time, lunchtime or corporate-sponsored activities.
- Associates entering the buildings between 6 and 10 p.m. must sign in at the security guard desk in the main lobby of Building One.
- There is no admittance to the buildings between 10 p.m. and 5:30 a.m., unless management has approved the Associate to be placed on the 24-hour security list.
- Associates leaving the building between 7 p.m. and 5:30 a.m. must sign out at the security guard desk in the main lobby of Building One, or in the basement lobby of Building Two.
- All Associates entering the building on the weekend or on a holiday must sign in and out at the guard's desk in Building One.
- All visitors who do not have business-related or corporate-sponsored reasons for being on the premises are prohibited from soliciting or distributing literature on the Corporation's property.

Solicitation by Associates

- No solicitations of any kind, including solicitations for memberships or subscriptions, will be permitted during the time an Associate is working or supposed to be working, or in such a way as to interfere with the work of any other Associate.

Distribution

- No one may distribute non-work-related printed or written materials of any description in work areas. This restriction applies to any Associate distributing or receiving the materials.

Solicitation and distribution by Persons not employed by the Contractor

- Persons not employed by the Contractor are not permitted at any time to solicit for any purpose, or distribute any form of literature or other matter, on corporate premises.

Bulletin Boards

- The Corporation has placed bulletin boards in various locations throughout the campus. Important information will be posted on these bulletin boards. The bulletin boards are the property of and for the exclusive use of the Corporation. Removing or tampering with any material on these bulletin boards is not permitted. Contractor Associates are prohibited from using the bulletin boards for posting personal matters.

Applicability

- Applies to all Associates.

Workplace Violence

Summary

The Corporation will not tolerate any acts or threats of violence against Associates, customers or visitors on its premises, or while they are engaged in business with or on behalf of the Corporation, whether at or away from its premises. It is the responsibility of each Associate to contribute to a safe working environment. This cannot be accomplished without the full cooperation of Associates.

Standards

- In keeping with the spirit and intent of this policy, and to ensure the Corporation's objectives are attained, the following standards have been established:
 - The Corporation prohibits acts or threats of violence by its Associates against any other Associate Contractor, customer or vendor, arising in or about the Corporation's facilities, or arising in or out of the workplace. All corporate facilities are private property. Private property owners may establish rules for firearms and weapons on their property that are more restrictive than federal, state or local law. The Corporation prohibits Contractor Associates, and visitors from bringing firearms or other weapons into the Corporation's buildings. Firearms are allowed on company property (outside of buildings), however they must not be loaded with ammunition and they must be kept in a locked vehicle.
 - While visiting or working at a corporate-owned or co-owned facility, if you bring a firearm or weapon, you are responsible for reading and complying with the documented firearms and weapons policies of that facility.

Exceptions

- The only exceptions to the firearm and weapons portion of this policy are listed below:
 - Properly licensed law enforcement officers may bring firearms or weapons into the Corporation's buildings while in the course of their assigned duties.
 - The senior officer responsible for a corporate facility may amend this policy to provide more stringent requirements at their particular facility, as long as it continues to be in compliance with federal, state and local laws.
 - In the event federal, state or local laws contradict any provisions of this policy, the law overrides this policy and must be followed.
- All Contractor Associates are required to report to their HR any incidents of the above-mentioned violence, or threats of violence that they observe or otherwise become aware of. Contractor will immediately relay, to the extent practical, such reports to GSOC HR and matters will be handled confidentially.

Applicability

- Applies to all Contractor Associates.

Responsibility

- Contractors are responsible for communicating and administering this policy to their Associates.
- Associates are responsible for becoming familiar with and complying with this policy.

Computer and Communication Device Usage Policy

Summary

To list the corporate guidelines for Contractor Associate use of corporate computer and communication devices in the workplace.

Standards

- Corporate computer and communication devices include all manner of media and modes of transmission of any information and equipment, including, but not limited to, the telephone, computer, fax machine, copy machine, email, mobile devices, voicemail, internet, e-commerce and storage devices. The following are rules and guidelines for their use.

