

# VENDOR CODE OF CONDUCT

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## 1.0 INTRODUCTION

- 1.1 At Fortis Inc. (the "**Company**"), we strive to do the right thing, comply with all legal requirements and act with honesty, integrity, and professionalism in everything we do. Our values of safety, integrity, respect, excellence, and service form the compass that keeps employees pointed in the desired direction.
- 1.2 These values and principles are reflected in this Vendor Code of Conduct ("**Vendor Code**") which is the Company's primary reference guide for ethical and professional behaviour expected from vendors, suppliers, contractors, consultants, and other service providers who may provide labour, materials and/or consulting/professional services to the Company (each a "**Vendor**" and collectively "**Vendors**").

## 2.0 APPLICATION AND SCOPE

- 2.1 This Vendor Code sets out the standards of conduct which Vendors and their employees, personnel, representatives, and agents (collectively "**Representatives**") are expected to meet while conducting business with, or on behalf of, the Company.
- 2.2 The Company engages many Vendors, ranging from single, unincorporated individuals to large multi-national enterprises. Therefore, Company management shall have discretion to determine the scope of application of this Vendor Code based on an assessment of the scope, location and nature of the work being performed by the Vendor and the associated risks. Vendors subject to this Vendor Code will be so advised and provided with a copy of the Vendor Code.
- 2.3 The application of the Vendor Code is subject to existing Vendor contractual arrangements and applicable law.

## 3.0 HEALTH AND SAFETY

- 3.1 The Company has a strong safety culture, and we strive to achieve health and safety excellence. We work to ensure that everyone gets home safely each day. Vendors share the responsibility of

ensuring our workplace and the communities we serve are safe. Vendors are expected to meet the following standards:

#### **Workplace safety**

- 3.2 Vendors are expected to provide a safe, healthy, and sanitary work environment for all employees. Vendors are expected to implement procedures and safeguards to manage and minimize workplace hazards, work-related accidents, and injuries. Vendors must comply with applicable occupational health and safety laws and Company standards and procedures, and conduct training as required by law and as agreed to with the Company.

#### **Fit for Duty**

- 3.3 Vendors should ensure that workers are fit for duty, and not suffering from any form of mental or physical impairment, e.g., not under the influence of alcohol or drugs during working hours (on and off premises and on standby duty).

#### **Reporting Incidents**

- 3.4 In addition to any other legal reporting requirements, each Vendor is expected to immediately report to their Company business contact any occupational injuries, unsafe conditions or practices, and damage to property occurring as a result of the Vendor's activities on behalf of the Company.

## **4.0 LABOUR AND HUMAN RIGHTS**

- 4.1 We are committed to upholding the human rights of workers and treating them with dignity and respect. We support the spirit and intent of the United Nations' *Universal Declaration of Human Rights*, the International Labour Organization's *Declaration on Fundamental Principles and Rights at Work*, *Freedom of Association and Protection of the Right to Organize Convention (CO87)* and *Right to Organize and Collectively Bargain Convention (CO98)*. The Company expects its Vendors to comply fully with applicable employment, human rights, and labour laws and regulations.

#### **Equal opportunity Rights (No Discrimination, Abuse, or Harassment)**

- 4.2 Vendors are expected to not discriminate in hiring, compensation, training, advancement or promotion, termination, retirement, or any other employment practices. Vendors are expected to maintain a work environment free of discrimination, harassment, or any other form of abusive or inappropriate behaviour or retaliation based upon race, ethnic or national origin, language, colour, religious beliefs, age, marital status, family status, sexual orientation, gender, gender

identity, gender expression, source of income, physical disability, mental disability, or other legally protected characteristic.

- 4.3 Vendors should never condone or tolerate such behaviour by their Representatives. Engaging in any of these behaviours may result in termination of the Vendor's contract with the Company or removal of Vendor's Representatives from Company property, as permitted by law.

#### **Labour and Human Rights**

- 4.4 Vendors must adhere to applicable labour and human rights laws and ensure that their employees are free from undue risk of physical harm or exploitation and are compensated in accordance with applicable wage and work-hour laws and regulations. Vendors are expected to respect the right of workers to choose whether to lawfully and peacefully form or join trade unions of their choosing and to bargain collectively.

