

MANAGEMENT PROCEDURE NUMBER 8901-0019

SUBJECT: HARASSMENT OF EMPLOYEES

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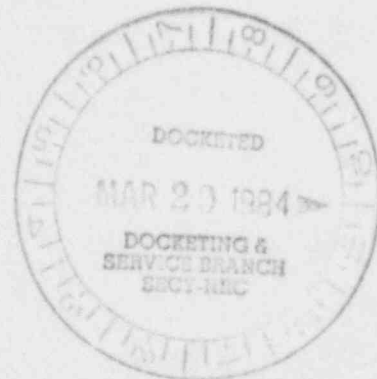
DATE REVISED NEW

DATE EFFECTIVE 2-17-81

STATEMENT:

It is the policy of Duke Power Company to treat all employees equally in their terms and conditions of employment. The harassment of any employee is contrary to this policy and will be considered justification for disciplinary action. This procedure defines harassment and outlines the method by which it is reported.

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IMPLEMENTATION:

- I. DEFINITION: Harassment is any annoying persistent act or actions that single out an employee, to that employee's objection or detriment, because of, but not limited to race, sex, religion, national origin, age, handicap, or innate personal characteristics.

A. Harassment may include any of the following:

1. Verbal abuse or ridicule.
2. Interference with an employee's work.
3. Displaying or distributing pornographic or racist materials.
4. Discriminating against any employee in work assignments or job-related training.
5. Intimate physical contact.
6. Demanding favors (sexual or otherwise), explicitly or implicitly, as a condition of employment, promotion, transfer, or any other term or condition of employment.

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II. REPORTING AND INVESTIGATION OF HARASSMENT OR SUSPECTED HARASSMENT:

It is every employee's responsibility to insure that his or her conduct does not include or imply harassment in any form. If, however, harassment or suspected harassment has or is taking place, the following will apply:

- A. An employee should report harassment or suspected harassment to his or her supervisor or the Personnel Assistant. If the harassment involves the supervisor, however, the employee should report it to the next level of management or the Personnel Assistant. The EEO Section of the Corporate Personnel Department may be contacted by the employee.
- B. Any supervisor who receives a report of or has knowledge of harassment shall inform higher management or Personnel Assistant who will determine whether further investigation is warranted.
- C. Each complaint shall be fully investigated and a determination of the facts will be made on a case by case basis.

III. DISCIPLINARY ACTION:

- A. Duke Power Company will not tolerate harassment or any form of retaliation against an employee who has either instigated or cooperated in an investigation of alleged harassment.
- B. Disciplinary action will be taken according to Corporate and departmental disciplinary procedures.

NUCLEAR REG. AUTH. CERTIFICATION

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at the office of Catawba

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IDENTIFIED	✓
RECEIVED	✓
REJECTED	
DATE	11/2/83
WITNESSES	
Reporter	Ben Graham

J. S. Major
J. S. Major
VICE PRESIDENT, PERSONNEL