

Policy.



Harassment-Free Workplace in Mexico Policy.

Purpose and scope

This Policy affirms TC Energy's commitment to:

- prevent and protect against Harassment in the Workplace;
- foster a respectful, safe and inclusive Workplace where Harassment of any kind is prohibited; and
- be an industry leader in health and safety practices while maintaining a safe and healthy Workplace.

This Policy applies to all Employees and Excluded Contractors in Mexico and outlines processes for reporting and resolving allegations of Harassment in the Workplace.

Where there is a conflict between this Policy and any applicable collective bargaining agreement (CBA), the terms and conditions of the CBA will apply.

Policy

1 Roles and responsibilities

1.1 TC Energy will:

- a) not tolerate Harassment in the Workplace that is intimidating, hostile or offensive, regardless of whether it takes the form of:
 - physical, including but not limited to inappropriate physical contact, pinching, patting, rubbing or purposefully brushing up against another person;
 - verbal, including but not limited to epithets, derogatory statements, slurs, sexually-related comments or lewd jokes, unwelcome sexual advances or requests for sexual favors;
 - visual, including but not limited to displaying sexually suggestive images, videos, memes, cartoons or drawings, leering, making sexual gestures or suggestions; or
 - online, including but not limited to derogatory statements or sexually suggestive postings in any social media platform.

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- b) take allegations of Harassment seriously and investigate them in a respectful, confidential (to the extent that is reasonable and possible), fair and thorough manner by the Harassment Investigation Coordinator;
- c) respond to Harassment reports promptly and in accordance with the resolution process outlined in this Policy; and
- d) take appropriate corrective action, up to and including termination of employment or contract, against Employees and Excluded Contractors who breach this Policy.

1.2 All Employees and Excluded Contractors must:

- a) comply with this Policy;
 - Excluded Contractors must also comply with their employer's harassment and violence prevention policy or equivalent.
- b) promptly report any real or suspected violation of this Policy in accordance with section 2;
- c) complete mandatory training (Employees only);
- d) promote and support a respectful Workplace that is free from Harassment;
- e) cooperate with the resolution process;
- f) maintain strict confidentiality about, and respect the privacy of, individuals involved in the resolution process;
- g) refrain from, and immediately report, retaliatory behavior against individuals involved in Harassment-related situations, as described in the [non-retaliation section](#) of this Policy; and
- h) request any personal support required through the available resources.

1.3 The Harassment Investigation Coordinator must:

- a) review every Harassment report; and
- b) when required, oversee the resolution process in accordance with this Policy and the advice of the Legal Department.

2 How to report Harassment

2.1 Employees and Excluded Contractors must promptly report any real or suspected Harassment to the Harassment Investigation Coordinator via TC Energy's [Ethics Help Line](#) or any of the other available [reporting channels](#).

2.2 The report may be made anonymously, verbally or in writing, and must include:

- a) name of the individuals involved, if known;
- b) date of the occurrence; and
- c) detailed description of the occurrence.

2.3 Excluded Contractors should also report any real or suspected occurrence to their employer.

- The Harassment Investigation Coordinator will determine whether the matter is to be resolved by TC Energy or resolved by the Excluded Contractors' employer, in accordance with the applicable legislation.
 - The Harassment Investigation Coordinator reserves the right to monitor any resolution conducted by the Excluded Contractors' employer.
- 2.4 The Harassment Investigation Coordinator will review and respond to the person who reported the complaint to collect additional information and determine the appropriate resolution.

