
	ENMAX CORPORATION	Policy	
	PRINCIPLES OF BUSINESS ETHICS		
	Effective Date: March 11, 2024		Pg. 1 of 17
			Verify revision is current prior to use.


Contains commercially sensitive information.  
Refer to cover page to materials regarding restrictions.

## PRINCIPLES OF BUSINESS ETHICS POLICY

Board of Directors		Date Approved
		February 29, 2024
Executive Sponsor	Title	Date Approved
Erica Young	Chief Legal, Regulatory and Commercial Officer	February 29, 2024
Content Owner	Title	Date Approved
Tracy Coutts	Director, Compliance	February 29, 2024

Review of this Policy is required every three years.

Revision history of this Policy is referenced in Schedule “B”.

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This **Policy** applies to **ENMAX Corporation and its Subsidiaries (“ENMAX”)**.

The Board of Directors has the primary responsibility for the approval of this **Policy**, for charging specific committees of the Board of Directors with the oversight of this specific **Policy**, and authorizing specific members of the Executive Team to interpret and update this **Policy**.

Amendments to this **Policy** may only be approved by resolution of the Board of Directors. However, amendments that only alter the form (and not the substance) of the **Policy** will not require Board of Directors approval. The Board of Directors reserves the right and responsibility for interpreting this **Policy**. The Chief Executive Officer is responsible for interpreting this **Policy** where engagement of the Board of Directors is not necessary. The Executive Sponsor is responsible for updating this **Policy**.

Any questions about this **Policy** should be addressed to the Executive Sponsor or Content Owner directly, through a supervisor, or by contacting the ENMAX Compliance Department through [compliance@enmax.com](mailto:compliance@enmax.com).

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## 1.0 **PURPOSE**

Unless expressly provided herein to the contrary, this **Policy** applies to all ENMAX Personnel.

This **Policy** establishes the appropriate and expected behaviour for maintaining ENMAX’s reputation for honesty and integrity earned by maintaining the highest standards of business ethics and compliance with Applicable Laws.


## 2.0 **DEFINITIONS**

Capitalized and underlined terms used in this **Policy** are defined in Schedule “A” attached to this **Policy**.

## 3.0 **PRINCIPLES**

### 3.1 **Compliance with all Applicable Laws and this Policy**

All Personnel are expected to comply with all Applicable Laws and all aspects of this **Policy**. This **Policy** does not specifically address every potential form of unacceptable conduct, and it is expected that all Personnel will exercise good judgment. All Personnel have a duty to comply with the letter and spirit of this **Policy**.

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### 3.2 Contractors

For greater clarification, in the case of Personnel that are Contractors, this Policy shall apply to only those Contractors that are providing services to ENMAX and that are advised, in writing, of the applicability of this Policy to the provision of those services, and in such cases this Policy shall apply with such necessary and appropriate modifications to recognize that Contractors are not Directors, Officers or Employees of ENMAX.

### 3.3 Corporate Responsibility

Corporate Responsibility at ENMAX refers to the simple principle that how we conduct our business is equally as important as the profits we earn.

Corporate Responsibility demonstrates our belief in taking personal accountability for all that we do, including safety, customer care, environmental stewardship, and meaningful stakeholder and community engagement. ENMAX and its Personnel will seek to increase competitiveness and maximize value to the shareholder while understanding and embracing corporate responsibility for the impact of ENMAX activities on the environment, consumers, Personnel, communities and the citizens of Calgary, and all other Stakeholders to the extent that is reasonably achievable.


### 3.4 No Retaliation for Raising Concern

Personnel may submit a complaint regarding a suspected violation of this Policy without fear of dismissal or retaliation. ENMAX prohibits any form of retaliation for raising concerns or reporting possible misconduct in good faith or for assisting in the investigation of possible misconduct. No adverse action will be taken against any individual for making a complaint or disclosing information in good faith. Any Personnel who retaliates in any way against an individual who reports any violation, or suspected violation, of this Policy will be subject to disciplinary action.

