



Subject: <b>AWARDS AND RECOGNITION</b>			Policy No.: 501
Original Issue:	Last Revision: 11/30/05	Last Reviewed: 11/30/05	Page 1 of 3

BOARD OF TRUSTEES

## **POLICY STATEMENT**

### ***AWARDS***

- Community Service Award

A Community Service Award will be given in recognition of outstanding service and/or courage in the handling of a hazardous situation involving life or property.

There will be two categories:

- The Bronze Award
- The Silver Award

The Silver Award is the highest award bestowed by the Cooperative.

- Tenure Award

The Tenure Award will be given in recognition of years of service. Recognition will be made for service of two, five, ten, fifteen, twenty, twenty-five and thirty years of service.

- Safe Driving Award

The Safe Driving Award will be made annually to those employees responsible for equipment handling and maintenance who qualify for an award under the provisions of the National Safety Program.

- Operations Award

The Operations Award will be given in recognition of suggestions, if adopted, will:

- Improve efficiency
- Reduce cost of operations
- Improve public relations



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There will be four categories:

- Restricted or modified
- Acceptable but limited in applications
- Fully applicable, resulting in a major improvement
- Public relations
- Sustained Performance Award

The Sustained Performance Award will be granted those employees who consistently render sustained superior performance willingly and cheerfully, thereby setting an example for other employees to emulate.

- Exemplary Service Award

***FORM OF RECOGNITION***

- Community Service Award
  - Silver Award                      Certificate and \$250.00
  - Bronze Award                      Certificate and \$100.00
- Tenure Award
  - 2 Year Tenure                      Wallet and Certificate
  - 5 Year Tenure                      Pen and Pencil Set and Certificate
  - 10 Year Tenure                      \$100 and Certificate
  - 15 Year Tenure                      \$250 and Certificate
  - 20 Year Tenure                      \$300 and Certificate
  - 25 Year Tenure                      \$17.00 per Year of Service & Certificate
  - 30 Year Tenure                      \$20.00 per Year of Service & Certificate
  - 35 Year Tenure                      \$25.00 per Year of Service & Certificate
  - 40 Years and                      \$1,000.00 and Certificate  
    every 5 Years thereafter
- Driving Award                      National Safety Council Award
- Operations Award



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- Restricted \$50.00
- Acceptable but limited \$50.00
- Fully Applicable \$50.00
- Public Relations \$50.00
  
- Sustained Superior Performance \$50.00 and Certificate

The Manager and department supervisors will be responsible for effectively implementing the Employee Award Program.



Subject: <b>USE OF FACILITIES &amp; EQUIPMENT BY PUBLIC ORGANIZATIONS</b>			Policy No.: 503
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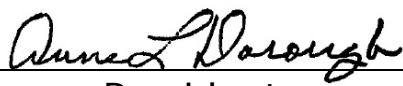
BOARD OF TRUSTEES

## POLICY STATEMENT

Certain facilities of the Cooperative may be made available to non-profit organizations, at the discretion of the General Manager. The General Manager will inform the Board of Trustees of executed Memorandum of Use (MOU)

In such instances, the following conditions will be adhered to:

- There must be no interference with normal operations of the Cooperative.
- The organization making use of such facilities must be responsible for any damage other than normal wear.
- The organization will sign a MOU before use of facilities and equipment.
- SEC Equipment will be operated by SEC personnel only.



\_\_\_\_\_  
President

1/24/2018

\_\_\_\_\_  
Date



Subject: <b>USE OF FACILITIES &amp; EQUIPMENT BY INDIVIDUALS</b>			Policy No.: 504
Original Issue:	Last Revision: 1/24/2018	Last Reviewed: 1/24/2018	Page 1 of 1

BOARD OF TRUSTEES

**POLICY STATEMENT**

No individual shall have access to the facilities or equipment of the Cooperative for personal use or private gain.

Regarding Public Organizations, see Policy 503 – Use of Facilities & Equipment by Public Organizations.

