



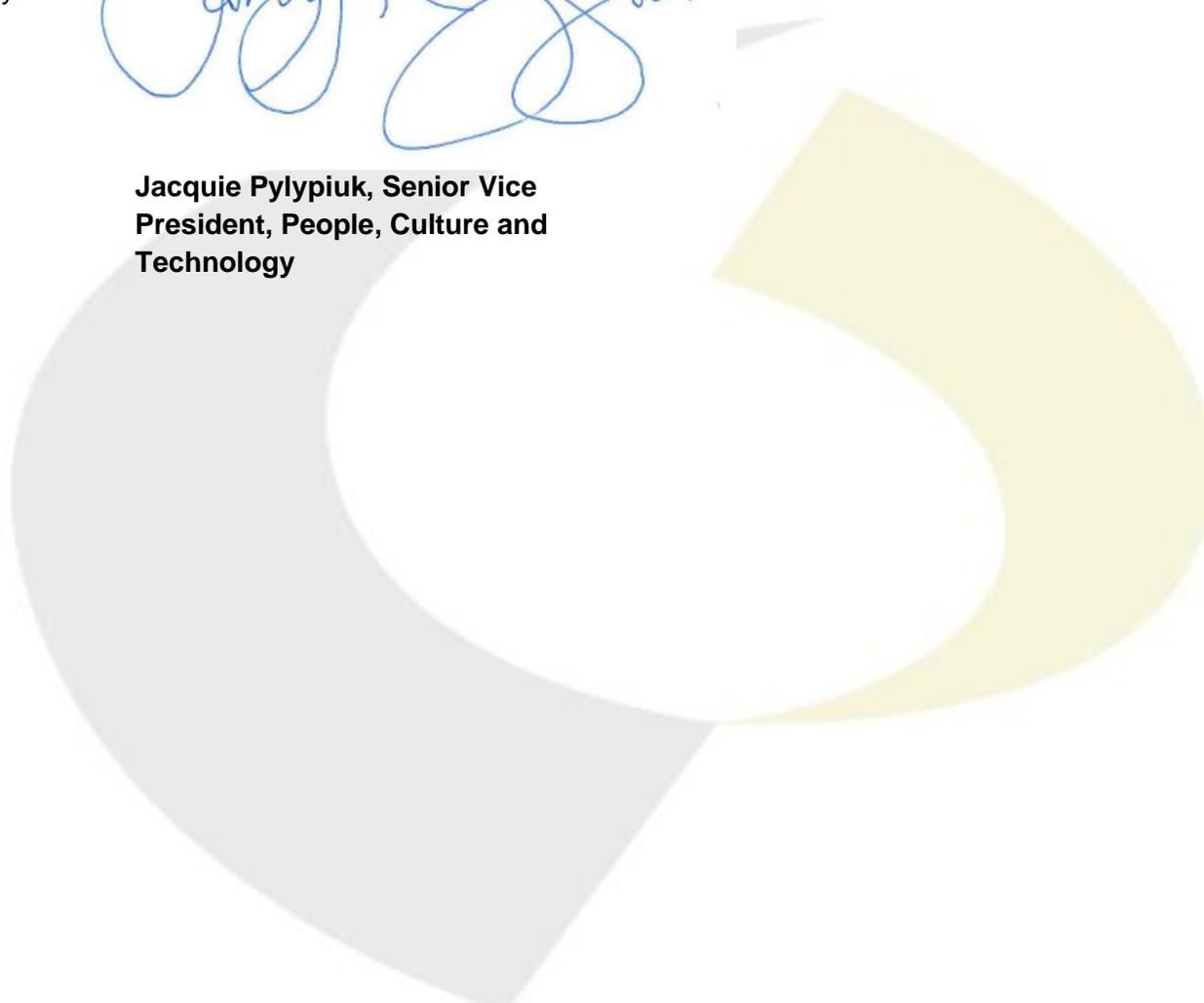
COVID-19 Vaccination Policy

December 3, 2021

Approved by:

A handwritten signature in blue ink, appearing to read "Jacquie Pylypiuk". The signature is fluid and cursive, written over a light grey rectangular background.

**Jacquie Pylypiuk, Senior Vice
President, People, Culture and
Technology**



1. PURPOSE

Capital Power Corporation and all of its direct and indirect subsidiaries (collectively, “**Capital Power**” or the “**Company**”) is committed to the safety and wellbeing of its people. One way we achieve this is by upholding our obligations mandated by applicable occupational health and safety legislation, which includes taking all reasonable measures to protect the health and safety of our employees. Therefore, Capital Power has a duty to try to protect its employees against COVID-19 and its variants of concern.

