



# SEMCOENERGY

September 2024

To: SEMCO Employees

Re: Human Resources EEO/Affirmative Action Statement

Dear Colleagues:

Our Executive Vice President, President of Utilities and President, Washington Gas, Blue Jenkins, has issued the Fair Employment Practices Statement reaffirming SEMCO's commitment to Equal Employment Opportunity (EEO) and affirmative action. Responsibility for implementing the Fair Employment Practices Statement has been delegated to me, as Sr. Vice President and Chief Human Resources Officer, in partnership with Daniel Costello, Sr. Director, Employee and Labor Relations.

In our roles, we share responsibility for ensuring equal employment opportunities within our organization, and Dan is responsible for leading the confidential investigation and resolution of complaints of discrimination, harassment, including sexual harassment, bullying, cyber bullying, and workplace violence involving SEMCO employees. All information related to investigations is kept confidential, to the extent possible, except as needed to address an imminent danger to any employee or other person, and/or as needed to address or investigate violations of SEMCO policy and procedure or other federal, state, or local, law. Retaliation against an employee or an applicant for bringing a complaint or concern in good faith to the attention of management is strictly prohibited and may result in disciplinary action up to and including termination.

SEMCO supports and adheres to federal, state, and local EEO laws and regulations and insists that, in accordance with those laws, our working environment remain free of all forms of discrimination and harassment based on age, race, sex, ethnicity, religion, national origin, disability, veteran status, sexual orientation, gender identity or expression, and other protected characteristics, as well as remaining free from sexual harassment, bullying, cyberbullying, and workplace violence.

Any employee or applicant for employment who believes that they have been harassed, sexually harassed, experienced discrimination, or been retaliated against for bringing a good faith complaint of, or otherwise reporting or participating in any proceedings pertaining to such complaints of discrimination, harassment, bullying, cyber bullying, or workplace violence, should immediately report the incident to any person listed on the accompanying document "Notification: How to Report Harassment, Discrimination, or Retaliation."

**The AltaGas Respectful Workplace Policy requires leaders and supervisors to report to Human Resources, or to a more senior employee - immediately – all incidents of possible discrimination, harassment, bullying, cyber bullying, or workplace violence personally observed and/or that are brought to their attention.**

Both this Human Resources EEO/Affirmative Action Statement and the Fair Employment Practices Statement have been distributed to all employees, including new employees, via Workday and are posted on bulletin boards throughout SEMCO facilities. The statements are also available for review on the SEMCO corporate website, [www.semcoenergygas.com](http://www.semcoenergygas.com), under the heading Careers by clicking on the "EEO/Affirmative Action" and "Fair Employment Practices" links. Employees should read the entire **AltaGas Respectful Workplace Policy**, available on SEMCONet. Reporting information is also available on Company bulletin boards, via a posting titled "Notification: How to Report Harassment and Discrimination."

All employees are expected to act in a manner consistent with SEMCO and AltaGas policies. Immediate reporting of complaints facilitates timely intervention and the ability to address the situation as early as possible. We thank you for your support of our corporate commitment to equal employment opportunity.

Sincerely,

Shelley Ralston  
Sr. Vice President and Chief Human Resources Officer

Daniel Costello  
Sr. Director, Employee and Labor Relations