*Aune L. Darough*

\_\_\_\_\_  
President

1/24/2018

\_\_\_\_\_  
Date



Subject: <b>SAFETY</b>			Policy No.: 510
Original Issue:	Last Revision: 09/22/10	Last Reviewed: 09/22/10	Page 1 of 1

BOARD OF TRUSTEES

## **POLICY STATEMENT**

In recognition of the responsibility for the promotion of safety among its employees and the general public, the Board of Trustees directs and charges the Manager with full responsibility to provide job safety and training programs for the employees and to maintain safeguards to protect the public life and property; to develop safety procedures as per the most current APPA Safety Manual; to enforce the regulations and procedures and to join with local, state and national safety groups in the coordination of accident preventions, life saving procedures and the improvement of safe work habits.



Subject: <b>CREDIT INFORMATION ON MEMBERS</b>			Policy No.: 511
Original Issue:	Last Revision:	Last Reviewed: 12/31/85	Page 1 of 1

BOARD OF TRUSTEES

**POLICY STATEMENT**

The Cooperative shall refrain from issuing credit information and mailing address information concerning any of its members unless authorized by the member concerned to divulge the requested data.



Subject: <b>SUMMER STUDENT EMPLOYMENT</b>			Policy No.: 512
Original Issue:	Last Revision: 11/30/05	Last Reviewed: 11/30/05	Page 1 of 1

BOARD OF TRUSTEES

## **POLICY STATEMENT**

The Board of Trustees recognizes the importance of providing employment opportunities for young people residing within the service area of the Cooperative and hereby authorizes the employment of eight (8) young people who meet the following criteria:

- Are 16 years of age or older
- Are to be seniors in the Fall of the year following the employment period
- Are recommended by the high school principal or his/her designated representative
- Relatives of the Board of Trustees or Employees cannot be employed

Four (4) student employees shall be from the Socorro Consolidated School District; one (1) from the Magdalena School District; one (1) from the Quemado School District; one (1) from the District I area; and one (1) from the Alamo Navajo School District.

A consent/release from the parent/guardian is required before a minor student may work for the Cooperative.





Subject: <b>BOY'S STATE AND GIRL'S STATE</b>			Policy No.: 513
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BOARD OF TRUSTEES

## **POLICY STATEMENT**

The Socorro Electric Cooperative, Inc., will annually sponsor (and pay the fee assessed by the American Legion) twelve (12) students residing in the service area of the Cooperative to attend either the Boy's or Girl's State Program.

Normally two (2) students (one [1] for Boy's State and one [1] for Girl's State) will be sponsored from the Socorro Consolidated School District and two (2) from each of the other four schools districts: Belen, Hot Springs, Magdalena, Quemado and Alamo Navajo School District. If, however, no student is selected in one of the authorized districts, an additional participant may be sponsored in one of the other districts.



Subject: <b>Reward for Information Leading to Arrest and Conviction of Persons Who Intentionally Damage Cooperative Property</b>		Policy No.: <b>514</b>	
Original Issue:	Last Revised: 7/24/19	Last Reviewed: 7/24/19	Page <b>1 of 1</b>

BOARD OF TRUSTEES POLICY

**POLICY STATEMENT**

The Board of Trustees of The Socorro Electric Cooperative, Inc., being concerned with the serious consequences which can take place when electric service is interrupted and in recognition of its trust to protect the property of its members, hereby warns all persons not to destroy, deface, disturb, change or interfere with property of the Cooperative under penalty of the law and establishes a reward of \$2,000.00 for information leading to the arrest and conviction of any person or persons deliberately performing any of the above actions.

  
\_\_\_\_\_  
PRESIDENT

7/24/2019  
\_\_\_\_\_  
Date Approved by the Board of Trustees

Subject: <b>FOUNDATION AWARDS</b>			Policy No.: <b>515</b>
Original Issue: 06/23/1970	Last Revision: 10/25/2023	Last Reviewed: 10/25/2023	Page <b>1</b> of <b>7</b>

BOARD OF TRUSTEES

**POLICY STATEMENT**

***PURPOSE***

It is the hope of the Board of Trustees that this program will motivate young students whose parents or guardians are Members of, and reside in, the service area of The Socorro Electric Cooperative, Inc. (SEC), to continue their education.

