

# What would you like to do?

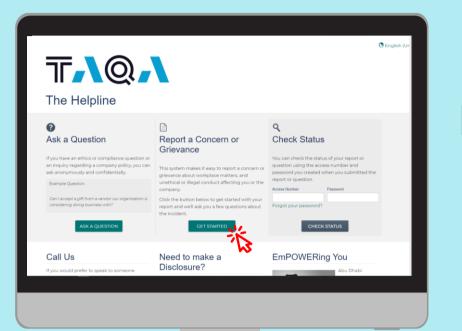


Please click on one of the above to proceed

# To get started visit Helpline.taqa.com

helpline.taga.com





### Click on GET STARTED under Report a Concern or Grievance













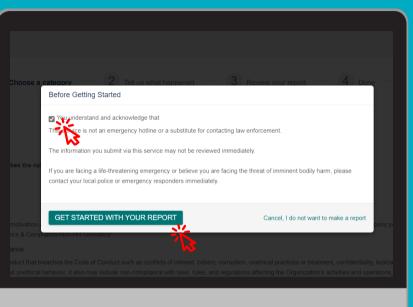
ern Make a disclosure

Ask a question

h Check status

## Click on acknowledgment and Click on

### **GET STARTED WITH YOUR REPORT**



Pre













Report a Concern

Make a disclosure

Ask a que

ion Check

			C English (United States
c	hoose a category 2 Tell us wh	nat happened 3 Review your report	Done
Choose a Category			
rganization: TAQA			
Which of the categories below best describ learch categories:	es the nature of your report? *		
1. HR Grievance			
Specific HR related matters affecting your m	notivation and performance or ability to carry-out your cs & Compliance/Non-HR Grievance'	r duties effectively. It does NOT cover issues around potenti	ial fraud, breach of company policies which
amount or reponed under the category "Ethil			
	nce		
2. Ethics & Compliance/Non-HR Grieva Ethics & Compliance matters related to con	duct that breaches the Code of Conduct such as con unethical behavior; it also may include non-complian	flicts of interest, bribery, corruption, unethical practices or tr nce with laws, rules, and regulations affecting the Organizat	
2. Ethics & Compliance/Non-HR Grieva Ethics & Compliance matters related to con- culture, harassment, unfair competition, and	duct that breaches the Code of Conduct such as con unethical behavior; it also may include non-complian		
2. Ethics & Compliance/Non-HR Grieva Ethics & Compliance matters related to con- culture, harasiment, unfair competition, and defy decent behavior or governing principles	duct that breaches the Code of Conduct such as con unethical behavior; it also may include non-complian		
2. Ethics & Compliance/Non-HR Grieva Ethics & Compliance matters related to con- culture, harassment, unfair competition, and defy decent behavior or governing principle:	duct that breaches the Code of Conduct such as con unethical behavior; it also may include non-complian		
2. Ehics & Compliance Non-HR Grieva Ehics & Compliance matters related to con- durble. harsament. unfair competition, and dety decent behavior or governing principles Tell us what happened	fuct that breaches the Code of Conduct such as con unethical behavior; it also may include non-complian s	nce with laws, rules, and regulations affecting the Organizat	tion's activities and operations, or acts that



HR grievance

or

**Ethics & Compliance** 

### Then click on **Tell us what happened**













### **Human Capital**

**Compensation & Benefits** 

Workplace Conditions Scope of Work

Leaves/Working Hours

How do I know if my concern is HC or E&C?

**Terms of Employment** Promotions Interpersonal Issues

Entitlements Mismanagement

**Training & Development** 

Workplace Equity

**Performance Appraisal Process** 

### **Ethics & Compliance**

Violations of Laws

Violations of Policies

Corruption

Conflicts of Interest

**Bribery/Kickbacks** 

**Data Protection** 

Abuse of Authority

**Unethical Practices or Treatment** 

Confidentiality

**Unethical Behavior** 

Specific HR related matters affecting motivation and performance or ability to carry-out one's duties effectively

Home

Ethics & Compliance matters related to breaches of the Code of Conduct or applicable laws or regulations













Make a disclosure

**Overlap** 

**Institutional Equity** 

(Fairness)

**Bullying and** 

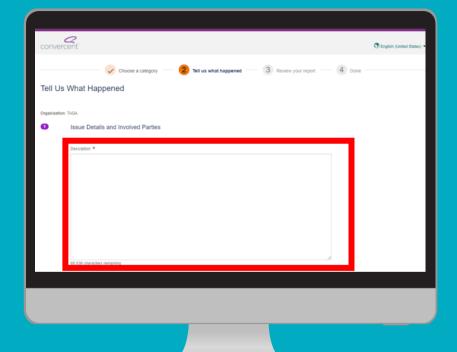
Ask a question

# Tell Us What Happened

Provide as much detail as possible.