In line with the guidance and position of Canadian, American (United States) and other global public health authorities, vaccination provides the best and safest protection against COVID-19 transmission and reduces the risk of workplace and community spread. To protect the health and safety of Capital Power’s employees, this policy requires Company employees, contractors, and visitors to obtain full vaccination status against COVID-19, or alternatively, to undergo regular COVID-19 testing, before entering the Workplace, as defined below.

2. SCOPE

Capital Power encourages all its employees to be vaccinated against COVID-19, and to obtain any approved COVID-19 booster shots once available, as the best protection against this disease.

To be granted access to a Capital Power Workplace, Capital Power’s employees (permanent, temporary, and casual), contractors and visitors must either provide the Company with proof that they are Fully Vaccinated or with a Negative Test Result (on a basis to be determined by Capital Power in its sole discretion).

Employees (permanent, temporary, and casual), contractors and visitors who have provided the Company with proof that they are Fully Vaccinated (defined below) may attend the Workplace without submitting to testing.

Employees, contractors, and visitors who are Not Vaccinated (defined below) shall not attend the Workplace unless they have received a negative COVID-19 test result within 72 hours of their time of entry into the Workplace (**“Negative Test Result”**).

For the purposes of this policy, “**Fully Vaccinated**” means that the employee, contractor, or visitor has:

- 1) Received either a single dose of a 1-dose COVID-19 vaccine, or two doses of a 2-dose COVID-19 vaccine, both as approved by the Government of Canada, the United States Food & Drug Administration (the “FDA”) or the Centers for Disease Control and Prevention (the “CDC”), as applicable; and
- 2) Completed the requisite waiting period for achieving maximum immunity as indicated by the Government of Canada, the FDA or the CDC, as applicable; and
- 3) Submitted all required proof of vaccination related documentation acceptable to Capital Power’s Wellbeing Specialist (employees) or to their Capital Power representative (contractors and visitors), as applicable (see Proof of Vaccination).

In addition, the Company reserves the right to modify the definition of Fully Vaccinated, from time to time, in its sole discretion, to include any future COVID-19 booster shots approved and recommended by the Government of Canada, the FDA or the CDC, as applicable, and as they become available for individuals.

In this policy, **“Not Vaccinated”** means that the employee, contractor, or visitor has:

- 1) Not received any or all of the required doses of the COVID-19 vaccine; or
- 2) Not completed the requisite waiting period for achieving maximum immunity as indicated by the Government of Canada, the FDA or the CDC, as applicable; or
- 3) Not provided the required proof of vaccination related documentation to Capital Power (see Proof of Vaccination).

For the purposes of this policy, the term **“Workplace”** includes all Company offices and facilities as well as other physical workplaces, including third party offices and public places, where Company employees are working or conducting business as a representative of Capital Power. Workplace includes any locations where Company employees regularly interact in-person with other Company employees, contractors, or visitors in the course of their employment. For purposes of this policy, Workplace does not include the employee’s own home and does not include the testing location.

Employees, contractors, and visitors who have not provided Capital Power with proof that they are Fully Vaccinated or who have not provided the Company with proof of a Negative Test Result will not be allowed to access the Workplace.

Employees who are Not Vaccinated and who have not provided the Company with proof of a Negative Test Result will not be allowed access to the Workplace and may be placed on unpaid Leave of Absence without benefits.

Employees who are Not Vaccinated are prohibited from travelling for business purposes in relation to their role at Capital Power nor may they represent the Company at any external in-person business meetings, Capital Power sponsored events, or other events held outside of Capital Power sites, regardless of the external protocols in place.

This policy is subject to all applicable laws.

3. PROOF OF VACCINATION

Employees are required to provide proof of vaccination to the Wellbeing Specialist before regular entry to the Workplace is permitted without a Negative Test Result.

Contractors and visitors to Capital Power’s sites are required to provide proof of vaccination to their Capital Power representative prior to them being permitted to enter the Workplace without a Negative Test Result.

Do not include any medical or genetic information with your proof of vaccination.

Capital Power is committed to maintaining the privacy and confidentiality of individuals’ personal information in accordance with applicable privacy laws. Information regarding vaccination status and any personal information provided by Capital Power’s employees pertaining to requests for exemptions and/or accommodations collected under this policy will only be collected, used, and disclosed for the purposes of implementing this policy. The Company shall not retain a copy of the vaccination information following review, with the exception that the Company may keep a record of the vaccination date for the purposes of determining an individual’s eligibility or requirement to receive a booster shot if applicable. Individuals

who provide the Company with proof of vaccination under the terms of this policy are deemed to have consented to Capital Power's collection and use of that information for the purposes indicated.