**SCHOLARSHIPS**

The Socorro Electric Foundation (Foundation) Scholarships, will be awarded per semester in an amount to be determined by the board of the Foundation to high school graduates, including home-schooled students, who are enrolled and accepted as a Freshman in an institution of higher learning in the Fall after their Senior year of high school. Relatives of SEC employees are eligible to apply for a scholarship. The immediate family (son/daughter) of trustees and the CEO will not be eligible to participate in the scholarship program.

**QUALIFICATIONS (determination of awards will be made by the Foundation Scholarship Committee)**

A recipient must:

- Have parent(s) or legal guardian(s) who: have been members of SEC for a minimum of 180 days from date of the application deadline every year; have a residential account (business or yard light only accounts do not qualify); currently reside in the service area; and are Members in good standing – that is Members who do not have any outstanding balance on either active or inactive accounts by the submittal deadline.
- Have been accepted into an institution of higher learning; being a college, university, vocational or technical school accredited by the State or other qualified agency.
- Have a grade point average equivalent of 2.50 on a 4.00 scale at the time of application.

**STIPULATIONS**

- There will be no discrimination due to race, color, or creed or in any form in the selection of the recipient.
- Interested home-schooled or high school Seniors must submit a completed Foundation application packet to SEC for consideration as a recipient.
- The Foundation reserves the right to ratify all awards.
- This award will be presented by the President of the SEC Board of Trustees or his/her designated representatives.

**FUNDING PROCEDURES**

- Funds will be controlled at all times by the Foundation.

Prior to any scholarship awards being forwarded to a recipient’s chosen higher education institution for their first

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semester, a recipient must provide a copy of their official registration reflecting their status as a full-time student to SEC. Funds will not be released for any subsequent semester until an official final grade report for the most recently completed semester **AND** verification of full-time enrolment in the following eligible semester. These documents must be received **EACH SEMESTER**, no later than January 15 for the preceding Fall semester, and by June 15 for the preceding Spring semester.

- Funds will not be released for any subsequent semester until **both** documents have been received and eligibility verified. **Failure on the part of the recipient to ensure that these documents have been forwarded to the Socorro Electric Foundation shall result in the forfeiture of the scholarship. Electronic versions of these documents are acceptable.**
- Scholarship funds may be used for tuition, housing, meal plans, school fees or other educational expenses.
- A recipient must carry, and complete, enough hours to qualify as a full-time student with their institution.
- If a recipient drops out of their higher education institution or fails to re-qualify for a subsequent semester, the remaining balance of the scholarship funds will be forfeited.
- If a recipient is committing to a religious mission, military service or public service, the funds will be held no longer than two (2) years following the awarding of a scholarship, before they must be utilized. Proof of commitment must be submitted to SEC no later than the 3<sup>rd</sup> week of June following graduation from high school. These recipients will be placed in a "deferred" status and the amount of the award for a deferred recipient will be based on the availability of funds at the time of disbursement.

**DISTRIBUTION OF SCHOLARSHIPS**

The amount and distribution of scholarship awards will be determined by the Foundation as (a) it deems it in the best interest of the Cooperative; and (b) as financial resources of the Foundation permits.

Each application year, two (2) alternate recipient(s) will be selected in the same manner as scholarship recipients. In the event of a forfeiture by any recipient, for any reason, their award may be awarded to an alternate recipient from that application year. The alternate recipient will be eligible only for any unused portion of the original forfeited scholarship award.

To be considered for a scholarship, applicants must complete, and submit an application package in the form below:

**Socorro Electric Foundation  
 Scholarship Application**

Scholarships, up to \$1,000 per semester, are available for high school and homeschooled graduating Seniors seeking an undergraduate college or university degree. These scholarships are renewable up to a maximum of eight (8) semesters (*excluding summer or interim semesters*) with the total scholarship award not to exceed \$8,000. Renewability of the scholarship will be subject to confirmation that the requirements of grade point average and enrollment have been met.

**ELIGIBILITY**

1. Applicant must have parent(s) or legal guardian(s) who: have been members of SEC for a minimum of 180 days from the date of the application submittal deadline; have a residential account (business or yard light only accounts

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do not qualify); and whose account is in good standing – that is Members who do not have any outstanding balance on either active or inactive accounts by the submittal deadline. Determination of awards will be made by the SEC Foundation Scholarship Committee.

