



EMPLOYEE USER GUIDE - APPROVALS

This user guide steps through how to submit a disclosure in Integrity Hub

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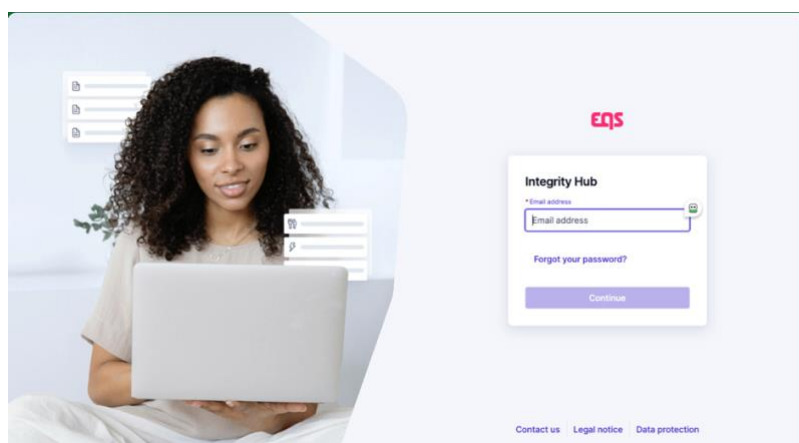
1. Introduction

The Integrity Hub enables employees to submit disclosures such as gifts, invitations, and conflicts of interest through a user-friendly portal. Submissions are automatically routed to the appropriate team for review.

2. Submitting a disclosure as needed

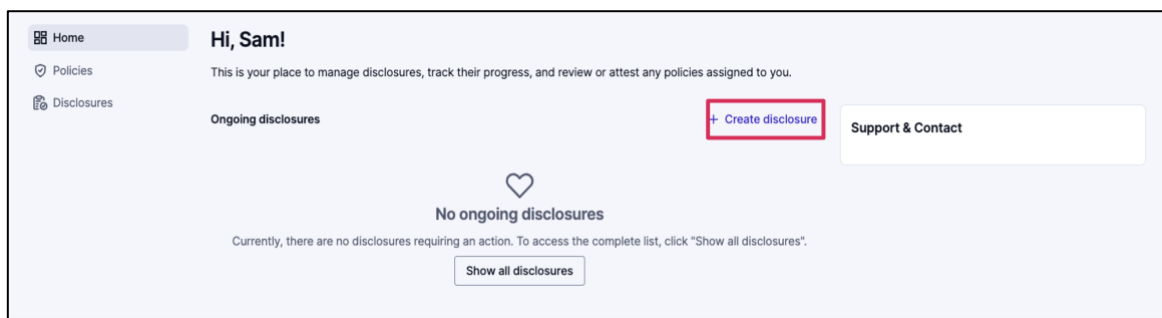
01. Log in to Integrity Hub.

Note – This guide can be edited. The link to your specific Integrity Hub environment can be added here.



02. You will land on the Integrity Hub Home screen.

03. To create new disclosure from the Home screen, click the **'+ Create disclosure'** button on the right-hand side of the screen.



04. Choose the appropriate type of disclosure from the list, using the descriptions as a guide.

New disclosure [X]

Please select a category for your disclosure:

- Conflict of interest**
 Are you involved in any personal, financial, or professional relationship—such as outside employment, mandates, or ties to business partners or competitors—that could be perceived as a conflict of interest?
- Gift**
 Have you given or received any gift, service, donation, or food and beverage that could be perceived as influencing business decisions?
- Invitation**
 Have you given or received any invitation—such as an event, meal, entertainment, or hospitality—that could be perceived as influencing business decisions?

[Cancel]

05. Fill out the questions displayed in the disclosure form, then click the **'Continue'** button. The **'Continue'** button will remain disabled until all required questions are answered.

Home Policies Requests Policy buddy

Conflict of interest [1 of 2] Check & Submit

Conflict of interest

* Give your conflict of interest a short name.

* What type of conflict of interest would you like to declare?

* Describe your conflict of interest

Document upload

Drop files here to upload ...

[Cancel] [Continue]

06. After clicking the **'Continue'** button, you can review your answers. If you would like to make any adjustments, click **'Previous,'** which will take you to the previous screen and allow you to update your responses.

07. Click the **'Send disclosure'** button once you have reviewed your responses and are ready to submit.

1
2

Conflict of interest
Check & Submit

Check & Submit

Give your conflict of interest a short name.

Conflict 1

What type of conflict of interest would you like to declare?

Personal workplace relationship

Describe your conflict of interest

Lorem ipsum dolor sit amet, consectetur adipiscing elit, sed do eiusmod tempor incididunt ut labore et dolore magna aliqua. Ut enim ad minim veniam, quis nostrud exercitation ullamco laboris nisi ut aliquip ex ea commodo consequat.

