

## **REMINDER**

to the employees at TMK group companies/enterprises  
concerning use of the hot line data transmission channels

### **1. Hot line is the instrument of public inspection.**

Fraud is the act of crime that has an impact not only on financial wellbeing of the company, but on the wellbeing of each employee as well. The TMK group companies/enterprises have no and will never have hierarchic barriers when it comes to prevention of theft or fraud. For this reason any employee, including TOP-management, who will be brought a crime home to in such violations, will be subject to punishment up to criminal indictment.

The employees at TMK group companies/enterprises, our clients, suppliers and partners should have an opportunity to report on actual instances of intended infliction of harm. That is the reason why the system of public inspection is so important, hotline being its major instrument.

### **2. How the hot line works.**

A group of authorized employees has been established to provide safe data transmission within the Compliance-risks Regulation Committee. It has been done in order to enable any employee at TMK group companies/enterprises to report at any time of day on theft or fraud at the company either by available phone or via the Internet.

All the incoming information (by the hotline or e-mail) goes exclusively to the Compliance-risks Regulation Committee structurally subordinate to the Chief Executive Officer of PJSC "TMK".

### **3. How to use the hotline.**

The following data transmission channels have been established to enable you to provide any information concerning theft or any other actual instances of intended infliction of harm at TMK to the Compliance-risks Regulation Committee:

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-risks 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 for an automatic responding machine.

We recommend you to keep to the following succession:

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

We strongly recommend you to inform us about which organization you are making this call from, because the operators of the Compliance-risks Regulation Committee need to be aware of who the message is received from – from a corporate employee or another person.

- *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 main point of the message should clearly demonstrate the facts you know about, but not unjustified suspicions.

The Compliance-risks Regulation Committee expects you to help them and give them information concerning illegal actions already committed or planned - those they can place under internal investigation.

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

It is important for the Compliance-risks 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-risks 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 keep to the recommendations given above.

**Send a letter by post:**

Address: Pokrovka street 40, bldg. 2, Moscow, 101000, Compliance-risks 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-risks Regulation Committee PJSC "TMK**