

Co-op Recruitment Allowance Program Trade Ally Network (TAN) Supplemental Terms and Conditions



Background

FortisBC Energy Inc. and FortisBC Inc. (together, "FortisBC") may provide funding to TAN Members, as a benefit supplemental to participation in the TAN Program, to assist in the recruitment of qualified gas fitters (in the FortisBC gas service territory), and electricians and refrigerant mechanics in the FortisBC electric territory (the "**Recruitment Allowance**"). The Recruitment Allowance must be pre-approved by the TAN Program and all in accordance with the TAN Program Terms and Conditions and as supplemented by these terms and conditions (the "**Supplemental Terms and Conditions**").

Acknowledgment and declaration

Each TAN Member, by submitting the required deliverables to qualify for the Recruitment Allowance, agrees to participate in the Recruitment Allowance Program and to continue to be bound by the TAN Program Terms and Conditions and these Supplemental Terms and Conditions:

1. Interpretation. In these Supplemental Terms and Conditions, unless otherwise defined herein, capitalized words and expressions have the same meanings as are assigned to them in the TAN Program Terms and Conditions.

2. Eligibility and Approval

2.1 Eligibility. Each applicant must be an active TAN Member. The Recruitment Allowance may only be used for fees or expenses incurred by the TAN Member directly related to:

- sponsored job posting(s);
- participation in career fairs; and
- services provided by recruitment agencies (job posting(s), career fair(s) and services provided by recruiting agencies together the "**Recruitment Activities**")

2.2 The Recruitment Activities must:

- Be posted on the internet, in print media, on the radio or other media channels or be physical attendance at a career fair;
- focus exclusively on the recruitment of qualified gas fitters in the FortisBC gas service territory; or
- the recruitment of electricians and refrigerant mechanics in FortisBC's electric service territory.

2.3 Subject to section 3.1, as part of the Recruitment Allowance, TAN Members who live in remote communities who may need to travel to access the Recruitment Activities may apply to have fifty per cent (50%) of their travel and lodging costs (excluding taxes) pre-approved by FortisBC.

2.4 Pre-Approval Process.

- Prior to utilizing the Recruitment Activities and to be considered for the Recruitment Allowance each TAN Member must submit to and be pre-approved by, FortisBC, in its sole discretion:
 - The proposed text of job listing and/or career fair contract/commitment and/or contract/commitment with the recruiting agency;
 - (if applicable), anticipated date(s)/date range for publication and/or distribution and/or date of career fair;
 - (if applicable), name and location of publication or career fair as applicable;
 - (if applicable), distribution location and/or regions reached;
 - (if applicable), cost estimate for materials, travel (if applicable) and distribution; and
 - such other information as requested by FortisBC to determine Recruitment Allowance eligibility.
- The Pre-approval Process documents must be delivered to tradeallynetwork@fortisbc.com at least three (3) business days prior to utilizing the Recruitment Activities.
- No Liability.** FortisBC assumes no liability or responsibility for the TAN member's use of the Recruitment Activities nor will FortisBC opine on or provide feedback to the TAN Member on the text of the job listing, the interviewing process or the decision of the TAN Member to hire or not hire potential candidates, pursuant to its application for the Recruitment Allowance. FortisBC's "pre-approval" review will only consist of reviewing to ensure the eligibility criteria as described in this section 2 is met.
- After receiving pre-approval for the Recruitment Allowance, TAN Members may proceed with utilizing and paying for the pre-approved Recruitment Activities.

3. Reimbursement.

3.1. Reimbursement Amount. FortisBC will provide reimbursement in the total amount of fifty per cent (50%) of the pre-approved amount for Recruitment Allowance up to the maximum amount per TAN Member established by FortisBC annually. Travel, meals, lodging or other

expenses are not included in the reimbursement, unless pre-approval was granted in advance, pursuant to section 2.3. Recruitment Allowance is limited to \$2,000 per TAN member in 2024, and will be dispersed to eligible TAN Members on a first-come, first served basis, based on the timing of receipt of all deliverables following completion of Recruitment Activities.

3.2. Request for Reimbursement.

- Subject to section 3.3 below, the following must be submitted electronically by the TAN Member to FortisBC (using fortisbc.com/onlineforms) to be considered for the fifty per cent reimbursement (50%) under the Recruitment Allowance:
 - the Recruitment Allowance reimbursement claim form;
 - a copy of FortisBC's pre-approval email;
 - a copy of the invoice showing total Recruitment Activities costs, along with a proof of payment in full, issued by provider or vendor;
 - for sponsored job postings, a full page tear sheet or digital copy of each posting placed; or a screenshot of the sponsored job posting;
 - for radio/television media, (a) digital audio file of performance, and (b) the invoice must include the script of the ad that ran, as well as the dates it was aired, signed by the vendor.
- The request for reimbursement and supporting deliverables must be submitted by the TAN Member. Submissions by a third party will be rejected.
- TAN Member is responsible for paying all taxes associated with the Recruitment Activities.

3.3. Reimbursement Deadline. Requests for reimbursement must be submitted NO LATER THAN ninety (90) days after the invoice date.

3.4. Only registered, active participants of the TAN Program are eligible for the Recruitment Allowance. Cheques will not be made payable or mailed to a third party (such as an association training agent, etc.). Third parties cannot submit paperwork on behalf of a TAN Member.

3.5. Payment of Recruitment Allowance. The Recruitment Allowance will be paid by cheque addressed to the TAN Member or EFT deposit to the TAN Member, if the TAN Member is registered with FortisBC's accounts payable department. Recruitment Allowance cannot be assigned. FortisBC is under no obligation to re-issue a cheque which has been returned as undeliverable or to replace a stale-dated cheque. TAN Member is responsible for any applicable tax on funding. Please allow six to eight weeks to receive the reimbursement payment.

4. Rejection of requests. FortisBC reserves the right, in its sole discretion, to reject requests for the Recruitment Allowance which are incomplete, inaccurate, illegible or late, or do not meet all requirements, or which include an invoice not containing required details or which do not otherwise comply with these Supplemental Terms and Conditions. FortisBC is not responsible for late submissions. Documents and invoices submitted electronically are at the TAN Member's sole risk.

5. TAN Program Terms and Conditions. These Supplemental Terms and Conditions relate to specific rights and obligations applicable to the Training Allowance Program and are supplemental to, and must be read in conjunction with, the TAN Program Terms and Conditions. These Supplemental Terms and Conditions, together with the TAN Program Terms and Conditions apply and are in full force and effect with respect to, and during, the TAN Member's participation in the Training Allowance Program.

6. Eligibility. In no way limiting section 5 (TAN Program Terms and Conditions), the TAN Member must continue to meet the eligibility criteria of the TAN Program to receive the Recruitment Allowance, specifically the TAN Member continues to indemnify and save harmless FortisBC and its directors, officers and employees for all costs, expenses, causes of actions, claims, suits and judgments incurred by FortisBC as a result of, caused by, incidental to, or arising from the operation of your business, any work performed by you, your employees, agents and subcontractors, any non-compliance with any term or condition of this Agreement, or due to your failure to comply with applicable law including with the Employment Standards Act and all relevant employment law in British Columbia while being considered for or receiving the Recruitment Allowance. You hereby waive any claim, action, or proceeding against FortisBC for damages, expenses or costs, including loss of profits, loss of opportunity or any consequential loss for any reason including, but not limited to, any actual or alleged unfairness on the part of FortisBC.

For more information, contact: Phone: 1-866-884-8833 (Option 3)
Email: mtradeallynetwork@fortisbc.com