

information management policy

Encana is committed to ensuring that the management and protection of its corporate information meets operational, contractual, statutory and regulatory requirements. Information in any medium, including electronic and paper based, is a valuable corporate asset. We recognize that processes, information systems and infrastructure for capturing, sharing, reporting and storing relevant corporate information enable Encana to conduct its business efficiently, effectively and securely.

Information, including intellectual property, developed by or for Encana is to be treated as Encana property. Encana must also protect the privacy and property rights of others. Information and software programs obtained and used by staff members under a confidentiality or license agreement must be properly handled.

This policy and its related practices cover company information from its creation or acquisition through to its use, distribution, storage, accessibility, communication and destruction. Related procedures and guidelines address methods to manage and protect information contained in paper files, electronic documents, computer databases, software programs, communication systems and information storage facilities.

All Encana staff members are required to:

- understand the implications of information mismanagement and misuse, including the potential costs and risks to Encana
- manage and protect Encana's information assets in accordance with this policy and related practices including statutory and regulatory requirements
- take accountability for appropriate security, access and retention of any specific information records entrusted to them
- report incidents and assist in investigations relating to information mismanagement and misuse

Staff members providing services to Encana through a third party organization are required to act in accordance with this policy and its related practices with respect to their use of Encana assets.

Violations of this policy include:

- activities that disrupt or prevent access to or control of Encana's information
- using information or information resources in a manner that damages Encana's reputation or business
- attempts to circumvent information security or management practices
- failure to properly handle information that represents the company's business activities

Disciplinary action up to and including termination of employment or service contracts will be taken for violations of this policy and its related practices.

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