The information collected from employees pursuant to this policy will also be used to determine who may attend meetings during which Company business is conducted (on-site and off-site), who may attend at certain locations, and who may attend Company events. It may also be used to manage the employment relationship. Please direct any questions regarding the collection, use or disclosure of personal information to Capital Power's Wellbeing Specialist or its Chief Compliance Officer.

4. TESTING FOR EMPLOYEES

Testing for employees who are Not Vaccinated must be completed through Capital Power's testing program. Specific information regarding Capital Power's testing program will be made available to all employees.

Effective January 1, 2022, employees who are Not Vaccinated and are not subject to an approved exemption are required to pay for testing in a manner determined by Capital Power in its sole discretion.

Employees who are Not Vaccinated but are subject to an approved exemption will not be required to pay for any testing costs as these will be covered by the Company. In order to protect the health and safety of employees who have approved exemptions, requests to travel or represent Capital Power at business meetings or other events held outside of a Capital Power work site will be reviewed and evaluated on a case-by-case basis to determine whether an accommodation is required and/ or possible without undue hardship.

5. TESTING FOR CONTRACTORS AND VISITORS

Effective January 1, 2022, contractors or visitors wishing to enter Capital Power's Workplaces who are Not Vaccinated must provide proof of a Negative Test Result at a frequency solely to be determined by Capital Power.

6. PROOF OF NEGATIVE TEST RESULT

Testing must be completed through the procedures provided by Capital Power. The testing information will be viewed solely for the purposes of confirming compliance with this policy and the Company shall not retain a copy of the Negative Test Result following review, ensuring any Company record of it is destroyed. Individuals who participate in Capital Power's testing program under the terms of this policy are deemed to have consented to the Company's collection and use of that information for the purposes indicated.

Contractors and visitors who are required to undergo testing but do not use Capital Power's testing program must provide a copy of their Negative Test Result to their Capital Power representative before they enter Capital Power's sites. The Capital Power representative shall view such information solely for the purposes of confirming compliance with this policy and shall not retain a copy of the Negative Test Result following review, ensuring any Company record of it is destroyed. Contractors and visitors who provide the Company with a copy of a Negative Test Result under the terms of this policy are deemed to have consented to the Company's collection and use of that information for the purposes indicated.

7. ACCOMMODATION AND EXEMPTIONS

Individuals who are seeking an exemption from vaccination on the basis of a protected ground pursuant to applicable human rights or other relevant laws must request the exemption in writing and advise Capital Power of the basis for the exemption. Capital Power will provide employees with the form required to apply for such an exemption; requests should be directed to Capital Power's Wellbeing Specialist. Each request will be reviewed by the appropriate individuals within People Services, Compliance, and/or a third party as appropriate in accordance with applicable laws.

Individuals who are seeking an exemption are required to provide such reasonable supporting documentation as may be requested by the Company and as permitted by applicable laws. The Company will consider all such information and make a determination on a case-by-case basis considering various factors and based on an individualized assessment in each situation. Capital Power will make reasonable efforts to make these determinations expeditiously and in a fair and non-discriminatory manner and will inform applicants once a decision has been made.

Individuals who provide the Company with supporting documentation under the terms of this policy are deemed to have consented to the Company's collection and use of that information for the purposes indicated. The Company will provide reasonable accommodations to individuals who genuinely require them in accordance with applicable human rights legislation, up to the point of undue hardship.

8. OTHER SAFEGUARDS

All employees, contractors and visitors who attend Capital Power's offices and facilities remain required to comply with any Company policies and procedures, as may be implemented or amended from time to time, regarding masking, physical distancing and other measures put in place to protect against the transmission of COVID-19 and its variants of concern, in accordance with public health guidance and legislation.

9. PAID TIME OFF FOR COVID-19 VACCINATION APPOINTMENTS

Employees are entitled to up to three hours off work with pay to attend a COVID-19 vaccination appointment, subject to greater entitlements under any applicable employment standards legislation in each of the jurisdictions that Capital Power operates in.

10. FAILURE TO COMPLY

As with all other Capital Power health and safety policies, failure to comply with this policy, or providing false or misleading information, may result in discipline up to and including termination of employment with cause.

11. EFFECTIVE DATE

This policy is effective as of December 6, 2021, and may be amended from time to time, including as public health and governmental authorities release further guidance on COVID-19 response measures.