

**SUPPLIER DIVERSITY AND INDIGENOUS REPORTING REQUIREMENTS  
(CANADA)**

**1. PURPOSE**

The purpose of this document is to outline the Company's expectations of Contractors for Indigenous, Diverse and Local participation in the execution of the Work, subject to the terms and conditions of the agreement or purchase order between the Contractors and the Company.

The Company endeavors to create opportunities for qualified and competitive Indigenous, Diverse and Local Businesses and individuals affected and/or potentially affected by the Company's projects and operational activities. The Company aims to be a leader in supplier diversity, Local participation, and Indigenous engagement among energy infrastructure companies in North America.

Contractor reporting on subcontractor utilization may be required, regardless of whether Indigenous, Diverse and Local Participation Plans are requested. The requirement to provide Indigenous, Diverse and/or Local Participation Plans will be determined per agreement, purchase order and /or release order.

The Company's commitment to provide equal access to procurement opportunities to qualified suppliers enables us to uphold our industry-leading standards for quality, competitiveness and safety. We encourage submissions, bids and proposals from all Indigenous, Diverse, and Local suppliers.

**2. DEFINITIONS**

2.1 **"Diverse Business"** – A business that supplies goods, materials and/or services and is 51% or more owned by an individual (or individuals) belonging to at least one of the following groups: Visible minority, Women, LGBT or Veteran.

22 **"Diverse Individual"**– A person or persons who belong to at least one of the following groups: Visible Minority, Women, LGBT+ or Veteran.

23 **"Indigenous"** – Aboriginal peoples of Canada, including First Nation, Inuit and Métis peoples of Canada whose rights are recognized and affirmed in the Canada Constitution Act, 1982.

24 **"Indigenous Business"** – A business that is either:

- at least 51% owned and controlled by an Indigenous Group or Indigenous Group member(s); or
- a joint venture or commercial arrangement in which an Indigenous Group has a significant financial interest or significant involvement.

25 **"Indigenous Group"** – any combination of Aboriginal, Indigenous Peoples, communities or organizations.

26 **"LGBT+"** - A person who self-identifies their gender expression or sexual orientation to be either gay, lesbian, bisexual, transsexual or other related gender diversity categories.

27 **"Local"** – Those communities (including businesses and individuals) that are located adjacent to, or are potentially impacted by, the Company's construction and operations. This can include both the communities immediately surrounding the Company's work as well as the broader municipality, county or regional district. The identification of a community as being Local is influenced by the socio-economic characteristics of the region and varies according to each project or operation. The Company will determine and advise the Contractor what will be considered Local for the Work.

28 **"Plan"** – The Indigenous, Diverse, and Local Participation Plan. The Plan describes the Contractor's proposed activities and processes for maximizing productive opportunities for the subcontracting and employment of qualified and competitive Indigenous, Diverse and Local businesses and peoples related to the Work to be performed by the Contractor under the applicable agreement, purchase order and /or release order with the Company.

29 **"Veteran"** - A former member of the armed forces.

210 **"Visible Minority"** – Persons who are non-white in colour or non-Caucasian in race. Visible Minority classifications include: Black, Chinese, Filipino, Japanese, Korean, Latin American, Pacific Islanders, South Asian, West Asian/Arabs.

211 **"Women"** – Adult female people.

**3. SUPPLIER DIVERSITY REPORTING REQUIREMENTS**

## **SUPPLIER DIVERSITY AND INDIGENOUS REPORTING REQUIREMENTS (CANADA)**

The Company collects reporting data as an important part of tracking the inclusion of Indigenous, Diverse, and Local businesses and individuals in the performance of the Work. The collection and utilization of this information is in support of the Company's Indigenous Relations and supplier diversity programs, with the goal to provide opportunities aimed at increasing the visibility of employment and subcontracting opportunities and spend with Indigenous, Diverse, and Local Businesses and individuals.

The Contractor shall promptly submit upon the request of the Company the following minimum reporting requirements:

- Labor Spend
- Subcontractor Spend
- Expenses (field rates / per diem rates)
- Materials (large aggregated purchases)
- Community Investment

The Company, in its discretion, reserves the right to make changes periodically to the minimum reporting requirements.

If required in the applicable agreement between the Contractor and the Company, the Contractor is requested to submit reporting for Indigenous, diverse and local spend and employment data on the fifteenth (15) day of each month or upon completion of the Work (as defined in the applicable agreement) should this be an earlier date. A sample reporting template and instructions will be provided. The Company reserves the right to make changes periodically.

All data collected will be retained for only as long as reasonably required by the Company.

#### **4. INDIGENOUS, DIVERSE, AND LOCAL PARTICIPATION PLANS**

Upon request, the Company may require the Contractor to submit preliminary Indigenous, Diverse and Local Participation Plan Proposals to the Company prior to the commencement of the Work (as defined in the applicable agreement). A template will be provided by the Company to the Contractor and once complete, may be reviewed by the Company prior to the commencement of the Work (as defined in the applicable agreement). The Indigenous, Diverse and Local Participation Plan Proposals shall provide detailed information that describes the Contractor's approach to:

- maximizing opportunities for qualified Indigenous, Diverse and Local Businesses through subcontracts;
- maximizing opportunities for qualified Indigenous, Diverse and Local Businesses through the procurement of materials/goods; and
- maximizing economic benefits through the employment of or individual contracting opportunities of qualified and skilled Indigenous, Diverse and Local individuals.

Additional information regarding training programs together with procedures and processes of inclusion may also be requested.

If the Company requires further clarification on the Contractor's proposed Plan, the Company will notify the Contractor to address the findings when submitting the final Plan within the timeline set out in the Release Order.

Once the final Plan is submitted, the Contractor must adhere to the commitments and guidelines set out in the Plan throughout the duration of the Work (as defined in the applicable agreement).

The Contractor shall not be relieved from its exclusive responsibility for its Plan obligations even where the Company has accepted its Plan or otherwise provides an approval or acceptance of the same.

#### **5. MEETINGS**

To ensure consistent communication as well as proactive management and escalation of potential reporting issues, regular meetings may be scheduled between the Contractor and TC Energy. These meetings and cadence will be determined during the onboarding/training session prior to the commencement of the Work.

To schedule an onboarding session to begin Supplier Diversity reporting, please contact [dls\\_support@tcenergy.com](mailto:dls_support@tcenergy.com)