



# Connect Energy Employee Code of Conduct Policy

## Policy brief & purpose

Our **Employee Code of Conduct company policy** outlines our expectations regarding employees' behavior towards their colleagues, supervisors and overall organization.

We promote freedom of expression and open communication. But we expect all employees to follow our code of conduct. They should avoid offending, participating in serious disputes and disrupting our workplace. We also expect them to foster a well-organized, respectful and collaborative environment.

## Scope

This policy applies to all our employees regardless of employment agreement or rank. All consultants, contract workers, directors, management, and officers are to understand and accept that the word employee is used interchangeably with their positions, unless stated otherwise.

Connect Energy and its employees are to adhere to the highest standards of ethical activities. Any decision should consider what would be the right action in this situation before action is taken. Employees are aware that their actions reflect on Connect Energy and will conduct themselves in a manner that doesn't taint the corporation's image.

Any confusion or misunderstanding of the code, by an employee, is to be cleared up by contacting their supervisor or manager. It is important that no employee is unsure of what is deemed acceptable code of conduct by Connect Energy Corporation.

While the breadth of the code of conduct is large, areas may be uncovered, in this case employees are expected to behave in a way that reflects positively on Connect Energy and its values. Keeping the spirit of the code in mind whenever interacting on behalf of Connect Energy.

# Policy elements

## What are the components of an Employee Code of Conduct Policy?

Company employees are bound by their contract to follow our Employee Code of Conduct while performing their duties. We outline the components of our Code of Conduct below:

### Compliance with Law

All employees must protect our company's legality. They should comply with all environmental, safety and fair dealing laws. We expect employees to be ethical and responsible when dealing with our company's finances, products, partnerships and public image.

Illegal acts by employees will not be tolerated nor will directing another employee to act in a way that violates any laws or regulations.

In addition to adhering to the governing law, employees are also required to stick to agreements that have been made by Connect Energy and its business partners. Not acting in any way that would affect or violate contracts and agreements that have been made.

### Respect in the Workplace

All employees should respect their colleagues. We won't allow any kind of discriminatory behavior, harassment or victimization. Employees should conform with our equal opportunity guidelines in all aspects of their work, from recruitment and performance evaluation to interpersonal relations.

In all matters, Connect will not accept any sort of exclusion or discrimination of employees that is based upon race, religious beliefs, gender, sexual orientation, marital status, physical or mental disability, age or family status. All employees are to be treated and respected equally based upon the content of their character and nothing else.

### Protection of Company Property

All employees should treat our company's property, whether material or intangible, with respect and care.

Employees:

- Will not misuse **company equipment** or use it frivolously.
- Should respect all kinds of **incorporeal property**. This includes trademarks, copyright and other property (information, reports etc.) Employees should use them only to complete their job duties.
- Will not misuse of company issued credit card.
- Will not misuse any company funds.

Employees should protect company facilities and other material property from damage and vandalism, whenever possible.

## **Professionalism**

All employees must show integrity and professionalism in the workplace:

- **Corruption**

We discourage employees from accepting gifts from clients or partners. We prohibit bribes for the benefit of any external or internal party.

It is against Connects policies to deal unfairly with suppliers or customers based on any gift or payment that is not strictly indicated in the bill of sale. This includes gifts, favors, kickbacks, loans, securities, cash, services or special privileges.

Obtaining gifts that are promotional and of nominal value (pens, sticky notes, lanyard etc..) is acceptable, as well as hospitality or entertainment (dinner, tickets to a show or sporting event) with the latter being discussed with a supervisor if the hospitality is of substantial value.

- **Job Duties and Authority**

All employees should fulfill their job duties with integrity and respect toward customers, stakeholders and the community. Supervisors and managers must not abuse their authority. It is expected they will delegate duties to their team members considering their competences and workload. Likewise, we expect team members to follow team leaders' instructions and complete their duties with skill and in a timely manner.

We encourage mentoring throughout our company.

- **Absenteeism and Tardiness**

Employees should follow their schedules. We can make exceptions for occasions that prevent employees from following their standard hours of work. But, generally, we expect employees to be punctual when coming to and leaving from work.

It is expected that absenteeism and tardiness will be reported to supervisors prior to the act has been committed.

- **Conflict of Interest**

We expect employees to avoid any personal, financial, or other interests that might hinder their capability or willingness to perform their job duties.