2. Scholarships will be granted for those who attend an accredited and recognized institution of higher education, which includes technical/vocational schools, pursuing an undergraduate degree. Scholarships will be awarded based on funds available and the applicants' eligibility.
3. Applicant must demonstrate a willingness to pursue a course of higher learning with a coherent degree plan. If a recipient is committing to a religious mission, military service or public service, the funds will be held no longer than two (2) years following the awarding of the scholarship, before they must be utilized. Proof of commitment must be submitted to SEC no later than the 3<sup>rd</sup> week of June following their high school graduation. These recipients will be placed in a "deferred" status and the amount of the award for a deferred recipient will be based on the availability of funds at the time of disbursement.
4. Relatives of SEC employees are eligible to apply for a scholarship. The immediate family (son/daughter) of trustees and the General Manager will not be eligible to participate in the scholarship program.
5. ***Completed applications (application & essay) must be received at the SEC offices by the close of business no later than the first Monday in April of each year.***

**RECIPIENTS**

1. Scholarship recipients must be classified as full-time students as defined by the institution they are attending, which is generally 12+ credit hours, or the equivalent, at a post-secondary institution. The recipient is required to maintain at least a 2.50 cumulative grade point average, on a 4.00 scale as reflected by an unofficial transcript or final grade report from the institution they are attending.
2. To demonstrate fulfillment of the requirement stated in "Recipients -Section 1" above, all recipients are responsible for ensuring the Socorro Electric Foundation receives an unofficial transcript or final grade report for the most recently completed semester ***AND*** verification of full-time enrollment in the following eligible semester. These documents must be received ***EACH SEMESTER***, no later than **January 15** for the preceding Fall semester, and by **June 15** for the preceding Spring semester.
3. Funds will not be released for any subsequent semester until ***both*** documents have been received and eligibility verified. ***Failure on the part of the recipient to ensure that these documents have been forwarded to the Socorro Electric Foundation shall result in the forfeiture of the scholarship. Electronic versions of these documents are acceptable.***

**DEADLINE FOR APPLICATION PACKET SUBMITTAL IS THE FIRST MONDAY OF APRIL EACH YEAR TO THE SEC OFFICE.**

**SOCORRO ELECTRIC FOUNDATION  
 P.O. Box H  
 SOCORRO, NEW MEXICO 87801**

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*ANY DOCUMENT RECEIVED AFTER THE DEADLINE WILL RESULT IN AN INCOMPLETE PACKET AND WILL NOT BE CONSIDERED.*

**Type or legibly print all requested information on the application form.**

**APPLICATION PACKET CHECKLIST**

<input type="checkbox"/>	Socorro Electric Foundation Application
<input type="checkbox"/>	Qualifying SEC Member Number must be included in Application
<input type="checkbox"/>	Official transcript from the school the applicant has most recently attended
<input type="checkbox"/>	250-word essay on 1 of the 4 topics on page 3 of this application
<input type="checkbox"/>	SAT or ACT scores (if available)

Name \_\_\_\_\_ Date of Birth \_\_\_\_\_ Telephone \_\_\_\_\_

Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

E-mail \_\_\_\_\_ **Qualifying SEC Member Number** \_\_\_\_\_

Father's Name \_\_\_\_\_ Mother's Name \_\_\_\_\_

High School/Home School Program \_\_\_\_\_ Expected Graduation Date \_\_\_\_\_

Which accredited College or University do you plan to attend?

1<sup>st</sup> Choice \_\_\_\_\_ 2<sup>nd</sup> Choice \_\_\_\_\_

Have you applied for admission?  Yes  No      Have you been accepted?  Yes  No

Estimated TOTAL college expenses for one (1) year \$ \_\_\_\_\_

Number of dependent children in family *(including applicant)* \_\_\_\_\_

Number of family members currently enrolled in college *(including applicant)* \_\_\_\_\_

List academic honors received in High School or College *(attach additional pages as required)*: \_\_\_\_\_

\_\_\_\_\_  
 \_\_\_\_\_

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List school - related clubs, activities, achievements (non-academic) (*attach additional pages as required*): \_\_\_\_\_

