SAWNEE ELECTRIC MEMBERSHIP CORPORATION

POLICY NO. 401

SUBJECT: MEMBER ACCESS TO COOPERATIVE INFORMATION

I. OBJECTIVES

A. To establish the types of information routinely available to members of Sawnee Electric Membership Corporation ("Cooperative") without restriction or condition;

B. To establish the types of information only made available upon proper written request of a member in good standing with the Cooperative;

C. To establish the types of information which must, in the best interest of the Cooperative, be maintained as confidential information and, therefore, may not be made available to members.

II. POLICY

A. GENERAL

1. The Board of Directors ("Board") of the Cooperative shall strive to keep the Cooperative's members adequately informed about the Cooperative's operations and financial condition, while appropriately protecting privileged, confidential or proprietary information.

2. To this end, the Cooperative shall routinely make information available in various ways, including: through its newsletter, website, social media channels, public and confidential filings with the Georgia Public Service Commission and Rural Utilities Service ("RUS"), information available at the Cooperative's offices and through its staff, and the reports presented at membership meetings.

B. PUBLICLY DISCLOSED INFORMATION

1. In furtherance of this policy, the Cooperative shall, as outlined herein and without charge, provide copies of the following information:

   a. The Cooperative's articles of incorporation, bylaws, rates, charges and fees, service rules and regulations, and annual reports;

   b. Any publications the Cooperative may have for general distribution relating to the efficient or safe use of electric energy, the Cooperative's energy use and conservation programs, and the like;

   c. First, second and third quarterly unaudited consolidated operating information for the Cooperative's current accounting period that have been approved by the Board for release;

d. Audited Year-end operating and other financial reports, for the Cooperative's previous three (3) fiscal years, that are regularly made to the Rural Utilities Service (RUS), Internal Revenue Service (IRS) and/or the National Rural Utilities Cooperative Finance Corporation (NRUCFC);

e. Formal financial audit reports rendered periodically by the Cooperative's independent auditor(s);

f. The minutes of any Annual or District member meeting occurring in the ten (10) years prior to the request.

C. PROTECTED INFORMATION

1. Subject to the conditions and limitations set forth below, the following information (hereafter, "Protected Information") will be considered protected and may be made available only to members of the Cooperative who are in good standing, and only upon such member's written request on the attached form and consistent with the other restrictions listed herein:

a. The regular minutes of any prior meeting of the Board;

b. Monthly or other special operating and financial reports of the Cooperative submitted by management to the Board;

c. The names, addresses, telephone numbers and email addresses of the Cooperative's members. In an effort to protect member privacy, additional restrictions and/or limitations may apply to this data; and

d. Other Cooperative information relevant to a member's interest.

D. RESTRICTIONS ON INFORMATION

1. Access to Protected Information may be denied for the following reasons:

a. The request is deemed to be for an unlawful purpose; or

b. The member is not in good standing with the Cooperative; or

c. The member fails or refuses to complete, sign and submit the attached Request for Information Form, or to make the warranties and representations set forth therein; or

d. The request is for a purpose that is not reasonably related to the business of the Cooperative; or

e. The request is for a dishonest purpose, or to gratify mere curiosity, or is inimical to the lawful interest of the Cooperative, or is for a purpose not reasonably germane to the interest of the member as such; or

f. The member refuses to execute an agreement restricting his use of such information in such lawful manner as is necessary to protect the legitimate interest of the Cooperative, its members or employees; or

g. The information sought is of such a nature that, if disclosed, such disclosure would violate a person's right to privacy, violate any agreement with third parties with respect to trade secrets, or adversely affect the Cooperative in its negotiations with third parties; or

h. The information sought is of such a nature that, if disclosed, such disclosure would adversely affect the Cooperative unduly out of proportion to the possible competing interest of the member seeking to examine such information; or

i. The information sought is of such a nature that, if disclosed, such disclosure would violate the privilege of confidential communication between the Cooperative and its attorneys; or

j. The information requested deals with trade secrets or other information that is privileged, confidential or proprietary.

2. The Cooperative disclaims any liability resulting from the unauthorized publication of information disclosed under the provisions of this policy and may recall any information provided hereunder. Furthermore, any requesting party may be required to return the information provided once their use for such information has expired.

E. MANNER TO REQUEST

1. A request for Protected Information, as described above, must:

a. Be submitted in writing, using the attached Request for Information Form, addressed to the Executive Committee and the President and Chief Executive Officer ("CEO") of the Cooperative (see Exhibit "A").

b. Clearly express the need for the Protected Information.

F. REQUEST REVIEW

1. The Executive Committee of the Board shall, within a reasonable period of time which will not exceed thirty (30) days, review the request and, after consideration, may direct the CEO to provide the information on a schedule it will provide to the requesting party and in a format it determines acceptable, if it determines that the request meets the criteria established by this Policy.

2. Otherwise, the Executive Committee of the Board may refer the request to the full Board for consideration and action. The Board may take such time as it deems necessary to fully evaluate and consider such request.

G. REQUEST FOR SELF INFORMATION

1. When a member of the Cooperative requests the release of his or her own Cooperative member information, the member must demonstrate his or her identity by providing reasonable and unique information to the Cooperative.

2. Such reasonable and unique information may include, but will not be limited to, Cooperative account number, member number, facsimile signature, or a combination of the foregoing.

3. Once the Cooperative member's identity has been confirmed, the member can direct the Cooperative to release specific Cooperative member information to companies and/or individuals by completing and submitting the attached Authorization to Release Member Information Form (see Exhibit "B").

