



Title: Respectful Workplace Policy

Program Area: Employee & Employment (EMP)

Number: EMA-EMP-POL-03-5

Adopted by: Emera Inc, and its subsidiaries (the “Emera Company”)

Owner: Corporate Human Resources

Effective: 07/27/2020

Last Reviewed: Q2 2023

Supersedes: EMA/GBP/BLP-EMP-POL-03-4 (7/3/2019) & TECO-EMP-POL-06-6 (07/27/2020)

1. Purpose and Objective:

The Emera Company is committed to enhancing the work-life and relationships of its employees by providing a safe, healthy, supportive and secure workplace, where employees are empowered to speak up.

The Emera Company is focused on building strong and collaborative relationships, providing a respectful and inclusive environment that values diversity where all persons are treated with dignity free from Discrimination, Harassment, Sexual Harassment, and Bullying in the Workplace and such conduct outside the Workplace that contributes to a Hostile Work Environment.

The Emera Company prohibits Discrimination, Harassment, Sexual Harassment and Bullying of any employee by a manager, a co-worker, a member of the Board of Directors, or a Third Party. The Emera Company prohibits retaliation against any employee for a good faith disclosure of suspected incidents of Discrimination, Harassment, Sexual Harassment, or Bullying or for assisting in the investigation of such incidents.

The Emera Company is committed to empowering employees to speak up if they have concerns related to behaviours which may be in violation of this Policy, and Emera’s Code of Conduct.

2. Scope:

This Policy applies to all individuals engaged in the business of the Emera Company, including employees, contractors, consultants, and members of the Board of Directors. The Emera Company will be guided by the terms of this Policy, the Code of Conduct and the applicable laws when dealing with all complaints made under this Policy.

The Policy governs discriminatory, harassing, sexually harassing, and bullying conduct in the Workplace and

such conduct outside the Workplace that contributes to a Hostile Work Environment. Behaviour outside of the Workplace that is sufficiently severe, pervasive or persistent as to be reasonably expected to interfere with or to limit the ability of the employee to perform their job, contributes to a Hostile Work Environment and will be investigated and dealt with in accordance with this Policy. Employees, regardless of their position, will be subject to disciplinary action up to and including termination, for any violation of this Policy. If an employee makes a complaint of conduct prohibited by this Policy by a Third Party, the Emera Company will investigate the incident and be guided by the terms of this Policy and the applicable laws. The Emera Company will treat all complaints seriously and will act to ensure that they are resolved fairly, and as quickly and as confidentially as possible.

3. Defined Terms:

Bullying: Bullying is a form of Harassment, and includes physical acts or verbal comments, whether they occur in-person or via information or communication technologies, that is expected or ought to reasonably be expected to cause psychological harm to a person in the Workplace. Bullying involves deliberate and repeated incidents, or a pattern of behaviour, that has the purpose or effect of intimidating, offending, degrading or humiliating a particular person or group of people. It may also result from the assertion of power through aggression.

Discrimination: Discrimination in the Workplace means treatment that is unequal or has an adverse effect, that is based on a protected characteristic or perceived characteristic as outlined by applicable human rights legislation or other similarly applicable legislation or laws. Protected characteristics may include but are not limited to race, color, religion, sex/gender, sexual orientation, gender identity, gender expression, national origin, marital status, military status, age and disability.

Discrimination can be intentional or unintentional. An act, or multiple acts, of Discrimination may contribute to a Hostile Work Environment. Examples of Discrimination include insults, slurs and stereotyping.

