

# Supplier Code of Conduct

Rev. 06/29/2020

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## ***Energy Harbor Supplier Code of Conduct Introduction***

Energy Harbor Corp. (“Company”) is a forward-looking electric utility powered by a diverse team of personnel, consisting of both employees and contractors, committed to making our customers’ lives brighter and our communities stronger.

The Board of Directors, in concert with the President and CEO, will lead the Company in updating, communicating and implementing Energy Harbor’s mission.

The mission is supported by a set of core values, including safety, customers, diversity and inclusion, innovation, performance, social responsibility and teamwork.

This Supplier Code of Conduct (“Code”) supports Energy Harbor’s goals in its Code of Business Conduct.

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## ***Commitment to Maintaining the Highest Supplier Standards***

The Code serves as a guide to our suppliers of the high standards they must meet in their day-to-day activities. It also helps suppliers to understand the standards expected while collaborating with Energy Harbor. The Code is not intended to cover all situations that suppliers may encounter; its guidelines help reinforce the expectation that suppliers use good judgment and integrity in their business dealings with Energy Harbor.

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## ***Compliance with Laws, Regulations and Rules***

Energy Harbor expects all suppliers to comply with all applicable legal requirements, laws, regulations and disclosure obligations, applicable to the operation of your business and the work provided in your relationship with us, including international laws applicable to our business and our suppliers and their business partners.

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## ***Health and Safety***

Safety is the top priority for Energy Harbor, and we expect our suppliers to support this commitment by providing a healthy and safe workplace and environment for their employees and applying safe work practices to all of their activities. Energy Harbor also expects suppliers to comply with all regulatory and contract-specific safety requirements and specifications, including site-specific rules when performing their work.

### ***Confidentiality***

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Suppliers must maintain the confidentiality of confidential information entrusted to them by the Company and any other confidential information about the Company, its employees, customers or suppliers that comes to them, from whatever source, in their work capacity, except when disclosure is authorized or legally mandated. For purposes of this Code, “confidential information” includes all non-public information that might be of use to competitors or harmful to the Company, its employees, customers or suppliers, if disclosed, including, but not limited to, client or customer lists, non-public personal information, non-public financial information, contracts with customers or suppliers, new or developing products and trade secrets.

### ***Environmental Protection and Sustainability***

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Energy Harbor is committed to protecting the environment and enhancing the communities in our service territory through our daily work. Energy Harbor expects suppliers and their business partners to share this commitment to protect the environment. Suppliers must abide by all applicable environmental laws, regulations and rules, as well as contract-specific policies and specifications, in a way that protects the environment. Suppliers must not only comply with all applicable environmental laws, but also conduct operations in a manner that safeguards the environment and minimizes waste, emissions, energy consumption and the use of materials of concern.

### ***Conflicts of Interest***

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Energy Harbor expects suppliers to adhere to our Conflicts of Interest Policy. This means that suppliers must act in the best interests of Energy Harbor, not benefiting unfairly at Energy Harbor’s expense. Avoiding conflicts of interest is crucial to maintaining integrity in your relationship with Energy Harbor. Any potential conflicts of interest should be reported promptly to Energy Harbor for further review.

### ***International Trade Compliance***

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Suppliers must conduct business in strict compliance with all applicable laws and regulations governing (a) the export, re-export and transfer of goods, technical data, software and services; (b) the import of goods and obligations with respect to sourcing materials; (c) economic sanctions and embargoes; and (d) U.S. antiboycott requirements. Further, a supplier’s business partners must share in the responsibility of complying with all laws and regulations applicable to suppliers’ operations, including, without limitation, the Foreign Corrupt Practices Act and Section 1502 of the Dodd-Frank Act regarding conflict minerals.

### ***Fair Employment Practice***

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Energy Harbor is committed to providing a respectful and nondiscriminatory workplace. Suppliers are expected to support this commitment by complying with all applicable labor and human rights laws, which include those related to equal opportunity, child labor, forced labor, working hours, wages and benefits, freedom of association, immigration and harassment-free workplace.



