



Discrimination and Harassment Free Workplace

EFFECTIVE DATE: 01/07/2007
REVISION DATE: 03/02/2012
REVIEW DATE: 07/22/2016

Responsible Dept.: Human Resources
Responsible Officer: SVP & Chief HR and Administrative Officer

INFORMATION TYPE: Public

Applicability: Employees of Sempra Energy Companies

1. POLICY

The Sempra Energy family of companies (the Company) is committed to policies of nondiscrimination and equal opportunity that are respectful of the diversity of our employees.

Diversity and Inclusion

The Company's strong commitment to diversity starts at the top. Throughout the organization, appreciation for the diversity of our workforce is part of who we are as a company and is important to how we do business. Understanding the value of diversity and practicing inclusion allows us to draw on resources, internal and external, which translate into a richer variety of approaches in solving problems and enhancing business prospects. Appreciation for diversity and inclusion helps ensure that employees are able to reach their full potential and contribute to the Company's success.

Our vision is to move beyond simple tolerance to embrace and leverage the rich dimensions of diversity. By taking the time to learn about those around us, we can enhance shareholder value and meet customer needs by sustaining the financial strength, operational flexibility and skilled workforce needed to succeed in rapidly changing global market conditions. We will deliver stronger business results by ensuring our employees contribute to their full potential by tapping into diverse thoughts, talents and backgrounds. At the core, diversity and inclusion at Sempra is about connecting people to energy.

(Except from the Employee Diversity Committee Definition of Diversity and Inclusion.)

Harassment and Discrimination

The Company will not tolerate the harassment of any applicant, employee (including coworker, supervisors and managers), temporary worker, independent contractor and other third party, customer, or supplier. Generally, harassment is unwelcome verbal or nonverbal, physical or visual contact or conduct that creates an intimidating, offensive or hostile working environment or that unreasonably interferes with job performance.

Harassment for any discriminatory reason, such as race, color, national origin, ancestry, citizenship, religious creed, physical or mental disability including HIV and AIDS, cancer, genetic characteristics, marital status, sex, sexual orientation, gender identity or expression, age, pregnancy, childbirth, or related medical conditions, family and medical care leave, military status, or political affiliation, is prohibited and illegal. Harassment includes many forms of offensive behavior and includes harassment of a person of the same protected class as the harasser.

Examples of harassment may include, but are not limited to:

- Offensive or derogatory sexual, racial, or ethnic slurs, jokes, or other similar conduct based on any protected category
- Leering or similar visual behavior
- Offering employment benefits in exchange for sexual favors or making or threatening reprisals after a negative response to sexual advances
- Sexually or racially oriented comments, jokes, innuendoes, propositions, derogatory slurs, threats, or similar verbal behavior based on protected characteristic

You may raise questions or concerns about compliance or ethics issues by visiting our anonymous Sempra Energy Ethics & Compliance Helpline website at www.SempraEthics.com or by calling one of the Ethics & Compliance Helplines below:

United States – 800-241-5689

Chile: 600-320-1700

Mexico – 001-770-582-5249

Peru: 0800-7-0690



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- Verbal abuse of a sexual or racial nature or based on any protected characteristic, graphic verbal commentaries about an individual's body, sexually or racially degrading words used to describe an individual, suggestive or obscene letters, notes or invitations
- Displaying sexually oriented pictures, derogatory posters, cartoons, drawings, suggestive objects, or other similar items based on any protected characteristic
- Unwanted touching, interference with an individual's normal work movements, or assault

In addition, the Company does not tolerate unlawful discrimination, and the Company actively supports the anti-discrimination laws and regulations everywhere it conducts business. Examples of discrimination may include, but are not limited to:

- A female employee is denied promotion because her supervisor believes it will interfere with her family obligations.
- An applicant in a wheelchair is not hired without consideration of whether the position could be modified.
- An employee with a foreign accent is excluded from projects that would give him/her more visibility.
- A minority applicant with a light complexion is hired over a more qualified minority applicant whose complexion is darker.
- An employee is denied promotion and/or given a low performance review due to gender identity transformation and/or expression.
- An employee is denied the ability to take prayer breaks without consideration of whether an accommodation could be provided.

Responsibility and Accountability

This policy applies to all employees at all levels and at all times. The Company expects that all employees will:

- Read, understand, and support this policy,
- Ensure their actions contribute to an environment where everyone feels they are treated with respect, and
- Promptly report any incidents of workplace discrimination or harassment.

Supervisory employees will be held accountable for:

- Preventing discrimination and harassment,
- Communicating this policy to employees,
- Identifying potential concerns,
- Taking prompt and effective corrective action whenever warranted, and
- Refraining from and preventing retaliation.

Internal Complaint Reporting Procedure

Generally, employees should report incidents of discrimination or harassment in the following order, to:

- Their supervisor,
- Their director,
- Any other member of management,
- Human Resources,
- Diversity,

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INFORMATION TYPE: Public

- Sempra Energy’s Chief Ethics Officer (Ethics@Sempra.com), or
- Sempra Energy’s anonymous Ethics Helpline
 - Employees can report incidents online at www.SempraEthics.com, or call using the below telephone numbers:
 - (800) 241-5689 United States
 - 001-770-582-5249 Mexico
 - 0800 7 0690 Luz del Sur/Edecanete
 - 0800 7 0680 Tecsur
 - 600 320 1700 Chile

If the incident involves the employee’s supervisor, a report may be made to any other resources on this list. The Company will take appropriate corrective action in response to complaints brought to its attention and any such complaints will be addressed through a fair, timely and thorough investigation. Confidentiality will be maintained to the extent possible in investigations.

No Retaliation

As outlined in the [Ethics & Compliance - Reporting and Investigating Concerns Policy](#), the Company will not tolerate any form of retaliation against anyone who makes a good faith complaint about discrimination or harassment, reports in good faith a possible incident of discrimination; or cooperates in the investigation of such complaints. Disciplinary action, up to and including termination, will be taken against any employee who commits an act of retaliation.

Other Resources

Employees who believe that they have been harassed or discriminated against may file a complaint with the Equal Employment Opportunity Commission (at 800-669-4000) or the equivalent state agency.* Employees who are found to have suffered harassment or discrimination may be entitled to fines or damages, hiring or reinstatement, back pay or promotion, and/or injunctive relief.

State	State Agency*	Telephone Number
Alabama	Alabama Department of Human Resources, Equal Employment & Civil Rights	334-242-1550
Arizona	Civil Rights Division, Office of Attorney General	800-352-8431
Arkansas	Equal Employment Opportunity Commission	800-669-4000
California	California Department of Fair Employment and Housing	800-884-1684
Hawaii	Hawaii Civil Rights Commission	808-586-8636
Louisiana	Louisiana Commission on Human Rights	225-342-6969
Minnesota	Minnesota Department of Human Rights	651-539-1100
Mississippi	Equal Employment Opportunity Commission	601-965-4537
Nevada	Nevada Equal Rights Commission	702-486-7161
Ohio	Ohio Civil Rights Commission	614-466-2785
Oklahoma	Oklahoma Attorney General’s Office, Office of Civil Rights Enforcement	918-581-2910
Texas	Texas Workforce Commission, Civil Rights Division	888-452-4778

*States in which the Company does business that are not listed here have no equivalent state agency.

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POLICY QUESTIONS OR CONCERNS

Discuss questions or concerns with your immediate supervisor, or business unit Human Resources. For a list of the business unit Human Resources representatives, [Click Here](#).

2. INFORMATION RETENTION GUIDANCE

For guidance as to the appropriate retention period for information related to this policy, please refer to the [Information Management Policy](#).

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