Reference Guide

TC Energy Indigenous, Diverse, and Local Spend Reporting Template

Version PE201.1

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Purpose

This guide documents instructions for TC Energy contractors to report Indigenous, Diverse, and Local spend using Indigenous, Diverse, and Local (IDL) spend reporting template.

Sustainability at TC Energy means meeting today's energy needs while safely, reliably and economically finding responsible solutions for our energy future. Building a sustainable supply chain that delivers value, encourages leading-edge innovation, and reflects the diverse makeup of the regions where we build and operate is one way we do this.

TC Energy's capital and operational activities provide potential socio-economic benefits in communities where we do business. Energy infrastructure projects, including pipelines, power generation and gas storage, require significant amounts of goods, materials and services. It is important that these opportunities lead to greater participation by qualified Local and/or Diverse Suppliers and Individuals.

Supplier Diversity at TC Energy is a proactive process that provides diverse and Indigenous suppliers equal access opportunity to conduct business with our company.

Process

Each reporting period, TC Energy's prime / general contractors use the IDL spend reporting template to record:

- Subcontractor spend
- Large aggregate material purchases and field expenses
- Prime / general contractor workforce
- Subcontractor workforce
- Community investment spend

A TC Energy employee will send contractors the IDL spend reporting template and register them for an onboarding session to provide training on TC Energy's spend reporting process and data quality expectations. It is the responsibility of TC Energy's contractors to submit accurate monthly reports directly to dls_submit@tcenergy.com for each reporting period.

Help and Reference

If you have questions about how to fill out the template or submit monthly reports, send an email to dls_support@tcenergy.com.

Getting Started

Open and Save the Indigenous, Diverse, and Local (LDL) Template to your computer

Note: Upon opening the template, you will find three (3) tabs labelled “Template Info”, “Instructions”, and “Definitions” with important information. Please review these tabs to familiarize yourself with the template.

Compatibility

Note: This template requires the DESKTOP version of Excel (2013 or newer) for Windows PC. Both 32-bit and 64-bit compatible.

Warning: It is not compatible with Excel online via Web-browser, Mac OS, or other spreadsheet software such as Google Sheets, LibreOffice, or Open Office

Macros

Note: This template requires macros to be enabled. If prompted when opening this workbook, you must ENABLE CONTENT to allow for the automated features of this workbook to function. If macros are not functioning or you missed the prompt, close the workbook and reopen it to be prompted again to enable content.

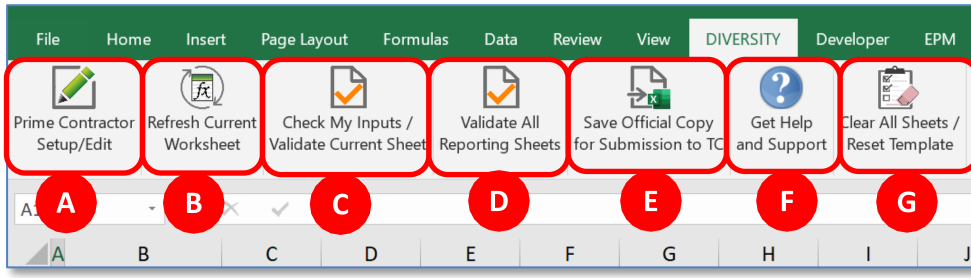
Structure

Note: Do not change the structure or layout of this template in any way. The tables on each sheet have been set up specifically to be read by an automated system upon submission to TC Energy. When submitting this template, the submission must be a copy of this workbook as an XLSM file to prevent losing the VBA code if it gets saved in a regular XLSX format.

Cloud Services

Note: This template SHOULD NOT be used with, or saved to, Google Drive. The use of Google Drive has been known to damage some of the programable features of this workbook. It is always best to save this file directly to a computer's local hard drive, or a company-provided network drive.

