

## Spectra Energy Charter

### Vision

We are Spectra Energy, North America's premier natural gas infrastructure company.

### Purpose

We will create superior and sustainable value for our investors, customers, employees and communities by providing natural gas gathering, processing, transmission, storage and distribution services.

### We value:

**Stewardship** – Demonstrating a commitment to environmental responsibility and vibrant communities

**Integrity** – Ethically and honestly doing what we say we will do

**Respect for the Individual** – Embracing diversity and inclusion, enhanced by openness, sharing, trust, leadership, teamwork and involvement

**Safety** – Sharing a relentless commitment to a zero work-related injury and illness culture

**High Performance** – Achieving superior business results and stretching our capabilities

**Win-Win Relationships** – Having relationships which focus on the creation of value for all parties

**Initiative** – Having the courage, creativity and discipline to lead change and shape the future

### We know we are successful when we are the:

- Supplier of choice for our customers
- Employer of choice for individuals
- Advisor of choice on policy and regulation for governments and regulators
- Partner of choice for our communities
- Investment opportunity of choice for investors.



At Spectra Energy we know that taking care of our people is not only the right thing for business, but the right thing to do. We recognize that our greatest resource is the talented and dedicated people who work here. Programs that support their professional and personal development, enrich their communities and address their concerns and values create a happier, more engaged and effective workforce. That's why we combine challenging, exciting work opportunities and professional development with innovative and creative employee-friendly programs and policies.

Spectra Energy is an energetic and innovative company always searching for the right talent to help lead us beyond where most companies want to go. We just happen to enjoy getting there.

Do you prefer a diverse and inclusive work environment? **So do we.**

If you like challenges and attaining results, **we're your company.**



At Spectra Energy, we strive for innovation in everything we do. And, since happy people create good energy, we offer flexible, innovative benefits and employee programs. Based in Houston, Texas, Spectra Energy also has major offices in Waltham, Massachusetts; Calgary, Alberta; Chatham, Ontario; and Halifax, Nova Scotia.



Because **happy people** create good energy.

check us out at [www.spectraenergy.com/join\\_our\\_team](http://www.spectraenergy.com/join_our_team)

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*Why Spectra Energy?*

Because  
**happy**  
people  
create good  
energy.

# Employee-friendly programs and policies at Spectra Energy

*Spectra Energy offers a variety of innovative employee-friendly programs and policies. Some of these initiatives are location-specific.*

## FINANCIAL

*Because you deserve a bright future.*

### **Base Salary**

Spectra Energy offers competitive base salaries designed to attract, retain and reward a high-performance workforce. Spectra Energy annually participates in market salary surveys to ensure the on-going competitiveness of our salary levels.

### **Short Term Incentive Plan**

Spectra Energy also offers an annual incentive plan designed to reward employees for the successful achievement of individual, team and business objectives. Incentive target levels are set competitively according to market trends and increase with higher levels of role responsibility. Employees have the opportunity to exceed target awards through higher demonstrated performance and corporate results.

### **Employee Savings Plan**

Spectra Energy will match up to 100 percent of your specified contributions, to a specified maximum.

### **Pension Plan**

Spectra Energy provides various market competitive options to help you save for your retirement.

### **Corporate Discounts**

As a Spectra Energy employee, you will be eligible for a variety of retail and vehicle related discounts.

### **Northern Living Allowance**

Available for employees living in specified communities in Northern Canada.

### **Transit Subsidy**

Take advantage of reimbursement toward monthly transit passes in Calgary and Vancouver or choose to participate in the company-subsidized van pooling program in Houston.

## EDUCATION, TRAINING & DEVELOPMENT

*Because by investing in you, we all win.*

### **Educational Reimbursement**

If you are committed to ongoing education, you can obtain a diploma/degree or further your education through distance learning courses, night school and other relevant, approved programs. Upon successful completion Spectra Energy will reimburse full-time employee up to 100 percent including tuition, registration and laboratory and shop fees, within certain specified limits.

### **Training**

Spectra Energy provides employees with in-house/external instructor-led and on-line training opportunities to encourage ongoing development of knowledge, interpersonal skills, and business competencies.

### **Performance Management/Succession Planning Program**

Spectra Energy is committed to performance management and succession planning to strengthen employee talent, develop leadership skills and promote career planning.

### **Professional Certification & Professional Memberships**

Spectra Energy provides assistance with the costs of maintaining certain certifications, professional and technical licences, and professional memberships.

