

# RESPECTFUL WORKPLACE POLICY

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## 1.0 OBJECTIVE

- 1.1. Fortis Inc. ("**Fortis**" or the "**Corporation**") recognizes that every Employee has the right to work in a safe, professional and respectful Workplace, and expects its Employees to treat each other, customers and third parties with respect and dignity.
- 1.2. Fortis is committed to the prevention of, and has zero tolerance for, Harassment, Sexual Harassment, Discrimination, Bullying or any other form of abusive or similarly inappropriate behaviour in the Workplace. The purpose of this Policy is to provide a governance framework which supports this commitment and seeks to ensure a respectful workplace for all Employees.
- 1.3. Fortis supports the spirit and intent of international human rights conventions such as the United Nations' *Universal Declaration of Human Rights* and the International Labour Organization's *Declaration on Fundamental Principles and Rights at Work*.

## 2.0 DEFINITIONS

- 2.1 "**Board**" means the Corporation's board of directors;
- 2.2 "**Bullying**" means abusive, antagonistic, offensive, intimidating, malicious or insulting behaviour that would make a reasonable person feel vulnerable, upset, humiliated, embarrassed, undermined, threatened or discriminated against. Bullying is a mistreatment of others and can take the form of physical, verbal and non-verbal conduct. Legitimate, reasonable and constructive criticism of an employee's performance or behaviour, and reasonable instructions given to employees in the course of their employment, do not constitute Bullying;
- 2.3 "**CHRO**" means the Corporation's Executive Vice President, Sustainability and Chief Human Resource Officer;
- 2.4 "**Complainant**" has the meaning set out in Section 5.1.1;

- 2.5 "Director, HR" means the Corporation's Director, Talent Management and Human Resources;
- 2.6 "Discrimination" means the differential treatment of a person or group of persons in relation to employment based on prohibited grounds under applicable human rights legislation, where there is no *bona fide* occupational requirement necessitating such differential treatment;
- 2.7 "Employee" means a director, officer or employee (including contract employee) of the Corporation;
- 2.8 "Findings Report" has the meaning set out in Section 5.2.9;
- 2.9 "Harassment" is any action, conduct or comment that is directed at and offensive to another person or persons and that one knew or ought reasonably to have known would be unwelcome or cause offense or harm. It includes any objectionable act, comment or display that demeans, belittles or causes personal discomfort, humiliation or embarrassment or any act of Racism, intimidation or threat. A single incidence of such behaviour that has a lasting harmful effect on an individual can constitute harassment. A person can be harassed even if they are not directly targeted, such as where offensive jokes about another race or ethnic group create a toxic work environment. The legitimate exercise of supervisory authority in an appropriate manner, such as a supervisor's right and responsibility to coach, counsel, reprimand or impose disciplinary sanctions, does not constitute harassment;
- 2.10 "HR" means the Corporation's Human Resources Department;
- 2.11 "Incident" means one or more violations or suspected violations of this Policy;
- 2.12 "Investigator" means the person designated by the Board or CHRO with responsibility for investigating and resolving an Incident;
- 2.13 "Policy" means this Respectful Workplace Policy;
- 2.14 "Racism" means prejudice, discrimination or antagonism against a person on the basis of race or ethnicity;
- 2.15 "Reporter" means an Employee or other person reporting an Incident under this Policy;
- 2.16 "Respondent" has the meaning set out in Section 5.1.1;

- 2.17 "**Sexual Harassment**" includes any unwanted attention, comment or gesture of a sexually-oriented nature that one ought reasonably to have known would be unwelcome or cause offense or harm; any implied or express promise of reward for submitting to a sexually-oriented request or advance; any implied or explicit threat of reprisal for refusing to submit to an implied or express sexually-oriented request; or any behaviour, verbal or physical, of a sexually-oriented nature that interferes with the Workplace, or creates an unsafe, threatening or hostile Workplace;
- 2.18 "**Speak Up Policy**" means the Corporation's *Policy on Reporting Allegations of Suspected Improper Conduct and Wrongdoing* (Speak Up Policy);
- 2.19 "**Subsidiary**" means a direct or indirect subsidiary of the Corporation; and
- 2.20 "**Workplace**" means all locations where Employees of the Corporation and its Subsidiaries perform work and work-related activities, and includes physical and virtual locations, mobile workspaces and environments and activities related to work responsibilities, such as conferences, trade shows, meetings, business trips, temporary assignments and work-related events or social functions, including after-hour social events.