It is expected that all employees will act in the best interest of Connect Energy. All actions taken by employees must be under the pretense of what is in the best interest of the company.

This code of conduct interprets a conflict of interest as an employee's private interest interfering, in any way, with the duties the employee has to Connect Energy.

Any potential conflicts of interest, past or present, must be disclosed in writing to senior officers of Connect Energy. These conflicts include, all business, commercial, financial, relationships or activities that could possibly create, be perceived to create, or lead to a conflict of interest.

Conflicts of interest that have occurred in the past, prior to agreeing to this code of conduct, must be written down and given to management now. Upon the corporation's formal approval, exceptions can be made if it is found to have not harmed Connects assets or integrity.

Should an employee be put in a position that could be seen as a conflict of interest, whether intentional or not, it is to be immediately reported to a supervisor or management.

- **Collaboration**

Employees should be friendly and collaborative. They should try not to disrupt the workplace or present obstacles to their colleagues' work.

It is expected of employees that they will act in a manner that is conducive to a collaborative environment and that they do not act in a way that would hinder a collaborative environment.

- **Communication**

All employees must be open to communication with their colleagues, supervisors or team members.

- **Policies**

All employees should read and follow our company policies. If they have any questions, they should ask their managers.

- **Safety**

Providing a safe working environment is considered to be all employees job and is to be undertaken every day. Every action is to be taken in a way that will not harm another and will provide the greatest level of safety that is possible.

Situations where safety is in question are to be looked at by management to ensure that the safest path forward is taken.

Should a situation occurs where health or an employees safety is in question, it must be immediately reported to management.

# Confidential and Proprietary Information

- **Compensation**

Compensation, in the form of bonus, share ownership, payment, or benefit plans are considered confidential and are not to be disclosed.

- **Patents and inventions**

All inventions, discoveries or patents filed by employees while at, on behalf of, or while using an of Connect's resources are the property of Connect Energy unless written release is obtained from the president and CEO.

- **Business Records and Finances**

All information regarding Connect Energy's finances and records are considered confidential and proprietary in nature. This means that no disclosure of them is acceptable without consent from management.

Due to their importance, it is necessary that all business records and finances be recorded exactly as they have occurred with. Should an error occur, employees must not conceal or defer acting upon this knowledge. This includes establishing or maintaining accounts that have not been disclosed or making a deceptive accounting entry.

## Disciplinary actions

Our company may have to take disciplinary action against employees who repeatedly or intentionally fail to follow our code of conduct. Disciplinary actions will vary depending on the violation.

Possible consequences include:

- Demotion.
- Reprimand.
- Suspension or termination for more serious offenses.
- Detraction of benefits for a definite or indefinite time.

We may take legal action in cases of corruption, theft, embezzlement or other unlawful behavior.

- **Whistleblowing**

Connect provides an environment where whistleblowing, in good faith, on activities that employees believe to be unethical or illegal, are protected. This policy allows for further investigation into the situation and will not be used for retaliation against the whistleblower.

This policy also allows employees to report anyone that they believe is not adhering to this code of conduct to management.

# CONNECT ENERGY INC.

## CODE OF CONDUCT EMPLOYEE CONSENT CERTIFICATION STATEMENT

I have read, understand and agree to comply with the terms of Connect's Code of Conduct (the "Code"), and Connect's policies of the Corporation as referred to in the Code, and I certify that:

- (1) I understand and agree to abide by the content, purpose, and consequences of contravening the Code, or any of the policies of the Connect Energy as referred to in the Code;
- (2) I am not and have not been in violation of the Code, or any of the policies of the Corporation as referred to in the Code, but for those exceptions I have stated below;
- (3) After due inquiry and to my best knowledge and belief, no employee or consultant under my direct supervision is in violation of the Code, or any of the policies of the Corporation as referred to in the Code;
- (4) I will exercise my best efforts to ensure full compliance with, and will continue to abide fully by the Code.
- (5) I understand that violation of the Code may result in disciplinary action as deemed appropriate by the Corporation, up to and including termination of employment, as well as civil or criminal liability.

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Print or type name

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Signature

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Title and Location

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Date

Any/All Exceptions

**Conflicts of Interest**

Please disclose any potential conflict of interest situations

(1)

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(2)

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**Violations and Potential Violations of Connect's Information**

**Technology Policy and/or Connect's**

**Workplace Respect and Communication Policies**

Please include any and all exceptions that are a violation or potential violation of Connect's policies.

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