#### **Respect and Dignity**

- 4.5 Vendors are expected to treat their and the Company's workers with respect and dignity.

#### **Immigration**

- 4.6 Vendor workers performing work for the Company must be legally authorized to work in the jurisdiction.
- 4.7 Vendors are expected to seek reasonable assurance of eligibility of all workers, including age eligibility and legal status of any foreign workers.

#### **Modern Slavery**

- 4.8 Vendors are expected to take reasonable steps to mitigate the risk of forced labour, child labour, bonded labour or indentured labour ("**Modern Slavery**") entering their supply chains.
- 4.9 Modern Slavery is prohibited under certain laws and international conventions. Vendors must comply with applicable modern slavery laws, and are expected to seek reasonable assurance that there is no Modern Slavery in their own supply chains based on a context-appropriate risk assessment.
- 4.10 Vendors may be requested to provide the Company with reasonable assurance that the Vendor's supply chain does not contain Modern Slavery, supported as appropriate by Vendor screening assessments, questionnaires and/or self-certifications.

- 4.11 Vendors are encouraged to provide context-appropriate training on human rights and Modern Slavery to Representatives overseeing their supply chains. This training may include how to identify human rights and modern slavery risks and steps to be taken when such risks are identified.

## 5.0 SUSTAINABILITY

- 5.1 We expect our Vendors to substantially align with our Sustainability goals and commitments, including taking care of our people, our communities and the environment while maintaining business excellence.

### **Indigenous Commitment**

- 5.2 The Company acknowledges the importance of building and nurturing authentic relationships within the Indigenous communities we serve. We respect Indigenous People, their land and culture, and we recognize them as the traditional stewards of the land. We believe Vendors should, where applicable, endeavour to have a similar approach and engage respectfully with Indigenous and other communities (including respecting their rights and traditions).

### **Environmental Commitment**

- 5.3 Vendors must comply with applicable environmental policies, procedures, regulations, and laws. Vendors are expected to operate in an environmentally responsible manner and seek to develop and use environmentally friendly innovations and practices that reduce negative environmental impacts.

## 6.0 ACTING RESPONSIBLY

### **Anti-Corruption**

- 6.1 In dealings with public officials and other commercial parties on the Company's behalf, Vendors and their Representatives are strictly prohibited from promising, offering, providing, or accepting anything of value, directly or indirectly, to obtain any improper benefit or advantage or to exert improper influence. Vendors and their Representatives must comply with applicable anti-corruption and anti-bribery laws and regulations as well as the Company's *Anti-Corruption Policy*.

### **Conflicts of Interest**

- 6.2 Vendors and their Representatives must not engage in any activity which could or could be perceived to give rise to a conflict between their personal interests, including the interests of any member of their family, and the Company's interests. Vendors and their Representatives are expected to exercise due care to avoid such situations.

### **Business Records**

- 6.3 Vendors must create, retain, and dispose of business records in accordance with applicable legal and contractual requirements. The Company reserves the right from time to time to request Vendor records as they pertain to work being performed for the Company. When requested, records, accounts, books, and documents should be provided to the Company in a timely manner. Falsification of records or misrepresentation of supply chain conditions or practices are unacceptable and may result in termination of the Vendor's business relationship with the Company, as permitted by law.

### **Corporate Property**

- 6.4 Vendors are expected to protect all Company tangible and intangible property and ensure that the use of such assets is for Company business-related purposes only as permitted by the Company and applicable laws.

### **Intellectual Property**

- 6.5 Our intellectual property rights, including our trademarks, service marks, logos, copyrights, trade secrets, inventions, discoveries, and patents are valuable assets that must be protected. Vendors are expected to protect and not infringe on our intellectual property rights. Vendors must comply with the applicable laws governing intellectual property rights, including protection against disclosure, patents, copyrights, and trademarks.