#### Example:

- Specific time and place;
- Involved individuals;
- Witnesses;
- Specific examples; and
- Other relevant details and background





























Name *
Email
igtaqa.com
I would like to receive emails when the issue is updated.
Phone         Mobile           050/         050.
Preferred Contact Method
Email

### Share your name and contact information

If you choose to share your name and contact information, please ensure that you provide us with the correct information and your preferred contact method.













### Remain anonymous towards the organization

If you choose to remain anonymous, we recommend that you select the option '**Remain anonymous toward the organization**', as we would be able to communicate with you through the helpline without revealing your identity.

0	Share your name and contact information 👔
۲	Remain anonymous toward the organization 👔
	Name *
	Email
	I would like to receive emails when the issue is updated.
	Phone Mobile
	Preferred Contact Method















a Concorn

a disclosure

Ask a question

<ul> <li>Remain completely anonymous         <ul> <li>I would like to receive emails when the issue is updated.</li> <li>Email Address *</li> <li>Note: Your email address will not be shared with your organization or Convercent staff, it will only be used by the system to send you emails. We recommend that you do not use your work email address.</li> </ul> </li> </ul>	0	Share your name and contact information 1 Remain anonymous toward the organization 1
Email Address * Note: Your email address will not be shared with your organization or Convercent staff, it will only be used by the system to send you emails. We recommend that you do not use your work email	۲	
Note: Your email address will not be shared with your organization or Convercent staff, it will only be used by the system to send you emails. We recommend that you do not use your work email		I would like to receive emails when the issue is updated.
be used by the system to send you emails. We recommend that you do not use your work email		Email Address *
be used by the system to send you emails. We recommend that you do not use your work email		
address.		be used by the system to send you emails. We recommend that you do not use your work email
		address.
	Your	Relationship to the Organization: *

### Remain completely anonymous

If you decide to 'Remain completely anonymous', you will have an option to share your email where you will be updated incase of any changes to your issue while remaining completely anonymous.















A conservation	convercent			Tenglish (United States) -
Opencies       Company       Base       Description       Controlling       Controling       Cont			3 Decirw you	report4 Done
Operation     An and the same structure of the same structure	Review Your Report			Create Password and Submit
Laction Content     The present output of the data o	TAQA			number. You will need this access number and the password you create below to communicate with the organization, view messages
Cardenancially     Cardenan	Location		- I	one uppercase letter, one lowercase letter and one number. It
Internet projection     Image: Second S	Date			Enter a password *
Image: Start Type I     File or the Tstart Type I       2. Exclus Company Marka will Gravesca     File or the Start Type I       2. Exclus Company Marka will Gravesca     File or the Start Type I       Prese top or the Gravesca B will and cellifying of orthogram on the start     File or the Start Type I       The or or the Gravesca B will and the Start Type I     Security Gravesca       B reserved to Marka Mill Gravesca     Security Gravesca       B reserved to Marka Mille Gravesca     Security Gravesca	Remain completely anonymous			Confirm your password *
Para Istudi gli filles, and any dina cleadings plannadary no kara Rear prach facessard file ally sure for duranges <sup>-1</sup> The sequest free generatives: officy or entities Rear specify the generatives: officy or entities Rear specify the generatives: office of the second of generates of generates of generate of the second Rear specify the generatives of the second of generates of generates of generates of generates of generates of the second of the second Rear specify the generatives of the second of generates of gene	Issue Types			question to help you reset your account or to speak with a member of the Convercent call center, so please be sure to
Taka upo danama fia uniti puo ten nanagen <sup>1</sup> Taka Tene magamenti utano dangon et acaugen <sup>1</sup> Taka magamenti utano				that you'll remember.
performance anaggement biologi sangulas, santiha in interest, etc.) Contact a support Contact Support Request Info Contact Support Request Info Contact Support Request Info Contact Support Request Info Contact Support Contact Support Request Info Contact Support Contact		ager?		
DACK Context Support Request Info Quick Links Contact Us	performance management, bribery, compt		, personal conflict,	Security answer *
Contact Support Request Info Quick Links Contact Us				CREATE A PASSWORD AND SUBMIT REPORT
	BACK			
Andrews Restored Restored and Restored Restore	Contact Support	Request Info	Quick Links	Contact Us
Customer Support Portal integrative Cett com Conversative Pages conversative Conversative Pages Conversative Cett com 1800 461 5300	Customer Support Portal	info@convercent.com	Convercent Policies	convercent.com
	@ 2013 - 2021 Convergent, All rights reserved.			















