



الأفراد
People



الشراكة
Partnership



الإعتزاز
Pride



المهنية
Professionalism

Supplier Code of Conduct

ACKNOWLEDGEMENT BY SATORP SUPPLIERS

The attached Supplier Code of Conduct ("Supplier Code") sets forth the principles required by Saudi Aramco Total Petrochemical & Refining Company ("SATORP") of all individuals and organizations who supply goods or services to SATORP ("Suppliers") when conducting business with or dealing with SATORP.

By signing this Acknowledgement, the undersigned Supplier agrees to abide by the Supplier Code and also agrees that it will ensure that its employees, directors, agents, representatives and sub-contractors are also made aware of and comply with it. The Supplier also agrees that it will make its own upstream and next-tier suppliers aware of its commitments hereunder, and encourage them to follow the same principles.

ACKNOWLEDGEMENT

I, on behalf of _____, hereby acknowledge and agree to abide by the attached Supplier Code, and will ensure that all of _____'s employees, directors, agents, representatives and sub-contractors are aware of and will abide by such policies and principles in the process of preparing and submitting bids, proposals, or other business-related communications for SATORP work, for provision of goods and services to SATORP, and during the performance and administration of all agreements entered into with SATORP for such purposes.

Authorized Signatory Name: _____

Signature: _____

Job Title: _____ Date: _____

Company: _____

Vendor No. _____

Company Stamp/Seal: _____





Introduction:

This Supplier Code of Conduct (“Supplier Code”) sets forth the principles that Saudi Aramco Total Refining & Petrochemical Company (“SATORP”), its expects of all individuals and organizations who supply goods or services to SATORP, and their employees, directors, agents, representatives and sub-contractors (“Employees & Representatives”) when conducting business with or dealing with SATORP.

This Supplier Code establishes a policy for all current and potential SATORP Suppliers who are, or who wish to be, doing business with SATORP. Fundamental to this Supplier Code is an expectation that all Suppliers operate in full compliance with all laws, rules and regulations of the Saudi Arabia in which they do business.

Environment, Health, and Safety Practices:

SATORP expects its Suppliers to make similar commitments to continuously improve their environment, health and safety performance.

Respect the Environment: Suppliers shall comply with all applicable environmental laws, and it is their responsibility to ensure that their facilities are designed and safely operated in compliance with applicable law as well as established government and industry environmental protection policies, and ensure that they do not present unnecessary risks to the environment or to the public.

Suppliers will have systems in place to ensure safe management of waste, air emissions and wastewater discharges. Such compliance will include, among other things:

- Obtaining and maintaining any necessary environmental permits.
- Proper storage, handling and disposal of hazardous materials and refuse.
- Monitoring, controlling, and responsible treatment of discharges generated from operations.

Protect Health & Safety: Suppliers shall provide safe, sanitary and healthy workplace and living environments for all their employees, and comply with all applicable workplace health and safety laws. Such compliance will include, among other things:

- Conducting appropriate employee safety training and providing adequate safety equipment as well as personal protective equipment.
- Providing appropriate safety controls and work procedures.
- Maintaining records of safety training and monitoring safety performance.
- Training employees on emergency planning and preparedness.
- Ensuring employees comply with applicable health and safety rules and regulations and
- perform their duties and work in a manner which will not endanger themselves, others or the environment.
- Providing training required to promote sound public health and hygiene practices.

Compliance with laws

SATORP's Suppliers must comply with all applicable laws, codes and regulations as set forth in applicable procurement documents and agreements (including, but not limited to, proposals, invitations to bid, solicitations and resulting contractual and purchasing agreements) and not offer, permit or pay, directly or indirectly, any bribe, or otherwise tolerate or engage in any corrupt practice. Suppliers will be committed to the highest standards of ethical conduct when dealing with SATORP and its employees, other SATORP Suppliers and customers.





Business Ethics:

SATORP is committed to conducting business ethically and lawfully, we prefer to do business with Suppliers and business partners who demonstrate a strong commitment to ethical behavior.