Ribbon Menu Buttons

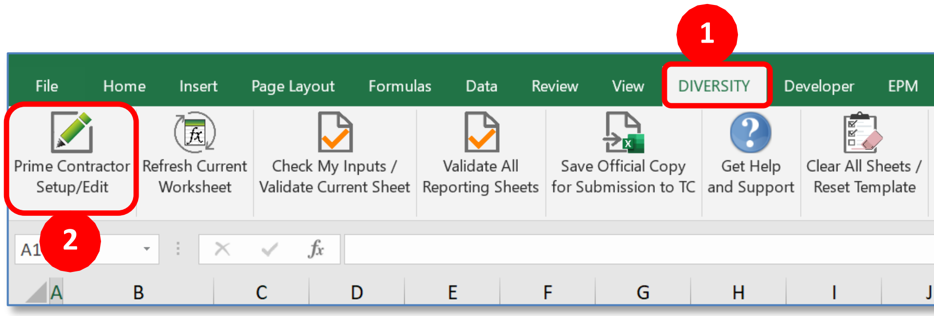


A. **Prime Contractor Setup / Edit:** This will load an input form to allow the Prime / GC to enter or edit their company information and reporting details.
B. **Refresh Current Worksheet:** This will REFRESH all the table headers, formula columns, and dropdown menus on the active worksheet.
C. **Check My Inputs / Validate Current Sheet:** This will perform some validation and logic checks on your inputs of the active worksheet.
D. **Validate All Reporting Sheets:** This will quickly perform validation and logic checks on the input sheets of this workbook and bring your attention to specific sheets requiring additional attention.
E. **Save Official Copy for Submission to TC:** This will scan all the sheets in this workbook to ensure there are no errors, and if all checks out ok it will make a copy of this workbook for submission.
F. **Get Help and Support:** This will load a dialog box stating the contact email addresses for TC Energy's diversity program, as well as stating important terms and conditions.
G. **Clear All Sheets / Reset Template:** This will RESET all the sheets in the workbook to their blank default state.

Step 1 – Set Up Template

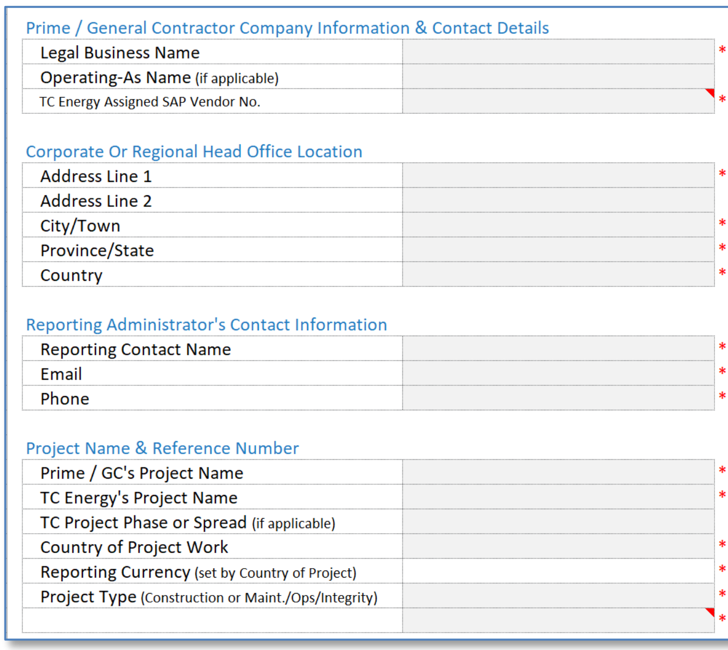
DIVERSITY Tab

1. Click the *DIVERSITY* tab.
2. Click **Prime Contractor Setup/Edit**.



Enter Information

3. Enter your company's information, diversity profile, project details, and reporting period in the following fields.



Prime / General Contractor Company Information & Contact Details

Legal Business Name	*
Operating-As Name (if applicable)	
TC Energy Assigned SAP Vendor No.	*

Corporate Or Regional Head Office Location

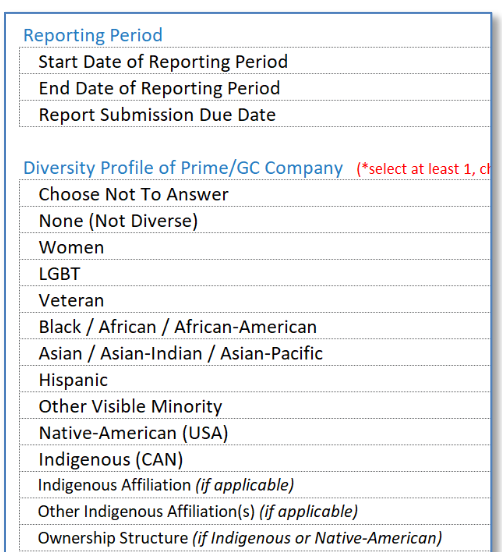
Address Line 1	*
Address Line 2	
City/Town	*
Province/State	*
Country	*

Reporting Administrator's Contact Information

Reporting Contact Name	*
Email	*
Phone	*

Project Name & Reference Number

Prime / GC's Project Name	*
TC Energy's Project Name	*
TC Project Phase or Spread (if applicable)	
Country of Project Work	*
Reporting Currency (set by Country of Project)	*
Project Type (Construction or Maint./Ops/Integrity)	*
	*



Reporting Period

Start Date of Reporting Period
End Date of Reporting Period
Report Submission Due Date

Diversity Profile of Prime/GC Company (*select at least 1, ch

Choose Not To Answer
None (Not Diverse)
Women
LGBT
Veteran
Black / African / African-American
Asian / Asian-Indian / Asian-Pacific
Hispanic
Other Visible Minority
Native-American (USA)
Indigenous (CAN)
Indigenous Affiliation *(if applicable)*
Other Indigenous Affiliation(s) *(if applicable)*
Ownership Structure *(if Indigenous or Native-American)*

Step 2 – Fill Out the Subcontractor Spend Worksheet (if applicable)

Enter Subcontractor Amount Paid

1. Select the *2) Subcontractor Spend* tab.
2. Enter the dollar amount paid for diverse and local subcontractors during the reporting period.

