

Frequently Asked Questions (FAQ)

Eagle Mountain-Woodfibre Gas Pipeline Project (EGP Project)

Respectful Community Conduct Line

1. What is the Respectful Community Conduct Line?

The Respectful Community Conduct Line is a third-party reporting line for any member of the public to call or email about alleged conduct by an EGP Project worker occurring within the Indian River Watershed area and a 10-kilometer area around the District of Squamish in violation of the *After Hours and Respect for Community* section of the EGP Project Worker Code of Conduct.

The toll-free phone number for the Respectful Community Conduct Line is 1-855-514-6644.

The email address for the Respectful Community Conduct Line is EGPWCC@rubinthomlinson.com

2. What is the EGP Project Worker Code of Conduct?

The EGP Project Worker Code of Conduct sets out the standard of conduct that is expected of all EGP Project workers engaged in work related to the construction phase of the EGP Project. FortisBC expects workers to conduct themselves in an appropriate manner at all times, including after work hours.

You can find a copy of the EGP Project Worker Code of Conduct [here](#).

3. Who is Rubin Thomlinson LLP, and what is their role?

FortisBC has retained Rubin Thomlinson LLP, a law firm with extensive experience and a concentrated focus on investigations, to provide professional, trauma-informed intake and investigation services related to the *After Hours and Respect for Community* section of the EGP Project Worker Code of Conduct.

4. What type of information may be provided to Rubin Thomlinson?

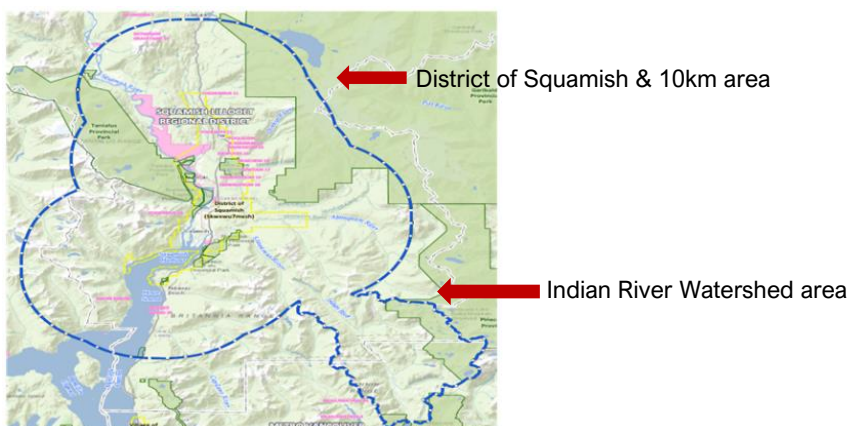
Rubin Thomlinson will conduct the intake of calls and emails related to alleged violations under the *After Hours and Respect for Community* section of the EGP Project Worker Code of Conduct by EGP Project workers, which may include verbal harassment, sexual harassment or violence, gender-based violence, or other forms of disrespectful conduct.

5. What is the difference between a disclosure and a complaint?

A disclosure is information provided by an individual to Rubin Thomlinson that the individual does not want to have investigated. A complaint is information provided by an individual to Rubin Thomlinson that the individual wishes to have investigated. In an investigation, Rubin Thomlinson will make a determination whether there has been a violation of the *After Hours and Respect for Community* section of the EGP Project Worker Code of Conduct by an EGP Project worker.

6. Who can disclose information or file a complaint?

Any member of the public who has experienced or witnessed an incident occurring within the Indian River Watershed area and a 10-kilometer area around the District of Squamish.



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7. What information should I provide in my voicemail or email?

- Your name, phone number and email address;
- A brief summary of your concern(s) as it relates to the *After Hours and Respect for Community* section of the EGP Project Worker Code of Conduct;
- Where and when the alleged incident occurred; and
- Who was involved.

Alternately, you may just leave your contact information and you can share further details during the subsequent intake phone call with Rubin Thomlinson.

