



PRIVACY POLICY DIRECTORS, OFFICERS AND EMPLOYEES

Introduction

At Fortis Inc. ("**Fortis**"), we are committed to respecting the privacy of your personal information. This Privacy Policy describes some of the personal information that we may collect from or about you, how we use such information and to whom such information may be disclosed.

This Privacy Policy applies to anyone who seeks to be, or is or was (i) employed by Fortis, or (ii) a member of the Fortis board of directors.

This Privacy Policy does not create or confer upon any individual any rights, or impose upon Fortis any obligations outside of, or in addition to, any rights or obligations imposed by Canada's federal and provincial privacy laws, as applicable. It is the policy of Fortis to comply with such laws. Should there be any inconsistency between this Privacy Policy and Canada's federal or provincial privacy laws, as applicable, this Privacy Policy shall in such case be interpreted to give effect to, and comply with, such privacy laws.

What Personal Information Do We Collect?

We may collect various personal information from you, including your name, home address, telephone numbers, e-mail address, date of birth, employee identification number and marital status, and any other information that is voluntarily disclosed by you. In addition, we may also collect personal information about you contained in:

- resumes and/or applications;
- references and interview notes;
- photographs;
- offer letters and employment contracts;
- payroll information forms; including but not limited to social insurance number, pay cheque deposit information, and wage and benefit information;
- forms relating to the application for, or changes to, employee health and welfare benefits; including short and long term disability, life insurance, optional life insurance, accidental death and dismemberment insurance and medical and dental care; and
- beneficiary and emergency contact information.

As a general rule, Fortis prefers to collect personal information directly from you. Where the personal information that we seek to collect about you is held by a third party, we will generally advise you, and where appropriate obtain your permission, before we seek out this information from such source.

From time to time, we may utilize the services of third parties in our business and may also receive personal information collected by those third parties in the course of the performance of their services for us or otherwise.

Work Product and Monitoring

The work product of Fortis' officers and employees, produced in such capacities, whether in paper record, computer files, or in any other storage format, belongs to us. Accordingly, such work product and the tools used to generate that work product are always subject to review and monitoring by Fortis. Officers and employees of Fortis should not have any expectation of privacy with respect to information contained in such work product.

In addition, in the course of conducting our business, we may monitor the activities of our officers and employees (including phone calls, smart phone usage, internet usage and e-mail). This is not meant to suggest that all officers and employees will in fact be monitored or their actions subject to surveillance. It is meant to bring to your attention that such monitoring *may* occur and *may* result in the collection of personal information about you. When using Fortis equipment or resources, officers and employees of Fortis should not have any expectation of privacy with respect to their use of such equipment or resources.

How Do We Use and Disclose Your Personal Information?

The personal information we collect is used and disclosed for the following purposes:

- determining eligibility for initial employment or board membership including the verification of reference and qualifications;
- administering pay and benefits;
- processing officer and employee work-related claims (e.g. workers' compensation, insurance claims, fitness reimbursement, etc.);
- establishing training and/or development requirements;
- considering promotions or changes in jobs;
- conducting performance reviews and determining performance requirements;
- assessing qualifications for a particular job or task;
- establishing a contact point in the event of an emergency (such as next of kin);
- compiling directories and telephone lists;
- protecting the rights and property of Fortis, including the security of company-held information;

- protecting the safety of a person or group of persons or to deal with emergency situations;
- any use or disclosure that is permitted or required by applicable law or regulatory requirements, including without limitation, Fortis' compliance with (i) securities laws, stock exchange rules and continuous disclosure obligations, (ii) applicable labour or employment statutes, and (iii) valid legal processes such as search warrants, subpoenas or court orders;
- any other similar or related purposes that are reasonably necessary for the proper management of Fortis' business, including for the purpose of establishing, managing or ending your employment or board relationship with Fortis; and
- any additional purposes that we advise you of and, where your consent is required by law, in respect of which we have obtained your consent.

We may share your personal information with those of our subsidiaries, affiliates, employees, consultants and other parties who require such information to assist us with establishing, managing and terminating our relationship with you, including third parties that provide services to us or on our behalf and third parties that assist us in the provision of services to you (e.g. payroll and benefits processing). We will use reasonable commercial efforts, including, where appropriate, contractual obligations, to ensure that such parties do not use employee personal information for their own purposes and that such information is kept secure while in the possession of such party.

