



Public Policy Policy

Referrals, Recommendations, and Requests from Public Officials Regarding Employment Decisions

LE-AC-POL8-002

Revision 5

Review Type: 3-year

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1. PURPOSE

- 1.1 Constellation Energy Corporation and its subsidiaries (collectively “Constellation” or the “Company”) are equal opportunity employers. We strive to attract a broad pool of qualified internal and external candidates for open and available positions and fill job vacancies with the best-qualified candidates. At times, the Company receives requests, recommendations, and referrals from external sources, including Public Officials, about potential candidates for employment or promotion at Constellation. Such a communication from a Public Official, regardless of the level of the position or role at issue, requires heightened scrutiny to ensure that the request, recommendation, or referral does not interfere with our commitment to fair employment practices. This Policy sets forth the standards and procedures applicable to any request, recommendation, or referral from a Public Official – directly or through an agent or intermediary – to consider a candidate for any position or role at the Company.
- 1.2 This Policy applies to all employees, officers, and directors of the Company.
- 1.3 This Policy supplements, but does ***not*** supersede, existing Human Resources policies and procedures on hiring and selection, including but not limited to *External Recruiting (HR-AC-111)*, *Employment of Relatives (HR-AC-30)*, *Constellation Career Opportunity System (CCOS) (HR-AC-109)*, *Employee Referral Program (HR-AC-700)*, and *Recruiting, Hiring, and Employing Public Official Candidates (HR-AC-58)*.
- 1.4 This Policy sets forth the following:
 - The process to centralize and track Requests from Public Officials, or their intermediaries or agents, that the Company consider a candidate for employment, including a paid or unpaid internship, or promotion consistent with *Interactions with Federal, State and Local Public Officials (LE-AC-POL8-001)*;
 - The circumstances under which a Request disqualifies a candidate from consideration in hiring and promotion decisions; and
 - The escalation, review, and approval procedures that apply to any candidate who is the subject of a Request to ensure employment decisions regarding the

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candidate comport with Company policies to fill job vacancies with the best-qualified candidates.

- If an applicant has a relationship with a Public Official they have disclosed through Constellation's Human Resources policies and processes and is not the subject of a Public Official Request, the disclosure shall be reviewed in accordance with HR-AC-58.

2. TERMS AND DEFINITIONS

2.1 The following are definitions for terms as used in this Policy.

2.2 **Public Official or Government Official:** Any official, officer, or employee of or candidate for a federal, state, local or municipal government department or agency, whether elected, appointed, retained or otherwise employed.

2.3 **Requests:**

2.3.1. A "Request" is any request, recommendation, or referral from Public Officials, or their intermediaries or agents, for the Company to consider a candidate for employment, including a paid or unpaid internship, or promotion.

2.3.2. A Request does **not** include a Public Official's general question as to whether the Company has open positions or how an applicant should apply for employment, as long as the question does not also include a request, recommendation, or referral for the Company to consider a particular candidate and the Public Official follows any direction as to how to handle such questions in the future.

2.3.3. A Request does **not** include a Public Official's expression of interest in employment for themselves or questions about open and available positions in which the Public Official may be interested. Public Officials interested in employment with the Company will be required to apply for and will be considered for employment in accordance with the Company's policies, including those identified in Section 1.3, above.

3. POLICY

3.1. **Reporting Requests**

3.1.1 Requests under this Policy may come to the Company from different avenues (emails, phone calls, in-person conversations), directly from Public Officials or indirectly by others acting on their behalf, and to Company personnel at different levels and in

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different business units. No matter how a Request is communicated to the Company, all personnel have an obligation to report the Request to Public Policy, the Ethics and Compliance Office, or Human Resources. All Requests will be referred to the Director Operations and Compliance for Public Policy or designee for entry of the Requests into the Public Official Request Tracker (PORT) or other designated electronic system for documenting and tracking Requests and the Company's response.

3.2. **Prohibited Conduct**

- 3.2.1 Constellation is committed to making employment decisions fairly, without regard to whether a candidate has been recommended or referred by a Public Official. As such, Constellation's employment decisions will not be determined by a Request. Making employment decisions based on a Request could create an impression that a Public Official has undue influence on Company employment decisions or could violate anti-bribery or anti-corruption laws.

