

EEO/DISCRIMINATION COMPLAINT PROCEDURE

1. **Employees** who become aware of or are subject to any prohibited discrimination or harassment are strongly encouraged to immediately notify Rachael Howe, EEO Officer, at the Solar Connection office, 6254 34th Ave. NW, Suite A, Rochester, MN, 55901, at (507) 292-8400. The Company requires that all complaints be put in writing and signed by the complainant. This helps ensure that all complaints are thoroughly investigated. Complaint forms are available at the Solar Connection Office at 6254 34th Ave. NW, Suite A, Rochester, MN, 55901. If the complainant has filed a complaint with the supervisor and the EEO Officer has not contacted the complainant five (5) business days following the complaint, the complainant should contact Rachael Howe. If the complainant feels that the company did not resolve the complaint, he or she has the right to notify the appropriate State and Federal compliance agency. The addresses and telephone numbers for the different State and Federal compliance agencies can be located on company wage boards.
2. **Supervisors** who become aware of any incidents or alleged incidents of discrimination or harassment must report the complaint within twenty-four (24) hours to Rachael Howe. The Company requires that all complaints be put in writing. This helps ensure that all complaints are thoroughly investigated. Supervisors may not try to resolve allegations of such behavior on their own. Any supervisor who fails to report allegations of discrimination or harassment may be subject to discipline, up to and including discharge.
3. **The Company** will thoroughly investigate allegations of prohibited discrimination or harassment and aims to complete all such investigations within five (5) business days from receipt of the written complaint. However, in certain circumstances, additional time may be required. Based upon its investigation, the Company will take immediate and appropriate action. Any employee found to have unlawfully discriminated against or harassed another employee will be subject to appropriate discipline, up to and including discharge. Immediate and appropriate steps will also be taken if any non-employee (such as vendor, supplier or customer) is found to have unlawfully discriminated against or harassed any employee of the Company. Timely responses indicating the outcome of the investigation will be communicated to all parties concerned.