List community - related activities (e.g., volunteer work, civil organization, etc.) (*attach additional pages as required*): \_\_\_\_\_

List hobbies and /or recreational activities (*attach additional pages as required*): \_\_\_\_\_

**WORK EXPERIENCE:**

Name of Employer	Type of Work	Length of Service
_____	_____	_____
_____	_____	_____

**ESSAY - Attach a 250-word essay (typed or handwritten) on one of the following four topics:**

1. Discuss how living in the Socorro Electric Cooperative service area has inspired your life.
2. What motivates you the most in your desire for higher education and why?
3. What goal have you set for yourself and what actions are you taking to achieve it?
4. What future contributions do you expect to make to your local community and/or your country?

**CERTIFICATION**

I certify that the information contained in this application is true, complete, and accurate. I agree to permit the review of this application and my school records by anyone representing Socorro Electric Foundation. I authorize the release of information to confirm and/or verify this application. I further authorize the release of my name and photos relating to announcements of scholarship awards if I am selected to be a scholarship recipient. I understand that this scholarship is only good for full-time students pursuing an Associate's degree, Bachelor's degree, or certification from a trade/vocational post-secondary institution. The scholarship funds are applicable towards undergraduate degrees only.

\_\_\_\_\_  
 Signature of Applicant

\_\_\_\_\_  
 Date

\_\_\_\_\_  
 Signature of Parent or Guardian

\_\_\_\_\_  
 Date

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**ELECTRIC COOPERATIVE YOUTH TOUR**

**PURPOSE**

The goal of the Board of Trustees is to give young people an opportunity to discover American history, gain a better understanding of the U.S. political process and learn the important role electric cooperatives play in local communities.

One student will be selected from each high school served by the Cooperative:

- Alamo Navajo School District
- Belen School District
- Magdalena School District
- Quemado School District
- Socorro School District

If a high school district fails to participate in the Electric Cooperative Youth Tour in any given year, the number of successful students chosen will be selected from other participating school districts to keep the total number of Youth Tour recipients to five (5). While it is the intention of the Foundation to provide these trips, the Foundation cannot be responsible for acts of God, acts of governments, or other circumstances beyond its reasonable control, including changes or cancellations made by either NMRECA or NRECA. Therefore, the Foundation cannot guarantee these trips will be completed.

Relatives of SEC employees are eligible to apply. The immediate family (son/daughter) of the general manager and trustees will not be eligible to participate.

**QUALIFICATIONS**

- Students must reside in a school district in the Cooperative service area
- Students must be a high school sophomore or junior at the time of application.
- Students must attend a high school in the Cooperative’s service area.
- Students that are home-schooled will be eligible to participate, if qualification criteria are met.
- Parents or legal guardians must be members of the Cooperative and must be members in good standing not having an outstanding balance on either an active or an inactive account.

**APPLICATION PROCEDURE**

- High school guidance counselors will administer the notification and application process for their respective schools.
- Students must submit a 500-word essay relating to the topic or topics specified by the Cooperative.
- Students must include the completed and signed application form with the essay.
- The application form must be signed by both the student applicant and the parent or legal guardian of the applicant and, if either of such signatures is not on the application, the application will be considered incomplete and will not be considered in the application process.
- By submitting the application package and the attachments relating to the application, the applicant and his/her parent or legal guardian signing the application are certifying that the information submitted is true and correct.
- Essays and applications not submitted by applicable deadlines will not be considered and will disqualify the student.



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- Completed application packages, including essays, must be received at the SEC offices by the 2nd Friday in November each year.

**SELECTION PROCEDURE**

- The officers of the SEC Foundation will utilize a “blind” process to review all submitted essays and select one recipient and alternate from each high school participating each year.
- Verification of member status will be done by the SEC.
- The successful candidates and the respective high school counselor will be notified and will be submitted to the NMRECA.
- Essays must fulfill the Electric Cooperative Youth Tour essay requirements as provided in the Youth Tour guideline information packet.

