

May 7, 2019

Wilder Reed
President
Teamsters Local 96
5627 Allentown Road, Suite 202
Suitland, MD 20746

Dear Mr. Reed:

Washington Gas is a federal contractor subject to Executive Order 11246, Section 4212 of the Vietnam Era Veterans' Readjustment Assistance Act of 1974, as amended (VEVRAA), and Section 503 of the Rehabilitation Act of 1973, as amended. These laws prohibit discrimination in employment on the basis of race, color, religion, sex, national origin, sexual orientation, gender identity, disability, and veteran status. These laws further require Washington Gas to take affirmative action to employ and advance in employment qualified minorities, women, protected veterans, and individuals with disabilities.

Washington Gas's equal employment opportunity and affirmative action policies require that employment decisions be based only on valid job requirements, and extend to all terms, conditions, and privileges of employment at all levels including, but not limited to, recruitment, selection, compensation, benefits, training, promotion, and disciplinary actions.

As you know, each year we remind our employees of our non-discrimination policies. Attached to this memorandum are the notices we sent out this year to our employees regarding our non-discrimination practices:

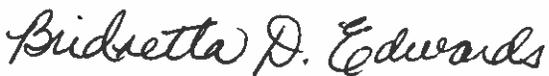
1. Fair Employment Practices Statement
2. Human Resources EEO / Affirmative Action Statement
3. How to Report Harassment and Discrimination and Annual Notification of Ombudsman Availability

Also, we will soon be distributing invitations to all employees to self-identify as a person with a disability, a veteran, and/or a protected veteran. You may recall that in the past, meetings discussing self-identifying as a Protected Veteran were held at various operational sites and self-ID forms were provided at those meetings.

As the President of Local 96, representing employees of Washington Gas, we request that you take appropriate actions in support of Washington Gas's equal employment opportunity and affirmative action policies

If you have any questions, please contact me at (703) 750-4162 or BEwards@washgas.com.

Sincerely,



Bridnetta D. Edwards
Director, Employee and Labor Relations



May 2019

To: WGL Employees

Re: Fair Employment Practices Statement

Dear Colleagues:

Our Company is committed to compliance with all federal, state, and local laws and regulations regarding fair employment practices. In accordance with these laws and regulations, each person has the right to be treated fairly and work in an environment free from discrimination and harassment, including sexual harassment. At WGL, we take these rights very seriously.

Accordingly, **WGL Policy 1000: WGL Policy Against Discrimination, Harassment or Retaliation** prohibits acts of discrimination and harassment, including sexual harassment, against employees and applicants. The Company also prohibits retaliation against any individual who, in good faith, reports discrimination or harassment or who participates in any investigation or proceedings related to such reports. Specifically, our objective is to recruit, hire, train, and promote the most qualified persons without regard to race, color, ethnicity, religion, sex, age, national origin, marital status, sexual orientation, gender identity or expression, family responsibilities, matriculation, physical or mental disabilities, political affiliation, genetic information, or status as a protected veteran. WGL also prohibits discrimination against employees based on their compensation inquiries, discussions, or disclosures, in accordance with applicable law.

As President and Chief Executive Officer, I am responsible for directing the Company in the fulfillment of the objectives of this Fair Employment Practices Statement. I have designated Luanne S. Gutermuth, Executive Vice President, Shared Services, and Chief Administrative Officer, as the executive responsible for equal employment opportunity for the Company. Ms. Gutermuth and the Human Resources staff are responsible for implementing and guiding our equal employment opportunity and affirmative action objectives.

Your assistance is required as well. To support our corporate vision and core values, we must build an environment of openness and mutual respect, in which we can be our best and grow in our jobs. We will not tolerate any form of discrimination, harassment, disparaging or offensive remarks or actions, unwelcome sexual advances or requests for sexual favors, and any other such unlawful conduct – all of which run counter to our core values and principles at WGL. Instead, we embrace differences with our focus on diversity and inclusion, working in partnership with each other.

I thank each of you for your support of, and commitment to, this essential mission. In addition, I encourage you to read the entire **WGL Policy Against Discrimination, Harassment or Retaliation (Policy 1000)**, available on OneSite at KnowledgeCenter> Policies, which will direct you to the WGL Policies and Procedures site on SharePoint (search for “policy 1000”).

Sincerely,

A handwritten signature in black ink, appearing to read 'Adrian P. Chapman', written in a cursive style.