Note: Additional information on individual columns of the template can be found in the comments and notes in each of the table headers. This will help answer questions you may have on fields being required or optional, as well as clarifications on the definitions of each input.

each **diverse** Subcontractor.

Please state all spend values in CAD

Total Spend: **$ 42,500**

City / Town	Prov / State	Country	HOURS & SPEND (CAD)	
			Hours Worked	Total Spend
Calgary	Alberta	Canada		$ 15,000
Red Deer	Alberta	Canada		$ 27,500

2

New Inputs introduced in 2021

Federal Tax ID# - the first 9-digits of a federal tax ID number, stated with no spaces or hyphens. (Canada: GST/HST No., USA: FEIM No. Example: "987654321")

A federal tax ID is now being collected for all subcontractors for the following reasons:
- to eliminate the need for non-diverse subcontractors to be onboarded to receive a TC Energy Diversity Profile Vendor ID No.
- to cross-reference missing or inaccurate TC Energy Diversity Profile Vendor ID #'s within our database
- to allow TC Energy to group spend by subcontractors who work with multiple Prime/GCs and across many projects.

Note: Please note that TC Energy cannot provide this number for you - please reference your Subcontractor's correspondence (i.e., invoices, quotes, proposals, etc.) for this information.

TC Energy Diversity Profile ID No. (6-digit ID #, starting with a 'D' and followed by 5 numbers. Example: "D12345") Improvements have been made to issue a permanent diversity ID # to each subcontractor (and unique partnership / joint venture entities) that will remain the same for all projects and reporting periods, regardless of the Prime/GCs they work with.

IMPORTANT: For subcontractor's that were previously registered with QuickBase and had a 4-digit "Subcontractor ID #", their previous ID# has been converted into a TC Energy Diversity Profile ID # by adding 10,000 to the number and prefacing it with a "D".

Example: QuickBase Subcontractor ID # of "5002", converted to a TC Energy Diversity Profile ID would be "D15002".

Diverse subcontractors

Each subcontractor that is considered diverse in any way requires a TC Energy Diversity Profile ID No. to be stated. This is how TC Energy will allocate their spend appropriately based on the diversity profile information they have provide.

- Many subcontractors already have a TC Energy Diversity Profile Vendor ID No. assigned for them, and can be used indefinitely unless there are ownership or structural changes to their business. These ID numbers do not expire or change between reporting periods. (similar to a driver's license for an individual)

- For subcontractors that do not yet have a TC Energy Diversity Profile ID No, to have an ID # issued to them, the subcontractor will need to contact dls_support@tcenergy.com to request an onboarding form.

Non-Diverse subcontractors

- Subcontractors that are not considered diverse in any way still require their Federal Tax # be entered but do not require an onboarding form be submitted, unless exempt from taxation or proprietorships that are not registered for tax filing.

Step 3 – Fill Out the Materials & Expenses Worksheet (if applicable)

Enter Diverse and Local Purchases

1. Select the *3) Materials & Expenses* tab.
2. Enter the diverse and local purchases made by the Prime / General Contractor including rentals and other expenses by location for this reporting period.

Note: Diverse materials/expense spend need to be kept on different rows than non-diverse materials/expense entries.

		Materials Total: $ 18,650		Expenses Total: $ 1,925	
		MATERIALS (CAD)		EXPENSES (CAD)	
Supplier or Business Name	Description (optional)	Material Type	Total Material Cost (Incl Tax)	Type of Expense	Total Expenses (Incl Tax)
Example Business Name		Raw Building Materials	$ 18,650		
Example Lodge Name				Lodging	$ 1,925

Materials

- Include large fuel purchases, machine rentals, and purchases in local supply stores.
- It is recommended to aggregate large material purchases either by city or by supplier name
- Do not include materials costs and purchases made by your subcontractors.

Expenses

- Do not include expenses of your subcontractors.
- Aggregate expenses into one record per location.

Step 4 – Fill Out the Workforce & Labour Worksheet (if applicable)

Enter Workforce and Labour Activity Information

1. Select the *4) Workforce & Labour* tab.
2. Enter the information for each of your company's and subcontractor's employees (that are diverse or considered local) who worked on the project during the reporting period.

			WORKERS, HOURS, & LABOUR SPEND (CAD)			
Home Country	Is this 'Local' Spend? (Yes/No)	Service Completed	No. of Workers	Hourly Rate or Avg Hourly Rate ($)	Total No. of Hours Worked	Total Labour Spend
Canada		Professionals	12		1,920	**$ 144,960**
Canada		Management	2		320	**$ 27,200**
Canada		Skilled trades	4		640	**$ 41,600**
Canada		Skilled trades	1		160	**$ 12,230**

2

Entering Data for Diverse Workers

- Diverse Employees are best to be individually (separately) accounted for on separate rows to accurately record their diversity profile. However, for companies that have several workers from **the same location, of the same service completed description, and with the exact same diversity profile**, these workers can be combined into one line entry. If grouping workers together, please do ensure that the total # of workers is stated and that all workers for that entry have the exact same profile characteristics.

