

## REMINDER

on the use of TMK Group hotline messaging channels

### 1. Hotline is a tool for public control.

Corruption, commercial bribery, theft, fraud is a crime that affects not only the financial well-being of the Company, but also the well-being of each employee. At the enterprises / organizations of TMK Group there are no and will not be hierarchical barriers when it comes to preventing these crimes. Therefore, any employee, including managers, convicted of such violations, will incur a well-deserved punishment, up to and including criminal prosecution.

Employees of TMK Group enterprises / organizations, persons representing the interests of the Company, our customers, suppliers and partners should be able to report the facts of deliberate damage to the Company known to them. That is why public control is extremely important, the main tool of which is the hotline.

### 2. How the hotline works.

For the safety and confidentiality of messaging, the Compliance Risk Regulation Committee has created a group of authorized employees. This was done so that any of the above persons could at any time of the day, from a telephone available to him or via the Internet, inform about the fact of a violation at the enterprise / organization of the TMK Group.

All incoming information (by the hotline or e-mail) goes exclusively to the Compliance Risk Regulation Committee, which structurally reports directly to the Chief Executive Officer of PJSC "TMK".

The Company guarantees that any employee, outsourced worker, intern, etc., who reports a violation, will be protected by the Company from harassment (including discrimination or bullying from anyone). Our customers, suppliers, partners and others are also subject to the Company's obligation to protect the applicant.

Depending on the nature of the message and the information it contains, the review period can be up to one month.

### 3. How to use the hotline.

In order for you to send information about the facts of deliberate damage to TMK to the Compliance Risk Regulation Committee, the following communication channels has been created:

3.1 "Hotline": 8-800-700-8072 (you can make a call 24-hour from any spot of the country, it's free of charge);

3.2 E-mail: 8072@tmk-group.com (you can send a message from any e-mail box);

3.3 By post to: Pokrovka street, 40, bldg. 2, Moscow, 101000, Compliance Risk Regulation Committee

### 4. How to report on illegal action.

**Make a call:** to a free-of-charge federal hotline **8-800-700-8072** and leave a message on the answering machine.

The following sequence is recommended:

- *Hello, I'm calling you from ...*  
(Please introduce yourself)\*

\* - optional if you wish to remain anonymous.

We strongly recommend you to inform us about which organization you are making this call from, because the employees of the Compliance Risk Regulation Committee need to understand where the message was received from – from Company employees or other persons.

- *To my knowledge ... (the name of the employee) ... commits/is engaged/participates in ... (the subject matter of the violation) ... It all took place ... (the period of time when the violation took place).*

We pay your attention to the fact that the essence of the message should clearly demonstrate the facts you know about, but not unjustified suspicions.

The Compliance Risk Regulation Committee expects your help and information on the actual committed or planned illegal actions, which may be subject to an internal investigation.

- *In my estimation the loss can amount to ... (the sum)*

It is important for the Compliance Risk Regulation Committee to get an idea of the scope of the violation.

Any information concerning abusive acts at the company is important to the Compliance Risk Regulation Committee, because even small but frequent thefts inflict huge losses to the financial shape and reputation of a particular enterprise of TMK or the whole TMK.

**Send an e-mail:**

e-mail: [8072@tmk-group.com](mailto:8072@tmk-group.com) from any e-mail box, including those registered in domain names of rambler.ru, mail.ru, yandex.ru etc.

By analogy with the phone-call it is desirable to keep to a certain pattern, which would provide effective processing of the incoming information:

- Indicate the sphere of operation in which the stated violation took place;
- Define the subject matter of violation and all the facts known to you;
- Indicate the unit of the company in which the violation took place;
- Present yourself\*;
- Provide us with your contact information.

The information may be given in free format, but it is desirable to use the above recommendations.

**Send a letter by post:**

Address: Pokrovka street, 40, bldg. 2, Moscow, 101000, Compliance Risk Regulation Committee

**5. Invalid use of the hotline:**

Please remember that the hotline should not be used for:

- dissemination of misleading, discrediting an employee's honor and dignity information;
- the revenge purposes;
- hooliganism.

**The Compliance Risk Regulation Committee PJSC «TMK»**

\* - optional if you wish to remain anonymous.