

Head Office

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DEAR PARTNER,

We hereby express our respect to you, appreciation of fruitful cooperation and hope for strengthening it in the future.

By following the corporate vision and mission, sharing the values and guiding principles of our Company, we take responsible attitude to the services leadership and the impact that we have on the country, people and companies we work with. We fairly run the business with our business partners, timely respond to requests, bear responsibility for assumed obligations, take a professional approach to the performance of contractual terms.

For us, partnership relations are not just about the achievement of mutually beneficial goals, they are also to facilitate the formation of the Oil and Gas business culture, the main principles of which are as follows:

- fair competition
- transparency and honesty
- professionalism
- zero tolerance for corporate fraud and corruption.

For the continuous maintenance of the above-mentioned principles, the Company has stipulated the Corporate Code and relevant Policies and introduced a zero tolerance system for corruption by both our employees and our Partners.

In accordance with the Corporate Code of the Company, the Conflict of Interest Management and Anti-Fraud and Corruption Policy, we:

- strictly eliminate any manifestations of corruption, bribery and fraud within the Company;
- do not accept presents (gifts) and do not participate in the events that may affect the business decision-making process;
- counteract the conflict of interest that may result in financial and reputational damages and losses.

We regard the proved facts of non-compliance of employees with the specified requirements as unacceptable violations and give them proper assessment and publicity.

Moreover, in accordance with the Company's Procurement Policy, in cases of signs of corruption on the part of the Supplier, we:

- refuse to consider the Supplier's commercial/bid offer
- exclude such Supplier from the list of suppliers with which the Company interacts
- terminate existing contracts with such Supplier and cease any further interaction.

We are sure that your Company also adheres to the highest standards of business ethics. In this regard, we propose to stipulate bilateral assurances and guarantees of joint counteraction to fraud, bribery and corruption, money laundering and financing of terrorism, compliance with the regime of international sanctions in our interaction by introducing the Anti-Corruption Clause into agreements to secure mutual obligations on this issue.

We believe that responsible business partnership based on the principles of fair competition, transparency, professionalism and zero tolerance for fraud and corruption will contribute to the development of high business conduct standards, economic growth and sustainable development of the anti-corruption culture in relevant regions.

With best regards,
Senior Partner
Tural Bayramov