Constellation prohibits the hiring or promotion of a candidate for the purpose of improperly influencing a Public Official to take official action for the benefit of the Company or to secure some improper advantage, even if no Public Official has made a Request with respect to the candidate.

Consistent with the *Corporate Policy Anti-Bribery and Anti-Corruption (LE- AC-60)* and *Interactions with Federal, State, and Local Public Officials (LE-AC-POL8-001)*, if a Public Official makes or appears to make a Request in exchange for offering to perform, or as a reward for, an official act for the Company:

- The Request must be reported to Public Policy and the Chief Ethics and Compliance Officer.

3.2.2 **Disqualified Candidates**

- If a Public Official makes or appears to make a Request in exchange for offering to perform, or as a reward for, an official act for the Company, the candidate who is the subject of the Request will generally be disqualified from consideration for any position at the Company for a minimum of one year.
- A candidate who is the subject of a Request may also be disqualified from consideration for employment with the Company (generally for a minimum of one year) if the candidate is the spouse, domestic partner, child, sibling, parent, or parent/child/sibling-in- law of the Public Official making the Request.

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- Public Policy will ensure that any decision to disqualify a candidate from consideration and the length of the disqualification is communicated to Human Resources.

3.3 Consideration of Candidates Subject to Requests

- 3.3.1. All Requests will be entered by the Director Operations and Compliance for Public Policy or designee into PORT or other designated electronic system.
- 3.3.2. The Director Operations and Compliance for Public Policy or designee shall promptly review the Request and make a recommendation for an appropriate response, including any recommendation to disqualify a candidate consistent with Section 3.2. The Director Operations and Compliance for Public Policy communicates the recommended proposed response to the Senior Vice President Public Policy, General Counsel or designee, and Chief Ethics and Compliance Officer, each of whom is responsible for making the final determination that the proposed response is consistent with this Policy. The final determination, including any decision to disqualify a candidate, is documented in PORT (and reported to Human Resources, as applicable under Section 3.2 above).
- 3.3.3. Any candidate who is the subject of a Request, and not otherwise disqualified from consideration under Section 3.2 of this Policy, may be permitted to pursue employment opportunities with the Company subject to the following requirements:
- The candidate must apply for employment consistent with Constellation's processes, the same as any other candidate for employment; and
 - The candidate must meet the qualifications and job requirements documented for the position to which the candidate applied, as determined by Human Resources.

The candidate shall go through the Company's documented selection and hiring processes applicable to the position, including but not limited to the sourcing and screening process, interviews, testing, and assessments, the same as any other similarly situated candidate for employment. See for example the procedures set forth in *External Recruiting (HR-AC-111)*.

4. REPORTING POTENTIAL POLICY VIOLATIONS; NON-RETALIATION

- 4.1 Compliance with this Policy is critical to sustaining Constellation's integrity in its interactions with Public Officials. Constellation is committed to a culture that encourages employees to speak up when we see something that violates – or could possibly violate

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– the law or our policies and seek help when we are unsure about the proper course of action. If you suspect a violation, or possible violation, of this Policy, you have an obligation to report your concerns. There are a number of ways to report possible violations, including to:

- The Ethics and Compliance Office at EthicsOffice@constellation.com
- The Ethics Help Line and Web Portal, both of which have anonymous reporting options and are available 24 hours a day, every day of the year.
- For additional information on how to report concerns, you can consult Constellation's Speak Up Policy (**LE-AC-206**).

4.2 All reports will be treated confidentially to the fullest extent possible under the circumstances. Constellation will not tolerate retaliation against anyone because they, in good faith, raise a question or concern about a potential violation of this Policy, our Code of Business Conduct, or potential non-compliance with any laws or regulations. Retaliation in any form – threats, harassment, intimidation, violence, reassignment, demotion, or firing – impedes our progress, has no place in our organization, and subject an individual to discipline, up to and including termination, or termination of a contract, as applicable.