

**CODE DE CONDUITE DU COORDONNATEUR DE LA FIABILITÉ  
VERSION ANGLAISE**



***Direction Contrôle des mouvements d'énergie***

**RELIABILITY COORDINATOR  
CODE OF CONDUCT**

**September 2007**



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## 1. DEFINITIONS

In this Reliability Coordinator Code of Conduct, the definitions below apply:

“Act”: *An Act respecting the Régie de l'énergie* (R.S.Q., c. R-6.01);

“Affiliate of the Transmission Provider”: Any of the entities referred to in Schedule 1 to this Code of Conduct;

“Code of Conduct”: This Reliability Coordinator Code of Conduct;

“Company”: Hydro-Québec;

“OASIS”: Open Access Same-Time Information System, the Web-based software used to request, approve and administer a transmission service and disseminate information about the transmission system;

“Preferential treatment”: Treatment that gives a preferential advantage to one electric power transmission System user over another in violation of this Code of Conduct;

“Régie”: The Régie de l'énergie;

“Reliability Coordinator”: The Direction Contrôle des mouvements d'énergie (hereinafter System Control) of the Transmission Provider, as designated by the Régie de l'énergie in its Decision D-2007-95 issued on August 14, 2007;

“Staff”: Personnel who is under the authority of the Reliability Coordinator or under another unit of the Transmission Provider who performs functions related to the Reliability Coordinator's role. The said definition includes both management and employees as well as personnel hired on contract by the Reliability Coordinator or another unit of the Transmission Provider to perform functions related to the Reliability Coordinator's role;

“Subsidiary”: A subsidiary as defined in the *Companies Act* (R.S.Q., c. C-38);

“System user”: Any user of the electric power transmission system for which the Reliability Coordinator is responsible, and more specifically, any generator owner or operator, any transmission provider, any distributor, any marketer, or any customer connected directly to such electric power transmission system;

“Transmission Provider”: Hydro-Québec when carrying on electric power transmission activities within the meaning of the Act.

## **2. APPLICATION**

- 2.1 The Code of Conduct governs the activities of Staff.

## **3. PURPOSE**

- 3.1 This Code of Conduct is intended to prevent any form of Preferential treatment by Staff toward other units of the Transmission Provider, Affiliates of the Transmission Provider and other System users.
- 3.2 This Code of Conduct governs the decisions or actions of Staff so as to ensure that the reliability of the electric power transmission system for which the Reliability Coordinator is responsible remains the priority in all circumstances.

## **4. RULES OF CONDUCT**

### **General Rules**

- 4.1 Staff governed by this Code of Conduct shall act in a manner that gives priority to the reliability of the electric power transmission system for which the Reliability Coordinator is responsible.
- 4.2 Staff governed by this Code of Conduct shall treat all System users in a fair and non-discriminatory manner.

### **Independence**

- 4.3 Decisions or actions by Staff shall not favour commercial interests over the reliability of the electric power transmission system for which the Reliability Coordinator is responsible. Such decisions or actions shall not favour one System user over another; the same applies to all communications which Staff, in the course of performing its duties, is required to have with other units of the Transmission Provider and Affiliates of the Transmission Provider.

## **Emergency Actions**

- 4.4** Notwithstanding any other provision of this Code of Conduct, in emergency circumstances likely to jeopardize the reliability of operation of the system for which the Reliability Coordinator is responsible, Staff is authorized to take any steps it considers necessary to maintain the reliability of the electric power transmission system for which the Reliability Coordinator is responsible.

## **Reporting Deviations from the Code of Conduct**

- 4.5** The Reliability Coordinator shall report to the Régie the details of any deviation from this Code of Conduct within twenty-four (24) hours of such deviation. The Reliability Coordinator shall also post this information on its Web site within the same time.

## **Other Codes of Conduct**

- 4.6** Staff governed by this Code of Conduct is also subject to the codes of conduct of the Transmission Provider and the Company.