8. When can I expect Rubin Thomlinson to contact me and what is the intake process?

Rubin Thomlinson will respond to your voicemail or email message within 24 business hours (Eastern Time) on business days to schedule an intake phone call, which will take approximately 30 minutes. During the call, Rubin Thomlinson will obtain an overview of the allegations and discuss with you whether you wish to have the matter investigated. After the intake call, Rubin Thomlinson will determine if the complaint falls within its scope to investigate.

During the intake process, Rubin Thomlinson will ask whether you wish to share demographic data that is not directly related to your disclosure/complaint, including information about gender, cultural identity, and age. If you choose to provide it, this type of information will be disclosed to FortisBC on an aggregate basis for internal monitoring purposes. You do not have to share this information in order to make a disclosure or file a complaint.

9. How will personal information be collected, used and disclosed?

When Rubin Thomlinson receives a complaint, it may involve collection of personal information. In the event personal information is collected and an investigation is commenced, the personal information will be used for the purpose of the investigation and may be disclosed by Rubin Thomlinson as set out under “Confidentiality” below. FortisBC may also disclose personal information as required by applicable law.

10. Will the information I provide to Rubin Thomlinson be confidential?

Rubin Thomlinson will keep information provided as part of this process confidential, except:

- as necessary to facilitate an investigation,
- report to FortisBC,
- where it receives information involving a minor, imminent violence, imminent self-harm, or
- as may be required to be disclosed by applicable law.

11. What if I have reported the incident to the police?

If you have reported an incident to the police and would like to report the same incident to Rubin Thomlinson, please contact Rubin Thomlinson to discuss.

12. Something happened, and I'm not sure if it's a violation of the *After Hours and Respect for Community* section of the EGP Project Worker Code of Conduct. I'm not sure what I want to do. Can I contact Rubin Thomlinson?

Yes. You may call 1-855-514-6644 or send an email to EGPWCC@rubinthomlinson.com with your name, phone number and questions. Rubin Thomlinson will contact you within 24 business hours (Eastern Time) on business days to answer your questions.

13. Can I contact Rubin Thomlinson about conduct directed at someone else but not to me?

Yes. You may contact Rubin Thomlinson if you have witnessed conduct directed at someone else that you believe is a violation of the *After Hours and Respect for Community* section in the EGP Project Worker Code of Conduct.

14. Can I contact Rubin Thomlinson anonymously?

Yes, however, it may be difficult to fully investigate an anonymous complaint.

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15. What does an investigation of conduct under the EGP Project Worker Code of Conduct involve?

An investigation involves interviewing you, any witnesses, and the EGP Project worker, and reviewing any other relevant evidence, such as documents. Based on this information, Rubin Thomlinson will determine whether there was a violation of the *After Hours and Respect for Community* section of the EGP Project Worker Code of Conduct.

16. How will I be interviewed?

Rubin Thomlinson will conduct the majority of interviews online using Microsoft Teams or Zoom, and the interview will be recorded.

17. Can I have someone with me during my interview?

Yes, you are welcome to have a support person present during your interview. The person accompanying you must not be a witness.

Respondents may invite a union representative to attend. This is the Respondent's decision and responsibility.

18. If I call Rubin Thomlinson, do I have a choice to initiate an investigation?

Yes, it is your decision.

19. What if I want to withdraw my complaint?

You may withdraw a complaint at any time. Before deciding, please consider speaking with Rubin Thomlinson to discuss.

20. What if I am identified as an EGP Project worker or a witness in a complaint?

Rubin Thomlinson will contact you to set up an interview. The EGP Project worker will be provided with a summary of the allegations contained in the complaint prior to the interview, allowing sufficient time to prepare and involve a union representative if desired.

21. If there is an investigation, will I know the outcome?

Both the complainant and the EGP Project worker will be advised in writing of Rubin Thomlinson's determination of whether there was a violation of the *After Hours and Respect for Community* section of the EGP Project Worker Code of Conduct.

22. What happens if there is a violation?

FortisBC may deny access to the EGP Project site to an EGP Project worker at any time for a violation or suspected violation of the EGP Worker Code of Conduct. In addition, workers may face disciplinary action as determined by their employer.