Document upload

Cancel
Previous
Send disclosure

08. Your disclosure will show in a 'Pending review' status upon submission. Once your disclosure has been reviewed, the status will change to reflect the decision ('acknowledged,' 'approved,' or 'rejected').

Disclosures

Make disclosures by creating new gift, invitation, and conflict of interest disclosures. You can also manage any disclosures that already exist.

Pending review

AM-26-00001 | Date: Mar 3, 2026 | Validity: ● Active

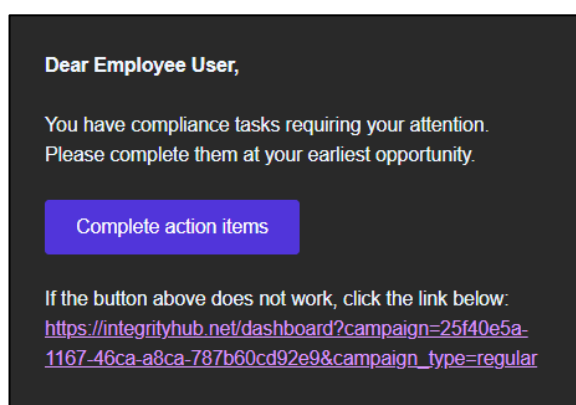
Conflict of interest

By: Sam Smith

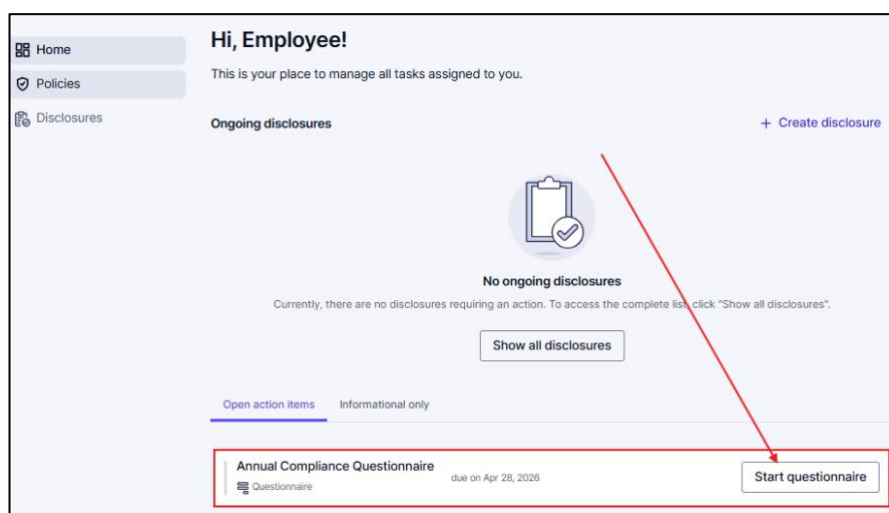
For: Me

3. Submitting a disclosure as an action item

01. When an "action item" is assigned to you, you will get an email notification with a clickable link similar to the below:



02. Clicking on the link from your email will take you directly into the action item. You can also navigate to the assigned item via your Home page in Integrity Hub. Select "Start questionnaire" to begin the disclosure questionnaire process.



03. As you begin the action item, you will see a welcome section with supporting guidance or additional context about the questionnaire. Click 'Start questionnaire' to move to the next screen.

Annual Compliance Questionnaire

As we approach the end of the year, it's time to take a moment and make sure that all your compliance declarations are accurate and up to date. This annual review helps confirm that any changes in your situation — such as new external roles, gifts, invitations, or potential conflicts of interest — are properly reflected in our system.

By completing this questionnaire, you help maintain our company's strong culture of integrity and transparency. Compliance is not just about meeting formal requirements — it's about ensuring that every decision we make is fair, objective, and free from potential bias. Keeping your declarations current protects both you and the organization from reputational and regulatory risks.

Why this matters

- **Transparency:** It helps ensure openness about any personal or professional situations that could overlap with company interests.
- **Integrity:** Your declarations demonstrate our collective commitment to ethical behavior.
- **Readiness:** Up-to-date records mean we're prepared for audits or reviews at any time.
- **Protection:** It helps identify and address potential risks before they turn into issues.

How to complete the questionnaire

1. Click "Start Questionnaire" to begin your review.
2. Review each section carefully — including any existing declarations
3. Update or confirm information as needed.
4. Submit your responses once you've reviewed everything.

If you are unsure about whether a situation should be declared, it's always better to include it. The Compliance Team will review and advise if further details are needed.

Guidelines

- Provide accurate and honest information — even small updates matter.
- Remember, this process is **preventive**, not disciplinary. It's about identifying and managing risks early.
- Your data is handled **confidentially** and used only for compliance purposes.
- This questionnaire is an opportunity to help us keep our records current and ensure that we continue to operate with the highest ethical standards.

By taking just a few minutes to review your information, you actively contribute to maintaining a transparent, fair, and ethical workplace. <https://www.eqs.com/>

👉 Click "Start Questionnaire" to begin your review and make any necessary updates.

