# Purpose

The purpose of this proposal is to facilitate written communications with the Company's board of directors under the following policy pursuant to the Corporate Governance Guidelines.

### Administration and oversight

The policy for screening director communications is approved by the Sempra Energy Board of Directors. It is administered by the office of the Corporate Secretary under the guidance of the board's Corporate Governance Committee.

## Process for screening communications

### Collection

The office of the Corporate Secretary will collect all mail sent to the Company in care of the Corporate Secretary and addressed to the board of directors in general, the non-management directors in general, a committee of the board, the chair of a particular committee or a particular individual director.

### Screening

The Corporate Secretary may filter out and disregard (without providing a copy to the 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:

- Obscene materials
- Unsolicited marketing or advertising material or mass mailings
- Unsolicited newsletters, newspapers, magazines, books and publications
- Surveys and questionnaires
- Resumes and other forms of job inquiries
- Requests for business contacts or referrals
- Material that is threatening or illegal

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 mail 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 Compensation Committee at least two times a year. The Corporate Secretary will promptly provide to any director, upon his or her request, a copy of any part or all of the log.

The Corporate Secretary also will maintain an original or a copy (which may be in an electronic format) of all director communications, which shall be kept in accordance with the Company's record retention policy. The Corporate Secretary will promptly provide to any 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. 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 director communication.