## 4.0 RESPONSIBILITIES AS PERSONNEL, SUPERVISORS AND MANAGERS, AND OFFICERS

### 4.1 Personnel

All Personnel are required to read and fully understand this Policy. If they do not understand this Policy, Personnel have an obligation to seek advice or guidance from the Content Owner or Executive Sponsor. If Personnel are aware of any conduct involving other Personnel that may violate this Policy, there is an obligation on that individual to report the issue to a supervisor, an Officer of ENMAX, the Content Owner, the Executive Sponsor or the ENMAX Safety and Ethics

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Helpline (1-800-661-9675 or [www.enmax.confidenceline.net](http://www.enmax.confidenceline.net)) promptly. Confidentiality will be maintained to the extent consistent with the best interests of the Personnel involved, and ENMAX's obligations under any Applicable Laws.

#### 4.2 Supervisors and Managers

In addition to their responsibilities as Personnel, supervisors and managers are responsible for enabling their direct reports to understand and comply with this Policy. As the first point of contact for Personnel, supervisors and managers need to be a knowledgeable and reliable source of advice.

Supervisors and managers should make it possible for their staff to comfortably express their concerns about possible violations of this Policy. This means advising Personnel when it becomes necessary to disclose their concerns to senior Management.

Supervisors and managers are obligated to escalate suspected violations of this Policy to senior Management of their Business Unit or, if they are concerned about such escalation due to the nature of the suspected violation, to the Executive Sponsor or the Vice President, People and Culture.

#### 4.3 Officers

ENMAX Officers, in addition to their responsibilities as Employees and supervisors, are accountable for ensuring all Personnel are provided with training in relation to this Policy. The Chief Executive Officer is ultimately responsible for ENMAX's compliance with this Policy.


### 5.0 ETHICAL CONDUCT IN THE WORKPLACE

#### 5.1 Diversity

ENMAX promotes and encourages a culture of diversity, inclusion and acceptance and prohibits any form of Discrimination in hiring and employment practices.

#### 5.2 Harassment

ENMAX treats all Customers, Stakeholders and Personnel with dignity and respect, working together to create a respectful and ethical workplace. Harassments includes intimidating, hostile, offensive, violent, demeaning, threatening or humiliating to any person or group of people within ENMAX, Stakeholders, or customers will not be tolerated. If such behaviour is witnessed, it must be reported to a supervisor, the Executive Sponsor, Content Owner, Vice President, People and Culture or by using the ENMAX Safety and Ethics Helpline (1-800-661-9675 or [www.enmax.confidenceline.net](http://www.enmax.confidenceline.net)).

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## 6.0 ETHICAL CONDUCT IN BUSINESS RELATIONSHIPS

### 6.1 Suppliers and Stakeholders

ENMAX and its Personnel are committed to fair competition in all dealings with suppliers and Stakeholders. All purchases made on behalf of ENMAX are made honestly and objectively.

### 6.2 Customers

ENMAX and its Personnel provide Customers with the truthful information required to make informed choices about products and services offered by ENMAX. Personnel shall not take unfair advantage of anyone, including Customers. Taking unfair advantage includes manipulation, concealment, misrepresentation of material facts, or any other unfair dealing practice.

All transactions, including payment arrangements, involving ENMAX accounts of Employees or individuals with a personal association with ENMAX Employees must be processed in accordance with standard ENMAX practices.


ENMAX Employees may access or review their own ENMAX account through online activities such as the customer portal through enmax.com or the ENMAX Energy app as these systems are electronically logged.

Employees must never access or review their own ENMAX accounts through other means unless a valid exception has been approved, and documented within the exception log. Requests for exceptions can be sent to ENMAX Compliance at compliance@enmax.com. The ENMAX Compliance team maintains a log of approved exceptions, performs periodic reviews to ensure logged exceptions remain required, and to annually report to the Executive Sponsor on exceptions granted.

Employees who may be exposed to the ENMAX account of a relative, friend, acquaintance or fellow Employee who they interact with regularly are to turn over any such business transaction to the Customer Support Team for assistance.

### 6.3 Gifts and Entertainment

ENMAX and its Personnel shall act honestly and with integrity in all business relationships with competitors, potential business partners, suppliers, Customers and government officials. ENMAX and its Personnel shall exercise good business judgment in extending business courtesies. ENMAX and its Personnel shall never accept or offer bribes, favours or “kickbacks”

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for the purpose of securing business transactions. ENMAX and its Personnel shall ensure that all payments are necessary, lawful and properly documented.