### 3.0 APPLICATION

- 3.1 This Policy applies to every Employee of the Corporation and each Subsidiary that has not adopted a substantially similar policy, as appropriate and with such modifications as necessary to reflect the Subsidiary's self-administration.
- 3.2 Employees are encouraged to seek guidance from their supervisor, HR or the CHRO if they are uncertain about an actual situation and the application of this Policy.

### 4.0 POLICY STATEMENT

- 4.1 Fortis will provide a safe, professional, inclusive and respectful Workplace and will not tolerate Harassment, Sexual Harassment, Discrimination, Bullying, Racism, or any form of bigotry, abusive, disrespectful or inappropriate behaviour in the Workplace, whether in the form of Racism, religious intolerance, or any negative treatment especially on the basis of any prohibited grounds under applicable human rights legislation.
- 4.2 Employees shall conduct themselves professionally and with utmost decorum and respect towards other Employees, customers and third parties. Employees shall not engage in any form

of inappropriate conduct or behaviour towards others, including Harassment, Sexual Harassment, Discrimination, Racism, Bullying or any other form of disrespectful or inappropriate behaviour.

- 4.3 Supervisors shall apply and comply with this Policy in seeking to ensure a safe, professional and respectful Workplace. Supervisors must reinforce the Corporation's expectations regarding this Policy and foster a culture and environment that is free from Harassment, Sexual Harassment, Discrimination, Racism and Bullying or any other form of disrespectful or inappropriate behaviour.
- 4.4 All Employees (including supervisors) must promptly report any actual, potential or suspected violation of this Policy, including any retaliatory actions, in accordance with the procedures set out herein. Failure to report may result in disciplinary action or other measures as deemed appropriate.

## 5.0 PROCEDURES FOR REPORTING, INVESTIGATION AND RESOLUTION

### 5.1 Informal Resolution Process

- 5.1.1 A person (the "**Complainant**") who in good faith feels subjected to an Incident in the Workplace is encouraged, although not required, to communicate disapproval immediately to the person engaging in the offensive behaviour (the "**Respondent**") and request that the behaviour cease immediately.
- 5.1.2 If a Complainant is willing to do so, he or she may resolve the matter informally through discussion, with or without the assistance or involvement of a supervisor or HR.
- 5.1.3 Notwithstanding the foregoing, if an Incident causes a Complainant concern for their safety or over potential negative impacts on them or their job, the Incident should be reported immediately.

### 5.2 Reporting and Formal Resolution Process

- 5.2.1 When a Complainant does not want to address the matter directly with the Respondent or has not been able to resolve the Incident informally in the manner set out in Section 5.1, the Complainant should file a formal complaint following the procedures set forth in this Section 5.2. Further, any other Employee who observes or becomes aware of an Incident should file a formal complaint following the procedures set forth in this Section 5.2, or notify the appropriate supervisor of such Incident.

- 5.2.2 Where an Incident is deemed by the Corporation to be serious or to be a potential threat to the safety of Employees, the Corporation may undertake any action it deems reasonable and prudent to address the situation.
- 5.2.3 In reporting an Incident, the Complainant or other Reporter should report to their supervisor, or if the Respondent is the Complainant's or Reporter's supervisor, or the Complainant or Reporter is uncomfortable in reporting the Incident to their supervisor, then the Complainant or Reporter may report an Incident directly to the Director, HR or the CHRO or as set forth in Section 5.2.12.
- 5.2.4 Incident reports must include: the name of the Respondent, the relationship to that person (e.g., supervisor, colleague), and a description of the incident(s) (including dates, times, places and names of witnesses). The information should be as precise and as comprehensive as possible.
- 5.2.5 The Director, HR shall respond to the Complainant or other Reporter confirming an Incident report has been received within a reasonable time after receipt of the complaint and, in any event, within ten (10) business days.
- 5.2.6 The Corporation will evaluate any Incident report and make a determination of the appropriate action, such as mediation or investigation.
- 5.2.7 If it is determined that a formal investigation is required, an Investigator will be appointed to conduct the investigation. The Investigator may be an employee of the Corporation, including the Director, HR, an employee of a Subsidiary or a third party.
- 5.2.8 The Investigator will notify and inform the Respondent of the substance of the Incident, that an investigation has been commenced or is ongoing and may notify the Complainant, other Reporter and/or Respondent that witnesses may be interviewed.
- 5.2.9 The Investigator shall provide a confidential report to the CHRO or Board, as appropriate, detailing the findings of the investigation ("**Findings Report**") in a timely manner having regard to the complexities of the investigation.
- 5.2.10 Any action arising from the Investigation, including discipline, remedial training or otherwise, will be at the discretion of the Director, HR and CHRO, in consultation with the Corporation's executive team or the Board, as appropriate, and in accordance with relevant laws, contracts and other policies of the Corporation.

