



## CODE OF INTERACTION WITH SUPPLIER

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

© Oilfield Engineering & Supply Services LLC (OESS)

This document is proprietary and confidential. No part of this document may be reproduced or disclosed in any manner to a third party without prior written consent. The information disclosed in this document, including all designs and related materials, is the valuable property of OESS and/or its affiliates. OESS, as appropriate, reserve all patent, copyright and other proprietary rights, including all design, manufacturing, reproduction, use, and sales rights thereto, except to the extent said rights are expressly granted to others. All information is provided on an as is basis. To allow for design and specification improvements, the information in this document is subject to change at any time, without notice. Uncontrolled when printed or stored outside of the IMS – confirm the correct revision is used

### What do we need the Code of Interaction with Suppliers for?

OESS is a leading services supplier for reputable O&G companies, as well as a major supplier of oilfield products from the Caspian Region to any region through efficient and careful management of assets and resources while maintaining a stable business reputation.

Following the corporate vision and mission, sharing the values and guiding principles of our Company, we are responsible for market leadership and the impact that we have on the country, people and companies we work with.

OESS's suppliers are an integral part of the Company's overall success.

We do business with business partners fairly, we respond to requests in a timely manner, we are responsible for our commitments, and we professionally approach the fulfilment of contractual obligations.

When ensuring the above, we request our suppliers, buyers, employees of our counter-party, agents and subcontractors (hereinafter referred to as the "Supplier") having familiarized themselves with our Code of Interaction (hereinafter - the "Code") to respect and follow the principles when interacting

### Environmental Protection

OESS is responsible to society and is also responsible for the impact on the environment.

- We value those suppliers that share that philosophy.
- We request that our suppliers make continuous efforts to minimize environmental impact and improve environmental protection.
- A OESS's supplier shall comply with environmental laws, regulations, and sanitary standards that apply in the region where OESS operates.

### Following the Letter of the Law

OESS ensures compliance with applicable national and international laws in the regions where the Company operates.

OESS requests its Suppliers to strictly adhere to the principles of legality and transparency, not allowing any illegal/unlawful actions, or violation of established rules

### Fair Business Practices

We develop relationships based on openness and mutual trust.

We hold fair, public tenders and explain the grounds for our choice of suppliers.

Any tenderer may notify OESS if they perceive violations of those rights by contacting the Hotline **+994 50 2059946** or at [compliance@oess.az](mailto:compliance@oess.az)

We treat everyone with dignity and respect.

We observe the principles of honesty, and we request the same from our partners.

### Human Rights and Treatment of Personnel

OESS maintains, and requires suppliers to ensure, fair working conditions for employees:

- equal opportunities and cultural diversity based on the following factors: sex and age, disability, racial, national and ethnic affiliation, religion and culture, political beliefs, sexual orientation, social status
- countering inappropriate corporate behavior that demonstrates humiliation, discrimination, harassment, abuse and violence
- compliance with the rules and regulations established by labour legislation
- ensuring occupational and industrial safety, a working environment that does not endanger life and health
- complete ban on child and forced labour
- Each supplier employee has the opportunity to notify OESS of his rights by contacting the Hotline

### **Sustainability, Quality and Customer-Centricity**

- OESS requires its suppliers to maintain business practices that are sustainable and efficient, as well as to maintain high standards of customer service.
- Suppliers shall provide products and services that meet customer needs, as well as legal, quality and safety requirements.

### **Protection of the Company's Information, Personal Data, Assets and Interests**

OESS and our suppliers shall ensure that confidential insider information and personal data are properly protected. They shall comply with the requirements for the protection of the information, assets and interests.

OESS and the suppliers shall duly protect and use personal data and confidential information. Parties which gained access to confidential and insider information in the course of a business relationship shall not share this information with any other person.

OESS and the suppliers shall comply with applicable data protection and security laws, as well as applicable rules, in particular with respect to personal data of customers, consumers, employees and shareholders. The parties shall fulfil all the above requirements when collecting, processing, sharing or using personal data

### **Verification of Compliance with the Supply Agreement**

OESS reserves the right to verify whether our suppliers comply with the terms of the Supply Agreement and the Code when providing goods, works and services.

In addition, in cases of signs of violations and in accordance with the Policy for Management of the Conflict of Interests and the Prevention of Fraud and Corruption, we will:

- refuse to consider the Supplier's commercial tender offer
- exclude the current Supplier from the list of suppliers with which the Company works
- terminate valid contracts with such Supplier
- break off further cooperation.

We require that the Supplier also adheres to the highest standards of business ethics. Thus, we propose to stipulate bilateral assurances and guarantees of joint counteraction to fraud, bribery and corruption, money laundering and financing of terrorism, and compliance with the regime of international sanctions in the course of our cooperation by entering into the agreements the Anti-corruption clause that secures mutual obligations in this Issue.

In order to continuously maintain the above principles, the Company regulates the Corporate Code and the relevant Policies and introduces a system of sanctions for corrupt acts both on the part of the employees and on the part of our Partners.

The above principles of work will help us in creating, developing and maintaining business partnership relations that ensure mutually beneficial cooperation.