### 6.3.1 Accepting Gifts

Your supervisor must provide written approval prior to the acceptance of a gift offered with a value greater than \$300. Gifts of travel are not to be accepted under any circumstances. If a Third Party offers travel for business purposes and it would not be practicable or reasonable for ENMAX to pay for it directly, your supervisor must provide written approval, including reasons, prior to acceptance. The Chair of the Board of Directors and Chair of the Governance Committee act as “supervisor” to Directors for the purposes of this provision. Travel shall not be accepted from vendors.

In no circumstances should gifts of cash be given or received.

### 6.3.2 Hosting and Gifts for Government Employees or Government Agency Employees

Approval from the Vice President, Public Policy and Government Relations is required prior to issuing an invitation, or providing or offering a gift, to a government employee or a government agency employee.

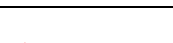
### 6.3.3 Entertainment

There is no specific value limit set for Personnel entertaining or hosting Stakeholders, industry participants, or Customers – nor for Personnel being entertained or hosted by Stakeholders, industry participants, or Customers. In either case, Personnel are expected to be thoughtful and exercise sound and reasonable judgment relative to their role and position at ENMAX.

For clarity, Personnel may be provided with ticket valued over \$300 to join the Stakeholder, industry participant, or Customer at an event. If the Stakeholder, industry participant, or Customer will not be attending the event with the Personnel, tickets are considered gifts and cannot exceed the \$300 limit for all tickets provided.

Personnel are encouraged to request confirmation from intended recipients of hosted events or entertainment to confirm that the event is compliant with their respective policies.

If there is any doubt about entertainment, a supervisor should be consulted. Directors should consult with the Chair of the Board of Directors and Chair of the Governance Committee for this purpose.

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Social activities that could reasonably be associated with ENMAX are to be conducted with propriety and with appropriate regard to all applicable ENMAX Policies, Applicable Laws, and must not be detrimental to ENMAX's reputation in the community.

#### 6.4 Fair Competition

ENMAX believes in competing on fair terms and does not permit Personnel to use proprietary or confidential information from prior employers or place such information on ENMAX's information technology infrastructure.

Where Personnel have previously worked for a competitor, ENMAX and its Personnel shall not attempt to obtain the competitor's proprietary information from that individual.

Personnel shall not conspire with any other party to lessen fair competition or engage in anti-competitive practices including but not limited to price-fixing or bid-rigging.

Personnel shall not, either directly or through a Third Party, misrepresent ENMAX or offer inducements to solicit proprietary information about competitors.


ENMAX and its Personnel protect information about Customers of its regulated products or services from disclosure to affiliated and unaffiliated retailers where doing so would violate Applicable Laws.

ENMAX and its Personnel shall not, directly or indirectly, use outage records to trade or disclose outage records to any external party until those outage records have been made available to the public by the AESO, unless otherwise permitted under the Fair, Efficient and Openly Competitive Regulation or other Applicable Laws.

#### 6.5 Relationships with Non-profit and Professional Organizations

Officers and Employees may perform services for an outside organization during business hours if he/she has received prior consent from a supervisor. If Personnel act as a spokesperson for an organization or speak publicly in a non-business capacity, it must be clear to the audience that he or she is not acting as a representative or expressing the views of ENMAX.

As private citizens, Personnel might choose to take part in the political process, a right that is respected by ENMAX. Personnel, outside of those whose responsibilities include engaging in the political process, may engage in these activities only on their own time, and participation in the political process by Personnel must be kept separate from their duties or association with ENMAX.

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## 6.6 Conducting International Business

This Policy applies to all activities carried out by Personnel on behalf of ENMAX, whether inside or outside of Canada. When conducting business outside Canada, ENMAX and its Personnel are expected to adhere to the local laws and standards to the extent that laws are not in conflict with Canadian law.

## 6.7 Anti-bribery and Anti-corruption

When conducting ENMAX business activities, ENMAX and Personnel will not make payments of any sort to Public Officials to obtain a favourable decision or to attract or retain business whether inside or outside of Canada.

