

WELLS RURAL ELECTRIC COMPANY

Adopted: March 1976

Reviewed: August 21, 1998

Revised: August 21, 1998

POLICY NO. 5-2

OPERATIONAL POLICY

I. OBJECTIVES

To establish a uniform procedure for the formulation, publication and distribution of a written statement of operational policies required for the interpretation and implementation of board approved policies into operating management practices, methods or procedures.

II. PROVISIONS FOR ACCOMPLISHMENT

A. Policy Development and Approval

1. The development of operational policies shall be initiated by the chief executive officer and department heads to fulfill requirements of implementing and communicating provisions of board approved policies wherein recurring situations can be handled in conformity to established methods.
2. Prior to approval, proposed policies will be studied, reviewed and analyzed by the department head and the chief executive officer with a final review by the general staff in a group meeting.
3. All operational policy statements will be reviewed and discussed with directly affected personnel prior to approval by the chief executive officer.

B. Policy Publication, Distribution and Filing

1. All operational policy statements will be published with a standardized and consistent format to insure clarity of interpretation and conformity to provisions.
2. Copies of operational policy statements will be made available to each employee of the company who would be directly or indirectly affected by the policy provisions.
3. Operational policy statements will be kept on file for ready reference by all departments, sections and/or supervisory personnel of the company. A complete set will be maintained electronically in addition to printed copies that will be available in each area office.

III. RESPONSIBILITY

- A. The chief executive officer will be responsible for the approval of all operational policy statements developed on management practices, methods or procedures to be followed by all employed personnel of Wells Rural Electric Company.
- B. The department heads are responsible for coordinating the development and appropriate provisions of all initiated needs for policy statements to meet recurring situations that require a standardized procedure.