H. COST TO PROVIDE

1. The Cooperative shall, within reason, furnish or transmit, free of cost, on a schedule it will provide to the requesting party and in a format it determines acceptable, true and correct copies of items listed in paragraph II.A, above, as well as any other item, which in the Cooperative's sole discretion will entail only minimal copying or transmitting costs.

2. A member shall bear all costs of copying or otherwise transmitting the information requested. Such copying and /or transmitting shall be done as prescribed by the Cooperative.

I. AFFILIATES

1. Notwithstanding anything contained herein to the contrary, the Cooperative reserves the right to provide information to its agents and affiliates so long as, in the sole opinion of the Cooperative, the provision of such information is consistent with the activities associated with the operation of the Cooperative.

III. RESPONSIBILITY

A. It shall be the responsibility of the CEO to administer this policy. The CEO will report requests for the information listed in paragraph II.B, above, as outlined herein, to the Executive Committee of the Board.

B. It shall be the responsibility of the Executive Committee to review requests for Protected Information and, as it deems necessary, either act on the request or submit the request to the full Board for consideration.

C. Each member of the Board shall be responsible for calling to the attention of the Executive Committee, for discussion before the full Board, any violations of this policy.

ADOPTED:	March 15, 1984	
REVISED:	October 18, 1990	
	April 18, 1991	
	September 19, 1991	
	April 16, 1992	
	July 21, 1994	EFFECTIVE: July 21, 1994
	December 17, 1998	January 1, 1999
	March 18, 2004	May 1, 2004
	May 18, 2006	May 19, 2006
	November 15, 2007	November 15, 2007
	September 16, 2010	September 17, 2010
	August 18, 2011	October 1, 2011
	April 20, 2017	April 20, 2017
	August 20, 2020	August 21, 2020
	August 18, 2022	August 19, 2022
	April 20, 2023	April 21, 2023
	February 19, 2026	February 20, 2026

SAWNEE ELECTRIC MEMBERSHIP CORPORATION

EXHIBIT "A"

REQUEST FOR INFORMATION

TO: Executive Committee and President and Chief Executive Officer of
Sawnee Electric Membership Corporation
P. O. Box 266
543 Atlanta Road
Cumming, Georgia 30028

Gentlemen:

In accordance with the policies of Sawnee Electric Membership Corporation, I hereby submit my request to examine and inspect certain books, records, and information of Sawnee Electric Membership Corporation (the "Cooperative") and warrant, represent and certify that:

1. I am a member in good standing with the Cooperative. My full name, address, telephone number and member account number appearing on the Cooperative records is as follows:

_____
(Name)

_____
(Address) (City) (State) (Zip)

_____
(Telephone Number) (Cooperative Account Number)

2. The Cooperative information which I desire to examine and inspect is:

_____

_____

_____

_____

3. The purpose for which I desire to examine and inspect this information is:

_____

_____

_____

_____

4. This examination and inspection are for a purpose reasonably related to the business of the Cooperative.

5. I understand that this request for information may be denied under the following conditions:

   A. If the information sought to be examined is of such a nature that examination and inspection would:

      1) Violate a person's right to privacy, violate any agreement with third parties with respect to trade secrets, priviledged, confidential or proprietary information, or adversely affect the Cooperative in its negotiations with third parties.

      2) Adversely affect the Cooperative unduly out of proportion to the possible competing interest of the member seeking to examine such information.

      3) Violate the privilege of confidential communication between the Cooperative and its attorney.

   B. If the examination and inspection is sought for a dishonest purpose, or to gratify mere curiosity, or is otherwise inimical to the lawful interest of the Cooperative or is not reasonably germane to the interest of the member as such.

   C. If the Cooperative information sought to be inspected deals with trade secrets or other information which is privileged, confidential or proprietary.

6. I do not intend to sell or offer to sell any list of members of the Cooperative and I have not, within a five year period, aided or abetted, and do not now intend to aid or abet any other person in procuring any list of members for such purpose and agree to return said items upon request.

7. I shall not use the Cooperative information which I examine and inspect for any other purpose other than the purpose specified above.

8. I agree to reimburse the Cooperative for the costs of copying and/or transmitting the information requested if, in the Cooperative's sole discretion, such copying or transmission will entail more than minimal costs. I further agree that any such copying and transmission of the requested information will be done on the Cooperative's premises, on a schedule provided by the Cooperative and in a data format acceptable to the Cooperative with one or more of the Cooperative's personnel, or its attorney, retaining custody of the items and being present during the copying or transmission process.

_____
(Signature)

_____
(Print Name)

Submitted and certified to this ____ day of _____, 2____.

_____
(Notary)

(SEAL)

SAWNEE ELECTRIC MEMBERSHIP CORPORATION

EXHIBIT "B"

AUTHORIZATION TO RELEASE MEMBER INFORMATION

I, _____, a member of SAWNEE ELECTRIC MEMBERSHIP CORPORATION (the "Cooperative") do hereby authorize the Cooperative to release the specified information to _____ for the purpose of or related to:

_____

_____

Member Number: _____ and/or *Account Number: _____ _____

_____ _____

**Additional account numbers can be attached under separate cover*

Send Requested Information to: _____ via ☐ Mail ☐ Email

Address: _____
(Street)

_____
(City) (State) (Zip)

_____ _____
(Telephone Number) (Email Address)

Requested Information (specific dates, data needed, etc.):_____

_____

_____

_____

For Individual:

Signature: _____
(Member)

_____
(Print Name)

For and other than a natural person:

Signature:_____
(Authorized Signature)

_____
(Print Name) (Title)

Submitted and certified to this _____ day of _____, 20_____.

_____
(Notary)

(SEAL)