

# **Nodal Exchange, LLC**

## **Board Communications Policy for Market Participants**

In order to obtain the views of market participants, Nodal Exchange, LLC has established the following policies and procedures by which interested parties may communicate with the Nodal Exchange, LLC Board of Directors (“Board”).

1. Interested parties may send communications to the Board of Nodal Exchange, LLC or to a specific committee of Nodal Exchange, LLC, e.g. Nominating Committee.
2. The Company's acceptance and forwarding of a communication to the Board does not imply that the Board or any directors on the Board owe or assume any fiduciary duty to the person submitting the communication.
3. Communications to the Board must be in writing and sent care of the Company's Legal Department to the Company's address of 1921 Gallows Road, 3<sup>rd</sup> Floor, Tysons Corner, VA 22182 or submitted via the “CONTACT US” page on the company website care of the “Board Communications” department.
4. The following types of communications are not appropriate for delivery to the Board under these procedures:
  - Communications regarding individual grievances or other interests that are personal to the party submitting the communication and could not reasonably be construed to be of concern to the Company's business community (such as employees, members of the communities in which the Company operates its businesses, market participants and suppliers) generally;
  - Communications that advocate the Company engage in illegal activities;
  - Communications that, under community standards, contain offensive, scurrilous or abusive content; and
  - Communications that have no rational relevance to the business or operations of the Company, except for issues of social concern arising because of the business and operations of the Company.
5. All communications must be accompanied by the following information:
  - If the person submitting the communication has a relationship with Nodal Exchange, a statement describing the type of relationship;
  - If the person submitting the communication does not have a relationship with Nodal Exchange and is submitting the communication to the Board as an interested party, a statement describing the nature of the person's interest in the Company;
  - The address, telephone number and e-mail address, if any, of the person submitting the communication.

6. The Company's Legal Department shall designate one or more of the Company's personnel to assume responsibility for receipt and processing of communications to the Board.
7. Upon receipt, each communication shall be entered into an intake record maintained for this purpose, including the name of the person submitting the communication, the date and time of receipt of the communication, the information concerning the person submitting the communication required to accompany the communication and a brief statement of the subject matter of the communication. The record shall also indicate the action taken with respect to the communication.
8. The personnel responsible for receiving and processing the communications shall send an acknowledgement of receipt to the email address provided of the person submitting a communication.
9. The assembled communications shall be delivered to the Board on a periodic basis, generally in advance of each regularly scheduled meeting of the Board.