



June 2018

To: WGL Employees

Re: Human Resources EEO/Affirmative Action Statement

Dear Colleagues:

Our Chief Executive Officer has issued the Fair Employment Practices Policy Statement (“Fair Employment Policy”) reaffirming WGL’s commitment to equal employment opportunity and affirmative action. Responsibility for administering the Fair Employment Policy has been delegated to me, as Senior Vice President, Shared Services and Chief Human Resource Officer (“CHRO”).

In my role, I have responsibility for the confidential investigation and resolution of discrimination or harassment complaints, including complaints of sexual harassment, against WGL. All information is kept confidential, to the extent possible, except as needed to address an imminent danger to any employee or other person, and/or as needed to address or investigate violations of WGL policy and procedure or other state, local, or federal law. Retaliation against an employee or an applicant for bringing a complaint or concern in good faith to the attention of management is strictly prohibited.

WGL supports and adheres to federal, state, and local laws and regulations on Equal Employment Opportunity (EEO) and insists that, in accordance with those laws, our working environment remain free of all forms of discrimination and harassment based on age, race, sex, ethnicity, religion, national origin, disability, veteran status, sexual orientation or other protected characteristic.

Any employee or applicant for employment who believes that he or she has been harassed, experienced discrimination, or been retaliated against for bringing a complaint of or otherwise reporting or participating in any proceedings pertaining to such discrimination or harassment, should immediately report the incident to any person listed below:

- His/her supervisor, or the 2nd or 3rd level supervisor in the employee’s chain of command, such as the Manager, Director or Vice President (for current employees only);
- The Ombudsman, Lynne Brown (703-750-5574, [LynneBrown@washgas.com](mailto:LynneBrown@washgas.com));
- Emily Roller, Manager, Employee Relations (703-750-5590, [EmilyRoller@washgas.com](mailto:EmilyRoller@washgas.com));
- Bridnetta Edwards, Director, Labor and Employee Relations (703-750-4162, [BEwards@washgas.com](mailto:BEwards@washgas.com));
- Or to my office at 703-750-5684 or [Luanne.Gutermuth@washgas.com](mailto:Luanne.Gutermuth@washgas.com)

**As a reminder, the Company's anti-discrimination/anti-harassment policy requires supervisors to report to Human Resources immediately all incidents of possible discrimination or harassment that they experience, witness, or of which they become aware.**

Both the Human Resources EEO/Affirmative Action Statement and the Fair Employment Practices Policy Statement have been distributed to all employees, will be given to all new employees, and are posted on bulletin boards throughout WGL facilities. The policy statements are also available for review on the WGL corporate website, [www.wgl.com](http://www.wgl.com), under the heading Careers by clicking on “EEO/Affirmative Action Statement” and “Fair Employment Practices Policy.” Employees should also review the WGL Policy against Discrimination, Harassment or Retaliation (Policy 1000), available on OneSite at KnowledgeCenter> Policies>Human Resources Policies & Procedures for additional information. In addition, employees should consult the posting titled “How to Report Harassment and Discrimination and Annual Notification of Ombudsman Availability.”

All employees are expected to act in a manner consistent with WGL policies. Immediate reporting of complaints facilitates timely intervention and the ability to address the situation as early as possible. I thank you for your support of our corporate commitment to equal employment opportunity.

Sincerely,

Luanne S. Gutermuth, Senior Vice President, Shared Services and CHRO