



## **Maritime Link Operations**

# **Respectful Workplace Practices Third Party Conduct Expectations**

**March 2022**

## **Proprietary Notice**

The content of this document is confidential and under the ownership of Emera Newfoundland and Labrador (ENL). It will not be shared in whole or in part without the appropriate written consent of ENL.

## 1. Respectful Workplace Practices

At Emera Newfoundland and Labrador (ENL), our objective is to provide a work environment that fosters mutual respect and work relationships free of harassment for everyone and an environment that is inclusive and fosters diversity.

ENL will abide by the Emera Code of Conduct and Emera's Respectful Workplace Policy.

ENL will ensure that employees and contractors;

- are aware of Emera's Code of Conduct and have access ([www.emera.com/policies](http://www.emera.com/policies)).
- are aware of Emera's Respectful Workplace Policy and have access ([www.emera.com/policies](http://www.emera.com/policies)).

ENL will ensure:

- that communication regarding the Emera Respectful Workplace Policy and any ENL specific practices are included in employee and contractor orientation materials.
- that Emera's Respectful Workplace Policy is promoted in accessible on-site areas through the posting of this document and the full Respectful Workplace Policy is made available to those interested in viewing upon request. Related incident reporting protocols as outlined in the Code of Conduct shall be clearly communicated to all employees and contractors through training.

ENL will provide feedback to contractors in support of a Respectful Workplace over the course of their work and as part of ongoing work feedback. Offensive signs and posters will not be tolerated.

ENL and its contractors shall:

- Ensure that Occupational Health and Safety initiatives are inclusive and that requirements such as ensuring safety equipment is appropriate for all workers are taken into account.
- Provide on-site infrastructure reflecting the workforce's diversity requirements and values as required or requested including:
  - Disability access
  - Gender and culturally appropriate washroom and other personal facilities
- Use diversity-inclusive and disability-respectful language and, where possible, images within the materials shall reflect diversity.

## 2. Third Party Conduct Expectations

ENL will provide Third Parties with the following documents;

- Emera Code of Conduct
- Emera Respectful Workplace Policy
- ENL Respectful Workplace Practices
- ENL Third Party Orientation Materials

These documents are to be reviewed by all Contractors for conduct performance expectations in the delivery of the work. The documents also provides the information that will be reviewed prior to the commencement of the work.

ENL is committed to providing a safe, diverse, and inclusive workplace where everyone is treated fairly with dignity and respect. This starts with our leadership and extends across all levels of the company.

ENL endeavors to foster, cultivate, and preserve a culture of diversity and inclusion. Diverse and inclusive teams make us stronger - they help us attract and retain the best people, support an engaged and productive team and bring fresh perspectives and new ideas to our work together. The highlights of Emera’s diversity and inclusion strategy is outlined below.

Inclusion	Diversity	Corporate Culture
<ul style="list-style-type: none"><li>• Identifying, addressing, and removing barriers in our processes, policies, and practices.</li><li>• Creating and enabling opportunities that result in effective and meaningful participation that leads to innovative ideas from a range of perspectives</li></ul>	<ul style="list-style-type: none"><li>• Valuing, respecting, and accepting individual differences</li><li>• Making the most of the diverse backgrounds and experiences of Emera employees</li></ul>	<ul style="list-style-type: none"><li>• People are treated with dignity, fairness, and respect</li><li>• Harassment and discrimination of any kind is not tolerated</li><li>• Personal accountability is expected</li></ul>

### 3. Third Party Orientation Materials

All Third Parties undertaking work at an ENL worksite shall undertake an On-site Orientation that shall include the following;

- **Where to access Emera’s policies including** Emera’s Respectful Workplace Policy ([www.emera.com/policies](http://www.emera.com/policies))
- **Review relevant clauses of** ENL Respectful Workplace Policy and Practices and Third Party Conduct Expectations

During Orientation the following shall be communicated;

- “ENL is committed to having a workplace free from any form of Discrimination or Harassment, and or any form of retaliation as a result of an employee or contractor's employee exercising their rights under this commitment. Behavior contrary to this commitment will not be tolerated.

Should an employee and/or contractor employee believe they are being subject to Discrimination, Harassment, or retaliation, they should follow their own organization’s protocols AND notify their ENL contact immediately.

Contractor employees may access Emera’s Ethics Hotline, available 24/7, for anonymous and confidential reporting purposes, which is supported by an independent and external company, ClearView Connects (ClearView™). The hotline number is 1-866-344-8801.”