

Policy.



Equal Employment Opportunity and Non-Discrimination Policy.

Purpose and scope

The purpose of this Policy is to ensure no barriers or discrimination exist regarding any aspect of employment for TC Energy Employees and job applicants, and to outline TC Energy's commitment to equal employment opportunities.

This Policy applies to all TC Energy Employees and job applicants. Where a conflict exists between this Policy and any applicable collective bargaining agreement, the terms and conditions of the collective bargaining agreement will apply.

Requests for accommodation are managed in accordance with the Reasonable Workplace Accommodation Policy.

Policy

1 General provisions

- 1.1 TC Energy is an equal opportunity employer and ensures that its Employees and job applicants are provided with opportunities based on their proven ability and qualifications and objective occupational requirements in compliance with all applicable federal, provincial, state, and local laws.
- 1.2 Considering race, national or ethnic origin, colour, religion, age, sex, sexual orientation, gender and gender identity, marital status, family status, veteran status, physical or mental disability, conviction for an offence for which a pardon has been granted or other grounds protected by law is prohibited in every aspect of employment opportunity, including but not limited to recruitment, training, compensation and other benefits, promotion, transfer and termination.
- 1.3 As a United States federal contractor and Canadian federally regulated employer, TC Energy reports workforce demographic and qualitative data to government agencies. The Company also prepares and implements Affirmative Action, Employment Equity and Accessibility plans in meeting its affirmative action, equal employment, and

Equal Employment Opportunity and Non-Discrimination Policy.

accessibility responsibilities. TC Energy regularly reviews its policies and procedures and coordinates Company-wide efforts to improve representation of Designated and Protected Groups and other groups protected by law.

2 Roles and responsibilities

2.1 Employees, leaders, and the Human Resources department are responsible for ensuring equal employment and non-discrimination in the workplace.

2.2 Employees are responsible for:

- a) being educated about and recognizing the diversity that exists at TC Energy and among its stakeholders;
- b) recognizing the value of different perspectives and experiences and the varied approaches required to address the needs of people with differing backgrounds;
- c) respectfully managing differences experienced through everyday interactions with others; and
- d) reporting inappropriate behaviours when needed using the resources outlined in this Policy.

2.3 Leaders are responsible for:

- a) promoting and enabling practices so all qualified people receive equal consideration in employment opportunities and practices;
- b) serving as role models by becoming educated about, and complying with, TC Energy's diversity-related Legal Requirements, and supporting Employees in doing so;
- c) implementing TC Energy's Equal Employment Opportunity obligations, Affirmative Action, Employment Equity and Accessibility plans, and other existing diversity and inclusion strategies within their area of responsibility; and
- d) removing barriers that may be causing inequity or disadvantage within their area of responsibility.

2.4 Human Resources is responsible for:

- a) obtaining qualitative and quantitative data to comply with diversity-related Legal Requirements on behalf of TC Energy;
- b) using data to identify and eliminate discriminatory practices or barriers, considering what may be required by law, collective bargaining agreements or objective occupational requirements;
- c) creating and overseeing implementation of Equal Employment Opportunity, Affirmative Action, Employment Equity and Accessibility plans, and other existing diversity and inclusion strategies;
- d) implementing this Policy;
- e) providing training, education and coaching to help Employees foster a respectful and inclusive workplace; and

Equal Employment Opportunity and Non-Discrimination Policy.

f) investigating reports of inappropriate behaviour in breach of this Policy.

3 Resolution process

- 3.1 Allegations of discrimination are taken seriously and dealt with consistently, promptly and in a respectful, fair, and thorough manner by trained investigators.
- 3.2 Employees who believe they have been subject to discrimination may report their concerns using TC Energy's Ethics Help Line or any of the various reporting resources available.
- 3.3 Job applicants who believe they have been subject to discrimination may file a complaint through TC Energy's Ethics Help Line.
- 3.4 Complaints are reviewed and assessed by the Human Resources department and additional information may be required from the Employee or job applicant who filed the complaint. Based on the assessment, the Human Resources department will determine if an investigation is required, or another avenue is more appropriate to effectively resolve the situation. If an investigation is necessary, the Human Resources department will conduct the investigation in consultation with TC Energy's Legal department.
- 3.5 During assessment of complaints and investigations, confidentiality will be maintained to the greatest extent possible and in accordance with the Protection of Personal Information Policy, as applicable. Investigation details will be shared with only those individuals who require the information for investigation, resolution, decision making, and corrective-action implementation purposes or where required by law.

