

- Terms of Reference - Women in Trades, Technology, and Engineering (WTTE)

Mission

WTTE is a networking forum for women and their supporters (men and women alike) with a focus on sharing experiences in male dominated fields while garnering support, promoting mentorship among women, promoting non-traditional roles to young women, and recognizing women's accomplishments.

Goals and Objectives

- 1) Connection
 - Provide a networking forum for Hydro One women in non-traditional roles and their supporters
 - Share experiences, support each other and discuss matters of common interest
 - Build and strengthen mentorship among women.
- 2) Education and Awareness
 - Promote trades, technology and engineering jobs and careers to women inside and outside Hydro One
 - Work with Hydro One to recognize and provide advice related to the needs and concerns of women employees in non-traditional roles while supporting inclusion.
- 3) Recognition
 - Celebrate the success of women's' accomplishments within all Lines of Business
 - Ensure and maintain a positive presence of women employees at all levels throughout Hydro One.

Membership

Member

WTTE is open to anyone who has been employed by Hydro One or has been affiliated (pensioners, students, former employees etc.) with Hydro One including employees, female or male from any level.

Accountable Executive

The accountable executive supports the team, helps to gain resources for it, and works to clear obstacles from its path. The accountable executive is usually from senior management. S/he may not be a team member, but should meet with them on a quarterly basis.

Co-Chairs (Employee Representative and People & Culture Chair)

The Employee Representative Co-Chair will rotate annually based on a nomination process that will take place in Q4 of every year and will be accountable for providing best advice as well as constantly scanning the environment and bringing forward good ideas. S/he will also be accountable for putting items on the agenda and ensuring minutes are captured and circulated

The People & Culture Co-Chair may or may not rotate annually and will be selected by the Vice President, People & Culture. S/he will be accountable to ensure the committee works within the approved terms of reference, ensuring consistency, engagement and the output of the committee and will have a coordinative authority to call meetings.

Recorder/Minute Taker

The minute taker who is a member of WTTE will rotate for every meeting.

Meetings

Meetings will be held quarterly or more frequently initially to meet the group's goals and objectives. Individual teams may be convened to investigate specific issues and report their findings to the large group as required.

WTTE members must have the support of their managers who will approve reasonable paid time off for the quarterly meetings. Any involvement with WTTE activities should not significantly impact the Hydro One work that the employee usually completes.

Meetings will be accessible to all members interested in participating. If members cannot attend meetings in person, alternate options such as teleconferencing and video conferencing will be explored.

Reporting Structure

The Co-Chairs will provide the Accountable Executive and the Vice President, People and Culture with quarterly updates.