## **Employee Conduct**

- 4.7** Staff governed by this Code of Conduct shall in no circumstances allow an employee of an Affiliate of the Transmission Provider or an employee of another unit of the Transmission Provider involved in activities that relate to the marketing of transmission service or an employee of another System user:
- a. to participate directly in the operations of the Reliability Coordinator or assume transmission system reliability duties; or
  - b. to have access to the System Control Centre or a backup centre used for transmission operations or for transmission system reliability functions that differs in any way from the access given to other System users.
- 4.8** Should Staff governed by this Code of Conduct disclose information not posted on the Reliability Coordinator's Web site to an employee of a System user, an employee of another unit of the Transmission Provider or an employee of an Affiliate of the Transmission Provider in a manner that confers Preferential treatment, the Reliability Coordinator shall immediately post such information on its Web site.



## **Training and Information**

- 4.9** The Reliability Coordinator shall provide Staff governed by this Code of Conduct with information sessions or material so that the individuals concerned are constantly aware of the rules contained in the Code of Conduct and updates thereto.
- 4.10** The Reliability Coordinator shall make the Code of Conduct and updates thereto available to other units of the Transmission Provider, Affiliates of the Transmission Provider and System users with which it does business.

## **5. RESPONSIBILITY FOR APPLYING THE CODE OF CONDUCT**

- 5.1** The Director – System Control is responsible for applying the rules set out in this Code of Conduct.

To this end, he or she may establish internal management rules relating to the application and enforcement of the Code of Conduct. Managers concerned shall ensure that these rules are applied and shall be accountable to the Director – System Control on an annual basis and on request.

- 5.2** The Director – System Control is responsible for organizing and overseeing the information process and ongoing training for Staff governed by the Code of Conduct.

The Director – System Control is also responsible, when required, for informing other units of the Transmission Provider, Affiliates of the Transmission Provider and other System users of the terms and guidelines for the application of this Code of Conduct.

- 5.3** The Director – System Control is assigned to receive any reporting of an act contrary to this Code of Conduct. He or she shall deal with such reporting in accordance with Section 6 of this Code of Conduct.

- 5.4** The Director – System Control shall submit annually to the President of the Transmission Provider a report on the application of the Code of Conduct, accompanied by a certificate of compliance from the Controller of the Transmission Provider.

The annual report on the application of the Code of Conduct shall be submitted to the Régie and posted on the Reliability Coordinator's Web site.

## **6. REPORTING OF ACTS CONTRARY TO THE CODE OF CONDUCT**

- 6.1** Anyone having knowledge of an event or situation in which a member of Staff acted in a manner contrary to this Code of Conduct must notify the Director – System Control accordingly as soon as possible. Any reporting done in good faith will be evaluated quickly in an impartial and confidential manner and, if appropriate, will be investigated promptly.
- 6.2** In the event of an investigation made pursuant to Section 6.1 of this Code of Conduct, the Director – System Control may issue any decision or call for any corrective action to be taken that he or she considers appropriate, including disciplinary action.
- 6.3** Reporting may be done anonymously or not, and anyone who reports in good faith a situation that is contrary to this Code of Conduct will not be the subject of retaliation.

## **7. PUBLICATION**

The Code of Conduct shall be posted permanently on:

- the intranet site of the Direction Contrôle des mouvements d'énergie;
- the Reliability Coordinator's Web site;
- OASIS via a link to the Reliability Coordinator's Web site.

A copy of the Code of Conduct shall be given to Staff.

## **8. COMING INTO FORCE**

This Code of Conduct comes into force on xx xxxx, 2007.

**SCHEDULE 1: AFFILIATES OF THE TRANSMISSION PROVIDER**

The following entities are considered Affiliates of the Transmission Provider for the purpose of applying this Code of Conduct:

- Other Hydro-Québec divisions;
- Business units carrying out Hydro-Québec corporate activities;
- Persons within the Transmission Provider carrying out work not regulated by the Act;
- First-tier Hydro-Québec subsidiaries;
- Second-tier Hydro-Québec subsidiaries and their subsidiaries;
- Limited partnerships and joint ventures under the effective control of Hydro-Québec.