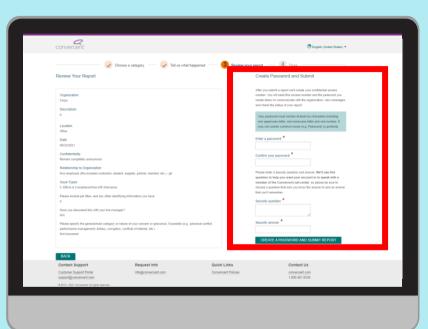


Home Report a Concerr

Make a disclosure

Ask a question

Check statu





The system will create a confidential access number. You will need this access number and the password you create to communicate with the organization, view messages, and check the status of your report.













Report a C

Report a Concern

Make a disclosure

Ask a question

on Check status

**Click on CREATE A PASSWORD AND SUBMIT REPORT** 

convercent			Tengish (United States) -
Review Your Report	ose a category — 🕜 Tell us what	thappened — 3 Review your re	port Dune Create Password and Submit
Organization TAGA Description			Mor you submit a support wait To each your confidential access works: "Use of an each two access mother and the aparemistry pro- ceeded behavio is communication with the aparemistry or works and and which the initial of your report. The parasened more tracking hand and characteries involving area agenerases their, use to lowerspace the and was manifer. It appeared acceleration accessing a parasened pro- pertainty of accession accessing a parasened pro- pertainty.
Other Date Confidentiality			Enter a password *
Remain completely anonymous Relationship to Organization Non employee (this includes contractor, stude Issue Types 2. Ethics & ComplianceNon-HR Olevance	nt, supplier, partner, member, etc.) - gh		Confirm your password *
2. Emics a Comparatorium-HH universe Please include job lifes, and any other identif Have you discussed this with your line manag			choose a question that only you know the answer to and an answer hat you't remember Security question
NA Please specify the generalimain calegory or n performance management, bribery, complion Not Answered	afure of your concern or grievance, if possible (e.g. .conflicts of interest, etc.)	, personal conflict,	Security answer
BACK			苏
Contact Support Customer Support Portal	Request Info info@convercent.com	Quick Links Conversent Policies	Contact Us













Report a Cor

rn Makea

Ask a rue

Check s

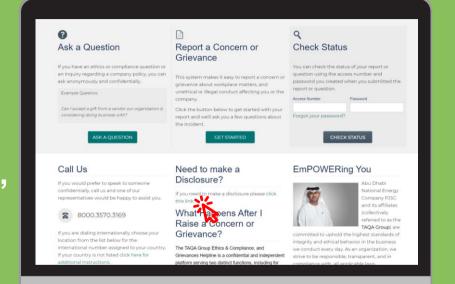
# To get started visit Helpline.taqa.com

helpline.taqa.com



Make a Disclosure?

### **Click on the** link under 'Need to make a Disclosure?'





















Previous

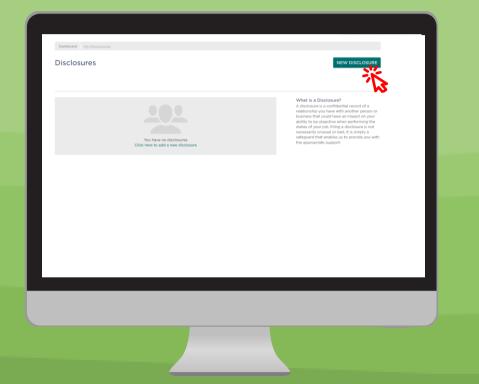
Home

Report a Concern

Make a disclosure

Ask a question

#### Make a Disclosure?



### Previous











**Click on** 

**NEW DISCLOSURE** 





Make a disclosure

Make a Disclosure?