Start questionnaire

04. Review each category carefully. If a disclosure applies, select **'+ Add disclosure'**

05. If the category does not apply, select the checkbox next to **'I have nothing to declare in this category'** to move forward.

Annual Compliance Questionnaire

Select and complete the appropriate declaration form for your situation

Questionnaire progress 1 of 8 confirmed
13%

Review each category and confirm there's nothing else to declare and submit drafts in order to complete the questionnaire.

Board Membership & Advisory Roles No action required

Are you currently serving, or planning to serve, on a board, committee, or advisory group outside our organization?

Charitable Contributions & Political Activities Awaiting your response

Are you involved in political campaigns, hold a political role, or make charitable donations that might be seen as influencing public or commercial decisions?

+ Add disclosure *OR*

I have nothing to declare in this category

[Back to home page](#) You will be able to click complete once all required questions are answered **Complete**

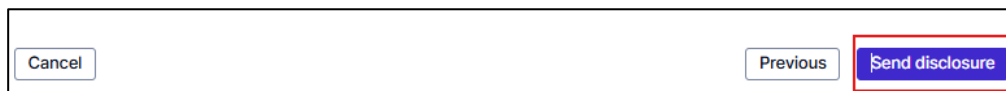
➤ **Note - You will only be able to click 'Complete' once each category on the page is answered.**

➤ **Note - You may already have disclosures entered into the questionnaire from a previous submission. If an existing disclosure has changed, click the > icon to edit the disclosure.**

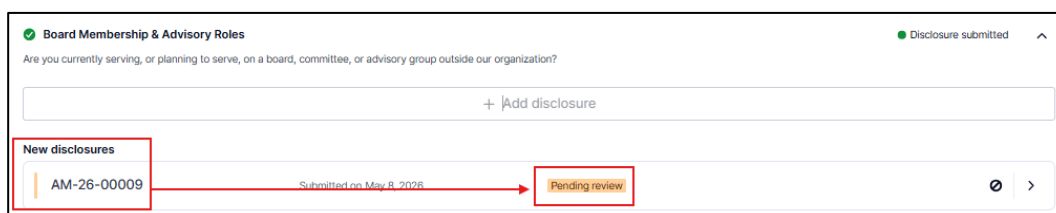
06. You can then choose to 'Update' the disclosure, or 'Deactivate' it if the disclosure no longer applies.

07. After selecting the **'Update'** then **'Confirm'** buttons, you will be able to revise the existing disclosure to reflect your current situation. Your previous responses will appear, allowing you to review and update the information as needed.

08. Enter the updated information, then click **'Continue'** and then **'Send Disclosure'** on the next page to finalize your submission.

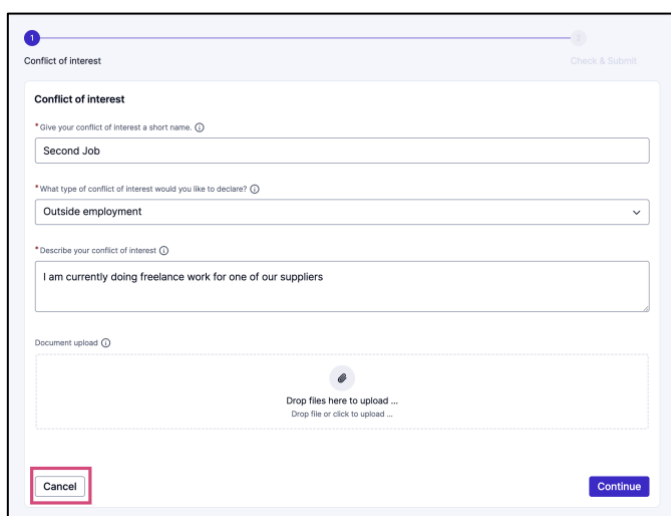


09. This will send your previously submitted disclosure back to the review team to verify your updates.



4. Saving a disclosure as a draft

The disclosure form can be saved as a draft version so that you can continue your responses at a later time. When in a disclosure form, click the **'Cancel'** button at the bottom left-hand side of the screen, and you will be prompted to choose from the following options:

