



## **SUSTAINABLE DEVELOPMENT AND CORPORATE SOCIAL RESPONSIBILITY POLICY**

**Revision:** 0  
**Date:** 15.12.2020  
**Scope:** All OESS activities  
**Locations:** Baku, Azerbaijan

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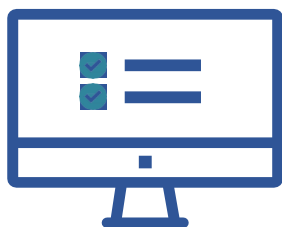
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## SUSTAINABLE DEVELOPMENT AND SOCIAL RESPONSIBILITY GOALS

The company's global goal in the field of sustainable development and social responsibility is the development of society through the voluntary contribution of business to the social, economic and environmental spheres related to the activities and achievement of the company's strategic goals:

- **Social goal:** developing people's potential, ensuring safety and health security, creating conditions for self-realization and professional development of employees, contributing to the resolution of important social issues and the development of communities in the presence regions
- **Business goal:** achieving of maximum profitability with efficient use of resources, the use of saving technologies, continuous improvement of processes, honesty and clarity of activities. The company is ambitious for innovation, carefully cultivates the land and produces high-quality products that meet international quality standards, business ethics and customer needs
- **Environmental goal:** maximization of energy efficiency, minimization of adverse environmental impact, greenhouse gas reduction, processing and minimization of waste, preservation of the property of the earth to self-restoration.



## KEY PRINCIPLES

- Compliance with international standards, Compliance Code, internal OESS Policies
- Integration with the company's strategy, improving the efficiency and long-term sustainability of the business
- Innovative development, internal entrepreneurship
- Honesty, exposure and visibility
- Clear tolerance to fraud and corruption
- Respect for interests and constructive dialogue in relationship with interested party
- Responsible leadership and ethical practices
- Equal opportunities, culture of respect and trust
- Ensuring safe and decent working conditions, the priority of preserving the life and health of the employee in relation to the results of production activities
- Good environment, improvement of life quality and well-being of the population and social support in the presence regions of the Company
- Responsible rational use of resources and production
- Environmental protection and preservation of land resources.



## THE CONCEPT OF SUSTAINABLE DEVELOPMENT AND SOCIAL RESPONSIBILITY

### OESS is responsible employer

Staff is an asset base of the Company, the driving force of its development and a source of competitive advantage

#### ✓ Workplace relations, occupational safety and health protection:

- Safe, dignified and comfortable working environment for employees are created, requirements of OHSAS 18001 / ISO 45001 standards are kept
- Measures to prevent and minimize industrial injuries and occupational diseases are taken, risks are assessed and measures to minimize and eliminate them are taken
- Human rights and freedoms and all labor laws are respected
- Child labor is not acceptable, people who have not attained the age from which the employment is permitted by law are not hired, there are no forms of forced labor
- Any form of discrimination of employees – on the basis of gender and age, race, nationality, religion, sexual orientation, ethnicity, social status, political beliefs, participation in trade unions and other associations of citizens is not acceptable
- Competitive remuneration and social protection of employees, protection of the rights of pregnant women, nursing mothers, large families, people with disabilities etc. are provided.
- Employees are provided with material assistance in difficult straits
- Initiatives focused on maintaining the health of employees and preserving the environment are being implemented: Sport Team OESS, OESS Green Team, etc.

#### ✓ Developing people's potential:

- Educational and developmental projects for employees are being implemented - Corporate MBA, Internal training, Internal promotions and personal development programs.
- An individual development and career planning system has been implemented, a feedback system and employee loyalty is supported

### OESS is a social investor and social leader

- ✓ Local contractors in the regions where the Company operates in social areas (education, medicine, sports, etc.) are supported
- ✓ Infrastructure improvement projects of settlements in the regions where the Company's enterprises operate are being implemented
- ✓ The company takes an active part in public and industry-relevant organizations and events.



## THE CONCEPT OF SUSTAINABLE DEVELOPMENT AND SOCIAL RESPONSIBILITY

### OESS is reliable partner

#### Ethic Conduct of business

OESS applies fair and ethical business practices and requires its partners to do the same.