# **B** Select a Category by clicking on:

Approval Request or Conflicts of Interest or Trading of Securities

Click on one of the above to get the respective guidance





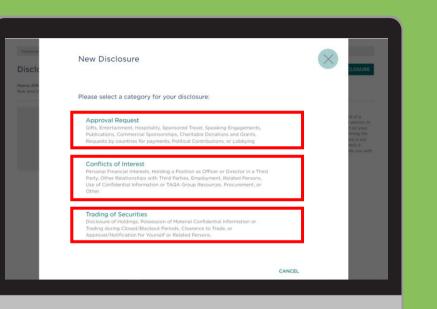












Report a Concerr

rn Make a disclosure

ure Ask

Ask a question

Make a Disclosure? Approval Request



Click on 'Approval Request'

Disclo	New Disclosure	$\times$	CLOSURE
Hawra AIM Risk And In	Please select a category for your disclosure:		
	Approval Request Gifts, Entertainment, Hospitality, Sponsored Travel, Speaking Engagements, Publications, Commercial Sponsorships, Charitable Donations and Grants, Requests by countries for payments, Political Contributions, or Lobbying	1	rd of a r person or t on your rming the ure is not mply a de you with
	Conflicts of Interest Personal Financial Interests, Holding a Position as Officer or Director in a Third Party, Other Relationships with Third Partles, Employment, Related Persons, Use of Confidential Information or TAGA Group Resources, Procurement, or Other.		
	Trading of Securities Disclosure of Holdings, Possession of Material Confidential Information or Trading during Closed/Blackout Periods, Clearance to Trade, or Approval/Notification for Yourself or Related Persons.		
Darwin/en-us/disclosures/MyDisclosures#		CANCEL	

Previous





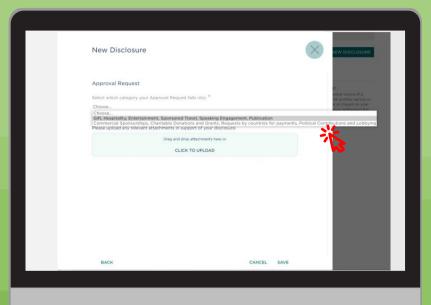


Ask a question Check status

?



### Make a Disclosure? Approval Request



## Approval Request Category

Choose 'Approval Request' type from the dropdown menu













Report a Concern

Concern Ma

Make a disclosure

Ask a question Check status

Make a Disclosure? **Approval Request** 



New Disclosure		$\otimes$
Approval Request Select which category your Approval Request falls into: * Choose		.
Please upload any relevant attachments in support of your disclosure: Drag and dros attachments hew or CLICK TO UPLOAD		
		- 1
васк	CANCEL SAVE	







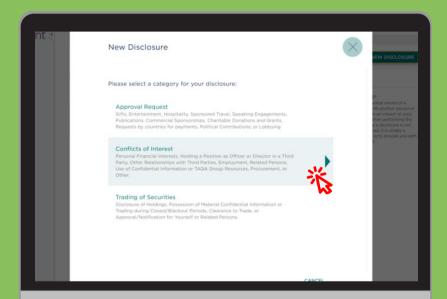








#### Make a Disclosure? Conflicts of Interest



### **Conflicts of** Interest

#### Click on 'Conflicts of Interest'





Home









Report a Concern

Make a disclosure

Ask a question

Check status

Make a Disclosure? **Conflicts of Interest** 

### **Conflicts of Interest Type**

Choose 'Conflicts of Interest' type from the drop-down menu and click SAVE

New Disclosure	8
Conflicts of Interest Select which category your Conflict of Interest fails into: Choose. Choose. Choose Ch	re
ВАСК	CANCEL SAVE