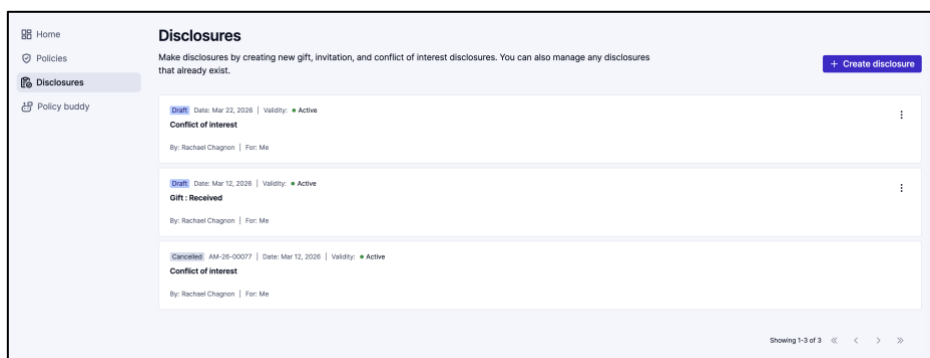


- **'Back to form'**

- This will close the pop-up and let you finish answering the form questions

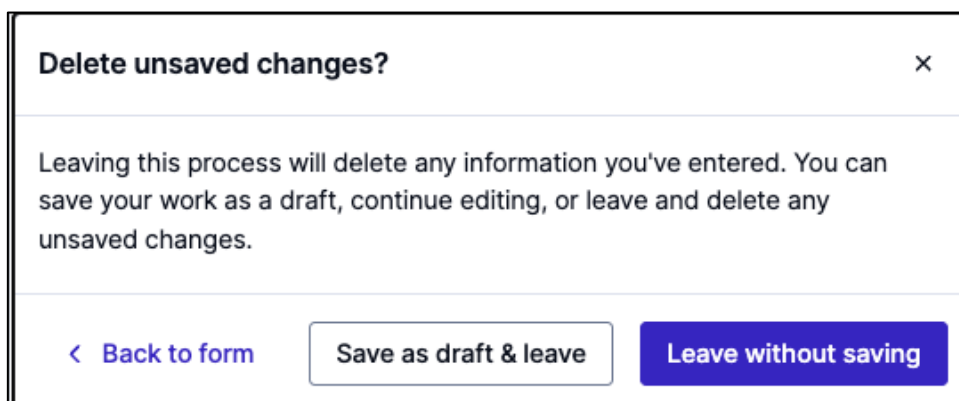
- **'Save as a draft & leave'**

- The draft will be saved and can be accessed again on the Disclosures start screen



■ 'Leave without saving'

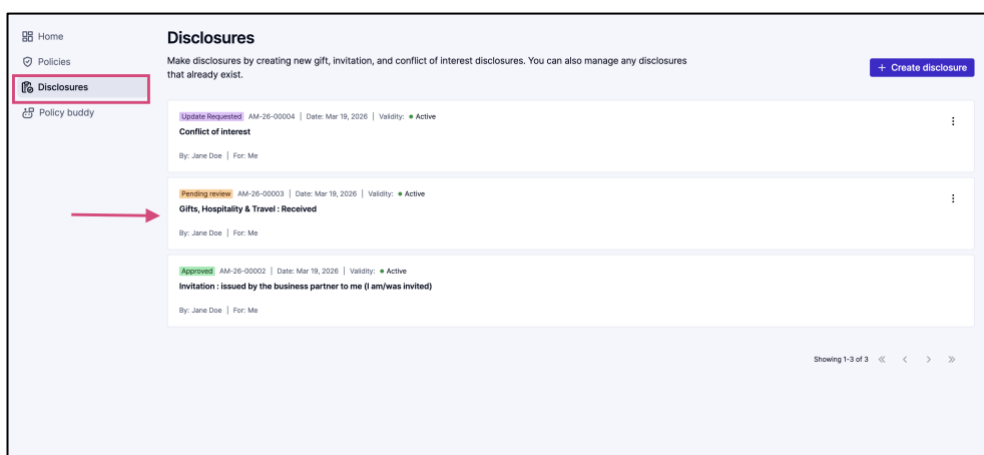
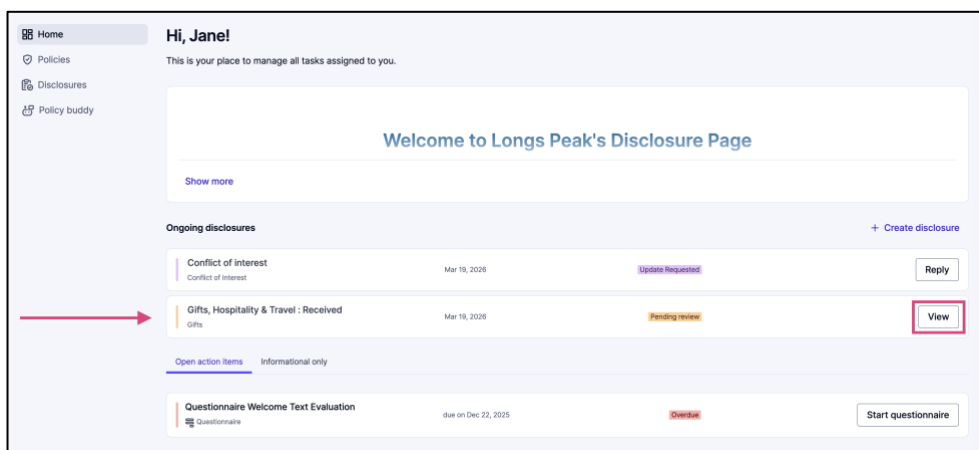
- Choose this option if you originally selected the wrong disclosure category. You can select a new category and submit the correct disclosure form.