- Verification of the spend for each diversity group can be done by referring to the Diversity Quick Summary at the top of the sheet, or by referring to the "Summary – Labour" or "PivotTable – Labour" sheets. You can also refer to the notes on each column in the heading for further clarification on each column.

Entering Data for Non-Diverse Workers

- When entering information for Non-Diverse Employees for local participation reporting requirements, workers **with the same home city and service completed** can optionally be grouped into one row entry with their total hours and spend combined.

- If grouping these workers together, be sure you add the correct number of workers in the appropriate column. (used for calculating total headcounts)

Step 5 – Fill Out the Community Investment Worksheet (if applicable)

Enter Information

1. Select the *5) Community Investment* tab.
2. Enter the dollar amount contributed to each recipient organization during the reporting period, as applicable.

Note: Additional information on individual columns of the template can be found in the comments and notes in each of the table headers. This will help answer questions you may have on fields being required or optional, as well as clarifications on the definitions of each input.

(see comments in table headers for more information)

Please state all amounts in CAD

Recipient Organization	City / Town	Prov / State	Country	Is this 'Local' Spend? (Yes/No)	Community Investment Amount	Native-American (USA)
Example School Name	Leduc	Alberta	Canada		$ 25,000.00	

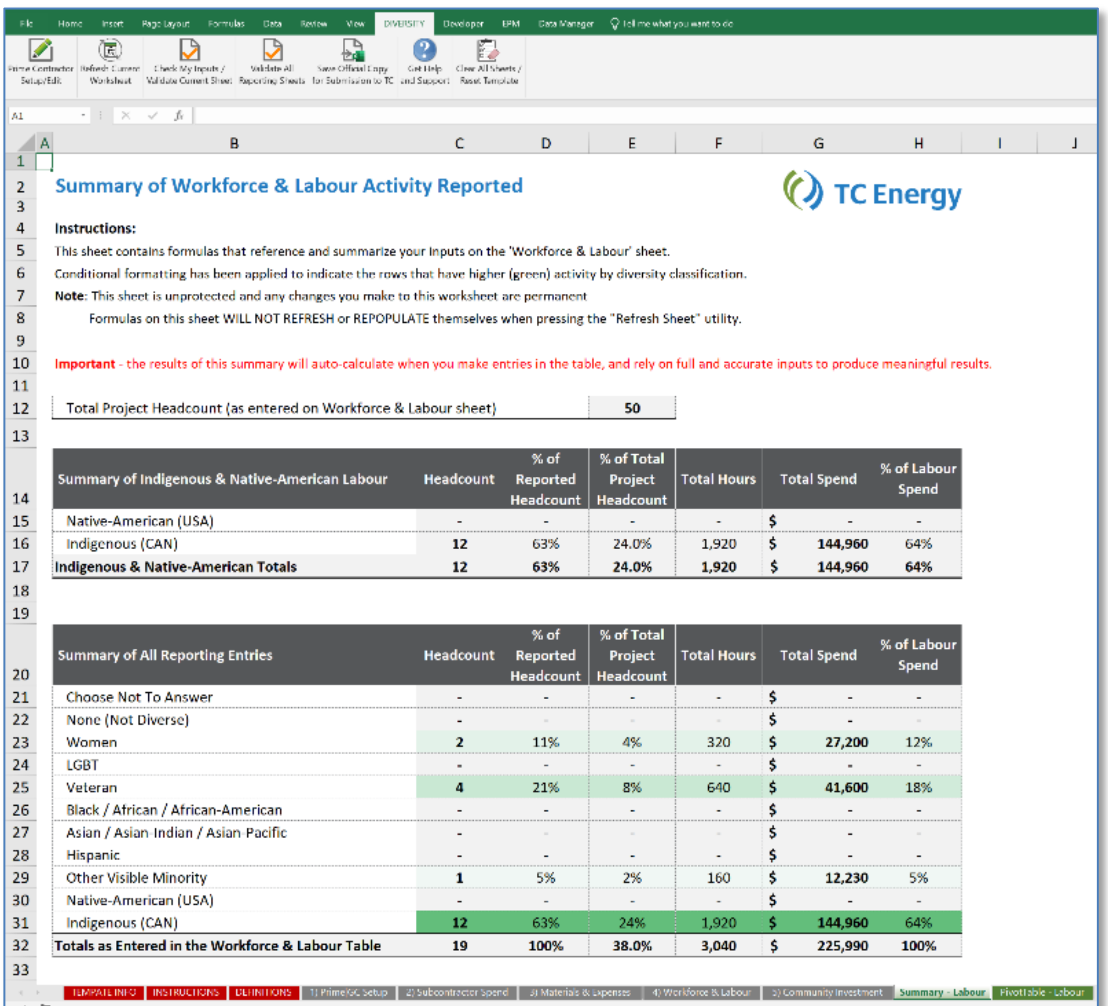
Step 6 – Review the “Summary – Labour” and “PivotTable – Labour” Sheets to Verify Your Submission Accuracy

Review Worksheets

1. Review the ‘Summary - Labour’ and ‘PivotTable - Labour’ worksheets to ensure data accuracy/quality.

Summary – Labour Worksheet

- This sheet has a summary containing formulas that references your inputs on the 'Workforce & Labour' sheet.
- You can use this summary however you choose. TC Energy will not be referencing any data on this sheet for reporting purposes.