#### Make a Disclosure? **Conflicts of Interest**

New Disclosure	(
Conflicts of Interest	
Select which category your Conflict of Interest falls in Use of Confidential Information or TAQA Group Reso	
Do you plan to use any TAQA Group Confidential Info information, personnel, time, etc.) for activities that an Choose ~	
Please explain in detail the reason for your disclosure potential conflict. *	describing the perceived, actual, or
Please upload any relevant attachments in support of	
Drag and drop attach	nents here or
CLICK TO UP	OAD
BACK	CANCEL SAVE
BACK	CANCEL SAVE

## Answer all the questions required then click SAVE







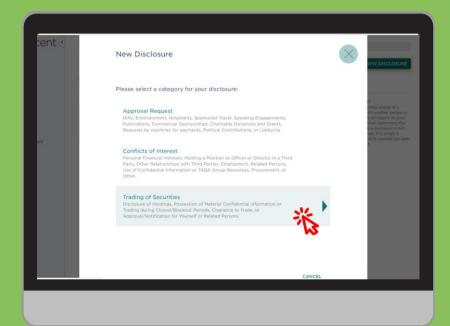








#### Make a Disclosure? Trading of Securities



### **Trading of Securities**

#### Click on 'Trading of Securities'













Report a Concern

Make a disclosure

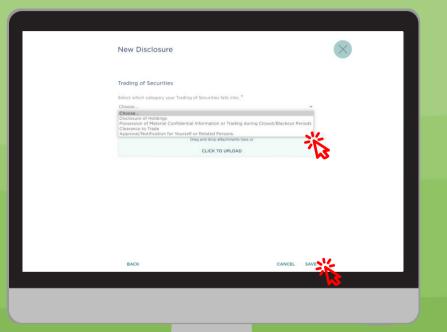
Ask a question

Check status

Make a Disclosure? Trading of Securities



Choose 'Trading of Securities' type from the drop-down menu and click **SAVE** 













Ask a question



#### Make a Disclosure? **Trading of Securities**

New Disclosu	lre	
Clearance to Trade		v
Are you a Restricted P	Person? *	
Choose 🛩		
Are you in possession	of Material Confidential Information? *	
Choose 🛩		
Which Stock Exchang	e does this disclosure relate to? *	
Choose	÷	
Please include all othe your application for cl	er relevant details which might reasonably assist the per $\ensuremath{e}$ earance $\ensuremath{*}$	rson considering
Please upload any rele	evant attachments in support of your disclosure:	
	Drag and drop attachments here or	
	CLICK TO UPLOAD	

**Answer all the** requested information then click SAVE













# To get started visit Helpline.taqa.com

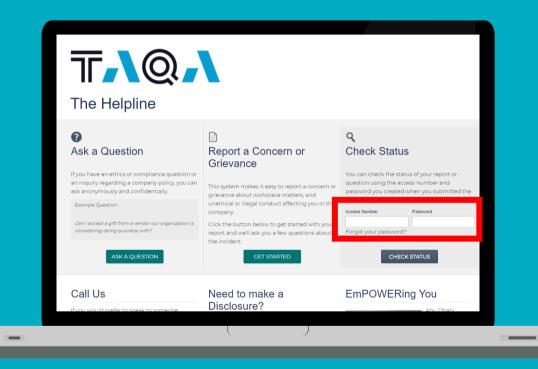
helpline.taga.com



#### **Check Status?**

### **Check Status**

Type in your access number and password which you created when you raised a concern or asked a question.













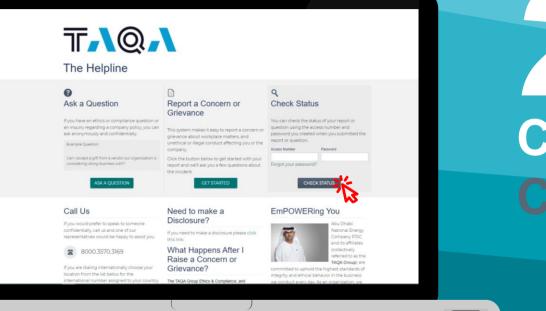


Make a disclosure

Ask a question

Check status

#### Check Status?



### Click on CHECK STATUS















Next

e Popor

Report a Concern

Make a disclosure

Ask a question

Check status



# To get started visit Helpline.taqa.com



### **Click on ASK A QUESTION**

### T,Q,

#### The Helpline

#### 0 Ask a Question

ask anonymously and confidentially.

considering doing business with?

