

**POLICY AND PROCEDURE**  
**UNION PUBLIC UTILITY DISTRICT**

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DATE APPROVED: 12/20/2024	MANUAL	POLICY NO. 2250
APPROVED BY: Board of Directors	POLICY TITLE <b>Anti-Retaliation</b>	Pages 1-3

**PURPOSE OF POLICY**

Union Public Utility District (UPUD) is committed to maintaining a work environment where employees feel safe reporting workplace concerns, injuries, unethical behavior, or violations of law and policy without fear of retaliation. This Anti-Retaliation Policy establishes UPUD’s commitment to protecting employees from any adverse action in response to lawful and appropriate reporting or participation in investigations.

**POLICY STATEMENT**

**1. Zero Tolerance for Retaliation**

UPUD strictly prohibits any form of retaliation against employees who:

- Report workplace injuries or safety concerns.
- Raise concerns about discrimination, harassment, or workplace misconduct.
- Disclose violations of laws, regulations, or UPUD policies.
- Participate in an investigation, hearing, or legal proceeding.
- Refuse to participate in illegal or unethical activity.

Retaliation is defined as any adverse action, including but not limited to termination, demotion, loss of pay, reduction in hours, intimidation, harassment, or other negative employment actions, taken against an employee for engaging in protected activity.

**2. Protection for Good Faith Reporting:**

Employees are protected under this policy even if the reported concerns are ultimately unfounded, provided the report was made in good faith. However, knowingly making false claims or malicious reports is not protected and may result in disciplinary action.

**REPORTING RETALIATION**

**1. How to Report**

Employees who believe they have experienced retaliation or witnessed retaliation against others should report the matter as soon as possible. Reports can be made to:

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- Their immediate supervisor or manager.
- The General Manager of UPUD.
- The Human Resources department (if applicable).
- An anonymous reporting hotline or email (if UPUD provides one).

### 2. Investigation of Reports

- All retaliation claims will be taken seriously and investigated promptly, fairly, and confidentially to the extent possible.
- The investigation will be conducted by an impartial party, such as HR, management, or an external investigator.

### 3. Follow-Up

- If retaliation is confirmed, appropriate corrective and disciplinary action will be taken against the responsible party, up to and including termination.
- The reporting employee will be informed of the investigation's outcome, within legal and confidentiality limits.

## CONFIDENTIALITY

UPUD will make every effort to maintain confidentiality for individuals involved in retaliation claims. However, some information may need to be disclosed to conduct a thorough investigation or comply with legal obligations.

## EMPLOYEE RESPONSIBILITIES

- **All Employees:** Must report retaliation if they witness it and cooperate fully in investigations.
- **Supervisors and Managers:** Are responsible for ensuring a retaliation-free work environment, addressing concerns promptly, and protecting employees from any adverse action related to lawful reporting.

## CONSEQUENCES FOR RETALIATION

Retaliation is a serious violation of UPUD's values and policies. Employees found to have engaged in retaliatory behavior will be subject to disciplinary action, up to and including termination.

## POLICY REVIEW AND UPDATES

This Anti-Retaliation Policy will be reviewed annually to ensure compliance with applicable laws and

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regulations and to reflect UPUD's commitment to a safe and fair workplace.

For questions or additional information about this policy, please contact UPUD's General Manager.