



**PetroChina
Canada**

Policy

ENTERPRISE INFORMATION MANAGEMENT POLICY

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REVISION 1

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1. PURPOSE AND SCOPE

PetroChina Canada Ltd. (“PetroChina Canada” or the “Company”) is committed to protecting and managing its business information to ensure accessibility, reliability, integrity and completeness. This Enterprise Information Management Policy (the “Policy”) establishes PetroChina Canada’s direction and expected behaviors with respect to the management and protection of business information. The purpose of this policy is to enable effective, compliant business activities through the following objectives:

- achieve efficient and effective information management;
- protect the reliability, integrity and availability of all business information;
- ensure business information is retained and disposed of in compliance with applicable legal and business requirements; and
- support compliance with applicable statutes, regulations and industry standards.

This policy applies to:

- all Personnel (defined as “all full-time and part-time employees, term employees , contractors, affiliates, and consultants”) of PetroChina Canada. When appropriate, the Policy applies to contractual agreements with third parties who may access or create Company information.
- all business information created, captured or received by or on behalf of PetroChina Canada regardless of the format or medium (e.g. paper, electronic, email, text, tweets, voice, images and video) in which it is recorded.

2. GUIDING PRINCIPLES AND POLICY STATEMENTS

A. GUIDING PRINCIPLES

- a) Business information is a core asset.
- b) Managing business information is the responsibility of all Personnel. Business information is created, managed, accessed, and retained in an approved system of record (as specified in the Information Management Standard).
- c) Business information is easily accessible, correctly identified, complete, and accurate.
- d) Business information access is appropriate to facilitate effective work while protecting sensitive and/or confidential information.
- e) Business information is managed throughout its entire lifecycle, from creation to destruction, using industry standard practices.
- f) Where possible, information management is integrated with day-to-day business processes for efficiency.
- g) Approved electronic systems of record are the preferred means of creating, using, managing and storing business information.

B. POLICY STATEMENTS

- a) All business information created, developed for or acquired by the Company is the property of the Company and must be managed by all Personnel in accordance with applicable Company standards, including the Information Management Standard (PCC-IM-ST-00002), and used exclusively for Company-approved purposes.
- b) Information which does not document a business activity, transaction or decision, shall be considered transitory and disposed of as soon as the business need is met.
- c) The Company shall apply appropriate tools and methods to ensure business information can be accessed securely and reliably to support authorized business activities.
- d) Business information is protected from unauthorized or inappropriate access or use. Physical and/or technical means are applied to preserve the verification, traceability, completeness, confidentiality, availability and integrity of the information.
- e) Business information related to a pending or reasonably anticipated legal or audit hold is maintained in an unaltered state until the legal or audit action is concluded and the Executive Committee provides authorization to release the hold.
- f) Personal information is created, managed, retained and destroyed in accordance with the Company's Privacy Policy (PCC-CM-PI-00016).

3. POLICY AUTHORITY

This Policy has been approved by the Board of Directors as of December 11, 2019.

4. POLICY COMPLIANCE

A failure to comply with this Policy may result in the Company exposing itself to risks beyond what are acceptable to the Board of Directors and for which the Company is not insured.

If an Employee wilfully or intentionally violates this Policy, the Company may take disciplinary action, up to and including termination and the Company may exercise any legal rights to seek redress against the violator.

Any violation of this Policy should be promptly reported to the Human Resources Director and Legal Director.

Any deviation from this Policy must be approved by the Board of Directors.

5. CONTINUOUS IMPROVEMENT

PetroChina Canada is committed to the continuous improvement of this policy.

This document is reviewed annually, in accordance with the Governing Document Management Standard (PCC-IM-ST-00001) to ensure quality.

6. REFERENCES

- Privacy Policy (PCC-CM-PI-00016)
- Information Management Standard (PCC-IM-ST-00002)
- Governing Document Management Standard (PCC-IM-ST-00001)