



RESPECTFUL WORKPLACE POLICY

1.0 OBJECTIVE

- 1.1. Fortis 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 and has zero tolerance of Harassment, Sexual Harassment, Discrimination, Bullying and any other form of abusive or similarly inappropriate behaviour in the Workplace.

2.0 DEFINITIONS

- 2.1 "**Board**" means the Corporation's board of directors;
- 2.2 "**Bullying**" means abusive, offensive, intimidating, malicious or insulting behaviour that would make a reasonable person feel vulnerable, upset, humiliated, embarrassed, undermined or threatened. Bullying is a persistent 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 forth in Section 5.1.1;
- 2.5 "**Corporation**" means Fortis Inc.;
- 2.6 "**Director, HR**" means the Corporation's Director, Talent Management and Human Resources;
- 2.7 "**Discrimination**" means the intentional or unintentional exclusion or preference 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;
- 2.8 "**Employee**" means a Corporation director, officer or employee (including contract employee);

- 2.9 "**Findings Report**" has the meaning set out in Section 5.2.9;
- 2.10 "**Fortis**" means Fortis Inc.;
- 2.11 "**Harassment**" is a form of discrimination. It involves any improper conduct 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 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;
- 2.12 "**HR**" means the Corporation's Human Resources Department;
- 2.13 "**Incident**" means one or more violations or suspected violations of this Policy;
- 2.14 "**Investigator**" means the person designated by the Board or CHRO with responsibility for investigating and resolving an Incident;
- 2.15 "**Policy**" means this Respectful Workplace Policy;
- 2.16 "**Reporter**" means a director, officer, employee or other person reporting an Incident in accordance with this Policy;
- 2.17 "**Respondent**" has the meaning set forth in Section 5.1.1;
- 2.18 "**Sexual Harassment**" includes any unwanted attention 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 express 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 a threatening or hostile Workplace;
- 2.19 "**Subsidiary**" means a direct or indirect Corporation subsidiary; and
- 2.20 "**Workplace**" means the regular workplaces of the Corporation and its Subsidiaries, and includes mobile workspaces and environments, such as business trips and work-related events or social functions.

3.0 APPLICATION

- 3.1 This Policy applies to the Corporation and every Employee and each Subsidiary that has not adopted a substantially similar policy, as appropriate and with such necessary modifications 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 All Employees shall conduct themselves professionally and with utmost decorum and respect towards other Employees and third parties. Employees shall not engage in any form of inappropriate conduct or behaviour towards others, including Harassment, Sexual Harassment, Discrimination, Bullying or any other form of abusive or similarly inappropriate behaviour. Supervisors shall apply and comply with this Policy in seeking to ensure a safe, professional and respectful Workplace.

5.0 GUIDELINES FOR REPORTING, INVESTIGATION AND RESOLUTION

5.1 Reporting and 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.

5.2 Formal Resolution Process and Filing an Incident

- 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, the Complainant is encouraged to file a formal complaint as set forth in this Policy.
- 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 should report to his or her supervisor, or if the Respondent is the Complainant's supervisor, or the Complainant is uncomfortable in reporting the Incident to his or her supervisor, then the

Complainant may report an Incident directly to the Director, HR or the CHRO or as set forth in Section 5.2.12.

- 5.2.4 A Complainant's report of an Incident must include: the name of the Respondent, the relationship to that person (e.g. supervisor, colleague), and a description of the incident(s) (e.g. dates, times, places and names of witnesses). The information should be factual, precise and as comprehensive as possible.
- 5.2.5 The Director, HR shall respond to the Complainant, confirming a report of an Incident 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 report of an Incident 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 and/or Respondent that witnesses may be interviewed.
- 5.2.9 The Investigator shall provide a 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, will be at the discretion of the Director, HR, and CHRO, in consultation with the appropriate member of the Corporation's executive, or the Board, as appropriate, and in accordance with relevant laws, contracts, and other policies of the Corporation.
- 5.2.11 Both the Complainant and Respondent will be advised of the outcome of the investigation.
- 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 otherwise reasonably believes the foregoing procedure would be inappropriate or ineffective, a Complainant can report an Incident anonymously by contacting *EthicsPoint* online at www.ethicspoint.com or by calling 1-866-294-5534 and the matter will be dealt with in accordance with the *Policy on Reporting Allegations of Suspected Improper Activity or Wrongdoing* ("*Whistleblower Policy*"). Please refer to the Corporation's Whistleblower Policy for further information and details.

5.2.13 It is important to recognize that if a Complainant is unwilling to identify himself or herself and/or 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 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 or 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 action or other measures as deemed appropriate in relation to any Respondent 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.

8.0 RETALIATION

8.1 No person making a good faith report of an Incident or who provides information to an Investigator in respect of an Investigation shall suffer reprisal, retaliation or adverse employment consequences, including, without limitation, termination, demotion, transfer or other forms of discrimination.

8.2 Any Employee who retaliates against a person who has, in good faith, submitted a 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 Complaints filed in bad faith or with malicious intent may lead to disciplinary action or sanctions against the Complainant, as determined by CHRO.

10.0 HUMAN RIGHTS ACT

10.1 This Policy is not meant to replace or supersede an Employee's rights under applicable human rights legislation.

11.0 POLICY REVIEW

11.1 This Policy shall be reviewed periodically.