Suppliers are expected to conform to these requirements in each of the following areas:

- **Fair Trade Practices**

Suppliers shall not engage in collusive bidding, price discrimination anti-competitive or other unfair trade practices.

- **Ethical Sourcing**

Suppliers shall source goods or services from others that meet, as a minimum, country or origin standards for health and safety, working hours, pay, employment conditions and environmental protection.

- **Relationships and Communications**

Suppliers shall not encourage or utilize current or former SATORP employees to disclose or provide any confidential, proprietary, or other restricted business information obtained while in SATORP's service to influence SATORP's existing or proposed commercial transactions for the purpose of gaining a commercial advantage or to otherwise damage SATORP's interests.

- **Human Right & Labor**

SATORP's suppliers shall conduct their businesses in accordance with the highest standards of ethical behavior and comply with all applicable employment laws, regulations, and standards in relation to labor practices and human rights. We are committed to an inclusive work environment that recognizes the contributions of every individual and where all people are valued and respected.

- **Fair Employment**

Suppliers must treat all employees and contractors fairly, operating with dignity, respect, integrity and taking all necessary steps to promote and protect equal employment opportunities in accordance with applicable law for qualified candidates, free from discrimination.

- **Gifts, benefits and hospitality**

SATORP Employees must:

- (a) Conduct themselves with the highest standards of integrity, impartiality and accountability.
- (b) Perform public duties without favoritism, bias or for personal gain.

The appropriate handling of offers of gifts, benefits and hospitality is critical to earning and sustaining Suppliers trust. As such, Suppliers and their Employees & Representatives must not:

- (a) Offer SATORP personnel gifts or benefits, either directly or indirectly, and offers of hospitality will be limited to token offers of basic courtesy (such as tea and coffee during a meeting).
- (b) Take any action in order to entice or obtain any unfair or improper advantage.





Conflict of Interest & Relationship:

SATORP's suppliers must avoid personal conflicts of interest such as dealing with family members or friends and avoid even the appearance of unethical or compromising practices in relationships, actions or communications with regard to existing or proposed business relationships with SATORP and must be properly disclosed and documented also cooperate with any investigations into such conflicts. Suppliers must not offer any gift, favor or entertainment to SATORP employees with the intention of unduly influencing their behavior or decision making. Suppliers shall not encourage, entice or utilize current or former SATORP employees in any manner which would cause them to disclose or provide any confidential, proprietary, or other restricted information obtained while employed by SATORP to influence SATORP's existing or proposed commercial transactions for the purpose of gaining a commercial advantage.

MONITORING AND COMPLIANCE

Suppliers shall be responsible for complying with the standards and requirements of this Supplier Code and to monitor their own business activities. Suppliers shall conduct periodic internal reviews, inspections, and audits to ensure their compliance with this Supplier Code and its applicable requirements. Additionally, Suppliers are responsible for ensuring that the standards and requirements of this Supplier Code are communicated and understood by their Employees & Representatives working on or in support of SATORP projects, jobs, contracts, agreements, and orders. Suppliers will be held responsible for the conduct and actions of their employees.

The implementation of this Supplier Code is a shared responsibility between SATORP and its Suppliers.

Suppliers are to promptly disclose to SATORP, on a confidential basis, all current and potential incidents which give rise to the appearance of conflicts of interest and instances of unethical or fraudulent behavior by any party, including Supplier employees or SATORP employees.

Suppliers are to cooperate with SATORP in any inquiries or investigations pertaining to past, current, or potential instances of unethical or fraudulent behavior or conflicts of interest related to any SATORP business activity.

REPORTING

Suppliers and their Employees & Representatives are to promptly notify SATORP when they become aware of any actual, or potential violation of this Supplier Code and to communicate plans to correct and remedy such violation.

Potential or actual violations of this Supplier Code and other ethical irregularities are to be reported directly to the SATORP by email, fax, or telephone as follows:



Email: general.auditor@satorp.com



Fax: +966(13)356-9632



Phone: +966(13)356-9267