Adrian Chapman
President and CEO



May 2019

To: WGL Employees

Re: Human Resources EEO/Affirmative Action Statement

Dear Colleagues:

Our President and Chief Executive Officer has issued the Fair Employment Practices Statement reaffirming WGL's commitment to equal employment opportunity and affirmative action. Responsibility for implementing the Fair Employment Practices Statement has been delegated to me, as Executive Vice President, Shared Services, and Chief Administrative Officer.

In my role, I have responsibility for the confidential investigation and resolution of discrimination or harassment complaints, including complaints of sexual harassment, against WGL employees. 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, gender identity, and other protected characteristics.

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 supervisory chain, such as the manager, director or vice president (for current employees only);
- Lynne Brown, Ombudsman (703-750-5574, LynneBrown@washgas.com);
- Lisa Padgett, Sr. Employee Relations and Compliance Specialist (703-750-4839, Lisa.Padgett@washgas.com);
- Emily Roller, Manager, Employee Relations (703-750-5590, EmilyRoller@washgas.com);
- Bridnetta Edwards, Director, Labor and Employee Relations (703-750-4162, BEwards@washgas.com);
- Dori Ramsey, Vice President, Human Resources (703-750-4765, DoriRamsey@washgas.com);
- Or to my office at 703-750-5684 or Luanne.Gutermuth@washgas.com

The WGL Policy Against Discrimination, Harassment or Retaliation (Policy 1000) 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 this Human Resources EEO/Affirmative Action Statement and the Fair Employment Practices Statement have been distributed to all employees via email and/or interoffice mail, are given to all new employees, and are posted on bulletin boards throughout WGL facilities. The statements are also available for review on the WGL corporate website, www.wgl.com, under the heading Careers by clicking on "EEO/Affirmative Action Statement" and "Fair Employment Practices Statement." Employees should also read the entire **WGL Policy Against Discrimination, Harassment or Retaliation (Policy 1000)**, available on OneSite at KnowledgeCenter> Policies, which will direct you to the WGL Policies and Procedures site on SharePoint (search for "policy 1000"). Employees should also consult the posting, available on Company bulletin boards, 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

Executive Vice President, Shared Services, and Chief Administrative Officer

How to Report Harassment and Discrimination and Annual Notification of Ombudsman Availability

May 2019

Employees who believe they have experienced sexual harassment, or who believe they have been discriminated against or harassed based on their age, race, sex, ethnicity, religion, national origin, disability, veteran status, sexual orientation gender identity, or other protected characteristic, should report such behavior to someone in their supervisor chain or to Human Resources immediately. Immediate reporting facilitates timely intervention and the ability to address the situation as early as possible. Retaliation against any individual who, in good faith, reports discrimination or harassment or who participates in any investigation or proceedings related to such reports is prohibited.

The WGL Policy Against Discrimination, Harassment or Retaliation (Policy 1000) 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.

Employees should also read the entire **WGL Policy Against Discrimination, Harassment or Retaliation (Policy 1000)**, available on OneSite at KnowledgeCenter> Policies, which will direct you to the WGL Policies and Procedures site on SharePoint (search for “policy 1000”).

Employees may report claims of harassment and/or discrimination or retaliation to any of the management or Human Resources personnel listed below, including the ombudsman. The ombudsman serves as a neutral, confidential resource for employees to report their concerns and helps achieve equitable resolutions of employee work-related complaints.

All information shared with the ombudsman is kept confidential, provided there is no violation of WGL policies or federal or local laws. The ombudsman is also ethically obligated to report any imminent risk of danger to oneself or others. The ombudsman’s contact information is listed below.

Report suspected harassment and/or discrimination or retaliation to anyone listed below:

- Your supervisor, or the second or third level supervisors in your supervisory chain (e.g., manager, director, vice president)
- Lynne Brown, Ombudsman (703-750-5574, LynneBrown@washgas.com)
- Lisa Padgett, Sr. Employee Relations & Compliance Specialist (703-750-4839, Lisa.Padgett@washgas.com)
- Emily Roller, Manager, Employee Relations (703-750-5590, EmilyRoller@washgas.com)
- Bridnetta Edwards, Director, Labor and Employee Relations (703-750-4162, BEwards@washgas.com)
- Dori Ramsey, Vice President, Human Resources (703-750-4765, DoriRamsey@washgas.com)
- Luanne Gutermuth, Executive Vice President, Shared Services, and Chief Administrative Officer (703-750-5684, Luanne.Gutermuth@washgas.com)