Limitations

- The Corporation prohibits the downloading, displaying, publishing, printing, or sending in any manner unwelcome propositions or love letters, chain letters or any materials that are disruptive to the business, discriminatory, offensive to others or harmful to morale. This includes, but is not limited to, obscene or offensive language or content, violent images or material, sexually explicit images or material, or anything that may be construed as harassment or showing disrespect for others.
- Contractor Associates may be given various passwords to enable them to use the Corporation's computers and applications. Passwords are confidential, and Associates should not disclose them to anyone else, except when requested by their manager for business purposes. Associates are responsible for safeguarding their passwords. Passwords should not be printed. Shared passwords should not be changed without the Corporation's permission. Associates are responsible for all transactions made using their passwords.
 - Software or websites that generate sounds should be utilized with consideration for those working around you.
 - Live video broadcasts (streaming media) can use a significant amount of the Corporation's bandwidth, creating a potentially detrimental effect on network responsiveness. Such broadcasts shall be utilized for legitimate business purposes only.
 - Without prior written permission, Associates may not use corporate electronic communication systems for transmission or storage of commercial or personal advertisements; solicitations; promotions; destructive programs (viruses and/or self-replicating code); sales or trades (such as "want ads," except as permitted in FOC Classifieds); betting pools; gambling; or non-company sponsored charitable solicitations or distributions; political material not related to the Associate's job or not distributed by the Corporation; anticompetitive information, such as confidential or proprietary power rates or schedules; other information as prohibited by the Work Ethics and Personal Conduct Policy or any other

unauthorized materials. Use of the Corporation's communication devices for an Associate's personal financial gain is prohibited.

- Associates must obtain permission from a GSOC manager prior to sending email to the following distribution lists:
 - @GSOC
 - @GTC
 - @GSOC
 - All @EMC distribution lists Email addressed to these and all other @ distribution lists must be work-related.

- Email messages will be considered as formal written Corporation memoranda. When composing email messages, you must comply with all Corporation and departmental policies and standards regarding the use of appropriate language. Electronic mail includes the use of Associate portals and Corporation extranets.

- Recipients must immediately contact their HR or their appropriate GSOC manager upon the receipt of an email that contains improper, illegal or anticompetitive information. Examples of improper, illegal or anticompetitive email content are listed earlier in this policy.

- Associates must comply with all applicable software licenses, software licensing agreements, copyright laws, and all other state and federal laws governing intellectual property, as well as [Enterprise Information Security Guidelines](#) or System Operations cyber security standards as applicable.

- Desktop or laptop software may be installed only with prior review and approval by the Help Desk, and must be purchased according to GSOC's corporate procurement procedures and all applicable [Enterprise Information Security Guidelines](#). Mobile device software must be purchased and installed according to the Shared Services IT Mobile Device Standard. Software and hardware associated with the real-time operations of the Bulk Electric System must be purchased, installed and operated in accordance with System Operations procedures.

- Refer to the [Enterprise Information Security Guidelines](#) for policies regarding instant messaging and Voiceover Internet Protocol (VoIP).

- Associates who use non-corporation computing devices for business use are personally responsible and liable for any negative impact on the Corporation. For example: The introduction of malicious software such as a computer virus onto the corporate network that causes the Corporation to allocate additional resources to contain and eradicate the virus.

- Associates who use non-corporation computing devices to access, store or transmit corporate information must abide by the requirements found in [Enterprise Information Security Guidelines](#) Corporate Data Protection and other Corporation policies referenced below.
- Use of communication devices for any purpose that is illegal or contrary to the corporation's best interests is prohibited.

Use of another Associate's account or access to his/her personal files without his/her consent is prohibited.

- Disruptive behavior, such as introducing viruses or intentionally destroying or modifying files on the network, is prohibited.
- Use of voice and video recording devices in the workplace is prohibited, other than those used by Associates in the usual and ordinary course of their jobs and with knowledge of all parties involved, or by Associates at the direction of management in the normal course of business.
- Any mobile device issued to an Associate by the Corporation is corporate property of that entity and is to be used for business-related reasons.
 - Incidental personal use of computer and communication devices is permitted as long as it is not excessive, complies with all corporate policies, and does not result in any additional cost or liability to the Corporation.
 - Associates should protect cellphones and any related equipment from loss, damage or theft. Associates who use cellphones to conduct business for the Corporation at any time, including after business hours, are expected to take precautions against the cellphone's use becoming a potential distraction or safety hazard.

Ownership and Monitoring

- The Corporation has the right to monitor all activities that take place on the Corporation's computers, communication devices, and communication networks. All data on corporate devices is the property of the Corporation. The corporation may use this data as it determines is appropriate in its sole discretion, including disclosure to the U.S. Government and its authorized representatives or contractors to protect the security of critical infrastructure and key resources.

Liability and Violations



- Contractors may be held liable for all damages and costs that are incurred if they disregard any of the above mentioned rules and guidelines.
- Contractors may be held liable for all damages and costs incurred from personal and recreational use.
- Violation of this policy may result in contract termination.

Applicability

- Applies to all Contractor Associates.

Responsibility

- Contractors are responsible for communicating and administering this policy to their Associates.
- Associates are responsible for becoming familiar with and complying with this policy. An Associate who becomes aware of a violation of this policy must immediately report the violation to his/her HR. Contractor will immediately notify Corporate HR of any matter under this policy reported by an Associate.