- ✓ Visibility and honesty – the key to success in relations with employees, shareholders, investors, financial organizations and institutions, suppliers and partners, customers, government agencies, international organizations, the public and the media.
- ✓ OESS looks to effectively interact with stakeholders, to conduct a constructive dialogue based on the principles of respect, business partnership, fair competition, and conscientious compliance with its obligations.
- ✓ Confidence and openness of information is the basis of the Company's activities.

### OESS is a responsible services provider and contractor

#### Quality and safety:

- ✓ OESS provides high quality products, invests in innovative and advanced technologies
- ✓ OESS guarantees sustainable services and operations in accordance with ISO standards
- ✓ OESS ensures the quality of products with complete information about all the properties, composition and safety of products; response to claims is provided.

#### Environmental protection:

- ✓ Applicable legal requirement in the field of environmental protection are observed, environmental management systems are implemented and constantly improved in accordance with ISO 14001 standards, environmental risk management is carried out
- ✓ Environmental initiatives are being implemented: greenhouse gas reduction, application of energy-saving technologies, conservation of resources, waste utilization, use of 'Green energy', 'Green office', battery recycling program, purchase of more environmentally friendly products and services, holding 'green' actions in the presence regions of the Company
- ✓ Proactive research for better technology and operations for prevention of global warming and initiative to drive the alternative energy usage in the region operated

## PROCESS PARTICIPANTS AND RESPONSIBILITIES

<b>General Director</b>	<b>Compliance Team</b>
<ul style="list-style-type: none"><li>Responsible for implementing the Policy at all levels of the Company</li></ul>	<ul style="list-style-type: none"><li>Conduct internal investigations for cases/ situations of the Policy breach</li><li>Ensures the reporting line well established in situations of the Policy breach</li><li>Participates in the official investigations on circumstances that led to the Policy breach</li></ul>
<b>Research team</b>	
<ul style="list-style-type: none"><li>Checking the Best Available Practices and Best available Technologies for innovations for SD</li></ul>	
<b>Senior Management Team</b>	
<ul style="list-style-type: none"><li>Responsible for the implementing of the Policy within their functional areas</li><li>Control the prevention of potential situations of the Policy breach</li><li>Control the level of awareness of new employees about the principles of the Policy</li><li>Identify external and/ or internal risks that could potentially effect on the implementation of the Policy</li><li>Guarantee of response to all identified risks and the implementation of appropriate mitigating actions</li><li>Participate in the process of annual identification and risk assessment</li></ul>	

## INVALID ACTIONS



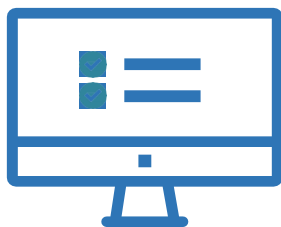
## REPORTING

- OESS conducts regular researches to improve socio-economic social state and ecological systems, performs an analysis of the effectiveness of its social initiatives and environment impact indicators.
- OESS regularly discloses information on sustainable development and corporate social responsibility in the annual Report in accordance with the requirements of current legislation and international standards, GRI \* principles (Global Reporting Initiative on Sustainable Development), as well as posting information on the principles and results of activities in the field of sustainable development and CSR (Corporate Social Responsibility) on the Company's corporate website and other sources.



## ILLEGAL ACTIONS

- Violation of the requirements and principles of the Policy
- Withholding of information on violations of the requirements and principles of the Policy
- Any actions that lead to financial loss or loss of reputation / goodwill of the Company



## OTHER STATEMENTS

- The Policy applies to all employees of the Company, regardless of their position
- General control over compliance with the requirements of the Policy and its relevance is entrusted to the General Manager
- The policy is the subject to review annually
- Each employee of the Company, incl. temporary employee, in situations involving a violation of the Policy should:
  - immediately inform supervisor
  - report about violation through the Hotline channels +99450 2059946 or contact the compliance manager by e-mail compliance@oess.az
  - take an active part in conducting corporate investigations.

**Process Owner:** General Director / Senior Management

### **Related Documents:**

- Corporate Code
- Sustainable Development Policy and Corporate Social Responsibility
- Equality, Diversity and Inclusion Policy
- Personnel management policies and procedures
- The procedure for receiving and reviewing information received through the Hot Line.
- Corporate investigations procedure
- Procedure of the OHS management system