

Policy.



Visible Identification Policy.

Purpose and scope

TC Energy is committed to:

- providing a safe and secure work environment for all Employees, Contractors and visitors;
- reinforcing Employees and Contractors role in ensuring unauthorized persons do not gain access to Company Premises;
- encouraging Employees, Contractors and visitors to adopt an increased level of awareness; and
- training Employees and Contractors to call attention to suspicious persons and situations.

TC Energy's Corporate Security department, in collaboration with all Employees and Contractors, is responsible for providing a safe and secure work environment in which security risks and threats to Employees and Contractors, corporate assets and reputation are properly managed and appropriately mitigated.

This Policy applies to all Employees and Contractors.

1 Policy

- 1.1 Employees and Contractors are accountable and responsible for ensuring all visitors follow proper sign-in procedures (including providing their name, phone number, company they represent, producing government-issued identification for identity verification purposes and stating their onsite designate) and complete applicable site safety orientations before granting access to Company Premises.
- 1.2 Employees, Contractors and visitors are required to carry and display at all times a Company-issued identification badge while physically present at any Company Premises. The identification badge must be worn with the photo clearly visible to others unless such placement creates a safety issue as determined by the Exceptions section of this Policy.
- 1.3 Visitors to a Company Premises, including Employees and Contractors attending a Company Premises that is not their authorized place of work, must report to the respective security/reception desk or to onsite/designated Employees and Contractors (i.e.,

technician, area manager or office administrator) to sign in and obtain a visitor identification badge.

- 1.4 Responsible onsite/designated Employees and Contractors relative to any proposed visitor, including Employees and Contractors attending any Company Premises that is not their authorized place of work, are accountable and responsible for ensuring compliance with this Policy.
- 1.5 Employees, Contractors and visitors must not:
 - deface or alter identification badges;
 - remove any of the provided Company emergency pamphlet information;
 - lend their identification badge to anyone;
 - allow individuals that do not display a Company-authorized identification badge into any secure area;
 - allow individuals to follow or “tailgate” them into a secure area without appropriately badging-in;
 - leave identification badges unattended in a place which is not secure; and
 - use the identification badge in a manner for which it was not intended.
- 1.6 Employees, Contractors and visitors are responsible for safeguarding their identification badge and must immediately notify the Facilities Services department, Corporate Security department, security/reception desk or onsite/designated Employees and Contractors when:
 - a) they lose, damage or forget their identification badge; and
 - b) a lost identification badge is found.
- 1.7 Employees, Contractors and visitors must surrender their identification badge to the responsible onsite/designated Employee or Contractor upon their final day at the Company.

2 Exceptions

- 2.1 The requirements of this Policy, that Employees, Contractors and visitors visibly display an identification badge, may be temporarily waived by their TC Energy leader or onsite designate when wearing an identification badge may present a safety concern. In these instances, the identification badge must still be carried on their person at all times while present at a Company Premises.

Your responsibility

Employees and Contractors must follow all applicable provisions and the spirit and intent of this corporate governance document and support others in doing so. Employees and Contractors 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 and Contractors who violate this corporate governance document or knowingly permit others under their 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

Company Premises means, but is not limited to, all land, property, structures, installations, and equipment owned, leased, or otherwise directly or indirectly controlled by the Company, including Company owned or rented vehicles.

Contractor means a third party hired by TC Energy to perform services for or supply equipment, materials, or goods to the Company. Contractors include, without limitation, Contingent Workforce Contractors and Excluded Contractors.

Contingent Workforce Contractor (CWC) means an individual who:

- is employed by a third party to work on behalf of TC Energy;
- uses TC Energy's assets (e.g., workstation, email, phone) and corporate services;
- is compensated on an hourly or daily rate basis (Canada and the U.S.) and monthly (Mexico); and
- works under the direction of a TC Energy leader.

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

Excluded Contractor means a third party or individual employed by a third party who:

- delivers services, equipment, materials, or goods to the Company using their own tools and assets (e.g., work station, laptop, email, phone, PPE, vehicle);
- does not increase TC Energy corporate headcount and overhead costs;
- does not use TC Energy's assets and corporate services; and
- directs their own work or receives direction from their employer.

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

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

References

Related corporate governance and supporting documents

- Code of Business Ethics Policy
- Corporate Security Policy
- Corporate Security Program Manual

How to contact us

- [Policy Questions and Comments](#)
- [Corporate Security department](#)
- Facilities Services departments:
 - [Calgary Facilities Services](#)
 - [Charleston Facilities Services](#)
 - [Houston Facilities Services](#)
 - [Mexico Facilities Services](#)

TC Energy's reporting channels

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