



July 2016

Dear Recruiter,

Please find attached the selection procedures for apprenticeship applications in connection with the standards of apprenticeship for NorthWestern Energy.

NorthWestern Energy is an Equal Opportunity Employer.

**Basic Minimum Qualifications for Eligibility**

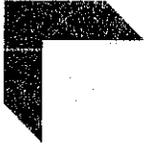
- Applicants must be at least 18 years of age
- Possess a valid Montana Driver's License
- High School diploma or equivalent – high school or GED transcripts required
- Physically capable of performing the essential functions of the occupation without endangering the health and safety of self, and or others
- Strong safety and work ethic
- Must possess the basic aptitudes essential for acquiring the skills and proficiency of the trade
- Successful applicants are required to have or be able to obtain a Montana State Commercial Driver's License and Medic First Aid/CPR certification
- The intent of a posting is to select a pool of qualified candidates for possible employment as an apprentice. The pool will be maintained for a period of two years or determined by company need. The number of pool members indentured is based on business needs.

As external apprentice openings occur, they will be posted on the Company website at [www.northwesternenergy.com](http://www.northwesternenergy.com). You must apply online. Applications will be accepted for 30 days from the initial date of the external posting.

NorthWestern Energy apprentice positions are generally posted internally only. Candidates interested in an apprenticeship should consider applying for Groundsman, Production Worker, or other entry level positions as they become available. Internal apprentice postings are generally filled by employees who are working in these positions.

Sincerely,

**Heather Burns**  
*Human Resources Director*



**NOTICE OF AVAILABILITY OF AFFIRMATIVE ACTION PLANS**

NorthWestern Energy, in compliance with federal regulations, maintains current Affirmative Action Plans.

These plans are available for inspection to any employee or applicant for employment upon request between the hours of 9:00 a.m. and 4:00 p.m., Monday through Friday, at the following locations:

**South Dakota/ Nebraska Location:**

**NorthWestern Energy  
Human Resources Department  
3010 West 69<sup>th</sup> Street  
Sioux Falls, SD 57108**

**Montana Location:**

**NorthWestern Energy  
Human Resources Department  
40 East Broadway  
Butte, MT 59701**

If you need assistance accessing or reading the plan, please call the Human Resources Department at **(605) 978-2810, South Dakota or (406) 497-2754, Montana.**

Thank you,

**Heather Burns**  
*Human Resources Director  
Affirmative Action and EEO Coordinator*



July 2016

Dear Recruiter,

NorthWestern Energy is an Equal Opportunity/Affirmative Action employer. We solicit your assistance in filling job openings as they occur with well-qualified, diverse talent, including protected veterans and individuals with disabilities.

We post our job opportunities on our website at [northwesternenergy.com](http://northwesternenergy.com), and with the Montana Job Service at [montanajobs.mt.gov](http://montanajobs.mt.gov). Please encourage interested individuals to regularly review our job postings and follow the on-line application process, as applicable.

Thank you for your assistance.

Sincerely,

**Heather Burns**  
*Human Resources Director*



January 2016

**TO: ALL EMPLOYEES AND APPLICANTS:**

Our company is committed to the maximum utilization of all human resources and the goal of Equal Employment Opportunity and Affirmative Action. I wish to reaffirm that commitment and bring to the attention of all employees that these objectives are reflected in all aspects of our daily operations. We will continue to recruit, hire, train, and promote in all job titles without regard to race, color, religion, national origin, sex, age, status as a qualified individual with a disability, status as a covered veteran, or any other protected class. Furthermore, we shall continue to provide Equal Employment Opportunity for qualified disabled veterans, Armed Forces service medal veterans, recently separated veterans, other protected veterans, and individuals with disabilities.

Every effort shall be made to ensure that all employment decisions, company programs and personnel actions are administered in conformance with the principle of Equal Employment Opportunity. Each of us has a responsibility to support these objectives and to ensure that this policy is fully implemented within our organization.

I have designated Heather Burns, Director of Human Resources as the Company's Equal Employment Opportunity Coordinator, and have charged her with the responsibility to maintain the necessary programs, records, and reports to comply with all government regulations, including the maintenance of monitoring procedures for our policy objectives.

Further, our Affirmative Action Plans may be reviewed by employees and applicants Monday through Friday, 8:00 a.m. through 5:00 p.m. at the locations listed below. You may also contact the EEO Coordinator at (605) 353-7553.