When conducting ENMAX business activities, ENMAX and Personnel will never offer, ask for, give or receive any form of bribe, kickback or any other type of improper payment, or attempt to gain influence or competitive advantage through improper means. They will ensure that the requirements of all applicable anti-corruption laws are met, including, but not limited to the Corruption of Foreign Public Officials Act. ENMAX shall never offer or give facilitation payments.

Personnel must immediately report to their leader and the Content Owner any anti-corruption or anti-bribery “red flags” or irregularities (i.e., an indication that an agent, business partner, or contractor may have made, or intends to make an illegal offer or payment, or bribe, in connection with ENMAX business activities). Violations of applicable anti-corruption and anti-bribery laws may result in job termination, fines and reputational harm as well as criminal fines and penalties, including imprisonment, for individuals.

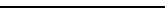
## 7.0 ETHICAL USE OF COMPANY PROPERTY AND INFORMATION

### 7.1 Confidential and Private Information

ENMAX and its Personnel protect confidential competitive information, Customer Information and Personal Information.

Personnel are responsible for knowing what information must remain in confidence and for seeking clarification from a supervisor if in doubt. In addition, Personnel will not disclose confidential competitive information about ENMAX to anyone outside ENMAX, including family and friends, even after leaving ENMAX’s employ, except in the circumstances where disclosure is required by law or by a regulatory authority. Within ENMAX, Personnel will not disclose confidential information to colleagues other than that which is required for the performance of their assigned work.



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ENMAX and its Personnel protect all confidential information against theft, fraudulent use, loss, unauthorized access and misuse. ENMAX recognizes that any unauthorized disclosure of confidential information exposes ENMAX to legal, financial, commercial and reputational liability and risks.

## 7.2 Use of Company Assets

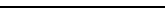
Personnel share the responsibility for protecting ENMAX's assets, which includes physical property, data, intellectual property, credit cards, information networks and commodities, from theft, misuse, damage, loss and neglect.

Whenever ENMAX property is entrusted to Personnel, Personnel have full accountability for it and are required to maintain it in good condition. Personnel shall dispose of ENMAX property only in an approved manner and with the consent of ENMAX.

ENMAX time, property and services, including assets such as stationery, computers and mail services, may normally not be used for a personal or non-business reason. However, because ENMAX recognizes that the work done for ENMAX may take Personnel away from the personal or family aspects of his/her life, limited and reasonable personal or non-business use of these resources is acceptable where the purpose of such is lawful and not contrary to ENMAX's interests or Policies, including this Policy. ENMAX information may never be used for personal or non-business reasons and includes any work Personnel perform outside of ENMAX.

## 7.3 Accounting and Financial Reporting

All ENMAX financial reports, accounting records, invoices, research and sales reports, expense accounts, time sheets and other financial documents shall accurately and clearly represent the relevant facts and true nature of each transaction, and shall be retained in accordance with ENMAX's records retention policies and Applicable Law. Making false, fictitious or inappropriate entries with respect to any transaction of ENMAX or the disposition of any of ENMAX's assets is prohibited, and no Personnel may engage in any transaction that requires or contemplates the making of such false entries. Personnel are responsible for the accuracy and completeness of any reports or records created or maintained. If Personnel become aware of questionable or suspicious financial transactions or entries, they must disclose them to a supervisor, the Director, Compliance or by using the ENMAX Safety and Ethics Helpline (1-800-661-9675 or [www.enmax.confidenceline.net](http://www.enmax.confidenceline.net)).

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## 8.0 ETHICAL CONDUCT AS INDIVIDUAL EMPLOYEES

### 8.1 **Avoiding Conflict of Interest**

A Conflict of Interest occurs when undisclosed personal interests influence, or could appear to influence, the decisions of Personnel in the performance of their duties at ENMAX. Personal interests include matters involving Personnel directly, an Immediate Relative, or a business enterprise in which Personnel or their family has an interest, financial or otherwise.

Personnel must disclose any situation that may create a Conflict of Interest between personal interests and those of ENMAX, particularly where personal interests benefit in any way, or could appear to benefit, from business decisions or knowledge acquired at ENMAX. All Personnel have an obligation to immediately declare any actual, potential or perceived Conflict of Interest to their supervisor or the Director, Compliance, or in the case of Directors, to the Board of Directors.