Example Ouestion:

Call Us

If you have an ethics or compliance question or

an inquiry regarding a company policy, you can

Can I accept a gift from a vendor our organization is

ASK A QUESTIO

#### Report a Concern or Grievance

#### This system makes it easy to report a concern or grievance about workplace matters, and unethical or illegal conduct affecting you or the company.

Click the button below to get started with your report and we'll ask you a few questions about the incident.

Need to make a

**Disclosure?** 

#### **EmPOWERing You**

Q

Check Status

report or auestion.

Forgot your password?

Access Number

You can check the status of your report or

password you created when you submitted the

CHECK STATUS

Password

question using the access number and

Previous







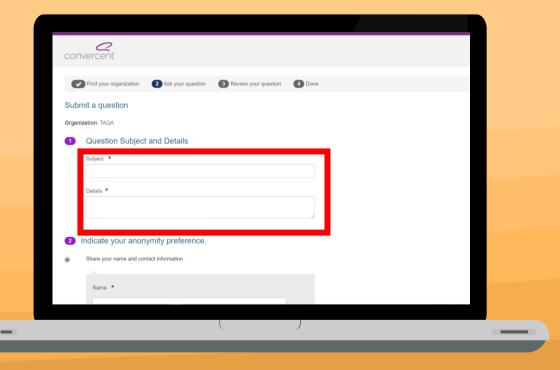




Next

Report a Concern

## Type in your Question Subject and **Details**

















Home Report a Concern

Make a disclosure

Ask a question

Check status

### **B** Indicate your anonymity preference

If you choose to share your name and contact details, ensure that you provide us with the correct information.

1	Indicate your anonymity preference. Share your name and contact information		
	Name *		
	Email *		
	Phone		
	Mobile		
	Preferred Contact Method		
	Email		
)	Remain anonymous toward the organization	_	
)	Remain completely anonymous		
our F	Relationship to the Organization:		
	I am currently an employee		















Home

Report a Cor

ern Make

Aak a guoo

n Check

### Anonymous towards the organization

remain anonymous towards TAQA.

۲	Remain anonymous toward the organization			
	Name *			
	Email *			
	Phone			
		_		
	Mobile			
		12		
	Preferred Contact Method			
	Email			
0				









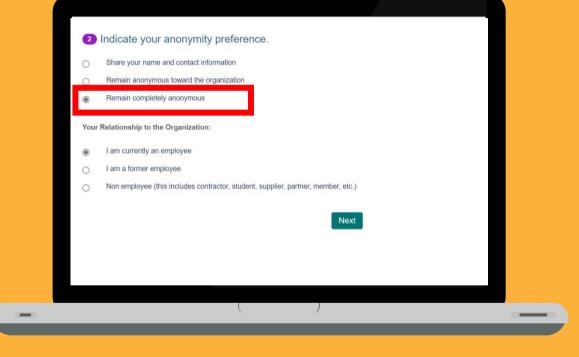






### **5** Remain completely anonymous

If you choose this option, you will remain completely anonymous. Any communication with the Ethics & Compliance Office would have to be through the Helpline portal.















n Make a

Make a disclosure

re Ask a question

ion Check statu

### Choose Your Relationship to the Organization and Click NEXT

Your Relationship to the Organization:

- I am currently an employee
- O I am a former employee
- Non employee (this includes contractor, student, supplier, partner, member, etc.)

Next



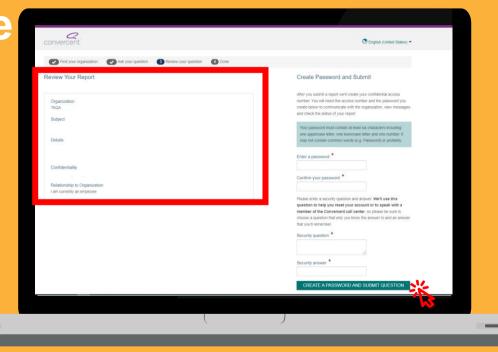






**Review Your Report and Create** a Password then **Click On CREATE A PASSWORD** AND SUBMIT QUESTION

You will need this access number communicate with the organization, view messages and check the status of your report.

















Home

Report a Concerr

Make a disclosure

Ask a question



Please reach out to the Ethics & Compliance Office through the Helpline or in person if you have any questions or concerns.

















