

Appendix

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ИРКУТСКИЙ ЗАВОД ПОЛИМЕРОВ

POLICY OF

CONDUCT OF THE SUPPLIER OF ООО "IRKUTSK POLYMER PLANT"

ПЛ.02.18.ИЗП

Revision 1

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Information about previous document revisions

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1 General Provisions

1.1 Document Purpose

- 1.1.1 When purchasing goods, works and services, ООО "ИП" actively interacts with organizations in all sectors of the economy both in the Russian Federation and around the world, adhering to high ethical standards, the principles of open and honest business conduct, as well as a firm focus on sustainable development.
- 1.1.2 Sustainable development is a globally recognized approach to maintaining economic growth that does not lead to damage to the planet or depletion of its resources, which improves the quality of life for present and future generations. Sustainable development makes a significant contribution to the success of any company and ensures its further development.
- 1.1.3 Sustainable development is an integral part of the corporate strategy of ООО "ИП". In its current activities, ООО "ИП" treats sustainable development and all its components with full responsibility: labour and health protection, fire and industrial safety, corporate governance, business ethics and environmental protection.
- 1.1.4 For ООО "ИП" sustainable development means providing people and industry with environmentally friendly and affordable energy, creating economic value and opportunities for society through tax deductions, creating new jobs, comprehensive support for local communities in the regions of presence, respect for human rights, minimizing negative environmental impact, including optimizing and improving approaches to environmental protection, as well as conducting procurement activities based on the principles of human rights protection, compliance with the basics of business ethics, anti-corruption.
- 1.1.5 This policy of the supplier of products and services is developed on the basis of clause 1.2. of the environmental and social action plan (ESAP) and shall be included in the tender documentation of ООО "ИП".
- 1.1.6 The principles reflected in this Supplier Conduct Policy also include such an important component as the selection and evaluation of suppliers. Moreover, we expect our suppliers to spread these standards throughout the supply chain. If the supplier violates these principles and is unable to agree or implement an improvement plan, ООО "ИП" reserves the right to review the continuation of commercial relations with such a supplier. We bring this Policy of Conduct to the attention of our suppliers in order to strengthen a common understanding of how to use these principles in everyday activities, including taking measures to improve the health of people, animals and plants.

1.2 Terms and Definitions

Term	Definition
Vendors	Suppliers include any third parties, providing goods and services to OOO "IPP", as well as agents or subcontractors of such third parties.
Employees	The personnel involved in the work or who are in an employment relationship with the supplier.
Human trafficking	Recruitment, concealment or transportation of people for the purpose of their exploitation through the use of violence, deception and force and forced labour.
International Labour Organization	The UN Agency ILO unites government organizations, employees and workers of 187 UN member countries and is designed to establish labour standards, develop policies and prepare programs that ensure decent work for all employees.
The UN Global Compact	A voluntary initiative of the United Nations (UN), based on the obligations of CEOs of companies to implement the universal principles of sustainable development.
Personal data	Any information about a particular or the designated individual.
Standards and certification requirements of sustainable development	Voluntary norms and standards, usually subject to evaluation by third parties, that are related to environmental, social, ethical and safety issues and are put into circulation by companies to demonstrate the effectiveness of their organizations and products in certain areas.

1.3 Abbreviations and Designations

Abbreviation	Meaning
OOO "IPP"	OOO "Irkutsk Polymer Plant"
UN ILO	United Nations International Labour Organization

2 Basic provisions of the supplier's policy

2.1 Compliance with the policy by suppliers

2.1.1 OOO "IPP" expects from suppliers:

- compliance with the principles of open and honest business conduct, business ethics and sustainable development, as well as the principles of the United Nations Global Compact, the International Labour Organization, the Declaration on Fundamental Principles and Rights at Work and applicable legislation in the field of occupational safety and health, ecology, fire and industrial safety;
- compliance with the provisions of the Policy, including through the adoption and implementation of the supplier's own policy of conduct, which includes the basic provisions set out in the Policy;
- ensuring compliance with the provisions of the Policy with respect to its employees, controlled companies, contractors with whom contracts are concluded that are necessary for the execution of contracts concluded by suppliers with OOO "IPP".