Personnel shall not participate in or influence any decision by ENMAX where they have a Conflict of Interest.

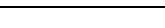
Directors must declare any actual, potential or perceived Conflict of Interest to the Chair of the Board of Directors. It is the responsibility of each member of the Board of Directors to acknowledge and sign the Directors' Code of Conduct upon becoming a Director of ENMAX and to keep relevant information up to date by filing a *Declaration of Interest* form annually with the Corporate Secretary.

All Personnel must review the ENMAX [Conflict of Interest Standard](#) which provides direction and measures to assist Personnel in effectively dealing with any actual, potential or perceived Conflict of Interest situations which may arise during employment, during the course of performance of their duties, or when otherwise representing ENMAX.

### 8.2 **Outside Business Activities**

Officers and Employees shall not serve as directors of any organization that supplies goods or services to ENMAX, or competes with ENMAX, without the approval of a supervisor and the Content Owner.

Officers and Employees may work for another organization, including a sole proprietorship, as long as it is not a supplier, a commercial or industrial customer or a competitor of ENMAX, and does not affect work performance at ENMAX. Where it is not clear whether external work interferes with a duty to ENMAX, Officers and Employees are required to disclose the circumstances to their supervisor and the Content Owner.

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Officers and Employees shall not perform work for other organizations on ENMAX's time or promote any non-ENMAX product or service to others during working hours, without the approval of their supervisor.

Personnel shall not use ENMAX's equipment, supplies, Personnel, or intellectual property for the benefit of another organization, without the approval of a supervisor and the Content Owner. The Chair of the Board of Directors and Chair of the Governance Committee act as "supervisor" to Directors for the purposes of this provision.

### 8.3 Investments


To ensure there is no Conflict of Interest created through personal investments, Personnel and their Immediate Relatives may not hold an ownership or financial interest in any company that competes with ENMAX or that sells goods and services to ENMAX, except as provided below.

Personnel may own shares in a privately owned or publicly traded company that does business with or competes with ENMAX provided ownership does not exceed five percent of the shares of the company.

The five percent holding restriction does not include investments held through a mutual fund or other arrangement where the Personnel does not directly control or dictate the timing or volume of purchases or sales of the securities.

### 8.4 Disclosure of Investment Information

Persons or companies in possession of undisclosed information concerning ENMAX may not make use of such information for their own benefit or for the benefit of others. This applies to any information that could influence anyone's decisions with regard to investment in ENMAX, including information about ENMAX's performance and plans and changes to its operations and capital. ENMAX and its Personnel shall ensure that the disclosure of information about ENMAX to the public is timely, factual and accurate and broadly disseminated in accordance with all Applicable Laws. Selective disclosure of such information is improper Personnel shall not disclose such information to any person or company before it is publicly announced. Personnel shall also ensure that when information has not been publicly disclosed it remains confidential. Personnel shall protect such information by sharing it internally only on a need-to-know basis.

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## 9.0 POLICY ADMINISTRATION

### 9.1 Policy Management

This Policy shall be reviewed every three years by the Board of Directors and will be updated and approved by the Board of Directors. All new versions of the Policy shall be posted on Intramax once approved.

The Executive Sponsor may approve Standards relating to any matters falling within the scope of this Policy.

### 9.2 Reporting and Potential Consequences of Non-Compliance


Personnel are responsible for compliance with this Policy and any Standards or Procedures that are created pursuant to this Policy. Failure to comply may result in disciplinary action, investigation, or other action by ENMAX that may include, but it not limited to, termination of employment, or in the case of the Board of Directors, termination of directorship.

In addition to acting in compliance with the Policies, Standards, Procedures, and any Applicable Laws, Personnel have the responsibility to report to the Company any violations of Policy, Standard, Procedure, or any Applicable Laws that he or she may discover. All Personnel are assured that they can report such violations without fear of retribution or retaliation. Any Personnel who threatens, retaliates against or harasses any person who has reported in good faith a compliance concern, or is considering reporting such a concern, shall be subjected to disciplinary action, up to and including termination.