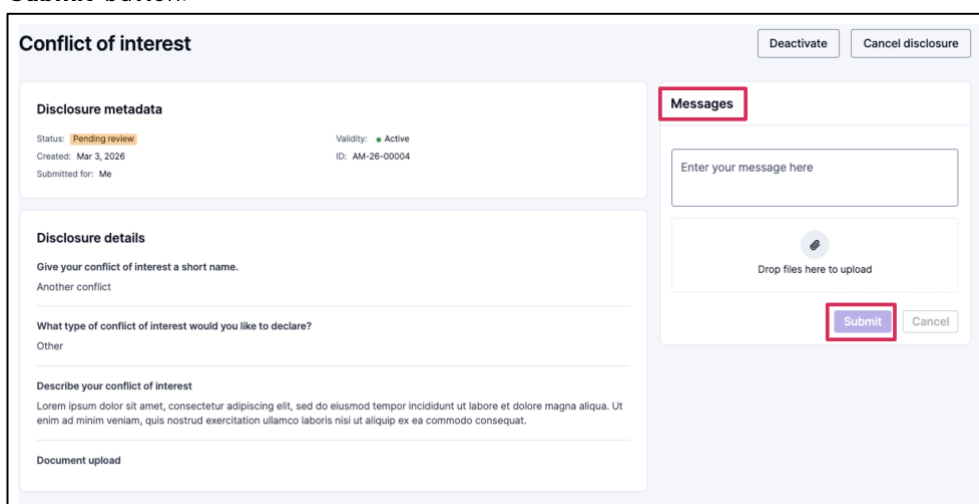
5. Making changes to a disclosure

Providing more information while a disclosure is 'Pending review'

01. Navigate to the Integrity Hub.
02. Locate the disclosure on the Home screen and click the **'View'** button. You can also click **'Disclosures'** in the menu on the left to see your list of submitted disclosures. Locate the disclosure and click it.



03. Add any information or attachments to the Messages section of the disclosure and click the **'Submit'** button.



Note – Once a disclosure is in a 'Pending review' status, you cannot update question responses unless an approver prompts you to do so; the status of the disclosure will change to 'Update requested' when this occurs.

6. Communicating with an approver

If the approver sends a message, you will receive an email notification.

01. Click the link in the email to be directed to your disclosure message. You can locate and respond to the message in the disclosure under Messages. Make sure to click the **'Submit'** button to send your response.

The screenshot displays the 'Gift' disclosure interface. At the top right, there are 'Deactivate' and 'Cancel disclosure' buttons. The interface is divided into two main columns. The left column contains 'Disclosure metadata' and 'Disclosure details'. The right column contains a 'Messages' section with a text input field and a 'Submit' button highlighted with a red box.

Gift Deactivate Cancel disclosure

Disclosure metadata

Status: Pending review Validity: Active
Created: Mar 3, 2026 ID: AM-26-00003
Submitted for: Me

Disclosure details

About the gift

Give your gift a short name.
Gift

The gift is or was ...
Received

Type of the gift
Flowers/plants

Messages

Demo User | Today at 7:52 PM
Hello. This is a message from the approver.

Demo User | Today at 7:52 PM
This is also a message from the approver.

