



EQUALITY, DIVERSITY AND INCLUSION POLICY

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

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General Statements

Realizing its vision and mission, OESS develops the potential of the Oil and Gas sector through the development of people's potential in accordance with the Equality, Diversity and Inclusion Principles which contribute to the development of innovation and business success.

Key target of the Equality, Diversity and Inclusion Policy (hereinafter – EDI) is to ensure an objective and unbiased attitude toward people of different opportunities and cultures, and to create conditions for work and cooperation that provide equal rights and benefits to the Company, its employees and partners.

Our philosophy regarding equal opportunities and cultural diversity is focused on the following factors:

- Gender and age
- Physical ability and mental capacity
- Race, nationality and ethnicity
- Religion and culture
- Sexual orientation
- Social status

We are guided by EDI principles in what we do

Key principals

Adherence to the tenets of equality, inclusion and diversity, promotion of the value of human dignity, and non-discrimination

Creating opportunities and reducing barriers for all, especially underrepresented groups: young people, women, disabled people, people of pre-retirement age and regional affiliation, etc.

Raising staff awareness of the EDI policy, involving management and staff in its maintenance and sustainable development

Compliance with the Corporate Code and Internal Policies and Procedures of OESS

Methods for Supporting Diversity

- Creating a safe workplace by establishing the proper work environment and promoting the ethical behavior of staff
- Counteracting inadequate corporate behavior that contributes to discrimination, harassment, bullying, violence or the loss of human dignity
- Broadening the decision-making process by considering a variety of opinions, bringing together people with different experiences, views and expertise
- Complying with anti-discrimination legislation and promoting equal opportunities
- Developing and realizing staff training and programs in order to obtain commitments to the principles of the EDI policy and stimulate its expansion
- Monitoring the balance of diversity and continually managing its compliance

Concept of diversity in the appointment of the directors

Gender attribute: top management of the Company doesn't depend on gender. Company adheres to the principle of equality of opportunity for the participation of women and men. The management of the Company is obligatorily composed of women as well

Nationality, race and ethnicity: the composition of the management can include the representation of different nationalities, races and ethnicities for the development of business on the basis of their experience and understanding of the business environment

Skills and experience: Management of the Company have differentiated experience and knowledge in various business areas

Inspection: The diversity of the management of the Company are constantly monitored by leadership

Process Participants and Responsibilities

Risk Management Committee <ul style="list-style-type: none"> ✓ Decision-making on how to respond to violations of the Policy, agreeing on recommendations for interventions to prevent their recurrence ✓ Analysis of controls that did not promptly identify / prevent a situation that violates the Policy ✓ Providing recommendations for the development of the Policy 	General Director <ul style="list-style-type: none"> ✓ Responsible for implementing the Policy throughout the Company
	Security Department <ul style="list-style-type: none"> ✓ Conducting internal investigations for cases / situations of violation of the Policy
Functional Directors <ul style="list-style-type: none"> ✓ Responsible for the implementation of the Policy within their areas ✓ Control of prevention of occurrence of potential situations of violation of the Policy ✓ Regular informing of subordinates about preventing inappropriate behavior, including discrimination, harassment, bullying and violence ✓ Controlling the level of awareness of new employees about the principles of the Policy ✓ Immediate consideration of identified information about the situations of violation of the Policy, according to the Procedure for conducting corporate investigations 	
Human Resources and Communications Director <ul style="list-style-type: none"> ✓ Monitoring, coordinating the implementation of controls and timely updating of the Policy at least every three years or, if necessary, when changing the requirements of applicable law ✓ Organizing of the development and implementation of training programs of concern to the EDI policy 	
Compliance manager <ul style="list-style-type: none"> ✓ Whistle-blower protection in situations of violation of the Policy ✓ Participation in official investigations on circumstances that led to violation of the Policy 	
Personnel Service employees <ul style="list-style-type: none"> ✓ Implementation and monitoring the implementation of controls in the HR processes to prevent policy violations ✓ Implementation of measures to create a culture of recognition, respect for differences ✓ Conducting training and advising employees on issues related to the Policy 	

**POLICY APPLIES TO ALL EMPLOYEES OF OESS,
INCLUDING TEMPORARY EMPLOYEES**

Employees of OESS, as well as members of OESS management bodies who are not employees, irrespective of their position, bear the personal responsibility for non-fulfilment (improper fulfilment) of the provisions of the Policy to the Company

The policy is subject to review by the Audit Committee.

Every employee of the Company, including a temporary employee, is obliged:

- to comply with the requirements of the Policy and ensure that personal interests and connections, friendly and other relationships, and personal preferences do not affect the performance of business duties and relationships with colleagues
- when there are situations entailing a violation of the Policy:
 - inform the immediate manager and staff member of the Staff Service
 - to report violations on the Hotline +994 50 205 9946 or address to the Compliance manager compliance@oess.az
 - to take an active part in conducting corporate investigations in the part of the EDI policy

Prepared by: Human Resources and Compliance teams