

Cooperative Role and Responsibilities: Mora-San Miguel Electric Cooperative, Inc.'s (herein referred to as the Cooperative) Code of Conduct establishes a set of standard expectations for employees regarding acceptable employee behavior and conduct.

Policy: The Cooperative is committed to creating and maintaining a professional workplace that protects the interests and safety of all employees, and encourages employees to excel while performing their duties in compliance with all applicable polices, rules and regulations, local, state and federal laws and regulations. This commitment by all will allow employees to develop positive business relationships with each other, the Cooperative members and the community.

1. Employees wearing Cooperative uniforms or clothing, while driving Cooperative vehicles, or attending public events shall be mindful that they are representing the Cooperative. As a representative of the Cooperative employees are expected to conduct themselves professionally and conduct Cooperative business respectfully, honestly and with integrity.
2. It is the responsibility of each employee to be aware of and abide by all established, policies rules and regulations. Employees are encouraged to ask questions to ensure they fully understand the expectations of the Cooperative and the expectations set while performing their responsibilities.
3. The Cooperative recognizes its employees as its most valuable resource. This policy will apply to all employees in a fair and consistent manner and is intended to assist in improving and/or preventing the reoccurrence of any unacceptable behavior, conduct, or poor performance.
4. Any employee conduct that interferes with the effective operation of company business is strictly prohibited. It is impossible to list all forms of employee behavior, conduct, or performance that would be considered by management to be interrupting company business. The following are forms of conduct that may be considered as interfering with Cooperative business or violating policies, rules and regulations. Below listed are forms of conduct considered to be unacceptable.
 - a. Verbal abuse of employees or visitors by employees
 - b. Discrimination, harassments, or violent acts of any kind towards employees, customers, or visitors, to include such acts through electronically transmitted messages on Cooperative equipment.
 - c. Use of official position or authority for personal profit or advantage
 - d. Engaging in outside electrical work contrary to Board Policy No. 208
 - e. Possession or use of firearms on Cooperative premises, work sites or vehicles contrary to Board Policy No. 207
 - f. Using intimidation tactics, making threats, and/or fighting in the workplace
 - g. Refusal to submit to drug or alcohol testing as required by Board Policy No. 215 and the I.B.E.W. Contract Provision.
 - h. Making malicious, false and harmful statements about others in the workplace
 - i. Theft, inappropriate removal, unauthorized possession, or destruction of Cooperative, consumer, or employee property
 - j. Misuse or unauthorized use of Cooperative information, property, equipment, materials, supplies, or funds
 - k. Violations of safety rules, policies, or procedures or other actions which jeopardize security of the facility, health, safety, or welfare of consumers, visitors or employees
 - l. Failing to report any conditions and/or violations of any Cooperative Policies and/or procedures to immediate Supervisor/Manager

- m. Failure to adhere to the work scheduled that has been established. This includes absences without notice to the Cooperative, except where an emergency prohibiting the giving of notice and notice was given as soon as reasonably possible. Unless covered under the New Mexico Healthy Workplaces Act.
 - n. Unauthorized absence from workstation during the workday
 - o. Behaving in a manner which could reflect negatively on the Cooperative
 - p. Abusing leave and/or employee benefits
 - q. Falsifying or misrepresenting company or employment records, including time records
 - r. Unauthorized disclosure, use, or falsification of any confidential information, including but not limited to; employee information, customer information, or proprietary company information
 - s. Insubordination or disregard for authority and willful failure or refusal to follow lawful instructions of a supervisor or manager; or any other behavior or conduct that interferes with smooth business operations.
 - t. Failure to comply with the lawful orders of a supervisor; including refusal to work overtime during a Cooperative declared emergency situation.
 - u. Possession, sale, purchase, distribution, transfer, or use of controlled substances, illegal drugs or alcohol in the workplace, while on duty, or while in possession of and/or operating company owned vehicles or equipment
 - v. Sleeping while on duty
 - w. Verbally issuing, electronically posting or publishing false, malicious statements concerning any Cooperative employee during working hours.
 - x. Failure to notify of status change including; name, address, marital status, telephone number, number of dependents, renewal (or loss) of Driver's License, Insurance data (if benefits related)
 - y. Serious or repeated deficient job performance which may include flagrant tardiness or absenteeism
 - z. Continued disregard for Dress Code
5. Dress Code and Appearance: The image that the Cooperative projects to its members and the general public depends primarily upon its employees. The dress and appearance of each employee plays a significant role in this image. All employees are expected to dress in business appropriate attire.
6. Employees are expected to comply with the parameters of the Code of Conduct. Failure to comply and determination of violations shall be dealt with by management and in accordance with Disciplinary steps herein identified.
7. Disciplinary Action
- a. Documented problem-solving/coaching meeting
 - b. Documented verbal warning
 - c. Written warning – this may include unpaid suspension
 - d. Termination

The Cooperative reserves the right to combine or skip any steps in the disciplinary process depending upon the facts and severity of each situation. All disciplinary actions will be documented and retained in the employee's personnel file.

Employees are responsible for their attire, behaviors, conduct and performance and have the responsibility to comply with carrying out this policy.

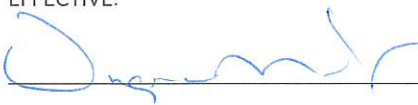
Supervisors are responsible for monitoring their employees' attire, behaviors, conduct and performance and taking appropriate corrective action based upon the circumstances while

maintaining consistency and confidentiality. Employees who comply with the Code of Conduct shall be appropriately recognized in their annual performance evaluations.

A copy of this policy shall be distributed to all current employees and to all new employees at the time of their employment.

The CEO/General Manager shall be responsible for the enforcement of this policy.

EFFECTIVE:

 _____, Secretary

Date 10-27-2022