Summary of Workforce & Labour Activity Reported

Instructions:
This sheet contains formulas that reference and summarize your inputs on the 'Workforce & Labour' sheet.
Conditional formatting has been applied to indicate the rows that have higher (green) activity by diversity classification.
Note: This sheet is unprotected and any changes you make to this worksheet are permanent
Formulas on this sheet WILL NOT REFRESH or REPOPULATE themselves when pressing the "Refresh Sheet" utility.

Important - the results of this summary will auto-calculate when you make entries in the table, and rely on full and accurate inputs to produce meaningful results.

Total Project Headcount (as entered on Workforce & Labour sheet)	50

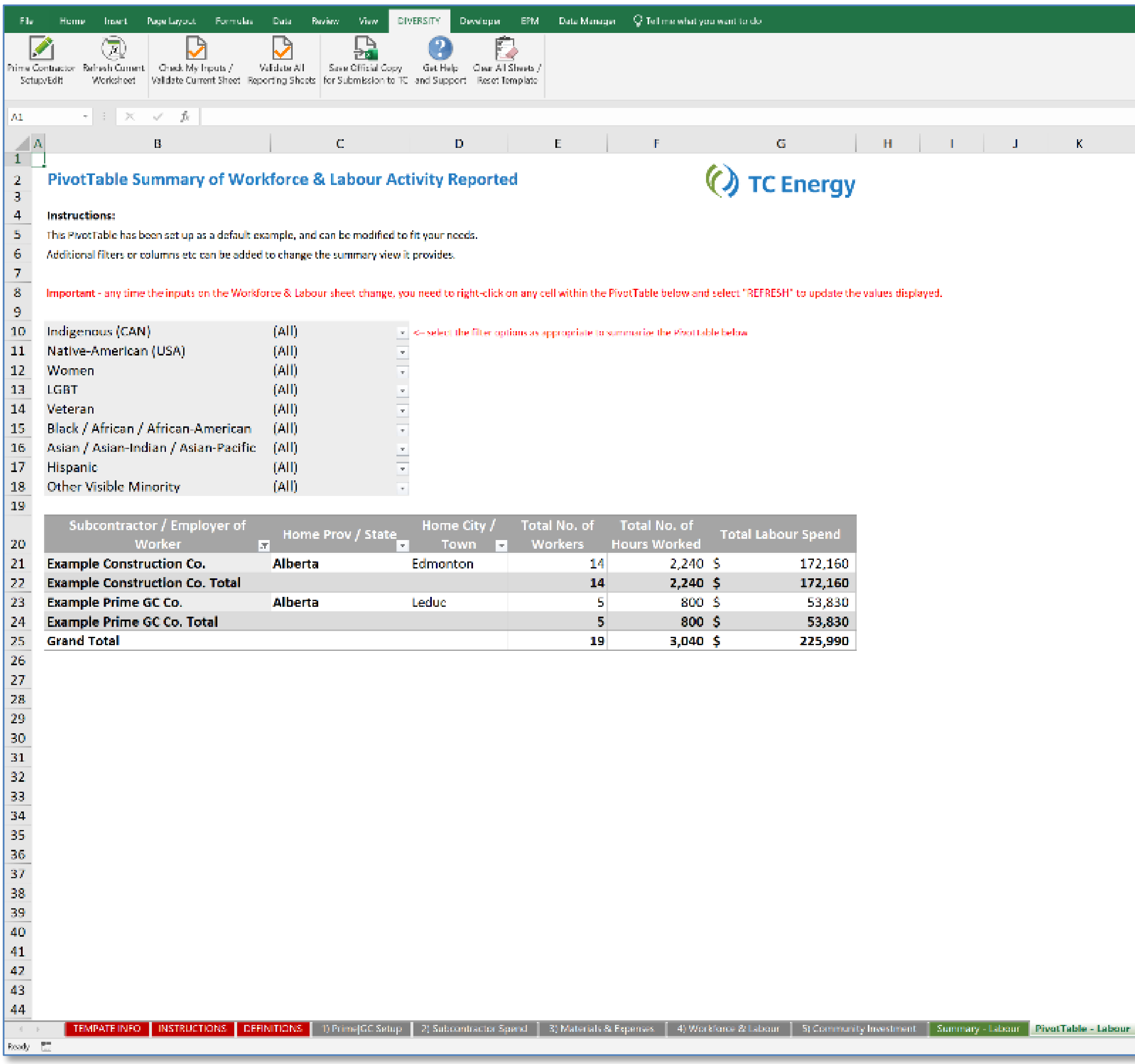
Summary of Indigenous & Native-American Labour	Headcount	% of Reported Headcount	% of Total Project Headcount	Total Hours	Total Spend	% of Labour Spend
Native-American (USA)	-	-	-	-	$ -	-
Indigenous (CAN)	12	63%	24.0%	1,920	$ 144,960	64%
Indigenous & Native-American Totals	**12**	**63%**	**24.0%**	**1,920**	**$ 144,960**	**64%**

