



7.1 Appendix A: Equal Employment Opportunity

**EQUAL EMPLOYMENT OPPORTUNITY
GUIDELINES**

To: All Cloud Peak Energy Employees

From: Colin Marshall, President & CEO

CLOUD PEAK ENERGY RESOURCES LLC SHALL:

- * Recruit, hire, train and promote qualified persons in all jobs, without regard to race, color, religion, age, sex, sexual orientation, gender identity, national origin, parental status, military service or veteran status, genetic information or disability or any other applicable status protected by state or local law.
- * Ensure that promotion decisions are in accord with the Company's policies of equal employment opportunity by imposing only valid requirements for promotional opportunities.
- * Ensure that every personnel guideline, procedure and action bearing on compensation, benefits, transfers, terminations, rehires, layoffs, returns from layoff, Company-sponsored training, education, social and recreation programs is administered without regard to race, color, religion, age, sex, sexual orientation, gender identity, national origin, parental status, military service or veteran status, genetic information or disability.
- * Affirmatively act to promote equal employment opportunity, including the cultivating of sources of qualified job candidates from legally protected classes, including veterans, disabled persons and minority and female groups, and the active recruitment of such individuals for available openings at all levels of the organization.
- * Undertake such programs of training and education as may be necessary, consistent with the needs of the business, to ensure that such legally protected persons or classes do, in fact, have equal employment opportunity and advancement.
- * Reasonably accommodate the religious observances and practices of employees and prospective employees, except where such accommodation would constitute an undue hardship on the business.
- * Reasonably accommodate, in good faith, any qualified individual with a known disability, unless this would result in undue hardship on the business or in a direct threat to the health and safety of the individual or others that cannot be eliminated or reduced by such reasonable accommodation.
- * I support the policy of equal employment opportunity. I ask for your continued assistance and support in maintaining an environment that reflects Cloud Peak Energy's commitment to equal opportunity and affirmative action. All personnel with responsibility for employment and personnel decisions are directed to perform their duties in accordance with this policy.

This Guideline is to be posted on a bulletin board on all properties of Cloud Peak Energy Resources LLC. within the view of job applicants as well as employees. Any job applicant or employee having questions or complaints concerning the application of this guideline is requested to contact the SVP Human Resources.

Colin Marshall, President and CEO
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