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## DOSAS BUSINESS PARTNER CODE OF CONDUCT

### We are committed to conducting business ethically and sustainably

At DOSAS, our vision is to be the first choice in chemistry for energy industries. This requires that we conduct our business efficiently, safely and responsibly, always adhering to the highest standards of integrity, legal compliance and ethical conduct. We believe that how we do things is even more important than what we do.

### We expect the same from our Business Partners

We deal only with Business Partners (e.g. suppliers, consultants, advisers, distributors and agents) who conduct their business ethically and responsibly.

Accordingly, we expect you as our Business Partner to follow all applicable laws and regulations, and comply with the standards established in this DOSAS Business Partner Code of Conduct (the "Code") in your dealings with or on behalf of DOSAS. We expect you also to ensure your relevant employees and subcontractors comply with this Code.

This Code sets the minimum standards of behavior you are expected to follow as our Business Partner. It reflects DOSAS' values and the principles set out in the Guidelines for Multinational Enterprises. This Code is not a substitute for, and does not override, applicable laws and regulations.

### Business conduct


We expect to:

- *Comply with all applicable laws and regulations*
- *Compete fairly and ethically, and within the framework of applicable competition laws*
- *Ensure you and third parties acting on your behalf do not offer, give or accept improper or corrupt payments, including facilitation payments, improper gifts, entertainment, gratuities, favors, donations or any other improper transfer of value. In particular, you will not engage in any form of bribery or kickback scheme or otherwise offer any incentive to DOSAS employees to obtain or retain any business*
- *Comply with all laws that prohibit money laundering or financing for illegal or illegitimate purposes*
- *Respect our and third parties' intellectual property and confidential information*
- *Conduct your business in accordance with applicable trade compliance laws and regulations, including embargoes and sanctions, customs regulations, import and export regulations, export controls, customs valuation, country of origin and preferential trade*
- *Implement systems, controls and policies to promote compliance with applicable laws and this Code, including training, monitoring and auditing mechanisms*

### Human rights

In accordance with the UN Universal Declaration of Human Rights and the core conventions of the International Labor Organization (ILO), we expect you to:

- *Respect fundamental human rights*
- *Treat people with dignity, decency and respect, and avoid any kind of discrimination, harassment, intimidation, oppression or exploitation of your employees*

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- *Never use any form of forced or child labor*
- *Respect freedom of association and collective bargaining*
- *Respect the privacy of the personal information to which you have access, and process personal information only for legitimate business purposes and in compliance with applicable laws*
- *Pay compensation to your employees that complies with all applicable wage laws, including those relating to minimum wages, overtime hours and legally mandated benefits*

### **Environment and safety**

We expect you to:

- *Seek to lower your environmental footprint*
- *Provide safe and healthy working conditions for your employees and contractors*
- *Comply with DOSAS safety requirements when working at or visiting DOSAS premises, and undertake necessary safety training*

### **Product safety, quality and sustainability**

If you are a supplier of products, we expect you to:

- *Identify and look for opportunities to reduce any negative environmental impacts of your manufacturing and your products during their lifecycle*
- *Ensure your products are made and developed to the highest ethical and safety standards*
- *Follow applicable laws and regulations on product safety, including communication of the hazards and information about the safe use of chemicals if applicable*

### **DOSAS commitments to its Business Partners**


In relation to our Business Partners, we will:

- *Select and treat our Business Partners fairly and objectively at all times*
- *Conduct our business ethically*
- *Adhere to the terms and conditions of our agreed contractual obligations and address any exceptions in a timely manner*
- *Ensure that our suppliers' sustainability credentials are part of our supplier selection process, and, where appropriate, sustainability criteria are used in the award of contracts*
- *Seek to ensure that our Business Partners understand and comply with this Code*

### **Compliance with this Code**

We may ask you to verify your compliance with this Code through a self-assessment questionnaire, certification, third-party assessment or on-site audit.

Notwithstanding any provision in any agreement between you and us, if you do not follow the requirements set out in this Code, we will discuss with you how you should improve your performance, and further, in the event you have materially breached this Code, we reserve the right to terminate such agreement(s) and/or defer any outstanding business and transactions with you.

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We encourage you to report any concern or activity which violates this Code to our Ethics & Compliance function. Any such report will be treated as strictly confidentially and anonymously as possible.

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