



## Director Communications Screening Policy

**Responsible Officer:** Vice President, Governance and Corporate Secretary

**Applicability:** All employees of Semptra and its business units

### Purpose

The purpose of this policy is to facilitate written communications with Semptra's (the "Company's") Board of Directors (the "Board") under the following policy prescribed by the Company's Corporate Governance Guidelines. This policy was adopted by the Board on September 14, 2004 and was amended on November 7, 2013, November 11, 2016, May 14, 2021 and May 12, 2023.

### Administration and Oversight

The policy for screening director communications is approved by the Board. It is administered by the Company's office of the Corporate Secretary ("Corporate Secretary") under the guidance of the Board's Corporate Governance Committee.

### Collection

The office of the Corporate Secretary will collect all written communications, including electronic mail, sent to the Company in care of the Corporate Secretary and addressed to the Board in general, the non-management directors as a group, a Board committee or a specific individual director.

All written communications received will be logged and maintained as set forth below under "Communications Log and File."

### Screening

The Corporate Secretary may filter out and disregard (without providing a copy to the applicable directors or advising them of the communication), or may otherwise handle at his or her discretion, any director communication that is described by one of the following categories:

- Unsolicited marketing or advertising material or mass mailings
- Unsolicited newsletters, newspapers, magazines, books and publications
- Surveys and questionnaires
- Résumés and other forms of employment inquiries unrelated to proposed board candidates
- Requests for business contacts or referrals
- Material that is threatening, obscene or illegal

All letters regarding accounting, accounting policies, internal accounting controls and procedures, auditing matters, financial reporting processes, or disclosure controls and procedures will be forwarded to the Chair of the Audit Committee.

In addition, the Corporate Secretary may handle in his or her discretion any director communication that can be described as an “ordinary business matter.” Such matters include the following:

- Routine questions, complaints and comments that can be appropriately addressed by management
- Routine invoices, bills, account statements and related communications that can be appropriately addressed by management

### **Communications Log and File**

The Corporate Secretary will maintain a summary log of written communications sent to the Company for the directors and will provide a copy of all log entries to the Chairman of the Board and to the Chair of the Corporate Governance Committee at least two times a year. The Corporate Secretary will promptly provide to any applicable director, upon his or her request, a copy of any part or the entire log.

The Corporate Secretary also will maintain an original or a copy (which may be in an electronic format) of all written director communications, which shall be kept in accordance with the Company’s records retention policy. The Corporate Secretary will promptly provide to any applicable director upon request a copy of any or all filed director communications.

### **Action by Corporate Secretary**

The Corporate Secretary may immediately investigate and take any action he or she believes is necessary or appropriate in response to any matter raised in any director communication. The Corporate Secretary will provide any director communication that, in his or her discretion, requires prompt attention to the Chairman of the Board, the Chair of the Corporate Governance Committee and/or the applicable director. At least two times a year the Corporate Secretary will report to the Corporate Governance Committee the actions taken since the last report in response to matters raised by any written director communication.