Harassment: Harassment is behaviour in the Workplace that is objectionable, offensive or disrespectful and that is known, or ought to reasonably be known, to be harmful. This may include verbal, physical or visual conduct, that is known or ought reasonably to be known to be unwelcome, or which otherwise contributes to a Hostile Work Environment. Examples of harassing behaviour include violence, direct or implied threats, misogyny, intimidation, leering, comments or displays made on either a one-time or continuous basis that demean, degrade, belittle, insult, intimidate, or a reasonable person would consider humiliating or embarrassing. Without limiting the above, Harassment also includes Harassment based on protected characteristics as outlined in an applicable human rights act or other similarly applicable legislation or laws. Harassment can be physical, psychological or both, and can occur in-person or via information or communication technologies. Harassment is usually a pattern of behaviour, but in some cases a single incident will be serious enough to constitute harassment. A series of incidents can constitute Harassment even if one of the incidents considered on its own would not.

Sexual Harassment: Sexual Harassment is a form of Harassment that is related to a person's sex, gender,

gender identity or gender expression, as well as behavior of a sexual nature and includes but is not limited to any one or more of the following in that context:

- Conduct, comments, gestures, or contact of a sexual nature, whether they occur in-person or via information or communication technologies, that is known or ought reasonably to be known to be unwelcome;
- The use of stereotypes when referring to a person's sexual orientation or gender identity;
- Conduct that has the effect of creating a Hostile Work Environment that is intimidating, humiliating, hostile or sexually offensive;
- A sexual solicitation or advance, where the person making a sexual solicitation or advance is in a position to confer, grant or deny a benefit or advancement to the recipient of the advance and the person knows or ought to reasonably know that the solicitation or advance is unwelcome;
- Where submission to such conduct is made, either explicitly or implicitly, a term or condition of employment or submission to or rejection of such conduct is a basis for an employment decision;
- Conduct that has the purpose or effect of unreasonably interfering with the recipient's work performance.

Interpretation of Definition of Harassment, including Bullying and Sexual Harassment: Examples of Harassment may include, but are not limited to:

- Making, degrading, abusive or offensive remarks, gestures or jokes; Verbal abuse and/or making threats;
- Actual or threatened physical contact or assault;
- Spreading malicious gossip or rumours;
- Harassing or discriminatory communication through social media, email, texting or instant messaging;
- Posting harassing or discriminatory statements in electronic or written form; or
- Intimidation (e.g. sabotaging work equipment, interfering with someone's ability to perform their duties, exclusionary practices, etc.).

Harassment does not include the following behaviours, in and of themselves, when done in a respectful way and for genuine work-related reasons:

- A good faith exercise of supervisory or managerial duties or responsibilities such as assignment of work, performance reviews, coaching and/or disciplinary or corrective action;
- Workplace disagreements or conflict;
- Work assignments with related stress; or
- The existence or creation of difficult conditions of employment, professional, constraints and organizational changes.

Hostile Work Environment: A hostile work environment is created when the conduct prohibited by this Policy is sufficiently severe, pervasive or persistent to create a work environment that a reasonable person would consider intimidating, hostile or abusive or is reasonably expected to interfere with or to limit the ability of the employee to perform their job.

Third Party: Under this Policy, Third Parties include visitors, contractors, subcontractors, consultants, customers, vendors and suppliers.

Workplace: Under this Policy, the “workplace” is defined broadly to include any environment or situation that has a connection to, or adverse impact on, the workplace, work dynamics and relationships.

In addition to applying in the Emera Company’s offices or work sites, behaviour that occurs in other locations will fall within this Policy if it:

- occurs in a location where the affected individual is present for a work-related purpose, including but not limited to company-sponsored social gatherings and volunteer events, and conferences;
- occurs in any location where the affected individual is engaging in business on behalf of the Emera Company, including but not limited to business travel, off-site training and client meetings;
- occurs in cyberspace, including social media posts related to or affecting the Emera Company; or
- would have adverse negative repercussions for the affected individual in the workplace, wherever it took place.

It also applies to any information or communication technology owned, controlled or used by the Emera Company or its employees in the course of business. Examples of information or communication technologies include, but are not limited to, telephone communications, email, facsimile, instant messaging, texting and social media sites, where applicable.

Substantiated - Violation: Based on the evidence, the investigation team concluded that the incident occurred and there was a violation of an Emera Company code, policy or procedure, or of jurisdictional laws or regulations.

