

DOMINION RESOURCES SERVICES, INC. SUPPLIER DIVERSITY PROGRAM DEPARTMENT GUIDELINES FOR PARTNERING/MENTORING ALLIANCES

Dominion supports the growth and development of Minority and Women-owned businesses. The purpose of Dominion's Partnering/Mentoring Alliance Program is to assist in the development of Minority and Women-owned businesses by (1) establishing long-term contractual relationships with them and/or (2) providing in-house management and/or technical assistance to such firms participating in the program.

Definitions

Minority Business means any business concern, large or small, 1) that is at least 51 percent unconditionally owned and has its management and daily business controlled by minority individuals. "Minority" includes Black Americans, Hispanic Americans, Native Americans, Asian-Pacific Americans, Subcontinent-Asian Americans, and other minorities. "Native Americans" include American Indians, Eskimos, Aleuts and Native Hawaiians. "Asian-Pacific Americans" include U.S. citizens whose origins are in Japan, China, the Philippines, Vietnam, Korea, Samoa, Guam, U.S. Trust Territory of the Pacific Islands (Republic of Palau), Northern Marina Islands, Laos, Kampuchea (Cambodia), Taiwan, Burma, Thailand, Malaysia, Indonesia, Singapore, Brunei, Republic of the Marshall Islands, or the Federated States of Micronesia. "Subcontinent- Asian Americans" include U.S. Citizens whose origins are in India, Pakistan, Bangladesh, Sri Lanka, Bhutan, or Nepal.

Minority Business also means a business concern that 1) is at least 51 percent unconditionally owned by an economically disadvantaged Indian Tribe or Native Hawaiian Organization, or a publicly owned business that has at least 51 percent of its stock unconditionally owned by one of these entities, 2) has its management and daily business controlled by members of an economically disadvantaged Indian Tribe or Native Hawaiian Organization.

Women-owned business means a business concern that is at least 51 percent owned by a woman or women who are U.S. citizens and who also control and operate it. "Control" in this context means exercising the power to make policy decisions. "Operate" in this context means being actively involved in the day-to-day management of the business.

Eligibility

The following types of businesses are eligible for participation in the Partnering/Mentoring Alliance Program.

- Minority Businesses
- Women-owned Businesses

Nominations to Participate in Program

The Supplier Diversity Program Department or a business area procurement representative can recommend a Minority or Women-owned business as a candidate for a Partnering/Mentoring relationship. Nominations shall be made by memorandum submitted to the Supplier Diversity Program Department. Nominations shall include:

- . Name, address and telephone number of nominee
- . Description of material/product or service nominee provides
- . Explanation of why nominee was chosen
- . Description of company experience with nominee
- . Name, address and telephone number of nominator

Processing Nominations to Participate in Partnering/Mentoring Program

Phase One - Upon receipt of a nomination, the Supplier Diversity Program Department shall review the memorandum and verify that the nominee is in good standing.

Good Standing means (1) there are no outstanding claims against the company by the nominee, (2) there are no outstanding claims by the nominee against the company, and (3) there are no known unresolved issues that would hinder the success of the partnering/mentoring relationship.

If the nominee is determined to be in good standing then the Supplier Diversity Program Department shall notify the nominator that the firm is approved to continue with Phase Two of approval.

If the nominee is determined not to be in good standing, then the Supplier Diversity Program Department shall notify the nominator along with the reason the nominee is determined not to be in good standing. Only firms considered in good standing are eligible for participation in the program.

Phase Two - The Supplier Diversity Program Department shall arrange a meeting with the nominator, nominee, and Supplier Diversity Program Department representative to discuss the nomination. Discussion shall include goals, objectives, responsibilities, expectations, reporting, interaction, and duration. If all parties agree to continue the partnering/mentoring relationship the process moves to Phase Three.

Phase Three - The Supplier Diversity Program Department and the nominator jointly prepare a report for the supervisor or manager with procurement responsibility. The report will detail:

- . Pertinent issues described in the nomination memorandum
- . Pertinent issues relating to the determination of the nominee's standing
- . Pertinent issues relating to expectations, goals, reporting, and interaction
- . A recommendation to initiate the relationship
- . A description of the relationship
- . The term/duration of the relationship

The supervisor or manager with procurement responsibility shall approve or disapprove the Partnering/Mentoring relationship. The reason for any disapproval shall be documented and forwarded to the Supplier Diversity Program Department.

Phase Four - After approval by the applicable supervisor or manager, the Supplier Diversity Program Department representative and nominator shall meet to establish an action plan for implementing the Partnering/Mentoring relationship. The action plan shall include:

- . Description of the relationship
- . Company assigned mentor
- . Responsibilities of mentor and protégé
- . Expectations of mentor and protégé
- . Reporting and interaction
- . Term/duration of the relationship

Phase Five - Termination of a Partnering/Mentoring Alliance

A Partnering/Mentoring Alliance may be terminated for the following reasons:

- . At the request of the Protégé, subject to the termination conditions of the contract, if a contract is part of the relationship
- . At the request of Company, subject to documentation of the reason and approval of the supervisor or manager with procurement responsibility and Supplier Diversity Program Director
- . At the expiration of the term of the predetermined term/duration of the relationship.

A memorandum shall be used to document the reason for the termination of any Partnering/Mentoring Alliance. A copy of the memorandum shall be forwarded to the Supplier Diversity Program Department.