



HUMAN RESOURCES POLICY

TOPIC:	Discrimination and Harassment Free Workplace	EFFECTIVE: 01/07/2007 REVISED: 3/02/2012
POLICY APPLICATION	Employees of Sempra Energy Companies	
POLICY OFFICER	Senior Vice President - Human Resources	
POLICY QUESTIONS	Business Unit Human Resources Representatives	
ETHICAL CONCERNS	Ethics and Compliance Helpline	

Information Type: Public

POLICY

The Sempra Energy family of companies (the Company) are committed to policies of nondiscrimination and equal opportunity that are respectful of the diversity of our employees.

Diversity and Inclusion

The Company's strong commitment to diversity starts at the top. Throughout the organization, appreciation for the diversity of our workforce is part of who we are as a company and is important to how we do business. Understanding the value of diversity and practicing inclusion allows us to draw on resources, internal and external, which translate into a richer variety of approaches in solving problems and enhancing business prospects. Appreciation for diversity and inclusion helps ensure that employees are able to reach their full potential and contribute to the Company's success.

In a diverse workplace, we appreciate that each individual is unique. Bringing together our diverse thinking, perspectives, and approaches ensures success and connection in our companies, with our customers, and in our communities. At Sempra, putting diversity to work in an inclusive environment brings about innovative business solutions, which add value in the global marketplace.

(Excerpt from the Employee Diversity Committee Definition of Diversity and Inclusion)

Harassment and Discrimination

The Company will not tolerate the harassment of any applicant, employee, temporary worker, independent contractor, customer, or supplier. Generally, harassment is unwelcome verbal or nonverbal, physical or visual contact or conduct that creates an intimidating, offensive or hostile working environment or that unreasonably interferes with job performance.

Harassment for any discriminatory reason, such as race, color, national origin, ancestry, citizenship, religious creed, physical or mental disability, cancer, genetic characteristics, marital status, sex, sexual orientation, gender identity or expression, age, pregnancy, childbirth, or related medical conditions, military status, or political affiliation, is prohibited. Examples of harassment may include, but are not limited to:

- Offensive or derogatory sexual, racial, or ethnic slurs, jokes, or other similar conduct
- Leering or similar visual behavior
- Sexually oriented comments, jokes, innuendoes, propositions, derogatory slurs, threats, or similar verbal behavior
- Displaying sexually oriented pictures, derogatory posters, cartoons, drawings, suggestive objects, or other similar items
- Unwanted touching, interference with an individual's normal work movements, or assault

In addition, the Company does not tolerate unlawful discrimination, and the Company actively supports the anti-discrimination laws and regulations everywhere it conducts business. Examples of discrimination may include, but are not limited to:



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- A female employee is denied promotion because her supervisor believes it will interfere with her family obligations.
- An applicant in a wheelchair is not hired without consideration of whether the position could be modified.
- An employee with a foreign accent is excluded from projects that would give him/her more visibility.
- A minority applicant with a light complexion is hired over a more qualified minority applicant whose complexion is darker.
- An employee is denied promotion and/or given a low performance review due to gender identity transformation and/or expression.
- An employee is denied the ability to take prayer breaks without consideration of whether an accommodation could be provided.

Responsibility and Accountability

This policy applies to all employees at all levels. The Company expects that all employees will:

- Read, understand, and support this policy,
- Ensure their actions contribute to an environment where everyone feels they are treated with respect, and
- Promptly report any incidents of workplace discrimination or harassment.

Supervisory employees will be held accountable for:

- Preventing discrimination and harassment,
- Communicating this policy to employees,
- Identifying potential concerns,
- Taking prompt and effective corrective action whenever warranted, and
- Refraining from and preventing retaliation.

Internal Complaint Reporting Procedure

Generally, employees should report incidents of discrimination or harassment in the following order, to:

- Their supervisor,
- Their director,
- Any other member of management,
- Human Resources,
- Diversity,
- Sempra Energy's Chief Ethics Officer (Ethics@Sempra.com), or
- Sempra Energy's anonymous Ethics Helpline
 - Employees can report incidents online at <https://iwf.tnwgrc.com/sempra>, or call using the below telephone numbers:
 - (800) 241-5689 United States
 - 001-770-582-5249 Mexico
 - 0800 7 0690 Luz del Sur/Edecanete
 - 0800 7 0680 Tecsur
 - 600 320 1700 Chile

If the incident involves the employee's supervisor, a report may be made to any other resources on this list. The Company will take appropriate corrective action in response to complaints brought to its attention.

No Retaliation

As outlined in the [Ethics & Compliance - Reporting and Investigating Concerns Policy](#), the Company will not tolerate any form of retaliation against anyone who makes a good faith complaint about discrimination or harassment, reports in good faith a possible incident of discrimination; or cooperates in the investigation of such complaints. Disciplinary action, up to and including termination, will be taken against any employee who commits an act of retaliation.

Other Resources



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Employees who believe that they have been harassed or discriminated against may file a complaint with the Equal Employment Opportunity Commission (at 800-669-4000) or the equivalent state agency.* Employees who are found to have suffered harassment or discrimination may be entitled to fines or damages, hiring or reinstatement, back pay or promotion, and/or injunctive relief.

State	State Agency*	Telephone Number
Arizona	Civil Rights Division, Office of Attorney General	800-352-8431
California	California Department of Fair Employment and Housing	800-884-1684
Louisiana	Louisiana Commission on Human Rights	225-342-6969
Nevada	Nevada Equal Rights Commission	702-486-7161
Texas	Texas Workforce Commission, Civil Rights Division	888-452-4778

*States in which the Company does business that are not listed here have no equivalent state agency.

POLICY QUESTIONS OR CONCERNS

Discuss questions or concerns with your immediate supervisor, or business unit human resources representative. For a list of the business unit human resources representatives, [Click Here](#).