



## **POLICY STATEMENT OPEN DOOR**

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### **INTRODUCTION**

Boardwalk Pipelines, LP and its subsidiaries, hereinafter referred to as the "Company", adhere to and promote an "open-door" policy to encourage open communication, feedback, and discussion about any matter of importance to its employees.

### **POLICY REQUIREMENTS**

The Company believes that open communication within an atmosphere of mutual trust is of prime importance to its employees. We are committed to providing a positive, productive, and supportive work environment throughout all operations. The Company values the exceptional qualities and diverse perspectives of all employees, strives to treat all employees with respect, and encourages individual growth and achievement. The Company believes that open-door communication helps promote fairness and respect for the dignity of all employees, as well as effective engagement between management and the workforce.

We maintain an open-door policy at all levels throughout the Company so that employees can feel free to ask questions, express concerns, offer ideas, and make positive contributions. This ensures that important information and feedback reach managers who can utilize the information to make necessary changes in the workplace.

Two-way communication is expected throughout the Company, and employees are encouraged to communicate openly and honestly with one another and with management. Periodic employee meetings offer a time to update employees on the current status of the Company, upcoming changes, and other news. The Company also provides an intra-company website which highlights ongoing news, events, and information to employees.

The Company will strive to timely review and address, as appropriate, issues raised.

### **ACCOUNTABILITY: ROLES AND RESPONSIBILITIES**

All supervisory and management personnel throughout the Company are responsible for providing availability to any employee who may have concerns, questions, suggestions, or complaints. Realizing that effective communication is always a two-way street, the Company values employees' constructive opinions and suggestions.

Employees finding any area of work that causes them concern have the responsibility to address those concerns with their supervisor. Most problems can and should be solved in discussion with an immediate supervisor; this is encouraged as a first effort to solve a problem. However, an open-door policy means that employees may also discuss issues and concerns with a higher level of management and/or the Human Resources Department. No matter how employees approach their problems, complaints, or suggestions, they will find managers at all levels of the organization willing to listen and to help bring about a solution or a clarification.

The Company supports its policies and legal compliance standards on a consistent basis. Our open-door policy means you can bring concerns to the attention of management without fear of retribution. Each employee shall abide by Company policies and shall report any known or suspected violations of such policies. The Company will not take or permit retaliatory actions against an employee who, in good faith, reports or provides information about violations.

**RELATED REFERENCES**

- Code of Business Conduct and Ethics
- Policy Statement Prohibiting Discrimination and Harassment

Owner/Approver:

Mary Kamps  
SVR Human Resources

01-11-2023  
Date

Reviewed by:

*Initials*

Chief Executive Officer

SK

General Counsel

mgm

Effective Date:

January 11, 2023