



GAP7

Category: GENERAL & ADMINISTRATIVE

CHIEF EXECUTIVE OFFICER ABSENCE POLICY

I. PURPOSE

To establish a procedure for conducting Silicon Valley Clean Energy (SVCE) business operations during a temporary absence of the Chief Executive Officer (CEO), lasting 30 days or less.

II. SCOPE

All SVCE functions regularly conducted by the Chief Executive Officer, including those delegated by the board.

III. DEFINITIONS

“Functions” shall mean any normal business function or decision requiring the input / authority of the SVCE Chief Executive Officer.

IV. POLICY

SVCE recognizes there will be times when the CEO is absent from work and unavailable to perform the regular functions of the role, whether due to planned or unplanned events. This policy establishes the method by which an Acting CEO is selected.

During any such absence of the CEO from regular work functions, whether planned (Management Leave, Paid-Time-Off, or other reason), or unplanned, the CEO shall designate one Department Director (currently Power Policy, Planning, Procurement, Regulatory and Operations, Finance and Administration, Energy Services and Community Relations, or Decarbonization Programs and Policy, but subject to future change) to serve as Acting CEO during his / her absence. The Acting CEO shall represent SVCE and perform the regular functions of the CEO role for the duration of any absence and shall return those functions to the CEO upon his / her return.

In cases where the CEO is unable to designate an Acting CEO, or should an absence extend beyond 30 days, a special meeting of the Executive Committee shall be called to appoint an Acting CEO.

The Acting CEO shall be subject to the same limits of authority as the CEO, as noted in Section 6.5.4 and Table 4 of SVCE’s Energy Risk Management Policy, adopted November 10, 2021.