Summary of All Reporting Entries	Headcount	% of Reported Headcount	% of Total Project Headcount	Total Hours	Total Spend	% of Labour Spend
Choose Not To Answer	-	-	-	-	$ -	-
None (Not Diverse)	-	-	-	-	$ -	-
Women	2	11%	4%	320	$ 27,200	12%
LGBT	-	-	-	-	$ -	-
Veteran	4	21%	8%	640	$ 41,600	18%
Black / African / African-American	-	-	-	-	$ -	-
Asian / Asian Indian / Asian Pacific	-	-	-	-	$ -	-
Hispanic	-	-	-	-	$ -	-
Other Visible Minority	1	5%	2%	160	$ 12,230	5%
Native-American (USA)	-	-	-	-	$ -	-
Indigenous (CAN)	12	63%	24%	1,920	$ 144,960	64%
Totals as Entered in the Workforce & Labour Table	**19**	**100%**	**38.0%**	**3,040**	**$ 225,990**	**100%**

PivotTable – Labour Worksheet

- This sheet contains a PivotTable that is connected to the table on the 'Workforce & Labour' sheet.

- You can use this summary however you choose. TC Energy will not be referencing any data on this sheet for reporting purposes.

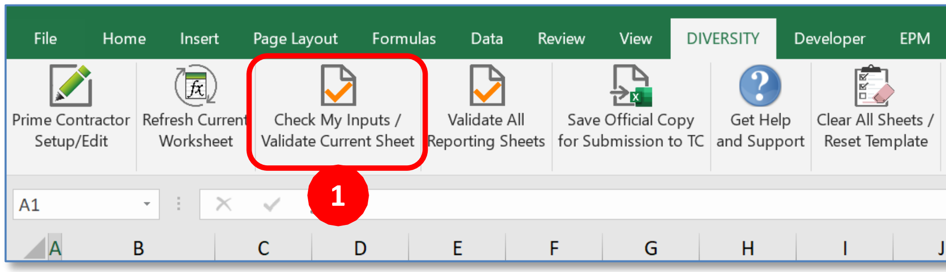


Subcontractor / Employer of Worker	Home Prov / State	Home City / Town	Total No. of Workers	Total No. of Hours Worked	Total Labour Spend
Example Construction Co.	**Alberta**	Edmonton	14	2,240	$ 172,160
Example Construction Co. Total			**14**	**2,240**	**$ 172,160**
Example Prime GC Co.	**Alberta**	Leduc	5	800	$ 53,830
Example Prime GC Co. Total			**5**	**800**	**$ 53,830**
Grand Total			**19**	**3,040**	**$ 225,990**

Step 7 – Check Your Inputs On Each Worksheet

Check Inputs On Worksheets

1. Click **Check My Inputs / Validate Current Sheet**.
2. Validate the data that is summarized for the submission.



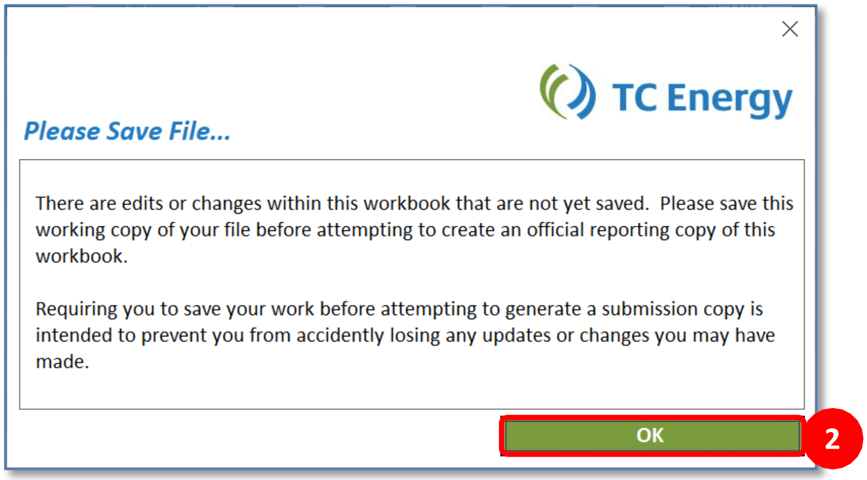
Note: This utility will alert you to any issues or errors it detects, so they can be corrected prior to submission. Additionally, the 'Validate All Reporting Sheets' button can be used to quickly scan all your sheets to bring your attention to sheets needing additional review.