2.1.2 OOO "IPP" encourages suppliers to communicate the provisions of the Policy to their counterparties.

2.2 Labour relations

2.2.1 OOO "IPP" shares the principles of social partnership in its relations with its employees and strives to be a responsible employer not only by observing the applicable law, but also by assuming a number of voluntary obligations regarding the development, training, social support and encouragement of employees. OOO "IPP" expects suppliers to adhere to such principles.

2.2.2 OOO "IPP" expects from Suppliers:

- recognition of freedom of association and promotion of the right to collective bargaining and freedom of speech, prevention of obstacles to the exercise by employees of their labour rights, freedoms and legitimate interests and their protection by all means not prohibited by law;
- prevention of the use of child and forced labour;
- ensuring working conditions without discrimination and harassment;
- non-discrimination of people based on race, skin colour, sexual orientation, nationality, disability, religion, political views, trade union membership or other discriminatory grounds in accordance with applicable law;
- ensuring the provision of fair and objective wages, benefits and other employment conditions in accordance with applicable law;
- ensuring safe working conditions that meet the regulatory requirements of labour protection, including housing conditions (if required by applicable law);
- implementation of measures to improve working conditions, labour protection and reduce the levels of occupational risks.

2.3 Human rights

2.3.1 OOO "IPP" expects suppliers to adhere to the principles of respect for human rights in relation to their employees, as well as any third parties, respect for their honour and dignity, as well as social responsibility towards local communities in the region of presence.

2.3.2 OOO "IPP" expects from suppliers:

- compliance with the requirements of applicable law in the field of protection of human rights and the rights of local communities in the regions of presence;
- upholding the principles set forth in the Universal Declaration of Human Rights and the principles of the United Nations Global Compact;
- respect for the human dignity and rights of its employees, as well as any third parties;
- making an economic and social contribution to the development of the regions of presence, providing comprehensive support to local communities in the regions of presence, as well as respect for their cultural heritage and traditions;
- ensuring the confidentiality of personal data and processing them in accordance with applicable law.

2.4 Health, Safety and Environment

2.4.1 OOO "IPP" expects suppliers to comply with the principles of responsible attitude to occupational safety and health, environmental protection and the use of natural resources.

2.4.2 OOO "IPP" expects that in the production and supply of goods, performance of works, provision of services, suppliers:

- comply with the applicable law in the field of environmental protection, labour protection, industrial and fire safety;
- comply with the requirements of contracts concluded with OOO "IPP" concerning environmental protection, labour protection, industrial and fire safety;
- implementation of environmental protection measures to prevent or reduce the risks of negative impact on the environment; fire prevention measures and procedures for compliance with industrial safety requirements.

2.5 Compliance with business ethics

2.5.1 OOO "IPP" expects suppliers to comply with the principles of ethical and honest business conduct.

2.5.2 OOO "IPP" expects from suppliers:

- compliance with the applicable law when fulfilling its obligations under contracts concluded with OOO "IPP";
- prevention of the commission of any types of corruption offenses and acts related to the legalization (laundering) of proceeds from crime, as well as compliance with the requirements of the Anti-Corruption Policy of OOO "IPP";
- prevention of actions or omissions that give rise to conflicts in business relations. Striving to resolve the conflicts that have arisen on the basis of a balance of interests of participants in business relations;
- establishing a ban on the misuse of confidential information and preventing its misuse. Compliance with the requirements of agreements and contracts concluded with OOO "IPP" related to the protection of confidential information;
- conduct of competition fairly and in accordance with antitrust and competition laws.

2.6 Review of information about a violation of the Policy

2.6.1 Any person has the opportunity to report the facts of violation of the Code that have become known to them to OOO "IPP" at the address: ipp@irkutskoil.ru.

2.6.2 OOO "IPP" ensures that all received information is reviewed and appropriate measures are taken if necessary.

2.7 Self-assessment of the Supplier for compliance with the Policy provisions

2.7.1 The Supplier independently fills out the self-assessment checklist provided in Appendix 1 to this Standard and sends it to the address of OOO "IPP".

3 Appendices

No.	Title	Form ID	Note
1	Supplier self-assessment checklist form	Ф_01.ПЛ.02.18.ИЗП (rev. 1)	Included in this document. Refer to the tab "Attached Files" in WikiOil