



GLOBAL EMPLOYMENT AND LABOUR POLICY

1.0 PURPOSE

The purpose of this statement is to communicate the Company's employment standards to which its employees are expected to recognise and adhere, regardless of the country in which they work.

The talent, passion and diversity of our workplace is a strength of Shaw Pipeline Services (SPS). We value and respect people with different backgrounds, capabilities, and cultures and we are committed to observing the local laws and regulations in the jurisdiction in which we operate

2.0 SCOPE

This policy applies to all (SPS) employees and other persons acting on behalf of the Company regardless of geographic location. The following companies are included;

- Shaw Pipeline Services UK Ltd (UK)
- Shaw Pipeline Service Inc. (US)
- Shaw Pipeline Services Ltd (Canada)

In addition, SPS expects its all of operational business partners and suppliers/vendors to support and comply with this statement and its underlying principles.

The statement also covers recruitment candidates and new hires.

2.1 TERMS USED

The term employee is used in this context for administrative convenience and intentionally captures a wider group of individuals and/or companies than the traditional definition of employees. The determination of who is and is not an "employee" is fact specific and must be determined in accordance with the local labour laws.

3.0 POLICY STATEMENT

SPS is committed to adhering to local laws and requirements in the jurisdictions in which we operate.

- SPS employees must ensure they perform their work and demonstrate workplace conduct that is inclusionary and free from discrimination and any form of harassment.
- SPS is committed to providing opportunity in the workplace free of discrimination based on gender, race, ethnicity, religion, disability, and any other characteristic protected by law.
- Where reasonably possible SPS will make accommodations for the unique needs of our Employees.
- If an employee is treated in a manner that is discriminatory or harassing in nature that potentially violates the Code of Conduct or other SPS policy or standard, the employee must notify their direct manager or Human Resources department.



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- If an employee is witness to behaviour that violates the Employment and Labour Policy, the employee must notify their direct manager or Human Resources department.

4.0 COMPANY EMPLOYMENT AND LABOUR PRACTICES

- SPS provides fair working conditions for employees, does not tolerate the use of child or forced labour at its locations and will comply with all human rights laws and regulations that apply to the Company.
- SPS is committed to providing equitable access to employment opportunities and career advancement. SPS will make employment decisions free from discrimination and based on merit, considering qualification, skills, and achievements.
- SPS pay programs for remuneration and benefits will be within a competitive range in the markets in which we operate and will comply with local laws and regulations.
- SPS is committed to protecting employee personal information. Any information collected will be used for legitimate business or employment purposes or when required by the law. SPS will take all reasonable steps to protect the confidentiality of personal information collected.

Violations of this policy will result in progressive discipline up to and including termination of employment, and other remedies deemed appropriate by SPS to protect its interests.

5.0 AMENDMENTS TO POLICY

The Company reserves the right to make amendments to this policy in line with legislative changes or Company decisions.

6.0 RELATED POLICIES

PO-HRGL-001 – SPS Global Code of Conduct

PO-HRUK-006 – SPS UK Equality Policy

PO-IT-001 – SPS Global IT Acceptable Use and Security Policy

PO-IT-002 – SPS Global IT Device Security Standard