

## EEO/AFFIRMATIVE ACTION POLICY

It is the policy of Northwest Energy Efficiency Alliance (“The Company”) that we will recruit, hire, train, and promote persons in all job titles, and ensure that all other personnel actions are administered, without regard to veteran status, and disability, or other legally protected status, and we will ensure that all employment decisions are based only on valid job requirements.

The Company is a federal contractor subject to Section 4212 of the Vietnam Era Veterans’ Readjustment Assistance Act of 1974, as amended (VEVRAA) and Section 503 of the Rehabilitation Act of 1973, as amended (Section 503). The Company is committed to equal employment opportunity, and it is the Company’s policy to take affirmative action to employ and advance in employment protected veterans and individuals with disabilities. The Company will also provide reasonable accommodation to known physical or mental limitations of an otherwise qualified employee or applicant for employment, unless the accommodation would impose undue hardship on the operation of our business.

As Executive Director, I support our company’s affirmative action program.

Employees and applicants shall not be subjected to harassment, intimidation, threats, coercion or discrimination because they have engaged in or may engage in any of the following activities: (1) filing a complaint; (2) assisting or participating in an investigation, compliance evaluation, hearing, or any other activity related to the administration of the affirmative action provisions of section 503, VEVRAA, or any other Federal, State or local law requiring equal opportunity for individuals with disabilities or protected veterans; (3) opposing any act of practice made unlawful by section 503, VEVRAA, or their implementing regulations in this part, or any other Federal, State or local law requiring equal opportunity for individuals with disabilities or protected veterans; or (4) exercising any other right protected by section 503, VEVRAA or their implementing regulations.

Our affirmative action program contains an audit and reporting system which enables us to measure the effectiveness of our program, indicate any need for remedial action, determine the degree to which our objectives have been attained, determine whether protected veterans and individuals with disabilities had had the opportunity to participate in company sponsored activities, measure our compliance with the program’s specific obligations, and document actions taken to comply with these obligations.

I have delegated responsibility for implementing our affirmative action program Lindsey Prout, Vice President of Human Resources.

The Company’s employees and applicants may review the non-confidential portions of the affirmative action plans during regular business hours. Please contact Lindsey Prout at [lprout@neea.org](mailto:lprout@neea.org), during normal business hours to review the affirmative action plan.

A handwritten signature in black ink that reads "Becca Yates".

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Becca Yates, Executive Director

February 13, 2025

Date signed