



TRANSITION UPDATE #7

COUNTDOWN TO CLOSE

- As a reminder, we are close to completing all necessary steps to finalize the transaction. The closing could take place at the end of November or in December.
- NextEra Energy and Chesapeake Utilities are committed to a smooth transition, minimizing any operational disruptions and ensuring safe and excellent service to FCG customers.
- We will continue to share important information with you to help make the transition to Chesapeake Utilities as smooth as possible. With that in mind, please see the updated NextEra Energy FAQ document to help guide you through the transition process.

IMPORTANT INFORMATION AT CLOSING

- You will be an employee of Chesapeake Utilities the day following the closing date. You should continue to follow your regularly assigned work schedule.
- Chesapeake Utilities will be on-site for their third visit on **Friday, Dec. 1**. You will learn more about next steps of the onboarding process during this time. Breakfast will be provided. Please plan on being on-site from 8-10 a.m. ET on Friday, Dec. 1 at the same location you were at for the October and November visits. You should have received a calendar appointment from NextEra Energy/FPL.
- When the closing does occur, Chesapeake Utilities will have a complimentary breakfast from 8-9 a.m. ET at the Doral, Rockledge and Port St. Lucie offices. It will be a fantastic opportunity to mingle with your new coworkers, including senior leadership. Everyone will receive a swag bag and raffle tickets for an opportunity to win prizes. No RSVP will be required.
- Chesapeake Utilities will have an employee-dedicated call center transition resource that will be available Day 1 to answer any and all questions that employees may have throughout the integration. This resource will be available Monday through Friday 6 a.m. to 9 p.m. ET.

PAYROLL

- You should be **keeping your timesheet up to date through HR4U**. Your time should be entered into your timesheet no later than 5:00 p.m. (ET) each day until the closing occurs.
- If you have your bi-weekly payroll deposited into multiple bank accounts the final pay from NextEra Energy will be deposited 100% into the account designated as "Main Bank" in HR4U. This means your final paycheck will NOT be deposited into multiple bank accounts

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(even if they were directed to multiple bank accounts prior to the transaction closing date). **If any changes need to be made this must be completed by Tuesday, Nov. 28.**

- Starting the day after closing, your payroll will begin under Chesapeake Utilities. Keep in mind that this is a new entity, and your taxes and deductions will be set up as you entered them during your Chesapeake Utilities onboarding. Please double check to make sure your direct deposit, taxes and employee information is correct.
- You will learn how to enter your time with Chesapeake Utilities during the Dec. 1 meetings.
- After the closing, a paper copy of your last pay statement will be mailed to your legal address on file since you will no longer have access to view electronically in HR4U.

VACATION DAYS

- Vacation days will begin to accrue each pay period with Chesapeake Utilities after the closing. These hours will show up on your paycheck. You may work with your supervisor to take any accrued vacation day(s) in December, if applicable.

BADGES

- You will continue using your existing badge after closing. Chesapeake Utilities is working on a transition plan for badges and more information will be coming in the next few weeks.

IT INFORMATION

- All employees will keep and continue to use their current corporate devices. This includes company-issued laptops, mobile / cell phones, workstations, iPads and other hardware. Other items such as keyboards, mice, headsets and monitors will also remain with you.
- Employees will keep their current email addresses for a period of at least 30 days. Following the transaction additional information will be shared on email.
- In preparation for accessing Chesapeake's IT systems, employees will be asked to install the Duo Mobile app on your phone or tablet (iPhone/iPad link or Android link) as this will allow you to log in to Chesapeake's network. For those of you with phones that access NextEra Energy email or other services, you may receive this app automatically. Further information on how to set up Duo Mobile will be provided at the next on-site visit with Chesapeake.
- All FCG-related files will be staying with FCG employees. In addition, FPL-owned One-Drives, SharePoint sites and other shared drives relating to FCG are also transitioning to Chesapeake Utilities.

PLEASE REMEMBER

- As always, employees should continue to do their job safely and remain committed to providing customers the excellent service FCG delivers today.

- **It's important to remember ... Between now and transaction close, everything remains the same for FCG employees and customers.**

We appreciate your continued engagement, and despite the distraction this announcement may bring, please continue to focus on safety, delivering exceptional customer service and being cyber aware.
