

Policy.



Weapons in the Workplace Policy.

Purpose and scope

All Employees and Contractors have the right to a safe work environment. This Policy details TC Energy's prohibition of the possession of firearms and other dangerous weapons while conducting Company Business on or off all Company Premises.

This Policy applies to all Employees and Contractors.

Policy

1 General

- 1.1 The Company prohibits the possession, use, carry, or transportation of any Dangerous or Potentially Dangerous Weapon(s) at the workplace or when conducting Company Business. This prohibition applies on or off all Company Premises, including all personal vehicles being used in the course of Company Business.
- 1.2 Employees and Contractors licensed to lawfully carry firearms (openly or in a concealed manner) or weapons are not exempt from this Policy.
- 1.3 Dangerous or Potentially Dangerous Weapons discovered on Company Premises must never be touched and remain in place until contacting TRAC² at 1-888-881-8722 for further instruction.

2 Firearm safety

- 2.1 Pursuant to applicable state law, nothing in this policy prohibits an Employee or Contractor from storing or transporting a firearm in their personal vehicle, and when in a Company parking lot any such firearms in personal vehicles must always be kept:
 - a) in the locked vehicle;
 - b) hidden from plain view; and
 - c) in a locked case or container within the vehicle.

3 Exceptions

- 3.1 Subject to section 3.2(c), if certain tools are reasonably required by Employees and Contractors to perform assigned duties, (e.g., box cutters or knives), possession of these tools, even if they are Dangerous or Potentially Dangerous, is permissible at the discretion of the relevant TC Energy leader.
- 3.2 Persons authorized to carry Dangerous or Potentially Dangerous Weapons, include:
- a) police officers or other law enforcement officials, members of the military, and/or other government agents visiting TC Energy properties in the course of their duties;
 - b) off duty law enforcement officials in the U.S., and contracted armed security guards in Mexico; and
 - c) Employees and Contractors who are at risk of encountering dangerous wildlife, who may carry bear spray, and contracted wildlife monitors assisting Employees and Contractors in areas where dangerous wildlife might be present may carry bear spray and/or firearms, provided they have completed the accredited training and have obtained pre-approval from both their Director or above and Corporate Security using the Bear Spray and Firearms for Wildlife Approval Intake Form (Appendix A).

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 Business means all business activities undertaken by Employees and Contractors during the Company's operations or on the Company's behalf, on or off TC Energy premises.

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

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; and
- works under the direction of a TC Energy leader.

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.

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

Excluded Contactor 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.

Dangerous or Potentially Dangerous Weapons may include, but are not limited to:

- firearms, loaded or unloaded, including pellet or "BB" guns;
- explosives and explosive devices, including, but not limited to, fireworks and other incendiary devices;
- police batons or nightsticks;
- martial arts weapons;
- bow and arrow style weapons;
- knives or other sharp edged devices;

- bear sprays; and/or
- any object that has been employed as a dangerous weapon.

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

How to contact us

- [Policy Questions and Comments](#)

TC Energy's reporting Channels

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

Appendix A

Bear Spray and Firearms Approval Form.

Purpose

The Weapons in the Workplace Policy permits Personnel and contracted wildlife monitors who are at risk of encountering dangerous wildlife in the course of Company Business to carry bear spray and/or firearms, provided they have completed bear spray training and/or firearms certification endorsed by Corporate Security and have received pre-approval from the Director, or above, of their business unit and Corporate Security.

Training requirements

Personnel/business unit seeking to carry bear spray and/or firearms must provide details of the proposed bear spray training and/or firearms certification in the table below. Please note that the proposed training shall include a classroom/online and practical/in-field components. Corporate Security will consider these details when reviewing this Bear Spray and Firearms Approval Form.

Project name	
Business unit	
Requesting	☐ Bear spray approval ☐ Firearms approval
Requestor Company or individual(s)	
Training title	
Training provider	
Classroom-based or online delivery?	☐ Classroom-based ☐ Online delivery
Training length	
Curriculum/Syllabus details	<i>Curriculum summary (required)</i>

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Accreditation /Certification /Training /Licensing Details	☐ Accreditation /Certification /Training Attached ☐ Licensing Attached		
Knowledge testing included? (written test)	☐ Yes ☐ No	Practical testing included?	☐ Yes ☐ No

Process

Personnel/business unit seeking an approval to carry bear spray and/or firearms must:

- a) complete this Bear Spray and Firearms Approval Form;
- b) secure the signature of the Director, or above, of their business unit on this Bear Spray and Firearms Approval Form; and
- c) send the scanned copy of this Bear Spray and Firearms Approval Form to Corporate Security at: corporate_security@tcenergy.com

Corporate Security will review the completed Bear Spray and Firearms Approval Form and communicate its decision or identify deficiencies to the Personnel/business unit seeking the approval within 10 business days from the receipt of the completed Bear Spray and Firearms Approval Form.

Corporate Security will retain all received approval forms for record keeping in accordance with the Company's [Record Retention Schedule](#).

Signatures and approvals

All identified parties must provide their first and last names, including signatures in the table below. *In the case where there is a group of persons required to carry bear spray and/or firearms, it is permissible to list all names on one application proving there is a designated signatory acknowledging the applicants have successfully completed the required training.*

For third party companies that will be providing bear monitoring services, it is permissible to have the company name listed on the application as long as there is an authorized signatory confirming staff have completed the required training.

When all signatures are secured, the approval to carry bear spray and/or firearms relative to the identified Personnel will be formally approved.

	First and last name	Signature	Date
Applicant	<i>Individual Name(s) or Company Name</i>	<i>Authorized Signatory required for groups of individuals or a company service provider</i>	
Director, or above, of the requesting business unit			

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	First and last name	Signature	Date
Corporate Security approver			