

TC Energy's Contractor Exposure Reporting Quick Reference Guide

WHAT DATA ARE WE COLLECTING?

- Hours
 - The total amount of Contractor and Sub-Contractor exposure hours worked on each project for the reporting month. Miles
- Miles
 - The total amount of Contractor and Sub-Contractor work-related miles driven for each project for the reporting month.
- SHARES
 - The Safety Hazard Awareness Reporting Events (SHARE) process enables you to pass on important safety lessons by reporting work-related safe acts or unsafe acts, as well as safety events that occur outside of work at home or at play.
 - You can report a SHARE by asking a TCE representative on-site for one of our safety cards. After filling out the card, give it back to the TCE representative.
 - In the email, you will input how many SHARES you've submitted for the month.
- Primary Contractor Contact
 - Whomever will be responsible for submitting this data each month should be listed as the primary contact.
 - They will receive an email on the 1st of every month and have until 6AM CST on the 5th of the month to submit this data on time.
- Secondary Contractor Contact
 - If the primary contract does not respond by 6AM CST on the 5th of the month, we will send out another email to the primary and this secondary contact asking for the data.
 - If there comes a situation where there is not a secondary contact available, you can insert the primary contact as also the secondary contact. However, we strongly recommend a different contact.
- Manager Contractor Contact
 - If we still do not receive any data from the primary or secondary contact before 6AM CST on the 7th of the month, we will then alert this manager contact and the TCE contact.

HOW DO I SUBMIT MY DATA?

1. Click Reply to the email.
2. Scroll down until you see the Contact Information and Active Purchase Orders tables contained in the email.
3. If you cannot see our tables, look for a "load previous message", or "load full message" option.
4. Click in the cells inside the tables to edit.
5. Update primary contact if necessary. If you update the primary contact, you can leave the secondary and manager contact blank. You will also no longer be responsible for any purchase

orders for the project. Therefore, you can leave the hours, miles, and shares columns blank for these purchase orders.

6. Insert a secondary and manager contact for your company. These should all be formatted as emails (Ex. person@email.com).
7. Insert the hours, miles, and SHARES for the associated purchase orders into the table. These should all be numeric entries (Ex. 15).
8. Click Send to submit your exposure data for the month.

[CAN I SUBMIT ON A MOBILE DEVICE?](#)

You can submit on a mobile device, but we encourage you to use a computer or laptop for proper styling and sizing of our table. However, if you are familiar with this process and the sizing issues don't bother you, here are the procedures for submitting on mobile devices:

1. Click Reply to this email
2. Load the full message to see our email and table. This process varies from device, but a quick google search for your device will show you how to do this.
3. Scroll down to the table contained in this email
4. Click in the cells inside the tables to edit
5. Update primary contact if necessary. If you update the primary contact, you can leave the secondary and manager contact blank. You will also no longer be responsible for any purchase orders for the project. Therefore, you can leave the hours, miles, and shares columns blank for these purchase orders.
6. Insert a secondary and manager contact for your company. These should all be formatted as emails (Ex. person@email.com).
7. Insert the hours, miles, and SHARES for the associated purchase orders into the table. These should all be numeric entries (Ex. 15).

Click Send to submit your exposure data for the month.

[I DON'T SEE A PURCHASE ORDER IN THE TABLE. CAN I ADD IT IN?](#)

You are only receiving purchase orders that have been billed for the previous month. In other words, you have received payment from TCE.

If you're missing a purchase order or project, DO NOT add any rows to the table. Reach out to your TCE contact, or email one of the TCE contacts listed in the table of the email you received. We have either not assigned a TCE contact to the purchase order, or it has been assigned to a different primary contact. We will investigate the missing purchase order and respond accordingly.

[HOW DOES TCENERGY USE THIS SAFETY DATA?](#)

Each safety statistic has a story behind it – of a success when we addressed a hazard or a failure when someone got hurt. Analyzing these statistics helps us see beyond individual incidents to understand the big picture: do we have the right systems in place to keep people safe.

The safety data we collect in this email is used to create our Corporate Safety Scorecard. We track our safety performance through the Corporate Safety Scorecard, which shows us where we can do better and informs our decisions about how to drive improvement.

EXAMPLES OF EMAILS RECEIVED FROM THE BOT

TC Energy Project Safety Data Submissions

USGP Contractor Exposure Reporting
 To: Paden Allen

This message was sent with Low importance.
 If there are problems with how this message is displayed, click here to view it in a web browser.

Quick Reference Guide.pdf
 372 KB

This is an automated email from TC Energy's US Gas Projects Contractor Exposure Reporting Bot

TC Energy (TCE) has a new process for capturing your safety data for our projects. If this is your first time receiving this email, please open the attached PDF and read all of the frequently asked questions.

Project Contact Information:

Contractor Name	Project ID (Project Name)	Contractor Primary Contact	Contractor Secondary Contact	Contractor Manager Contact	TC Energy Contact
ARCADIS US INC	E-022724 (212663 Law 1711 - McMurry - STA 370-27)	paden_1@tcenergy.com	paden_1@tcenergy.com	paden_1@tcenergy.com	paden_1@tcenergy.com

December 2021 Active Purchase Orders:

Purchase Order	Project ID (Project Name)	December 2021 Hours	December 2021 Miles	December 2021 Shares	Comments
45942949	E-022724 (212663 Law 1711 - McMurry - STA 370-27)				

If you have any questions or need help, please reach out to a TCE contact either on-site, or listed in the table above.