3 Internal resolution process

- 3.1 The Harassment Investigation Coordinator will choose the appropriate process to resolve Harassment allegations.
- a) Personal resolution
- Following an initial assessment, personal resolution may be used as a first step in resolving behavior that is inappropriate but does not meet the threshold of Harassment.
 - The Employees and Excluded Contractors who have experienced or witnessed the inappropriate behavior should advise the Respondent(s) in a reasonable and appropriate manner, either verbally or in writing, that the behavior is inappropriate and should stop.
 - Personal resolution is not a required step to advance to facilitated resolution or formal investigation.
- b) Facilitated resolution
- Following an initial assessment, facilitated resolution may be used to resolve the complaint. Both the Complainant and Respondent must agree to participate in the facilitated resolution for it to proceed.
 - Facilitated resolution may include coaching, counseling, and/or conflict resolution with a neutral third party designated by the Harassment Investigation Coordinator.
 - If the facilitated resolution is unsuccessful, a formal investigation may be required.
 - Facilitated resolution is not a required step before advancing to formal investigation.
- c) Formal investigation
- A formal investigation is initiated when the Harassment Investigation Coordinator determines it is required.
 - The Harassment Investigation Coordinator will advise the Respondent that a complaint has been made and provide details of the complaint in writing. The Respondent will be allowed reasonable time to provide a written response to the complaint and will be subsequently interviewed.

- During the formal investigation process, the Harassment Investigation Coordinator may interview witnesses, collect additional evidence, and notify the applicable leader(s) and Human Resources Business Partner.
- The Harassment Investigation Coordinator will consider all relevant evidence gathered to determine whether a breach of this or any other Company policy has occurred. A summary of findings will be shared with both the Complainant and the Respondent.
- In cases where the Harassment Investigation Coordinator finds the Respondent to be in breach of any Company policy, Human Resources leadership will determine appropriate corrective action based on the Harassment Investigation Coordinator's recommendations. Any required course of corrective action will be communicated to the Human Resources Business Partner and to the appropriate leader(s) for implementation.

4 Follow-up action

- 4.1 Once the resolution process is complete, the Harassment Investigation Coordinator may contact Employees and Excluded Contractors involved in a Harassment complaint to:
- a) ensure the Harassment has stopped;
 - b) ensure there was no retaliation; and
 - c) assess if the work group is free of Harassment.

5 External resolution

- 5.1 The Company prefers to resolve all Harassment complaints internally. However, complaints related to Harassment on legally prohibited grounds can be filed directly by the Complainant with the appropriate federal or state agency without being filed internally.

6 Additional support

- 6.1 The Company makes medical, psychological and other support available to all Employees in Mexico through an anonymous third-party service, the Employee and Family Assistance Program (EFAP).

7 Training

- 7.1 The Company establishes mandatory anti-harassment training that all Employees are required to complete annually.

8 Confidentiality

- 8.1 To the extent possible, the Company will maintain confidentiality of the Harassment-related matter and involve as few individuals as possible. Information, such as details of the Harassment report, the name of the Complainant, Respondent, and any

witnesses will be shared only with those who need to know for the purposes of the resolution, decision making and corrective action implementation, and/or as required by law.

Your responsibility

Employees and Excluded Contractors must follow all applicable provisions and the spirit and intent of this corporate governance document and support others in doing so. Employees and Excluded 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 Excluded 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 Excluded 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 Excluded Contractors making reports in good faith will be protected from retaliation, and all Employees and Excluded 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 Excluded 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

Complainant means the individual lodging a complaint under this Policy.

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

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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 made without malice or ulterior motive.

Harassment means any act of harassment or mistreatment that may harm the health, integrity or have detrimental effects on the psychological well-being of the person who was subjected to it and may be physical, verbal, or sexual in nature.

Harassment Investigation Coordinator means the individual in TC Energy's Human Resources Department designated to oversee the administration of this Policy. The Harassment Investigation Coordinator may delegate the responsibilities under this Policy to another trained investigator.

Respondent means the person alleged to have behaved in violation of this Policy.

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

Workplace means any place where Employees and Contractors are employed or engaged in work for the Company. Workplace includes physical and virtual locations and activities related to work responsibilities, such as conferences, trade shows, meetings, after hour social events, business travel or temporary assignments.

References

Related corporate governance and supporting documents

- Code of Business Ethics Policy
- Equal Employment Opportunity and Non-Discrimination Policy
- Our Commitment Statement

Other references

- Employee and Family Assistance Program (EFAP)
- [Protocol to ensure an environment free of discrimination, violence and to prevent psychosocial risks](#)
- Security Threats Standard

How to contact us

- [Policy Questions and Comments](#)
- [Harassment Investigation Coordinator](#)



TC Energy's reporting channels

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