

GROUP LEGAL AND COMPLIANCE DEPARTMENT

E-Comply

User guide

September 2024



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Introduction to E-Comply



- E-Comply is a tool that enables employees to apply Colas compliance procedures.
- E-Comply is based on the ITEROP software.
- For any questions about compliance procedures and their application, please refer to the [Colas Compliance Procedures](#).
- For more information about E-comply, please go to the [Compliance ColasShare](#).
- For any questions about to the tool, please send an email to e-comply@colas.com.

First connection



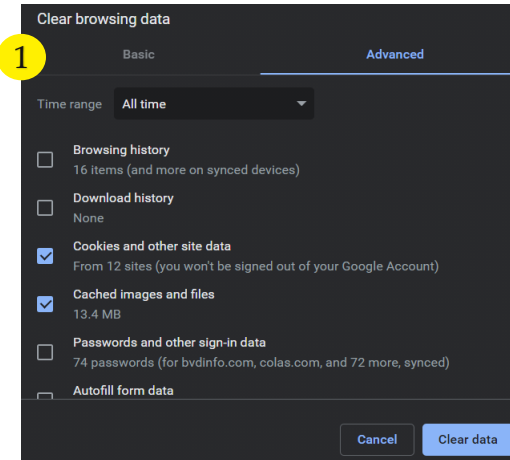
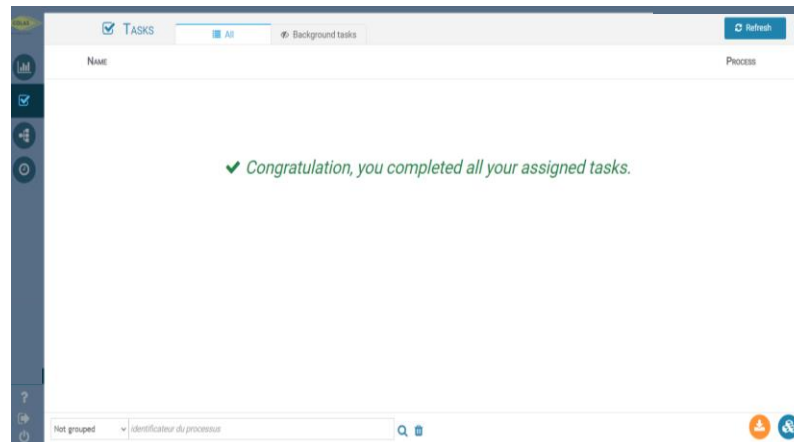
1 Click on the following link to access E-Comply

<https://e-comply-colas.iterop.cloud/>

When trying to access E-Comply for the first time, you might have trouble to log in, especially if you are using Google Chrome. We recommend that you clear your browsing data by typing [ctrl + shift + delete] and select only the cached data as indicated on the caption. Do not hesitate to reach the dedicated email address to get some help (e-comply@colas.com).

2 If this is your first connection, you will be redirected to the COLAS connection window. Follow the authentication process by typing your Windows login and password.

3 Once authentication is complete, you will be redirected to the E-Comply tool, in "Tasks".



Colas Federation Service

Sign in with your organizational account

[Sign in](#)

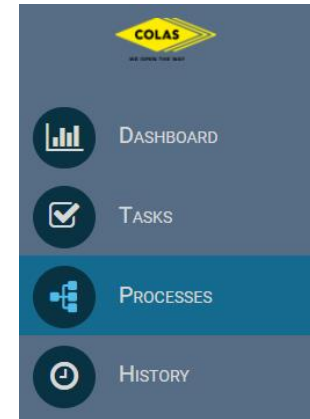
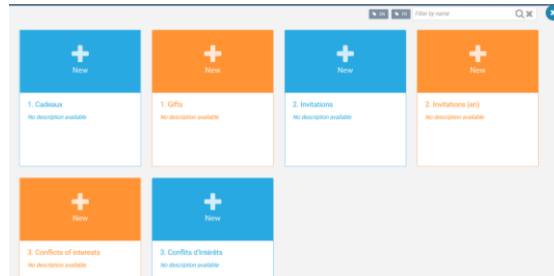
[Click here to change your password.](#)

Start a request (1/3)

1 In the menu on the left, click on "Processes"

2 Click on the "EN" to display the processes in English.

You can also filter the processes in French by removing the "EN" tag and adding the "FR" tag.



3 Click on the process you wish to start

A pop-in is displayed, showing a information related to your user profile. This information will then be used to assign your request to the appropriate approvers.

4 When necessary, modify/fill in the information displayed

Depending on your ERT, you may need to select the appropriate country.

If the tool does not automatically select your line manager, or if the information is false, please type in your line manager's name in the drop-down list.

This information is required for validation.

Form to fill

APPLICANT

ERT CSW

COUNTRY

BRANCH ID UE780

BRANCH NAME CSO SIEGE

DIRECT MANAGER

THIS PERSON IS NOT MY DIRECT MANAGER

Start a request (2/3)

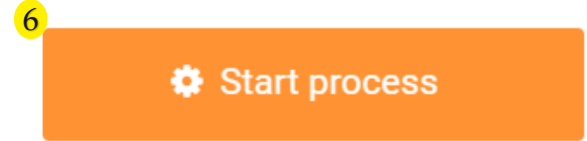
5 Make sure to check the “Go to the task list once the process has started” box

6 Click on “Start process”

The request form is displayed. You are now in the “Tasks” tab on the left menu. You can always come back to this tab to continue a task a later.

