

EQUAL EMPLOYMENT OPPORTUNITY POLICY (0.1.12)

Revised September 9, 2016

Policy Description:

The Company does not, and will not, discriminate for or against any employee or applicant for employment or promotion because of age, sex, race, religion, creed, color, national origin, ancestry, height, weight, marital status, sexual orientation, gender identity, disability or protected veteran status. The Company will recruit, hire, train and promote persons in all job titles without regard to age, sex, race, religion, creed, color, national origin, ancestry, height, weight, marital status, sexual orientation, gender identity, disability or protected veteran status and will ensure that all employment decision are based only on valid job requirements and that all other personnel actions are administered without regard to the above listed status. This policy applies to all aspects of employment on the job, and applies to benefits to the extent required by law.

No employee or applicant will be harassed, threatened, coerced, intimidated, interfered with or discriminated against because of engaging 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 provision of VEVRAA, Section 503 of the Rehabilitation Act or any other Federal, State or local law requiring equal opportunity for individuals with disabilities, protected veterans, or any other covered status.
3. Opposing any act or practice made unlawful by Section 503 of Rehabilitation Act, VEVRAA, their implementing regulations or any other Federal, State or local law requiring equal employment opportunity.
4. Exercising any other right protected by Section 503, VEVRAA, its implementing regulations or other Federal, State and local laws.

Further, CMS Energy will not discharge or in any other manner discriminate against employees or applicants because they have inquired about, discussed, or disclosed their pay or the pay of another employee or applicant. However, employees who have access to the compensation information of other employees or applicants as a part of their essential job functions cannot disclose the pay of other employees or applicants to individuals who do not otherwise have access to compensation information, unless the disclosure is (a) in response to a formal complaint or charge, (b) in furtherance of an investigation, proceeding, hearing, or action, including an investigation conducted by the employer, or (c) consistent with the Company's legal duty to furnish information.

In order to implement this policy, the Company will do the following.

1. Follow employment procedures that assure equal consideration and opportunity for all applicants and employees.
2. Investigate, upon request, the circumstances of any person who believes that he/she is the object of employment discrimination or harassment, and review the results of that investigation with that person. A person who believes that he/she is the object of employment discrimination or harassment may contact the corporate director of employee relations and EEO, the chief compliance officer, any human resources representative or a member of management. Any employee who violates the terms of the EEO Policy will be subject to disciplinary action up to and including discharge.
3. Implement its affirmative action programs having the long-term objectives of utilizing minority and female individuals within the Company in the same approximate proportion as minority and female individuals with the requisite skills existing in the labor force, and to employ qualified individuals with disabilities with the long term objective of work force utilization as established by Section 503 of Rehabilitation Act, and hiring qualified protected veterans in accordance with VEVRAA guidelines.
4. Make reasonable accommodations to the physical and mental limitations of an employee or applicant. Reasonable accommodations are those that do not impose an undue hardship on the conduct of the Company's business.

5. Create and maintain an audit and reporting system that will measure the effectiveness, indicate remedial action, determine the degree objectives have been attained, determine which known protected veterans and individuals with disabilities have had opportunities to participate in all company sponsored educational, training recreational and social activities, measure compliance with Affirmative Action specific obligations, document actions taken and retain documents for prescribed time.

RESPONSIBILITY

Responsibility for ensuring proper and consistent implementation of the foregoing lies with the President and Chief Executive Officer (Patricia Poppe) and under her direction, the Director of Employee Relations and EEO (Rebecca Kosnik) and the Director of Talent Acquisition, Diversity and Inclusion (Angela Thompkins) will actively oversee employment practices in all departments of the Company, to ensure fulfillment of both the letter and spirit of this policy.