

The Company ..... undertakes to respect, within the scope of the operations entrusted to it by Total Liban SAL, all the following clauses listed under the title “Fundamental Principles in Purchasing”.

## **Fundamental Principles in Purchasing**

Suppliers shall comply – and ensure the compliance of their own suppliers and subcontractors – with the laws in force, policy guidelines of the Code of Conduct of Total (of which an excerpt is attached hereto), or equivalent principles thereof, as well as the Principles for Purchasing defined hereinunder:

**1. Preventing corruption, conflict of interests, and fighting against fraud:**

- Fight against fraud;
- Prevent and ban any form of corruption: active or passive, private or public, direct or indirect;
- Avoid conflicts of interest, in particular when personal interests may influence professional interests.

**2. Respecting the competition law:**

Comply with the applicable competition law

**3. Fundamental labor rights:**

To ensure that work conditions do not contravene the principle of dignity or other fundamental rights of the individual, as defined and protected by the United Nations Universal Declaration of Human Rights (UDHR) and by the fundamental principles of the International Labour Organization (ILO).<sup>1</sup>

**4. Protecting health, safety, and security:**

- Perform risk analysis and assessments in these areas and implement appropriate means to prevent those risks;
- Establish a system for monitoring events that occurred in these areas.

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<sup>1</sup> Particularly, to respect the rules relating to: prohibiting forced labor and child labor; security at work; establishing a work contract; working time, rest, and parental leave; handling discriminations and harassment in the workplace, freedom of expression, freedom of assembly and collective bargaining; freedom of thought, of conscience, and of religion.

<sup>2</sup> The purpose of such a system is to:

- Identify and manage the impact of industrial activities, products, or services
- Constantly improve environmental performance

Implement a systematic process to define environmental objectives, to reach them, and to demonstrate that they have been fulfilled.

**5. Preserving the environment:**

- Implement an appropriate environment risk management system, in order to identify and control the environmental impact of activities, products or services, to continuously improve environmental performance, and to implement a systematic approach to define environmental objectives, achieve them and demonstrate that they have been achieved;
- Undertake the improvements needed for protecting the environment;
- Limit the impact of industrial activities on the environment.

**6. Promoting economic and social development:**

Create a climate of trust with stakeholders, engaging in a dialogue with local communities, promoting local sustainable development initiatives.

Compliance with the above-mentioned laws and principles may be audited.

**7. Subcontractor management policy:**

- To systematically notify the subsidiary and formally declare all employed subcontractors, their fields, and action levels.
- To keep a list of names of participants and subcontractors.
- To hold security meetings for subcontractors' workers, in order to comply with the rules, "Work Permit", and "Prevention Plan" of TOTAL Liban.
- To formally delegate responsibilities to their subcontractors, namely the security rules required by TOTAL Liban.
- To ensure that personal protective equipment and collective protective equipment of subcontractors are adequate with respect to the risks of the work on the sites.
- To ensure that subcontractors' employees are aware of TOTAL Liban's site emergency plan, and namely be aware of their responsibilities in the event of an emergency.
- To ensure that subcontractors' employees who undertake specific tasks hold a certified license (example: welding license, electrician certificate, adequate driver's license).
- To assess subcontractors in respect to compliance with the company's policy and HSE rules.

## Excerpt of Total Group's Code of Conduct

### **Principles of Action**

Total is world oil and chemical group that undertakes numerous industrial and commercial jobs in the fields of oil, gas, electricity, renewable energy, and chemistry.

Present in more than thirty countries, Total aims to base its development on a common set of values.

In the scope of its industrial responsibilities, Total seeks to contribute to an efficient and mastered use of all products of the different energy sources it offers. It takes into consideration the needs of current consumers, and the interests of future generations through an active environmental conservation approach that falls under Total's sustainable development policy, which Total regularly provides transparent information about.

These principles of action form the Group's reference and support its development to the benefit of shareholders, customers, and collaborators alike, while also contributing to the economic and social development of the countries where it operates.

### **General standards**

Total complies with the applicable laws, rules, and decisions of the UN and European Union, especially in the competition laws and social legislation;

Total maintains a dialogue with international and european, governmental and non-governmental organizations to address their concerns in fields related to our business;

Total respects free competition;

Total rejects corruption in all forms, public and private, active and passive.

Total adheres to:

- the principles of the Universal Declaration of Human Rights;
- the fundamental conventions of the International Labour Organization;
- the directive principles of the OECD regarding multinational firms;
- the principles of Global Pact of the United Nations Organization

### **With respect to its shareholders**

Total strives to earn our shareholders' confidence and provide them with a profitable investment. Total maintain an ongoing and constructive dialogue with our shareholders through a variety of channels, and regularly provide full and transparent information through its shareholder advisory committee.

Total diligently complies with stock market regulations, and loyally translates its operations in its financial statements.

### **With respect to its customers**

Total provides its customers with quality products and services, constantly aiming to offer the best performance for each use, at a competitive price.

Total remains attentive to its customers' needs, and consistently controls, evaluates, and enhances its products, services, technology, and approaches as to ensure quality, security, and innovation at each step of the development, production, and distribution processes.

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**With respect to its employees**

Total is confident of its collaborators' loyalty, motivation, competence, and sense of responsibility. It requires its collaborators to prove utmost integrity and to avoid any situation of conflict of interest.

Total is especially attentive to their work conditions, namely regarding the respect of people, absence of discrimination, and safety and security protection.

Total associates its collaborators to the life of the Group, namely favoring information, dialogue, exchange, and respect towards their private lives.

Total recruits its staff based solely on the needs of the Group and the qualities of each candidate.

It ensures the enhancement of their professional competences and responsibilities, without any form of discrimination, namely based on race, gender, political, religious, syndical, or minority affiliations.

Each collaborator holds an individual yearly meeting during which their objectives are assigned, their performance is assessed, and the progress of their career is considered. This is facilitated by appropriate training.

**With respect to its suppliers and service providers**

Total's relation with respect to its suppliers and service providers is governed by the following principles:

- to ensure that the interests of all parties are taken into consideration, in clarity and fair contractual terms;
- to require suppliers and service providers to comply with principles equivalent to those of Total's Code of Conduct.

**With respect to its industrial associates**

Total implements its principles of action and behavior when it manages or operates the association.

In other cases, it asks those who run the association or are its operators to adhere to principles that are compatible with its principles of action and behavior.

**With respect to where it operates**

Total respects the natural and cultural environments of all the countries in which it is established.

Total respects the sovereignty of states and does not intervene neither in the functioning nor the financing of the political process. Total retains, however, the right to express before governments:

- its stance on subjects relating to its activities, employees, and shareholders;
- its belief in the necessary respect for human rights.

Total, through its activities, contributes to the economic and social development of these countries, mainly to communities where it is located.

Total complies with applicable laws and regulations, namely relating to the environment, competition, and social legislation

Total rejects corruption in all its forms. It particularly undertakes to refrain from resorting to corruption "for the purpose of obtaining or retaining business or another undue advantage when engaging in international trade", in accordance to the OECD Convention on Combating Bribery of Foreign Public Officials.



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