Step 8 – Save Official Copy of Workbook For Submission To TC Energy

Save and Submit Workbook

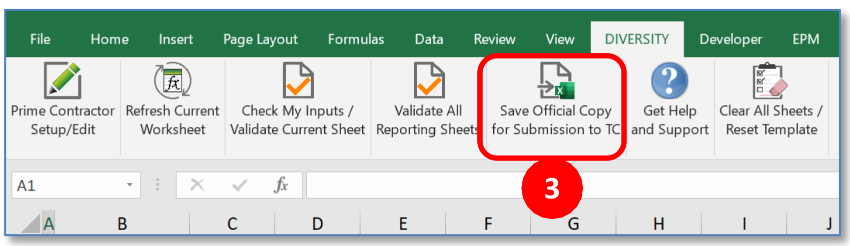
1. **Save** your work.

Note: When ready to submit an official report to TC, first save your working file. Running the **Save Official Copy for Submission to TC** utility with unsaved changes will trigger a Please Save File prompt.

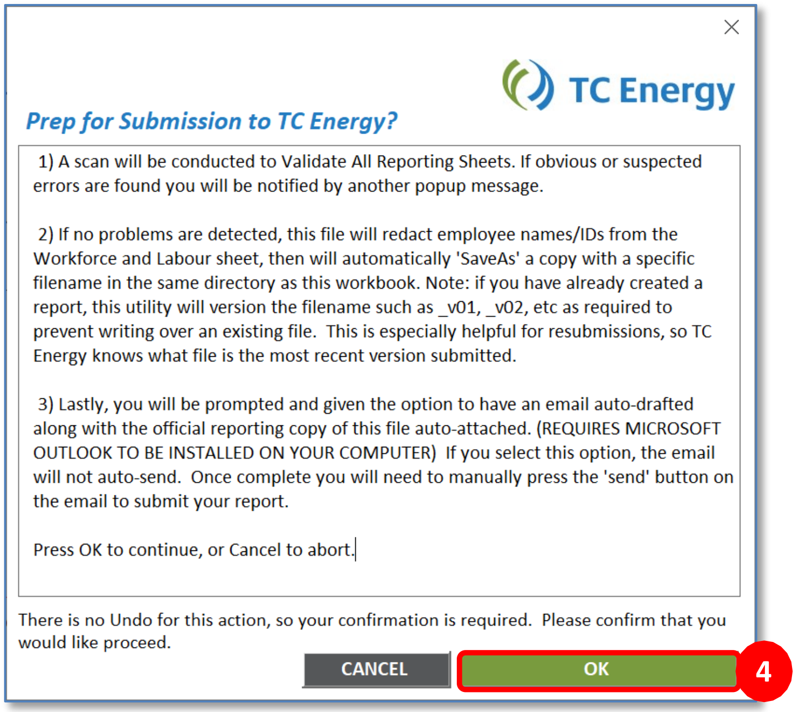


2. Click **OK** and save your work, if encountered. This is intended to ensure you don't lose any of the data or inputs you have made.

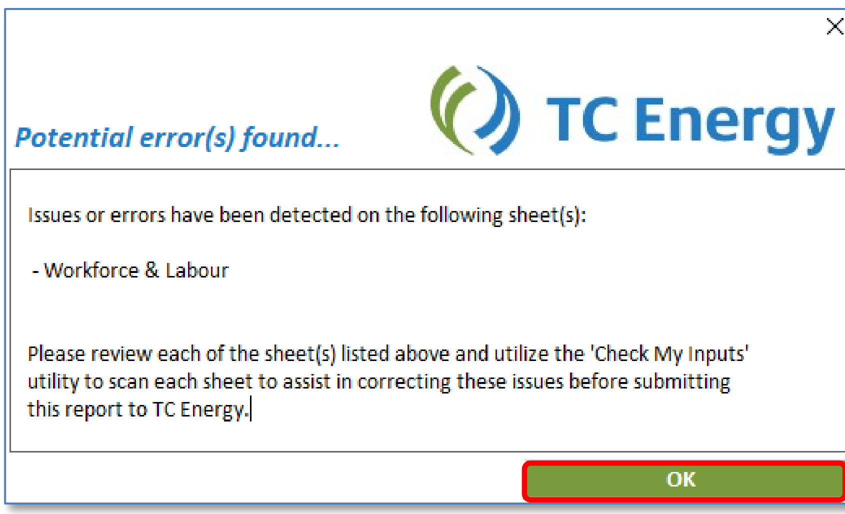
3. Click **Save Official Copy for Submission to TC**.



4. Click **OK** to validate all input sheets and create a copy with a specific filename in the same directory as this workbook.