7 Modify the name of your affiliated branch if needed.

Depending on your user profile, you may not be affiliated with the correct branch. Please make sure to provide the correct branch. Results are filtered when typing.



5 Go to the task list once the process has started

A screenshot of a web form. The "BRANCH" field contains "lille" and has a dropdown menu open showing "AXIMUM LILLE" and "CNE AGENCE LILLE". The "REQUEST DATE" and "GIFT TITLE" fields are empty and marked with an asterisk.

BRANCH ▼

REQUEST DATE *

GIFT TITLE *

AXIMUM LILLE

CNE AGENCE LILLE

Start a request (3/3)



8 Fill out the form

Mandatory fields are marked with a red asterisk.

Amounts must be indicated in euros.

9 If you want to finish your task later, click on "Complete later" at the bottom of the form.

Your draft will be available in the "Tasks" tab on the left menu.

10 Click on "Cancel my request" button if you wish to cancel your request

11 Click on the green button to validate your request.

The button is not accessible if the mandatory fields in the form are not filled in. After validation, the request will go through the validation process as stipulated in the Colas Compliance Procedures.

✓ Confirm gift request

Cancel request



Complete later
(Save data)

Complete an assigned task

When you are assigned a task, for instance an approval task or the upload of supporting documents, you will receive an automatic email from E-Comply/Iterop inviting you to log in to complete it.

1 Click on the link in the email OR log in directly to your account

2 Click on "Tasks" in the left menu

The list of all the tasks assigned to you will be displayed. Each task is associated to a request.

3 Select the task to be completed

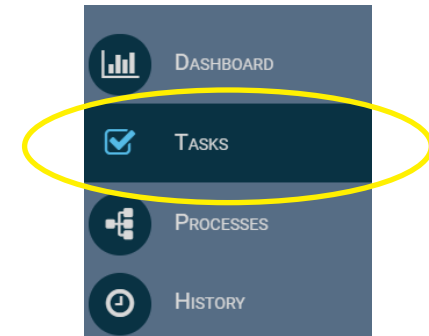
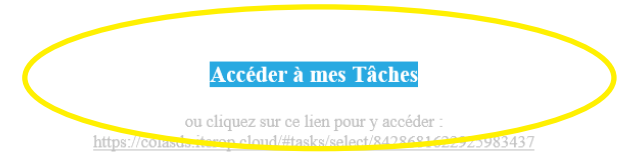
The information relating to the request will be displayed on the left side of the screen, as well as the list of attached documents (in green). The form to be filled in is displayed on the right side of the screen (in blue).

4 Fill in the form and click on "Complete task"

The task "Supporting documents upload" assigned to you, has started

Hello,
A new task Supporting documents upload, assigned to you, has started from the Intermediation/Lobbying VEN [Inter] EMMANUEL CHAIN - TEST process. You can log into IteropPlay or click the following link to process it.

Iterop.



Information	Form to fill
<p>Amplifier</p> <p>ERT CSW</p> <p>Branch Name CSO SERGE</p> <p>Request Date Sep 11, 2020</p> <p>*Get title TEST</p> <p>*Type of act Given</p> <p>*Get authorization TEST</p> <p>Local name of the act recipient TEST</p> <p>Name of the act recipient TEST</p> <p>Facsimile of the act recipient TEST</p> <p>*Date of the act inclusion Sep 16, 2020</p> <p>*Get value (in euros exclusive tax) 300</p>	<p>Answer the request <input checked="" type="radio"/> Yes <input type="radio"/> No</p> <p>If approved, the request will be then examined by the relevant legal manager and transfer to the corporate officer for final authorization.</p>

Complete task

Complete later (optional)

Abandon the task

Other information



You will find your History in the left menu which lists your requests and tasks.

The screenshot displays the COLAS application interface. On the left, a dark blue sidebar menu contains icons and labels for DASHBOARD, TASKS, PROCESSES, and HISTORY. The HISTORY menu item is highlighted with a yellow circle. The main content area is titled 'HISTORY' and features two tabs: 'My completed tasks' (selected and highlighted with a yellow circle) and 'My initialized processes'. Below the tabs is a table with three columns: 'PROCESS', 'IDENTIFIER', and an icon column. The table lists various tasks such as 'Gifts', 'Intermédiation / Lobbying', 'Professional Organisations', and 'Patronage / Sponsorship'.

PROCESS	IDENTIFIER
1. Gifts	[Gift] TEST - 16.09
8. Intermédiation / Lobbying	[Inter] louve - aj
6. Professional Organisations	[Asso] Naboo - 22
6. Professional Organisations	[Asso] fruit - 29.01
8. Intermediation / Lobbying	[Inter] Chat Potté
8. Intermediation / Lobbying	[Inter] tortue - az
5. Patronage / Sponsorship	[Pat] lolita - 15.08
5. Patronage / Sponsorship	[Pat] IR - 13.08.20