All instances of non-compliance with this Policy must be reported to a supervisor, the Director, Compliance, the Executive Sponsor directly, or by using the ENMAX Safety and Ethics Helpline (1-800-661-9675 or [www.enmax.confidenceline.net/](http://www.enmax.confidenceline.net/)).


Anyone filing a complaint concerning a suspected non-compliance with this Policy, or with Applicable Laws, must be acting in good faith for believing the information disclosed indicates a suspected non-compliance. Any allegations that prove to have been made maliciously or knowingly to be false will be viewed as a serious disciplinary offense.

All Personnel are required to comply with requests for assistance, information or documentation in support of a suspected non-compliance investigation.


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## **SCHEDULE “A” – DEFINITIONS**


Defined Term	Definition
<b>Applicable Laws</b>	means all statutes, bylaws, regulations, ordinances, standards, codes, orders, decrees, restrictions, and rules (including all occupational health and safety requirements) whether federal, provincial, or municipal in origin, of all lawful authorities and applicable regulatory bodies, administrative bodies, tribunals or boards, having jurisdiction in relation to the relevant subject matter in force from time to time during the term of the relevant corporate governance document.
<b>Board of Directors</b>	means the <u>Board of Directors</u> of <u>ENMAX</u> Corporation.
<b>Bribery</b>	when someone gives or promises another person anything of value to obtain a benefit, favourable treatment or business advantage
<b>Business Unit</b>	means a Subsidiary or a unit of shared services headed by a member of the <u>Executive Team</u> .
<b>Chief Executive Officer</b>	means the President and Chief Executive Officer of <u>ENMAX</u> Corporation.
<b>Conflict of Interest</b>	occurs when undisclosed personal interests influence, or even appear to influence, a <u>Director</u> or <u>Personnel’s</u> decisions in the performance of their duties at <u>ENMAX</u> .
<b>Content Owner</b>	means an <u>Employee</u> who has been appointed by the <u>Executive Sponsor</u> of a <u>Policy</u> to assist with the <u>Executive Sponsor’s Policy</u> accountabilities as determined by the Policies, Standards, Procedures and Forms Standard.
<b>Contract</b>	means an agreement between two or more parties creating obligations that are enforceable or otherwise recognizable at law.
<b>Contactor(s)</b>	means any contractor, sub-contractor, consultant or agent engaged by or on behalf of <u>ENMAX</u> , who is not an <u>Employee</u> .

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Defined Term	Definition
<b>Corporate Responsibility</b>	refers to the simple principle that how we conduct our business is equally as important as the profits we earn. Corporate Responsibility demonstrates our belief in taking personal accountability for all that we do, including safety, customer care, environmental stewardship, and meaningful stakeholder and community engagement. <u>ENMAX</u> and its <u>Personnel</u> will seek to increase competitiveness and maximize value to the shareholder while understanding and embracing corporate responsibility for the impact of <u>ENMAX</u> activities on the environment, consumers, <u>Personnel</u> , communities and the citizens of Calgary, and all other <u>Stakeholders</u> to the extent that is reasonably achievable.
<b>Customer</b>	means an individual who uses, or applies to use, <u>ENMAX's</u> products or services, where such individual is a residential Customer or an individual carrying on business alone as a sole proprietorship or in partnership with other individuals.
<b>Customer Information</b>	means information that is uniquely associated with an <u>ENMAX Customer</u> , or could be used to identify an <u>ENMAX Customer</u> , and is not available to the public. This includes strategic information about a <u>Customer's</u> business.
<b>Director</b>	means a member of the <u>Board of Directors</u> .
<b>Discrimination</b>	means any form of unequal treatment based on grounds prohibited under the Alberta Human Rights Act and/or: <ul style="list-style-type: none"> <li>• Age</li> <li>• Creed (religion)</li> <li>• Gender</li> <li>• Gender Identity</li> <li>• Sexual Orientation</li> <li>• Family status</li> <li>• Marital status</li> <li>• Disability (including mental or physical disabilities)</li> <li>• Race</li> <li>• Ancestry</li> <li>• Place of origin</li> <li>• Ethnic origin</li> <li>• Citizenship</li> </ul>