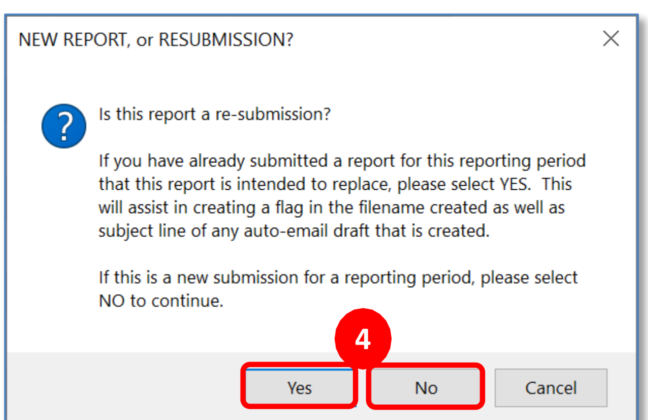


Note: If there are potential errors found during the pre-submission scan, you will be notified where these errors reside. If encountered, click **OK**, resolve the errors, and return to *Step 1.*



5. Click **No** if this is the original submission file. Click **Yes**, for a re-submission.

Note: If you have already created a report, this utility will version the filename such as _v01, _v02, etc as required to prevent writing over an existing file. This is especially helpful for resubmissions.

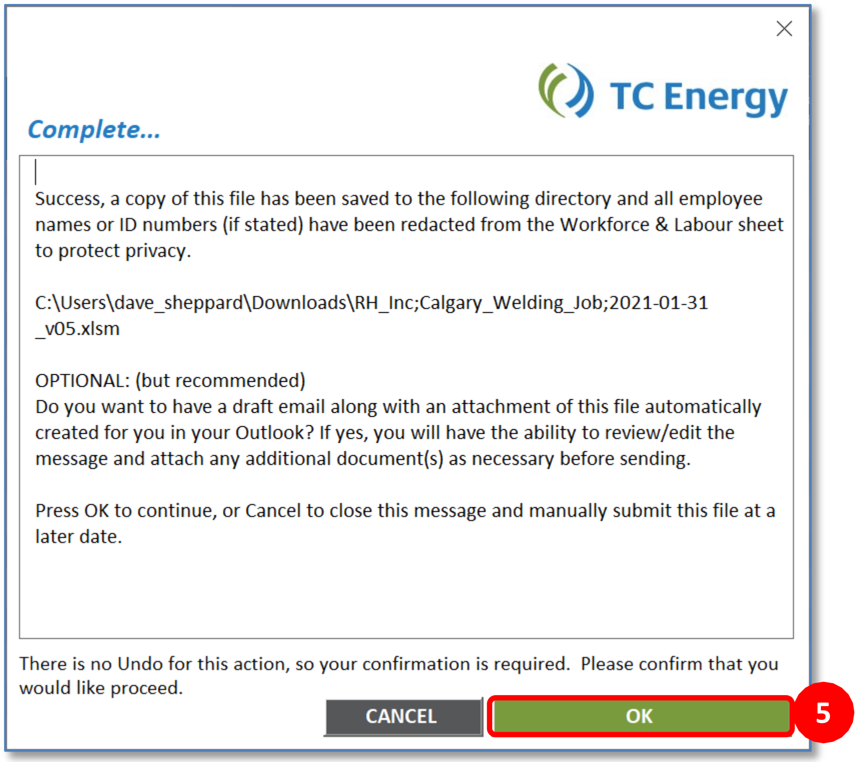


6. ***Optional:*** Click **OK** to draft email.

Note: This prompt gives you the option to have an email to dls_submit@tcenergy.com auto-drafted along with the official reporting copy of this file auto-attached.

If you select this option, the email will NOT auto-send. You will need to manually press the 'send' button on the email yourself.

Note: Requires Microsoft Outlook.



Templates must be submitted as an Excel Workbook with the file format remaining as .XLSM to preserve the macros within the file.

Save your files using the following filename structure (when using the 'Save Official Copy for Submission to TC' utility, the filename will be created automatically):

PRIME LEGAL NAME ; PROJECT NAME ; DATE ; SUBMISSION VERSION # ; ".xlsm"
Sample output of a filename: "RH Inc.;Sample Project Name;2020-01-31;v01.xlsm"

Email submissions are to be made to **dls_submit@tcenergy.com** along with the subject line of the email clearly indicating the Reporting Period END DATE and your company's business name.

Example Subject Line of Submission Email: "Supplier Diversity Report: SUBMISSION 2021-01-01 RH Inc."

It is important to note, when using the 'Save Official Copy for Submission to TC' utility, you will be prompted asking if you want an email draft created automatically for you.
If you select OK to allow Excel to draft your submission email (requires Outlook to be installed on your computer), the following will be filled out for you:

- Recipient email address (dls_submit@tcenergy.com)
- Subject line (in the format as stated above)
- The body of email will be populated with a summary of information that you input on the Prime/GC Setup tab of this workbook.

Step 9 – Resubmitting

Resubmit (If Required)

1. Make changes to your template.
2. **Save** your file.
3. **Submit** the revised file to dls_submit@tcenergy.com with the word "RESUBMISSION" in the subject line.

It is recommended to use the 'Save Official Copy for Submission to TC' utility.
If manually saving a new copy for submission, please indicate in file name that this is a new version. i.e., ExampleFile_v02.xlsm

Note: Example Subject Line of a resubmission Email: "Supplier Diversity Report: RESUBMISSION 2021-01-01 RH Inc."