

KOOTENAI ELECTRIC COOPERATIVE, INC.
Policy No. 1-1

- I. SUBJECT: Purpose and Determination of Cooperative Policies

- II. OBJECTIVE: The objective behind the adoption of policies is to define certain established Board/Cooperative practices and objectives. Defining specific policies lessens the probability of misunderstanding and encourages consistent responses to recurrent situations. Policies are intended to provide consistent guidance to both the staff and Board as a supplement to the Cooperative's Articles of Incorporation and Bylaws.

- III. POLICY:
 - A. All new policies, policy revisions and/or policy deletions shall be approved by the Board of Directors.

 - B. A continuing effort shall be made to keep all employees familiar with the policies of the Cooperative. Employees shall be apprised of all policies and revisions thereto. An updated policy manual shall be maintained and made available for Board and employee reference in the Executive Assistant's office and on the Intranet.

- IV. RESPONSIBILITY:
 - A. The Board Chair is responsible for the implementation of, and compliance with, Cooperative policies which address the governance of the Cooperative.

 - B. The General Manager is responsible for the implementation of, and compliance with, Cooperative policies which govern the management of the Cooperative.

Adopted 11/20/80
Effective: 01/01/81
Amended: 03/18/99
10/30/14

Attested: _____
Secretary