

Workplace Surveillance

Effective: January 1, 2003

PURPOSE

Protecting the life, health, safety, welfare, and rights of our employees, contractors, and visitors while on our property is critical to our success as a business entity. The proper conduct and behavior of individuals who come onto our property is a significant factor in our ability to protect the safety and welfare of our employees and others, and the security of Company assets.

GENERAL STATEMENT OF POLICY

- CenterPoint Energy property including buildings, grounds, and other such property may be equipped with surveillance devices aimed at protecting life, property, equipment and other assets of the Company.
- Surveillance equipment will be used in a manner that adheres to legal statutes and ethical standards where the right of privacy or civil liberties of individuals are concerned.
- Surveillance equipment will be used to identify potential workplace risk, to curtail loss of or harm to Company assets, to eliminate the use of illegal/controlled substances, and to improve overall Company performance.
- Surveillance equipment will normally be used in office buildings, to monitor plant and facilities operations, and at site perimeters.
- Concealed surveillance equipment will also be used when a clear and present safety or security risk is suspected in the workplace or during an investigation where loss of assets, property, or equipment could occur, where there is suspected use of illegal/controlled substances and where there may be certain violations of Company policies.
- Surveillance equipment will normally not be used where there exists a reasonable expectation of privacy such as in restrooms, locker rooms, etc.
- Employees, contractors, and visitors will have notice of monitoring or surveillance devices in the workplace in concert with applicable legal statutes.

POLICY REVIEW

LAST REVIEWED: 5/8/14

IMPORTANT POLICY NOTICE

Corporate policies may be terminated or changed by the Company at any time, and interpretation of these policies is solely within the discretion of the Company. All employees are governed by these policies unless there is a conflict between labor agreements or state or local law and these policies, in which case the labor agreement/state/local law governs. CenterPoint Energy business units may develop additional policies that address issues specific to their business needs. These policies may be more restrictive than those at the corporate level but they may not be more lenient.