### **Confidentiality, Privacy and Data Protection**

- 6.6 "Confidential information" is non-public information about the Company's business and employees including personal, proprietary and sensitive business information, the disclosure of which may be harmful to our Company or employees. The Company is committed to safeguarding and protecting our confidential information and the personal information of our employees and Vendors. Vendors must abide by their obligations relating to protection, collection, and proper handling of confidential and personal information under their agreements with the Company, the Company's Privacy Policy if applicable, and applicable privacy security

and data protection laws and regulations. The obligation to protect our confidential information continues after the business relationship with us has been completed. Vendors are expected to notify the Company immediately of any actual or suspected privacy breaches, security breaches, or loss of our information, and assist the Company in managing any consequences arising from such events.

### **Information and Data Security**

- 6.7 The Company operates under an information and operational security program that meets and exceeds recognized industry standards. If the Company provides a Vendor with access to its operational assets, digital assets, or information security system (including equipment, systems, and online services), the Vendor is expected to have a security program in place that meets recognized industry standards, and which complies with our minimum information and operational security standards. Vendors with access to the Company's information security systems are expected to ensure all reasonable measures are taken to protect information assets when handling and/or transmitting electronic communications within our information and operational systems. Vendors must comply with any contractual requirements regarding information security and data protection and destruction. Vendors are also responsible for ensuring completion of IT training and compliance with applicable Company IT policies, as agreed between the Vendor and the Company.

### **External Recognition**

- 6.8 Vendors shall not use the name, trademark, logo or any other imagery or intellectual property of the Company for any reason, including marketing, endorsements, or promotional activities, without the Company's prior written consent. Vendors should always ask their Company contact before using the Company's name, logo, or other trademarks.
- 6.9 Vendors must not make online posts or comments on social media that imply that they are speaking for or on behalf of the Company, or disclose information about the Company, its employees or operations. Vendors are expected to strictly avoid online discussions about the Company.

## **7.0 VENDOR COMPLIANCE**

- 7.1 The requirements outlined in this Vendor Code are not to be read in lieu of, but in addition to the Vendor's contractual and legal obligations, and standards of conduct prescribed in any other Company policies specifically made applicable to the Vendor. Those policies may include:

7.1.1 *Code of Conduct*

7.1.2 *Speak Up Policy*

7.1.3 *Anti-Corruption Policy*

7.1.4 *Privacy Policy*

7.2 Copies of the above policies may be obtained from the Company's website.

7.3 Subject to the qualifications in section 2, this Vendor Code sets out standards that Vendors are expected to meet, but Vendors may exceed these standards. Where the Vendor Code and applicable laws address the same subject matter, Vendors are expected to meet the more stringent requirements.

7.4 The Vendor Code does not create new and additional rights for Vendors, or any third parties including the Vendors' employees and subcontractors.

7.5 Vendors are expected to conduct themselves in a manner consistent with the principles contained in this Vendor Code. To this end, Vendors are expected to follow context-appropriate supply chain governance practices based on their operations. Non-compliance with the standards set forth in the Vendor Code and applicable laws may result in disciplinary action up to and including immediate removal from Company property, termination of agreements in accordance with contractual terms, subsequent disqualification as a future Vendor to the Company, and disclosure to the appropriate authorities if there is a violation of law and/or legal action.

7.6 We reserve the right to audit Vendors for compliance with the Vendor Code, including both social and environmental performance.

### **Reporting Non-Compliance**

7.7 The Vendor Code is not intended to address all issues that may arise as part of a Vendor's relationship with the Company. Vendors are encouraged to contact their Company business contact with questions or for guidance on how to proceed in any given situation. Vendors may also report potential violations of this Vendor Code or other applicable Company policy in accordance with our *Speak Up Policy*.

7.8 We prohibit retaliation against anyone for raising concerns in good faith or being involved in an investigation into possible violations of this Vendor Code.

7.9 Violations of this Vendor Code may be reported to any of the following:

7.9.1 The Vendor's Company business contact

7.9.2 The Fortis Chief Legal Officer

7.9.3 The Fortis Compliance Director

7.9.4 The Company's *EthicsPoint* anonymous reporting service toll-free (1-866-294-5534) or online ([FortisInc.ethicspoint.com](http://FortisInc.ethicspoint.com))

## 8.0 PERIODIC REVIEW

8.1 This Vendor Code shall be reviewed periodically and may be amended at the Company's discretion.