**OTHER EDUCATIONAL SPONSORSHIPS**

The SEC Foundation will assist with sponsorship, awards, etc. for other educational activities such as 4H/FFA competitions, junior livestock auctions, spelling bees, NMRECA Coloring Contest, Science Olympiad, science fairs, and other educational opportunities allowed by the SEC Foundation IRS Trustee Agreement.

- The student must apply to the SEC for assistance or sponsorship.
- Parents or legal guardians must be members of the Cooperative and must be in good standing, not having an outstanding balance on either active or inactive accounts.

  
 \_\_\_\_\_  
 PRESIDENT

October 25, 2023  
 \_\_\_\_\_  
 Date Approved by the Board of Trustees

Subject: <b>Environmental Considerations</b>		Policy No.: <b>516</b>	
Original Issue:	Last Revised: 7/24/19	Last Reviewed: 7/24/19	Page <b>1 of 2</b>

BOARD OF TRUSTEES POLICY

**POLICY STATEMENT**

*OBJECTIVE*

To establish a policy concerning Environmental Considerations in connection with the furnishing of an adequate and reliable supply of electric power and energy to its Cooperative members.

*POLICY CONTENT*

- Place environmental considerations in proper perspective with other vital issues such as safety, reliability, cost, and lawful and regulatory responsibilities.
- Explore alternative action to avoid adverse environmental effects.
- Assess the potential impact of the Cooperatives actions on physical, natural, and aesthetic resources in order to avoid adverse environmental effects and to restore or enhance environmental quality to the greatest extent practicable.
- Endeavor to avoid actions which might contribute to pollution of the air, water or land; threaten health and public welfare; damage ecological systems of flora or fauna.
- Endeavor to avoid actions which might be detrimental to or diminish public enjoyment of existing or planned recreation resources, or resources of historic or scenic value.
- Endeavor to avoid actions which might conflict with existing or contemplated land-use planning policies or appropriate governmental bodies, or with other public services.
- Fulfill the Cooperatives responsibilities as a utility in an environmentally aware and environmentally responsible manner, and to take affirmative action to actively cooperate with groups interested in environmental criteria and guidelines issued by agencies of the Federal Government under the National Environmental Policy Act and, where appropriate, by environmental guidelines and criteria which might be issued by state and local governments in areas in which it operates.

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***RESPONSIBILITIES***

The Board of Trustees is responsible for any change or revision of this policy.

The General Manager is responsible for the administration of this policy.

  
\_\_\_\_\_  
PRESIDENT

7/24/19  
\_\_\_\_\_  
Date Approved by the Board of Trustees



Subject: <b>LOAD MANAGEMENT AND ENERGY CONSERVATION</b>			Policy No.: 517
Original Issue:	Last Revision: 03/21/78	Last Reviewed:	Page 1 of 2

BOARD OF TRUSTEES

## **POLICY STATEMENT**

It shall be the policy of this Cooperative to:

- Constantly examine its use of energy. This includes, but is not limited to, plant engineering design and construction, lightning and climate control and use of vehicles.
- Develop and carry out a system-wide program of energy management including energy conservation, adequate home insulation, weatherization, efficient irrigation and other farm business uses and effective and efficient use of energy in the home. Alternate energy sources will be appropriately considered.
- Develop and carry out an information program so that the need for energy management is understood along with understanding of what each consumer can do to meet energy use needs most effectively.
- Develop and carryout information and education programs with major groups involved in housing including the building industry and local government organizations, to assure understanding and coordination in methods of energy management.
- Develop training appropriate for all employees.
- Develop an adequate program to promote the weatherization of members' homes, including the selection and monitoring of contractors and securing adequate financing from the FmHA, local lending institutions, CFC or other sources.



