



## **Discrimination and Harassment-Free Workplace Policy**

**Responsible Officer:** SVP & Chief Human Resources and Administrative Officer

**Applicability:** All Employees of Sempra Energy and its Business Units

### **Policy Statement**

The Sempra Energy Companies 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.

### **Harassment and Discrimination**

The Company will not tolerate the harassment of any applicant, employee (including coworker, supervisors and managers), temporary worker, independent contractor and other third party, 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 including HIV and AIDS, cancer, genetic characteristics, marital status, sex, sexual orientation, gender identity or expression, age, pregnancy, childbirth, or related medical conditions, family and medical care leave, military status, or political affiliation, is prohibited and illegal. Harassment includes many forms of offensive behavior and includes harassment of a person of the same protected class as the harasser.



In addition, the Company does not tolerate unlawful discrimination, and the Company actively supports the anti-discrimination laws and regulations everywhere it conducts business.

### **Responsibility and Accountability**

This policy applies to all employees, at all levels and at all times. 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 and Inclusion, Sempra Energy's Chief Ethics Officer or Sempra Energy's anonymous Ethics Helpline available 24 hours a day, 7 days a week.

The Company will take appropriate corrective action in response to complaints brought to its attention and any such complaints will be addressed through a fair, timely and thorough investigation. Confidentiality will be maintained to the extent possible in investigations.



### **No Retaliation**

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**

Employees who believe that they have been harassed or discriminated against may also 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.