Enter your message here

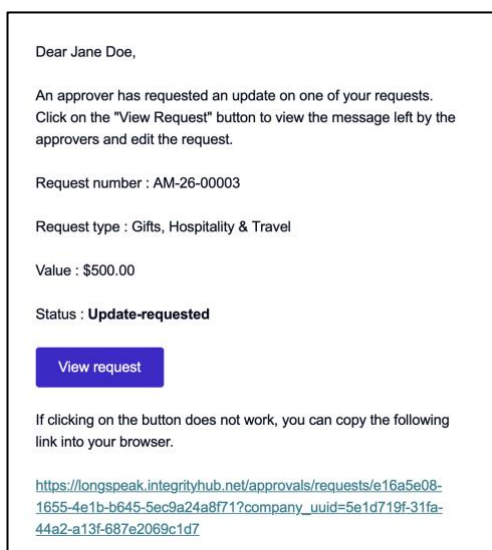
Drop files here to upload

Submit Cancel

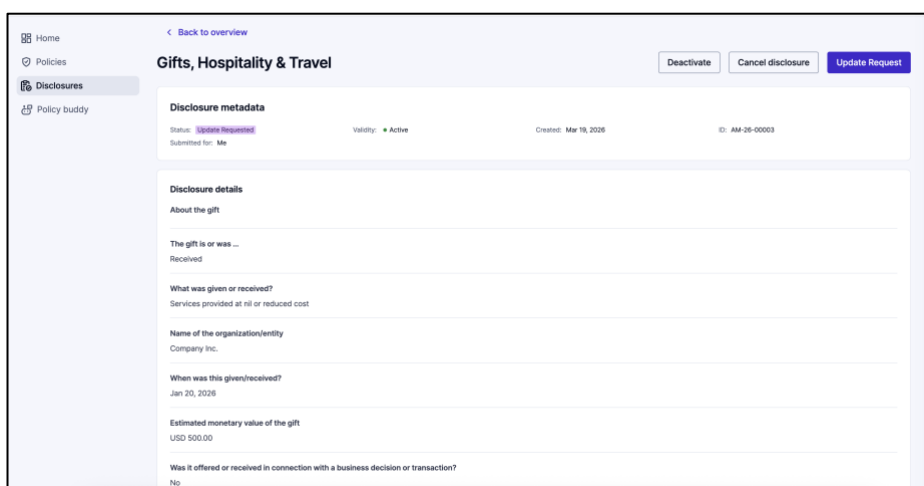
7. Update requested status

Sometimes an approver may require an update to your submitted disclosure, for example if you entered a date where a dollar amount was expected. When an update is requested, you will get an email notification. Here are the full steps to make the necessary update:

01. You'll receive an email notification like the one below.



02. Click through the email to log into Integrity Hub. You'll land straight on your submitted disclosure



03. Scroll to find the Messages section, where the latest message will contain details about the updates that are needed.

Messages

John Doe · Today at 12:44 AM

Okay thanks for providing that answer. Can you please add that to the additional comments on your form? I will send you a request to update your disclosure

Me · Mar 19, 2026

Yes, these are VIP tickets for the Ladies' Final Four Basketball game later this month.

John Doe · Today at 12:44 AM

Please add more detail to your additional comments. Thank you.

Enter your message here

Drop files here to upload

Submit Cancel

04. Click the purple **'Update Disclosure'** button at the top right of the page to open up the disclosure for edits.

Home Policies Disclosures Policy buddy

< Back to overview

Conflict of interest Deactivate Cancel disclosure **Update Request**

Disclosure metadata

Status: **Update Requested** Validity: Active Created: Mar 18, 2026 ID: AM-26-00019

Submitted for: Me

Disclosure details

05. Click through the form to make your updates and then press **'Continue'**

* Please upload any relevant documentation that supports the business case for the gift/hospitality.

Drop files here to upload ...

Gift Documentation.docx
word • 1.7 mb

Cancel **Continue**

06. Click **'Send Disclosure'** when ready to submit.

Please upload any relevant documentation that supports the business case for the gift/hospitality.


📎 Gift Documentation.docx

About the business partner 1

First name	Jane
Last name	Doe
Function	VP of Compliance
Company name	Company Inc.
Country	US
Relationship	Competitor
Is this recipient or sender a politically exposed person (PEP)?	No

07. If you need any clarification from the approver before making your update, click **'Cancel'** to navigate back to the disclosure overview, and send a message asking for clarification. You will get an email notification when they send a response.

*Please upload any relevant documentation that supports the business case for the gift/hospitality.



Drop files here to upload ...

📎 Gift Documentation.docx
1.7 mb

8. To deactivate, reactivate, or cancel a disclosure

You may find that you need to deactivate, cancel, or reactivate a disclosure.

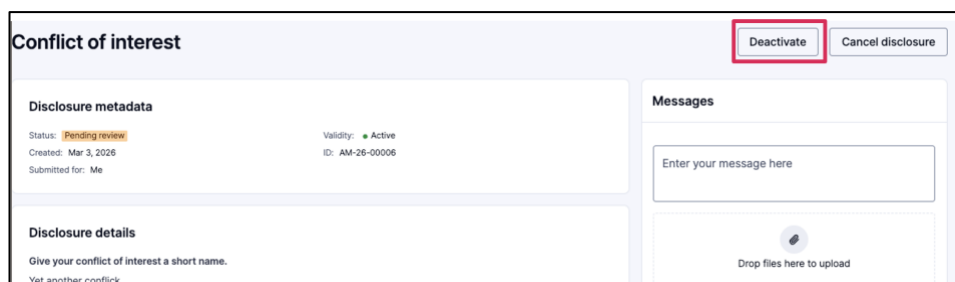
8.1. Deactivate a disclosure

Deactivating a disclosure indicates that a disclosure is no longer relevant, for example if you have left a second job that you had previously disclosed.

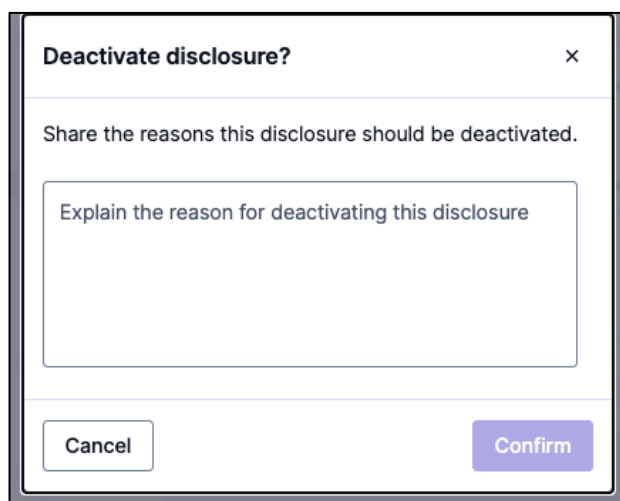
01. Find the disclosure you would like to deactivate.

