



## Guidance Document Policy

### **I. Policy Statement:**

All guidance documents issued by PG&E Corporation (the "Corporation") and its subsidiaries must be consistent with all applicable laws, regulations, and resolutions of the Board(s) of Directors.

Guidance documents are developed to do the following:

- Support the Corporation's vision, goals, strategies, and values.
- Provide direction for employee decision-making.
- Clearly describe how processes are managed from beginning to end.
- Provide adequate instructions for performing work and managing risk.

The Corporation may determine if a guidance document will be issued by the Corporation rather than by a subsidiary. A guidance document issued by the Corporation governs any related guidance document issued by a subsidiary and applies to all subsidiaries, unless specifically noted. A guidance document issued by a subsidiary does not govern activity at the Corporation and cannot contradict a Corporation guidance document.

In collaboration with affected organizations, the Chief Risk and Audit Officer (CRO) establishes the overall framework of the guidance document infrastructure for the Corporation and its subsidiaries.

### **II. Scope:**

This policy applies to the employees of PG&E Corporation and its subsidiaries, including Pacific Gas and Electric Company (the Utility).

### **III. Accountability:**

The CRO is responsible for updating and monitoring compliance with this policy. The CRO, or his or her designee, also is responsible for developing supporting guidance documents that implement this policy.

Each officer responsible for any guidance documents ensures that they are developed and managed in compliance with the procedures issued by the CRO or his or her designee.

**IV. Approval:**

<b>Key Contacts:</b>	[REDACTED]
<b>Recommended for Approval by:</b>	Stephen Cairns, Sr. Director – Internal Auditing and Compliance and Ethics
<b>Sponsoring Officer:</b>	Kent Harvey, Sr. VP and Chief Risk and Audit Officer
<b>Final Review by Compliance and Ethics:</b>	03/06/08
<b>Endorsed by the Utility Executive Committee:</b>	03/18/08
<b>Approved by the CEO of PG&amp;E Corporation:</b>	04/08/08
<b>Scheduled Review by the Sponsoring Officer:</b>	04/08/11

**V. Policy Revision History:**

Date	Comments
Issued: 04/08/08	This policy replaces sections 1 – 5 of the <i>Corporate and Business Unit Policies and Delegation of Authority Policy</i> , dated 05/10/96, issued by the Utility.

**VI. Related Guidance Documents:**

Document Type	Name