Have a great day,
 USGP Contractor Exposure Reporting Bot

PRIVACY NOTICE
 TC Energy is committed to protecting your privacy and the Personal Information you provide to us. The collection of your Personal Information for this U.S. Gas Projects (USGP) Contractor Exposure Reporting requires consent. By providing your information you are consenting to the collection, use and disclosure of your Personal Information for the purposes of collecting safety hours, mileage and updated contact info from contractors for review and analysis in accordance with the terms of use as outlined by [TC Energy's Privacy Statement](#).
 BY PROVIDING THE INFORMATION, I ACKNOWLEDGE THAT I HAVE READ AND UNDERSTOOD THE TC ENERGY PRIVACY STATEMENT AND AGREE TO THE TERMS AND CONDITIONS IDENTIFIED IN THE PRIVACY STATEMENT.

Figure 1: Initial email primary contact receives on the 1st of the month

This outlines all of your active projects, and the associated active purchase orders for the previous month.

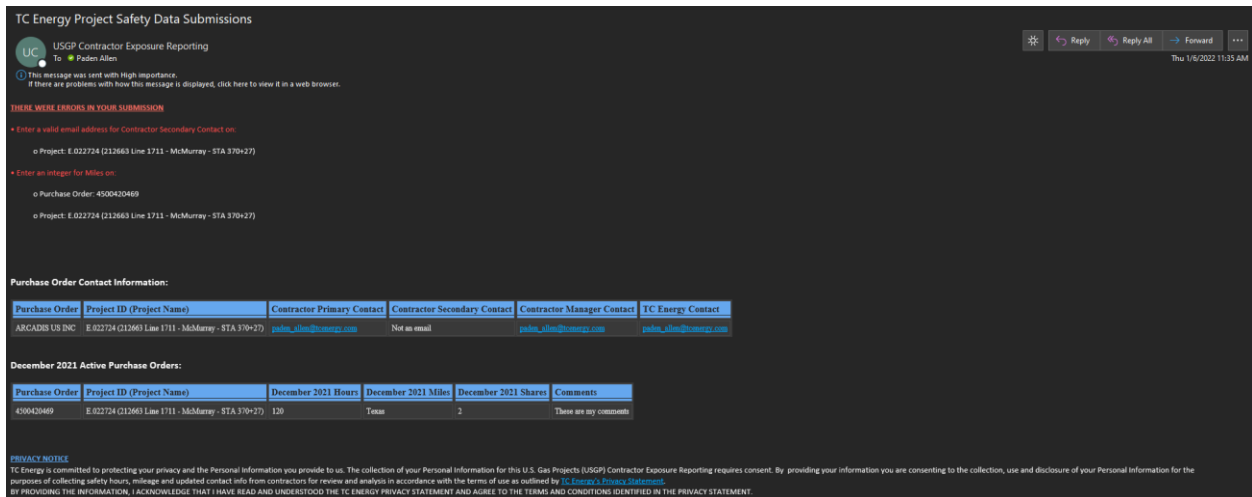


Figure 2: Errors in your submission

The bot has a built-in validation system that will alert you when you've inputted incorrectly formatted data. Simply reply to this email, fix the issues, and send it back to the bot.

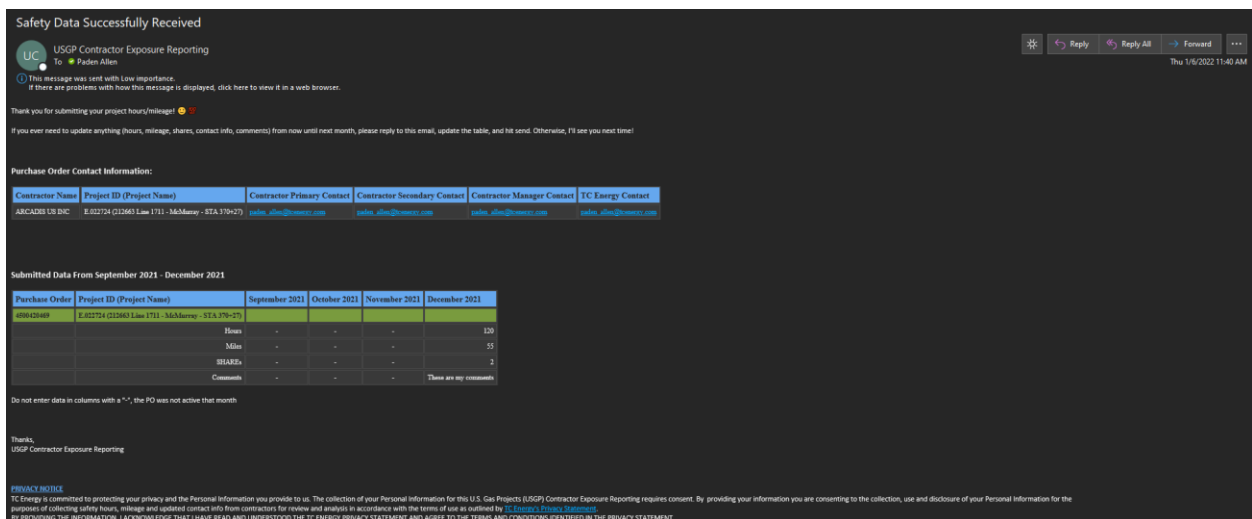


Figure 3: Successfully received data

This is a confirmation email that we've successfully received your data for the month. It also provides a table of the previous 4 months of data you've submitted. You can reply to this email and update any contact information or correct any mistakes you may have entered over the last 4 months.