4 Follow-Up action

- 4.1 Following the completion of an investigation, the Human Resources department may take appropriate action to confirm discrimination has stopped, no retaliation has occurred, and work groups are functioning effectively.

5 Resolution timelines

- 5.1 TC Energy makes every reasonable effort to resolve discrimination complaints as soon as possible with high priority placed on the resolution process. Timelines for investigating and resolving alleged discrimination depend on the complexity of each complaint. Every effort is made to conduct investigations in a timely manner.

Your responsibility

Employees must follow all applicable provisions and the spirit and intent of this corporate governance document and support others in doing so. Employees must promptly report any suspected or actual violation of this corporate governance document through available [channels](#) so that TC Energy can investigate and address it appropriately. Employees who violate this corporate governance document or knowingly permit others under their

Equal Employment Opportunity and Non-Discrimination Policy.

supervision to violate it, may be subject to appropriate corrective action, up to and including termination of employment or contract, as applicable, in accordance with the Company's corporate governance documents, employment practices, contracts, collective bargaining agreements and processes.

Interpretation and administration

The Company has sole discretion to interpret, administer and apply this corporate governance document and to change it at any time to address new or changed legal requirements or business circumstances.

Non-retaliation

TC Energy supports and encourages Employees and Contractors to report suspected violations of corporate governance documents, applicable laws, regulations, and authorizations, as well as hazards, potential hazards, incidents involving health and safety or the environment, and near hits. Such reports can be made through available [channels](#). TC Energy takes every report seriously and investigates it to identify facts and, when warranted, makes improvements to our corporate governance documents and practices. All Employees and Contractors making reports in good faith will be protected from retaliation, and all Employees and Contractors must report if they or someone they know is being or has been retaliated against for reporting. Good Faith Reporting will not protect Employees and Contractors who make intentionally false or malicious reports, or who seek to exempt their own negligence or willful misconduct by the act of making a report.

Definitions

Affirmative Action means application of measures to increase representation of groups historically excluded or underrepresented in the United States, such as women and minorities.

Designated or Protected Groups means those for whom TC Energy has legal obligations in Canada and the United States. Designated Groups in Canada are women, Aboriginal peoples, visible minorities, and people with disabilities. Protected Groups in the United States include but are not limited to women, racial minorities, individuals with disabilities, protected veterans or people protected by state or federal law.

Employee means full-time, part-time, temporary and student employees of TC Energy.

Employment Equity in Canada means processes, actions, and measures to ensure representation of Designated Groups at TC Energy.

Equal Employment Opportunity (EEO) in the United States means all Employees or job applicants regardless of race, colour, gender, sexual orientation, marital status, religion, national origin, age, physical or mental disability, veteran status or other grounds protected by law have the right to a fair and equal employment opportunity.

Equal Employment Opportunity and Non-Discrimination Policy.

Good Faith Reporting means an open, honest, fair, and reasonable report made without malice or ulterior motive.

Legal Requirements means legislation (acts and regulations), enduring conditions, and may include directives, guidelines, standards, and codes to the extent they contain legally binding requirements for TC Energy.

TC Energy or the **Company** means TC Energy Corporation and its wholly-owned subsidiaries and operated entities.

References

Related corporate governance and supporting documents

- Code of Business Ethics Policy
- Harassment-Free Workplace in Canada Policy
- Harassment-Free Workplace in Mexico Policy
- Harassment-Free Workplace in U.S. Policy
- Protection of Personal Information Policy
- Reasonable Workplace Accommodation Policy
- TC Energy Accessibility Plan
- TC Energy Affirmative Action Plan
- TC Energy Employment Equity Plan

Other references

- Equal Employment Opportunity Commission
- Executive Order 11246
- Jobs for Veterans Act (JVA)
- Rehabilitation Act
- Vietnam Era Veterans Readjustment Assistance Act (VEVRAA)

How to contact us

- [Policy Questions and Comments](#)
- [Human Resources Governance](#)

TC Energy's reporting channels

- [Ethics Helpline](#)
- [Corporate Compliance](#)
- [Internal Audit](#)
- Human Resources
- Legal department
- Compliance Coordinators