02. Open the disclosure.

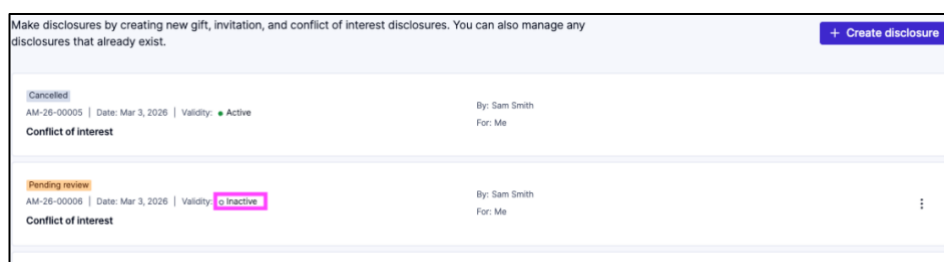
03. Click the **'Deactivate'** button.



04. When you Deactivate a disclosure, you will need to provide a reason for the deactivation and click **'Confirm.'**



05. The disclosure will then show as inactive, but with a 'Pending review' status. While inactive is not the status of the disclosure, it is denoted in the validity.



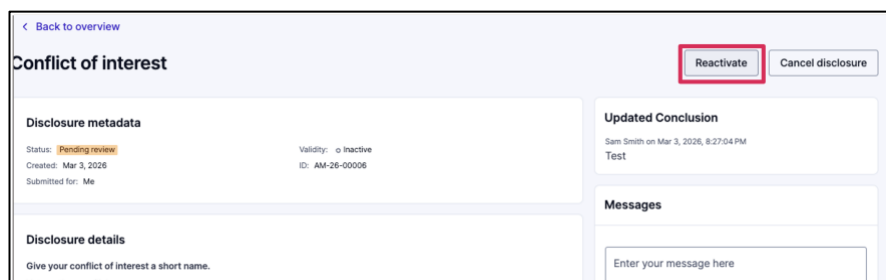
8.2. Reactivate a disclosure

Reactivating a disclosure indicates that the conflict of interest is active again, for example if you have resumed working in your second job.

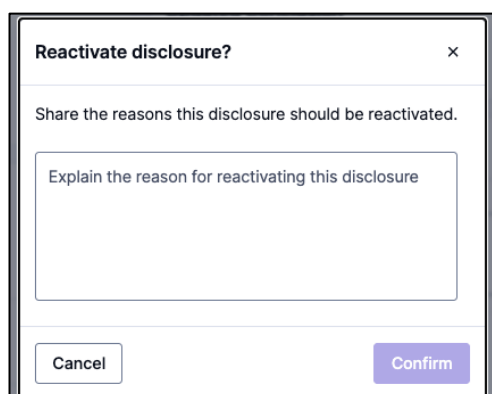
01. You will need to find the disclosure that you need to reactivate.

Note - that it will have validity: inactive.

02. Open the disclosure. Click the **'Reactivate'** button.



03. When you Reactivate a disclosure, you will need to provide a reason for the reactivation and click **'Confirm'**.



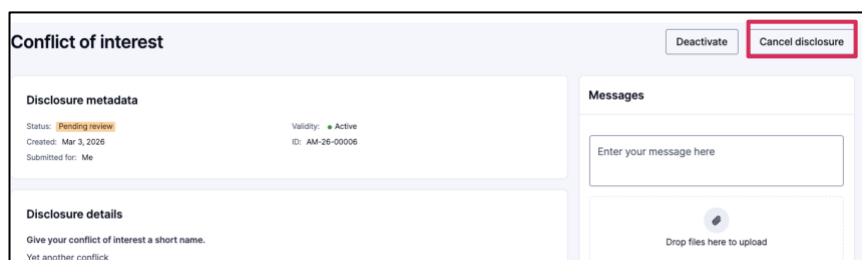
8.3. Cancel a disclosure

Cancelling a disclosure indicates that the disclosure was submitted in error.

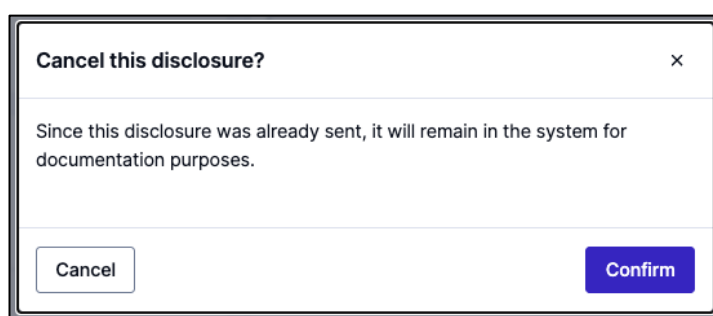
01. Find the disclosure you would like to cancel.