Suppliers must ensure that child labor is not used in the performance of the work with Energy Harbor or any company. “Child” is defined as any person under the minimum legal age of employment where the work is performed.

Suppliers must comply with laws and regulations prohibiting human trafficking. Suppliers must not engage in the use, or supported use, of forced labor, bonded labor, indentured labor, involuntary prison labor, slavery or trafficking of persons.

Suppliers must comply with all applicable wage and benefit laws and regulations, including laws of other countries, if applicable.

Suppliers must comply with all applicable laws relating to employees’ rights to engage in concerted activity or collective bargaining, including laws of other countries, if applicable.

### ***Diversity***

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Energy Harbor is committed to ethical and fair dealings in sourcing events. Energy Harbor believes that diverse suppliers are essential to economic health and strives to conduct its business with competitive, diverse suppliers. Energy Harbor is committed to providing equal opportunities for all suppliers seeking to sell their products and services to us. All small businesses, including minority/small disadvantaged businesses, women-owned, HUBZone, veteran and service-disabled veteran owned businesses, shall have the opportunity to offer their products or services for consideration in our selection of suppliers. Energy Harbor adheres to a policy of conducting all supplier transactions in a fair, honest and ethical fashion without bias or prejudice. Our goal is to work with all small businesses in an impartial, fair manner providing such organizations equal consideration of their products or services. Purchases are based on “best evaluated,” which includes price, quality, quantity and delivery specifications. It is our intent that no supplier receives an unfair competitive advantage over another. In turn, Energy Harbor expects its suppliers to seek out and utilize diverse suppliers when performing work or procuring products on our behalf.

### ***Business Records***

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Complete, accurate and reliable information is crucial for Energy Harbor to meet financial, management and legal obligations. Suppliers must comply with generally accepted accounting principles. Suppliers must follow all applicable laws and contractual obligations when creating, maintaining and disposing of records related to the work performed for Energy Harbor.

### ***Energy Harbor Resources***

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Energy Harbor Resources shall only be used by suppliers for legitimate business purposes, in furtherance of the work being performed. Energy Harbor resources include company facilities, equipment, technology assets, field supplies, office supplies and information related to our customers, processes, operations and finances.

Suppliers are required to secure and protect Energy Harbor assets and information from unauthorized use or disclosure.

### ***Compliance to Code***

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Suppliers will allow representatives of Energy Harbor to evaluate your compliance as set out in this Code, while performing work for Energy Harbor. This includes on-site inspections of facilities and review of applicable records, books or other documentation.

Suppliers must ensure that Energy Harbor also has the right to evaluate suppliers' business partners' compliance as set out in this Code. This includes on-site inspections of facilities and review of applicable records, books or other documentation.

In the event of any offense, supplier and any of its business partners will fully cooperate with any investigation related to their performance. If such investigation identifies any misconduct, supplier and its business partners must correct such nonconformity(ies). Energy Harbor will not be responsible for ensuring supplier's compliance with this Code. Supplier must take full responsibility for compliance with this Code by its directors, officers, employees, representatives and business partners.

### ***Where to Go for Help and To Report Violations***

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Known or suspected violations of laws, rules, regulations or this Code are serious matters and must be dealt with accordingly. If you become aware of or suspect a violation, you must report it immediately. Failure to report such violations, and failure to follow the provisions of this, may have serious legal consequences.

When confidentiality is a concern, suppliers may personally direct reports of violations or other business conduct inquiries to the Director of Human Resources and the Human Resource Department or use the Employee Concerns Line. A toll-free telephone line (1-844-977-0483) and website ([energyharbor.ethicspoint.com](http://energyharbor.ethicspoint.com)) are available to employees and non-employees outside of the Company to ensure that we have an effective and anonymous means to report compliance issues or concerns by telephone or electronic means. When using either of these services, you will not be asked to identify yourself. You will be able to use the Concerns Line or the website to obtain updated information on any actions taken by the Company with respect to your report.

By following the procedures described above, personnel assist the Company in taking prompt, appropriate and consistent action against violations of this Code.