### **Leadership Development & Employee Resource Networks**

Spectra Energy offers networking, mentoring and growth opportunities through voluntary employee groups.

To help you develop or enhance your leadership skills, the Leadership Development Network (LDN) provides educational and networking sessions with peers and company leaders.

You will also find Employee Resource Networks (ERNs) that provide employee connections across many facets of diversity. ERNs give employees the opportunity to develop a strong sense of community through sharing their diverse professional and personal perspectives and experiences.

### **Mentoring Program**

We offer both informal and formal mentoring opportunities that enhance employee development and performance through the transfer of skills and knowledge in our continuing quest to build a high-performance organization.

### **Business Book Review**

Gain complete and unlimited access to hundreds of expertly written summaries of top business books, plus 50 new summaries during each 12-month subscription period.

## WORK/LIFE BALANCE

*Because taking care of business also means taking care of yourself.*

### **Flex Friday Program**

Employees can choose to work a compressed nine-day work schedule and take every other Friday off (location dependent).

### **Flexible Working Arrangements**

To help you balance work and life and/or accommodate special circumstances in your life, you may be able to choose approved work schedules that differ from your department's standard work schedule.

### **Vacation**

To help employees make the most out of life, Spectra Energy offers competitive vacation entitlements.

### **Flex Day Program**

Flex days are available for employees to use at their discretion over and above their basic vacation entitlement (location dependent).

### **Social Clubs**

Social Clubs located across the company in Canada provide recreational and social activities for employees and their families.

### **Service Award Program**

We recognize years-of-service milestones and retirements with service awards.

## PERSONAL & FAMILY

*Because taking care of you also means taking care of your family.*

### **Excellence in Education**

If you want to participate in school activities or community service, you may take 10 hours of paid time as a full-time employee or five hours as a part-time employee (location dependent).

### **Benefits**

Spectra Energy offers a flexible benefits program that recognizes that a one-size-fits-all approach doesn't always work for each employee. Employees take an active role in managing these plans to best meet their unique needs.

### **Adoption Assistance**

We offer an adoption benefit in selected locations, to help you meet some of the expenses related to adopting a child.

### **Family / Medical / Emergency Leave of Absence**

Sometimes, you may need to be away from the workplace to attend to personal or family medical issues. We have programs in place that will provide this flexibility when you need it.

### **Wellness**

We have resources dedicated to designing wellness programs that further enhance the health and well being of our employees.

### **Employee Assistance**

We provide an Employee Assistance Program (EAP) at no cost to you and your dependents. This professional, confidential service offers counselling on a broad range of issues and can provide referrals to other personal and family services as needed.

### **Spectra Energy Scholars Program**

Every year, 10 graduating high school students who are dependent children of qualified employees, retirees or surviving spouses of deceased employees of Spectra Energy may receive up to US\$5,000 per year for up to four consecutive years of undergraduate study at accredited two-year and four-year post-secondary programs in the U.S. or Canada.

## COMMUNITY SUPPORT

*Because we work better when we work together.*

Spectra Energy believes in making a positive, lasting difference in the communities where our employees live and work. That sense of social responsibility is deeply embedded in a corporate culture that encourages and supports employee volunteerism and community engagement.

### **Helping Hands in Action**

Our annual Helping Hands in Action event is a sustained and focused effort that empowers employees and retirees to contribute their time, energy and talent to a wide range of community causes and volunteer projects.

### **United Way**

Spectra Energy employees are caring neighbors who reach out to those in need. Our annual United Way campaign is central to spirit our giving, and employee contributions to the United Way do even greater good through the company's commitment to match employee gifts.

### **Matching Gifts**

To encourage and support the generosity and community involvement of employees and retirees, Spectra Energy offers a Matching Gifts program, which provides matching funds to eligible charitable organizations employees and retirees personally support. Spectra Energy matches, dollar for dollar, donations made by eligible participants.

### **Volunteer Grants**

Spectra Energy encourages employee/retiree involvement through funding of volunteer grants that improve the operation of local U.S. nonprofit agencies and Canadian registered charitable organizations serving community needs. The two types of volunteer grants available for employees and retiree chapters are the Community Improvement Grant and the Leadership Grant.

### **Annual Grants**

The Spectra Energy Foundation distributes strategic contributions to relevant community organizations in Spectra Energy's operating and service areas.