02. Open the disclosure.

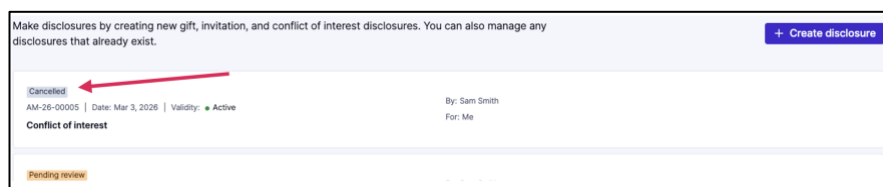
03. Click the **'Cancel disclosure'** button.



04. You will need to confirm you want to cancel the disclosure by clicking the **'Confirm'** button.



05. The disclosure will show as 'Cancelled'



9. After a disclosure is reviewed

Once your disclosures have been reviewed and a decision has been made, it will display one of four statuses:

- 'Acknowledged' – indicating that the disclosure has been acknowledged.
- 'Approved' – indicating that the disclosure is approved.
- 'Approved with Conditions' – indicating that the disclosure is approved, but there are conditions for the approval.

■ 'Rejected' – indicating that the disclosure has been rejected.

<p>Rejected</p> <p>AM-26-00006 Date: Mar 3, 2026 Validity: ● Active</p> <p>Conflict of interest</p>	<p>By: Sam Smith</p> <p>For: Me</p>
<p>Approved with Conditions</p> <p>AM-26-00002 Date: Mar 3, 2026 Validity: ● Active</p> <p>Conflict of interest</p>	<p>By: Sam Smith</p> <p>For: Me</p>
<p>Acknowledged</p> <p>AM-26-00004 Date: Mar 3, 2026 Validity: ● Active</p> <p>Conflict of interest</p>	<p>By: Sam Smith</p> <p>For: Me</p>
<p>Approved</p> <p>AM-26-00001 Date: Mar 3, 2026 Validity: ● Active</p> <p>Conflict of interest</p>	<p>By: Sam Smith</p> <p>For: Me</p>

10. Attestations

You might need to attest to a disclosure that has been approved, approved with conditions, or rejected. This means you have read the decision and agree to any conditions or instructions provided.

10.1. Attest to a disclosure

01. From the Home screen, you will open the disclosure that needs an attestation by clicking the **'Attest'** button.

Ongoing disclosures			+ Create disclosure
<p>Gifts, Hospitality & Travel : Received</p> <p>Gifts</p>	<p>Mar 23, 2026</p>	<p>Approved with Conditions</p>	<p>Attest</p>
<p>Conflict of interest</p> <p>Conflict of Interest</p>	<p>Mar 19, 2026</p>	<p>Update Requested</p>	<p>Reply</p>

02. You may also click **'Disclosures'** in the menu on the left, finding the disclosures that need attestations. They will have an 'Attestation pending' label on the right.

03. Click on the disclosure to open it.

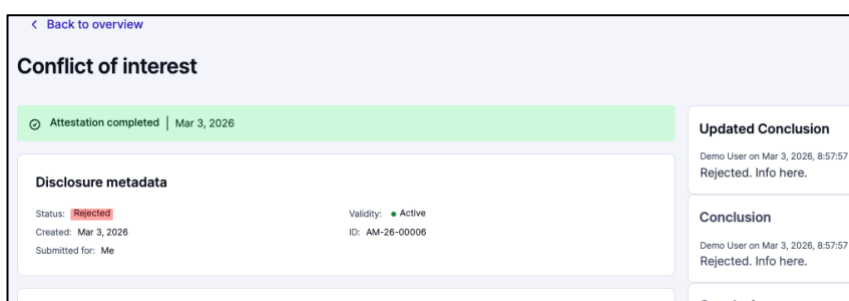
Make disclosures by creating new gift, invitation, and conflict of interest disclosures. You can also manage any disclosures that already exist. [+ Create](#)

<p>Rejected</p> <p>AM-26-00006 Date: Mar 3, 2026 Validity: ● Active</p> <p>Conflict of interest</p>	<p>By: Sam Smith</p> <p>For: Me</p>	<p>▲ Attestation pending</p>
<p>Approved with Conditions</p> <p>AM-26-00002 Date: Mar 3, 2026 Validity: ● Active</p> <p>Conflict of interest</p>	<p>By: Sam Smith</p> <p>For: Me</p>	<p>▲ Attestation pending</p>

04. Review any instructions or information the approver has provided and click on the **'Confirm'** link in the Attestation pending section.



05. Once you have clicked **'Confirm,'** you will see receive a message that the attestation has been completed.



06. You will also see that your 'Attestation pending' notification on the right has changed to 'Attestation completed.'

