

Employee exemption procedure for the Code of Conduct

Attachment 4A to Director and Employee Code of Conduct

It is anticipated that upon occasion it may be appropriate and in the best interests of BC Hydro or its subsidiaries to permit the continuation of circumstances that would otherwise be considered a conflict of interest under or a breach of the Code of Conduct. Accordingly, the Code of Conduct allows a Director or Employee to request an exemption from the provisions of the Code of Conduct.

The purpose of this document is to set out the procedure for an Employee who wishes to request this exemption.

Who may make the request for an exemption?

A request for an exemption may be made by an Employee or by a manager on behalf of the Employee and with the Employee's consent.

To whom should it be sent?

A request by an Employee for an exemption should be sent directly to the attention of the President/CEO of BC Hydro, if the Employee is an Employee of BC Hydro and to the President/CEO of the subsidiary, if the Employee is an Employee of a subsidiary.

If a manager makes the request on behalf of an Employee, the manager will provide the Employee with a copy of the request. If the Employee makes the request, the Employee will provide the Employee's manager with a copy of the request.

What information should be included in the request?

A request for an exemption should set out at least the following information:

1. a statement of the specific nature of the exemption being requested, including the provision of the Code from which the exemption is requested.
2. a full and complete statement of all material and relevant circumstances relating to the request being made, including the name of the Employee and the Employee's job description. This statement must be prepared and signed by the Employee even if the request is being made by the employee's manager.
3. the reasons why it may be considered appropriate to give the exemption.
4. in the case of an exemption from the conflict of interest provisions, a statement of the steps the Employee will take or has taken to avoid participating in any decision or activity relating to the disclosed circumstances.
5. a statement of whether or not the Employee has discussed the request with the Employee's manager.

What the employee should expect in reply?

The President/CEO will acknowledge in writing that the request has been received and may request additional information from the Employee or the Employee's manager.

The President/CEO will advise the Employee in writing of the decision on the request. If the exemption request is granted, the President/CEO may impose conditions on the exemption granted.

Who will be advised of the decision?

The President/CEO will provide the Employee's manager and the Code of Conduct Advisor with a copy of the request for an exemption and of the decision on the request.

If an Employee of a subsidiary has made a request for an exemption, the President/CEO of the subsidiary will also provide the President/CEO of BC Hydro and the Code of Conduct Advisor with the same copies.