Substantiated – No Violation: Based on the evidence, the investigation team concluded that the incident occurred; however, there was no violation of an Emera Company code, policy or procedure, or of jurisdictional laws or regulations.

Unsubstantiated: Based on the evidence, the investigation team concluded that the incident did not occur.

Inconclusive: Based on the evidence, the investigation team was unable to conclude whether the incident did or did not occur.

4. Policy:

Discrimination, Harassment, Sexual Harassment and Bullying are prohibited at the Workplace and such behaviour will result in discipline up to and including termination of employment.

The Emera Company is committed to investigating and removing any form of Discrimination, Harassment, Sexual Harassment and Bullying from the Workplace, including off-duty behavior that results in or has the effect of creating a Hostile Work Environment, and any retaliation as a result of an employee exercising their rights under this Policy in good faith. To further that end, the Emera Company has adopted procedures

for addressing complaints of Discrimination, Harassment, Sexual Harassment and Bullying which are outlined in the Respectful Workplace Procedures.

Employees are encouraged to raise their concerns with their supervisor, manager, union representative, human resource representative, or any member of management with whom they feel comfortable. In circumstances where employees are not comfortable raising the concern with any of these individuals, they can access the ClearView Connects™ Ethics Hotline.

Where an employee (who is either the target of Discrimination, Harassment, Sexual Harassment or Bullying or who has witnessed or is aware of such behaviour) makes a complaint (the Complainant) and chooses to remain anonymous, and/or provides limited details, it may be difficult for the Emera Company to proceed with a thorough investigation.

Discipline, retaliation or reprisal shall not be administered against anyone for expressing a concern or making a complaint in good faith, or for co-operating in an investigation under this Policy about Discrimination, Harassment, Sexual Harassment or Bullying. However, making complaints in bad faith, or knowingly providing false information, is prohibited and will result in discipline up to and including termination of employment. A complaint which, after investigation, is found to be unsubstantiated, will not necessarily be deemed a false or bad faith complaint.

Responsibilities:

All employees are responsible for speaking up about actual or potential compliance concerns and for overall adherence to this Policy. Employees are responsible for:

- Abiding by this Policy;
- Speaking up about and/or reporting Discrimination, Harassment, Sexual Harassment and Bullying; and
- Co-operating fully and honestly during investigations under this Policy.
- Maintaining confidentiality when participating in an investigation process.

Employees who invite Third Parties to the Workplace are responsible for ensuring these individuals are aware of and abide by this Policy.

People Leaders: In addition to the above responsibilities, People Leaders are responsible for:

- Modeling behaviour that is consistent with this policy.
- Ensuring that all employees they supervise have knowledge of and understand the Policy;
- Ensuring this Policy is applied and enforced fairly, objectively, promptly, consistently, equitably and in accordance with all applicable laws and regulations;
- Ensuring the Workplace is free from Discrimination, Harassment, Sexual Harassment and Bullying; and
- Taking and/or assisting in prompt and appropriate corrective action when necessary to ensure compliance with this Policy.

Emera Company Board of Directors: The Emera Company Board of Directors are responsible for:

- Being aware of and complying with this Policy;
- Ensuring that behaviour that is inconsistent with this policy about which they become aware is addressed in accordance with this policy.

5. Exceptions & Consequences:

Appropriate disciplinary action will be taken against any employee found to have violated this Policy.

Appropriate action will also be taken against members of the Boards of Directors and Third Parties who violate this Policy.

Nothing in this Policy prevents or discourages an employee from exercising, where applicable, their legal right to seek redress under any human rights legislation, applicable law, collective agreement, or criminal statute for a complaint of Discrimination, Harassment, Sexual Harassment or Bullying.

6. Inquiries:

Questions, concerns, or inquiries related to this Policy should be directed to the Emera Company's Human Resources team for follow-up.

The Emera Company reserves the right, at its sole discretion, to review or change this Policy at any time.