Sioux Falls, South Dakota:  
3010 West 69<sup>th</sup> Street  
Sioux Falls, South Dakota

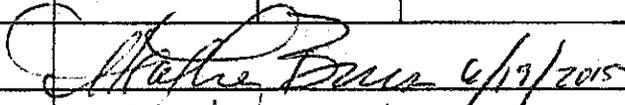
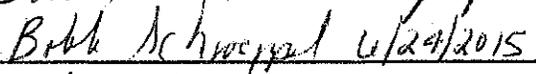
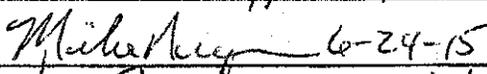
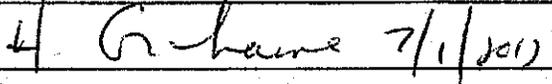
Butte, Montana:  
11 East Park Street  
Butte, MT

If you wish to self-identify as a disabled veteran, Armed Forces service medal veteran, recently separated veteran, other protected veteran or an individual with a disability, please contact the EEO Coordinator.

Just as we all share the responsibility for meeting the challenges of our business objectives, each of us must assume a leading role in making our Equal Employment policy work effectively.

Robert C. Rowe  
President and Chief Executive Officer

**TITLE: Equal Employment Opportunity**

<b>Policy Number:</b> HR0008	<b>Issued Date:</b> February 20, 2004	<b>Effective Date:</b> February 20, 2004	<b>Revision Date:</b> July 1, 2015	<b>Revision Number:</b> R004	<b>Issuing Department:</b> Human Resources
<b>Department Manager Signature/Date:</b> Heather Burns, Director Human Resources			 6/17/2015		
<b>Functional Area Vice President Signature/Date:</b> Bobbi Schroepfel, VP Customer Care, Communications, and HR			 6/24/2015		
<b>Chief Audit &amp; Compliance Officer Signature/Date:</b> Mike Nieman, Chief Audit & Compliance Officer			 6-24-15		
<b>General Counsel/Compliance Officer Signature/Date:</b> Heather Grahame, Vice President & General Counsel			 7/1/2015		
<b>President and CEO Signature/Date:</b> Robert C. Rowe, President and CEO			 7-12-15		

**I. Statement of Policy**

It is the policy of NorthWestern Energy to provide equal employment opportunity for employees and job applicants.

**II. Objective**

The objective of this policy is to promote equal opportunity for all employees and job applicants and comply with all aspects of the applicable laws and statutes.

**III. Scope**

This policy applies to all NorthWestern Energy employees and job applicants.

**IV. Definitions**

*Employment:* Actions including, but not limited to, recruitment, hiring, placement, training, promotion, benefits, transfer, compensation, and termination.

*Equal Employment Opportunity:* Promotes employee and job applicant access to open positions or advancement based on job requirements and qualification to perform a job without regard to race, color, religion, creed, age, gender, national origin, ancestry, disability, veteran status, sexual orientation or gender identity or any other protected class in accordance with applicable federal or state laws and statutes unless the reasonable demands of the job require a distinction to be made.

**V. Provisions**

A. NorthWestern Energy will abide by all federal and state laws or statutes.

- B. NorthWestern Energy will make reasonable accommodation for qualified individuals with known disabilities unless doing so would result in an undue hardship.
- C. The director of human resources is responsible for formulating, implementing, coordinating, and monitoring all efforts in the area of equal opportunity.
- D. All employees are responsible for supporting equal opportunity and assisting NorthWestern Energy in meeting the objectives of this policy.
- E. Employees with questions or concerns about discrimination in the workplace are encouraged to bring the issues to the attention of their immediate supervisor or their human resources generalist.
- F. All employees found to be engaging in any type of adverse employment action or unlawful discrimination will be subject to disciplinary action, up to and including termination of employment.
- G. Any eligible applicant for employment, internal or external, who has a disability and believes that, given reasonable accommodation, he/she would be qualified to perform the essential functions of a posted position is encouraged to speak to the appropriate human resources generalist about evaluating reasonable accommodation alternatives.
- H. Nothing in this policy is intended to limit an employee's rights under the National Labor Relations Board.
- I. If any of the Provisions of this Policy conflict with those of a collective bargaining agreement (CBA) for covered employees, the Provisions of the CBA will prevail.
- J. All employees must comply with this Policy. Failure to do so may result in disciplinary action up to and including termination. The existence of this Policy does not create a contract or vested right of employment implied or otherwise. NorthWestern Energy is an At-Will employer in South Dakota and Nebraska.
- K. NorthWestern Energy reserves the right to amend, terminate, or otherwise modify this Policy at any time. The effect of any amendment or modification, however, will be prospective not retroactive.