- 5.2.11 The Complainant or other Reporter and Respondent will be advised of the outcome of the investigation (i.e., whether the allegations were substantiated or unsubstantiated, and what, if any remedial action was taken to address the matter). Once an investigation is complete, the Director, HR or CHRO, may contact the persons involved in the Incident to ensure that any improper conduct has stopped, to ensure there was no retaliation and to assess if the applicable work group is free from any such improper conduct.
- 5.2.12 Where an Incident relates to the behaviour of a person involved in the administration of the foregoing Incident investigation and resolution procedure, or where the Complainant or other Reporter otherwise reasonably believes the foregoing procedure would be inappropriate or ineffective, a Complainant or other Reporter can report an Incident anonymously by contacting *EthicsPoint* online at [www.fortisinc.ethicspoint.com](http://www.fortisinc.ethicspoint.com) or by calling 1-866-294-5534 and the matter will be dealt with in accordance with the *Speak Up Policy*. Please refer to the *Speak Up Policy* for further information and details.
- 5.2.13 It is important to recognize that if a Complainant or other Reporter does not disclose their identity and/or the identity of the person alleged to have engaged in inappropriate behaviour, it is unlikely that the Incident can be properly investigated or resolved.

## 6.0 CONFIDENTIALITY

- 6.1 Fortis will not disclose the name of the Complainant, other Reporter or Respondent or the circumstances of the Incident to anyone except to the extent that disclosure is necessary for the purpose of investigating the Incident or taking measures in relation to it in accordance with this Policy or other policies or proceedings related to the Incident, or otherwise where required to do so by law. Parties who are privy to the Incident are not permitted to release information about or otherwise discuss the Incident except as required by the investigation or other proceedings related to the Incident.

## 7.0 DISCIPLINE AND OTHER MEASURES

- 7.1 The Corporation will take such disciplinary or other measures, as it deems appropriate, in relation to any Employee who is determined, after investigation, to have violated this Policy. Disciplinary measures may include, but are not limited to, involuntary demotion, job reassignment, unpaid suspension or termination of employment.

7.2 The Corporation may take such other measures in response to an Incident report as it deems appropriate in the circumstances, including providing notification of potentially criminal or other illegal conduct to law enforcement or other governmental authorities.

## **8.0 RETALIATION**

8.1 No person who reports an Incident or who provides information to an Investigator in respect of an Investigation in good faith shall suffer reprisal, retaliation or adverse employment consequences.

8.2 Any Employee who retaliates against a person who has, in good faith, submitted an Incident report or assisted in an investigation conducted in accordance with this Policy will be disciplined, up to and including termination of employment.

## **9.0 FALSE ACCUSATIONS AND MALICIOUS COMPLAINTS**

9.1 False or exaggerated complaints or Incident reports filed in bad faith or with malicious intent, may lead to disciplinary action or sanctions against the Complainant or other Reporter, as determined by the CHRO.

## **10.0 LEGISLATIVE REQUIREMENTS**

10.1 This Policy does not replace or supersede an Employee's rights under applicable human rights or health and safety legislation.

## **11.0 TRAINING**

11.1 The Corporation will provide appropriate employee training to successfully implement this Policy

## **12.0 POLICY REVIEW AND WORKPLACE ASSESSMENT**

12.1 This Policy shall be reviewed periodically and at least as often as required by applicable legislation.

12.2 The Corporation will perform a Workplace assessment on a biennial basis and update it as required by applicable legislation. The Workplace assessment shall take into consideration both external and internal risk factors that may contribute to violations of this Policy. This assessment

will consider, among other factors as determined appropriate by the Corporation, the conditions, activities and organizational structure of the Workplace and any reports, records and data related to Policy violations.