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Defined Term	Definition
	<ul style="list-style-type: none"> <li>• Colour</li> <li>• Record of offences (criminal conviction for a provincial offence, or for an offence for which a pardon has been received)</li> <li>• Association or relationship with a person identified by one of the above grounds</li> <li>• Perception that one of the above grounds applies.</li> </ul>
<b>Employee(s)</b>	means a member of the <u>Executive Team</u> or any other person employed by <u>ENMAX</u> on a full or part-time basis.
<b>ENMAX</b>	means ENMAX Corporation and its direct and indirect Subsidiaries, other than Versant Power and its U.S. holding companies and its direct and indirect subsidiaries.
<b>Executive Sponsor</b>	is an <u>Employee</u> with specific <u>Policy</u> development and <u>Management</u> accountabilities as designated by the <u>Chief Executive Officer</u> .
<b>Executive Team</b>	means the <u>Chief Executive Officer</u> and their direct reports, excluding support staff.
<b>Immediate Relative</b>	means a spouse, partner in an adult interdependent relationship as defined in the Adult Interdependent Relationships Act (Alberta), intimate partner, children, brothers, sisters, parents, grandparents, and children, brothers, sisters, parents, or grandparents of spouses or partners in an adult interdependent relationship, including adopted, adoptive, foster, or step, as the case may be. For the purposes of this <u>Policy</u> , such an individual is an Immediate Relative whether or not the individual is currently living with the <u>Personnel</u> .
<b>Management</b>	means an <u>Employee</u> who performs management functions for <u>ENMAX</u> .
<b>Officer(s)</b>	means a member of the <u>Executive Team</u> .
<b>Personal Information</b>	means information about an identifiable individual, but does not include aggregated information that cannot be associated with a specific individual.

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Defined Term	Definition
<b>Personnel</b>	means <u>ENMAX Board of Directors</u> , <u>Executive Team</u> , <u>Employees</u> and <u>Contractors</u> .
<b>Policy / Policies</b>	is/are principle based document(s) that contain information and direction in relation to the values and fundamental expectations of <u>ENMAX</u> .
<b>Procedures</b>	are documents designating the steps or processes that provide specific direction in order to achieve a uniform approach to executing a work or business activity. Procedures are composed of steps which, when not executed in a specific order may result in an impact to health, safety, environment, customer service or business (operational, financial, regulatory, etc.) performance.
<b>Public Officials</b>	persons including those who are appointed or elected to discharge a public duty, or persons who hold a position under government or a public department. It also includes elected Chief and Council of First Nation communities.
<b>Stakeholder(s)</b>	means people, groups of people, and organizations that may reasonably affect, be affected by, or perceive themselves to be affected by an ENMAX decision, or business activity
<b>Standard(s)</b>	is a document providing further direction, guidance and requirements that provides greater detail than that provided in a <u>Policy</u> , and reflects <u>Management's</u> expectations.
<b>Third Party</b>	means an individual or organization outside of <u>ENMAX</u> .



	ENMAX CORPORATION		Policy	
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**SCHEDULE “B” – REVISION HISTORY**

Rev No.	Effective Date	Revision History
6	March 11, 2024	Amendments to expand the Anti-bribery and Anti-corruption section. Edits to section 6.2 to reflect current practices in Customer Care. Clarifying treatment of hosted entertainment/tickets. Modify language throughout document to clear up ambiguities.
5	March 25, 2021	Amendments to modify language to increase the value of a gift that can be accepted without supervisor written approval, as well as updated some definitions to ensure defined terms have consistent definitions among the governing document.
4	November 13, 2020	Definitions for Company, ENMAX and Subsidiaries updated with the acquisition of Versant Power.
3	March 26, 2020	Add paragraph to 6.4 to include the prohibition of using proprietary information from a previous employer without the previous employer’s consent. Edit some definitions to match the master definition list. Various edits to clean up language.
2	November 30, 2018	Board required review Policy refresh and update Replaced Content Owner with Director, Compliance Update to address Bill 13
1	November 5, 2015	Included ‘Directors’ in definition of “Personnel”. Replaced VP, Corporate Responsibility with VP, Legal Services.