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BOARD OF TRUSTEES

## **POLICY STATEMENT**

WHEREAS, Matters of safety are of prime importance to The Socorro Electric Cooperative, Inc., and

WHEREAS, These matters should be addressed in the first instance by a Safety Policy adopted by the Board of Trustees of the Cooperative; and

WHEREAS, The Board of Trustees of the Cooperative desires to adopt the following Safety Policy;

THEREFORE, BE IT RESOLVED, that the following Safety Policy be adopted for the Cooperative:

- The purpose of this Policy is to assist in the protection of human life from injury and death and in the conservation of property belonging to the Cooperative and others from accidental damage or destruction.
- It is hereby established that the Board of Trustees will receive a safety report from the General Manager at least every three months and that the Minutes of the Meeting of the Board of Trustees will reflect that a safety report was made by the General Manager. This report shall include, but not be limited to, the accidents occurring during the period following the last report, activities engaged in by the Cooperative and the activities of the Safety Operating Committee.
- The General Manager shall initiate and administer a safety program with the following minimum requirements:
  - He/she shall appoint a Safety Operating Committee, from the employees, which will involve all facets of the Cooperative's activities, including systems and design, construction, operations, sales, and management. This Committee will meet quarterly or as needed and Minutes shall be taken and retained for review by the General Manager. This committee's duties generally will be as follows:



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- To review and investigate all accidents involving personal injury or death to employees or members of the public, damage or destruction of Cooperative property or of the public.
  - To review letters of complaint to the Cooperative concerning accidents.
  - To propose to the General Manager, policy recommendations, procedures and corrective measures in regard to safety on all commonly encountered hazards inherent in the Cooperative's operations.
  - To provide a written summary of all safety related items of interest for the Cooperative's General Manager and Board of Trustees.
- The General Manager shall appoint a Safety Co- Directors to coordinate the Cooperative's Safety Program, and said Co-Directors shall be directly responsible to the General Manager.
  - The General Manager shall monitor-the Cooperative's Safety Program so as to help ensure implementation and compliance with the National Rural Electric Cooperative Association's (NRECA) Safety Accreditation Program.
  - The General Manager shall take such steps as are necessary to help assure compliance by the Cooperative with safety standards defined by the Occupational Safety and Health Act (OSHA), and all other applicable state and nationally recognized safety requirements.
  - The General Manager shall ensure that the engineering function of the Cooperative is recognized as the primary source of safety design criteria whereby safety can be given a prominent priority in system development.
  - The General Manager shall develop a safety information program so that members of the Cooperative and others are notified, as appropriate, of pertinent system hazards and of preventive measures that should or will be taken.
  - The General Manager shall establish procedures to help ensure participation, as appropriate, by the Cooperative's employees in the



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National Safety Council's Safe Driver Award, and other nationally recognized programs which further employee involvement in safety efforts and programs.

- *Employee hours of service will be closely supervised to insure employee safety.*
- *The SEC will adhere to the contents of "Safe, Accountable, Flexible, Efficient Transportation Equity Act". (copy attached)*

Subject: <b>Removal of Meters from Burning Buildings</b>		Policy No.: <b>520</b>	
Original Issue: 1970	Last Revised: 7/24/19	Last Reviewed: 7/24/19	Page <b>1 of 1</b>

BOARD OF TRUSTEES POLICY

**POLICY STATEMENT**

It shall be the policy of The Socorro Electric Cooperative, Inc., that no person, other than an authorized employee of the Cooperative, will remove meters from burning buildings if authorized by the incident commander.

The Socorro Electric Cooperative, Inc., is responsible for the service facilities up to the point of connection, including the meter, to any building or meter pole. Only Cooperative authorized personnel will remove its facilities during a fire.

The Cooperative will not assume liability for any damage or injury to any volunteer or employee of any municipality or community in their effort to control the fire on any public or private building(s).

  
\_\_\_\_\_  
PRESIDENT

7/24/19  
\_\_\_\_\_  
Date Approved by the Board of Trustees





Subject: <b>Consumer Complaints</b>		Policy No.: <b>521</b>	
Original Issue: 1993	Last Revised: 7/24/19	Last Reviewed: 7/24/19	Page <b>1 of 1</b>

## BOARD OF TRUSTEES POLICY

### POLICY STATEMENT

The General Manager or his/her authorized senior SEC staff member shall advise the Board of Trustees of any consumer complaint. The complaints reported to the board shall be outside the scope of SEC policy(s) and the New Mexico Public Regulation Commission (PRC) Rules. These types of complaints which have been elevated to the General Manager's attention after the complaint has not been resolved by department heads and/or their staff attempts to resolve the complaint will be reported at the next Meeting of the Board of Trustees.



PRESIDENT

7/24/19

Date Approved by the Board of Trustees