In addition, your personal information may be used, disclosed or transferred to another party during the course of, or on completion of, a change in ownership of or the grant of a security interest in all or a part of Fortis (or a subsidiary of Fortis) through, for example, an asset or share sale, or some other form of business combination, merger or joint venture, or a financing transaction, provided that such party is bound by appropriate agreements or obligations and is required to use or disclose your personal information in a manner consistent with the provisions of this Privacy Policy.

We may transfer your personal information across provincial or national borders to fulfil any of the above purposes, which may result in that information becoming accessible to law enforcement and national security authorities of those jurisdictions.

Consent

To the extent that your consent is required by applicable law, we will assume, unless you advise us otherwise, that you have consented to Fortis collecting, using and disclosing your personal information in the way and for the purposes stated above (including any other purposes stated or reasonably implied at the time such personal information was provided to us).

You may withdraw your consent at any time, subject to legal or contractual restrictions and reasonable notice. All communications with respect to such withdrawal or variation of consent should be in writing and addressed to our Privacy Officer, whose contact information can be found below.

Limits on Collection, Use, Disclosure and Retention

We will limit the collection, use and disclosure of your personal information to that which is reasonable and necessary for the purposes set out above, except with your consent or as required by law.

Your personal information will be retained and/or destroyed in accordance with applicable laws and Fortis will destroy, erase or make anonymous personal information that it has collected after it is reasonable to conclude that retention is no longer necessary for the purposes set out above.

Accuracy

Fortis will make every reasonable effort to ensure that the personal information it collects and uses is accurate, complete and up-to-date as is necessary for the purposes for which it is to be used. In some cases, we rely on you to ensure that certain information, such as your address or telephone number, is accurate, complete and up-to-date.

If your personal information under our control is inaccurate or incomplete, or if your personal information happens to change during the course of our relationship, please inform us by contacting the appropriate individual within Fortis.

In some circumstances we may not agree with your request to change your personal information and will instead append an alternative text to the record in question.

Safeguards

Fortis endeavours to maintain, either directly or through affiliates or third parties, physical, technical and procedural safeguards that are appropriate to the sensitivity of the personal information in question. These safeguards are designed to protect your personal information from loss and unauthorized access, disclosure, copying, use or modification.

The security of your personal information is important to us. Please advise our Privacy Officer immediately of any incident involving the loss of, or unauthorized access to, or disclosure of, personal information that is in our custody or control.

Accessing Your Personal Information

You can review and verify the existence, use and disclosure of personal information we hold relating to you by contacting our Privacy Officer in writing. Following receipt of such written request, we will make the information available within 30 days or provide written notice where additional time is required to fulfil the request.

When requesting access to the personal information, please note that we may request specific information from you to enable us to confirm your identity and right to access, as well as to search for and provide you with the personal information that we hold relating to you. If you require assistance in preparing your request, please contact our Privacy Officer.

Your right to access the personal information that we hold relating to you is not absolute. There are instances where applicable law or regulatory requirements allow or require us to refuse to provide some or all of the personal information that we hold relating to you. In addition, the personal information may have been destroyed, erased or made anonymous in accordance with our record retention obligations and practices.

In the event that we cannot provide you with access to your personal information, we will endeavour to inform you of the reasons, subject to any legal or regulatory restrictions.

Inquiries or Concerns?

We have designated a Privacy Officer who is accountable for our compliance with this Privacy Policy and Canada's federal and provincial privacy laws, as applicable. The Privacy Officer's contact information is as follows:

Privacy Officer
Fortis Inc.
5 Springdale Street, 11th Floor
P.O. Box 8837
St. John's, NL
A1B 3T2

Phone: 709.737.5277
Fax: 709.737.5307
E-mail: privacyofficer@fortisinc.com

If you have any questions, concerns, requests or complaints about how we manage your personal information, please contact our Privacy Officer by telephone, in writing or by email. We will endeavor to answer your questions and advise you of any steps taken to address the issues raised by you. If you are dissatisfied with our response, you may be entitled to make a written submission to the Privacy Commissioner in your jurisdiction.