



قطر للطاقة
QatarEnergy

Supplier Principles of Conduct

Expectations of our Supply Chain

January 2024





WORKING WITH US

At QatarEnergy, our vision is to be one of the best energy companies in the world. We set and expect a high standard of ethical leadership, sustainable business practices and operational excellence from ourselves and our suppliers.

The purpose of this document is to outline our principles of behavior and reinforce our expectations of our business partners, who are valued members of our supply chain.

We expect our suppliers, or those who seek to provide goods, services or personnel to the organization, to adhere to and comply with these principles of behaviour, as well as all applicable laws and regulations.

We have published this document to ensure that our suppliers understand and are aligned with our standards

of behavior. As a valued supplier to QatarEnergy, we expect you and your sub-contractors to adopt these principles. Violation of these principles may constitute a breach of law and/or your contractual obligations to QatarEnergy.

These Supplier Principles of Conduct are designed to facilitate understanding and should be used as an easy reference to our most important commitments and expectations. They embody our values and are derived from our Code of Conduct, and related Foundational Policies.

EXPECTATIONS OF OUR SUPPLY CHAIN

The Supplier Principles of Conduct are as follows:



1. Safety at work



4. Protection of the environment



2. Fairness and integrity



5. Action on climate change



3. Respect and human rights



6. Promotion of local economic and social development

At QatarEnergy, we place great emphasis on our responsibility and our role as an energy transition partner. We know that success relies on forging strong, respectful and mutually beneficial relationships with our supplier community.

As a valued supplier to QatarEnergy, we expect you to support us in our commitment to ethical leadership and to familiarize yourself with and uphold these Supplier Principles of Conduct, including helping everyone in your supply chain to fully understand and adopt them.

Working safely, doing business fairly and with integrity

Safety and integrity are core values of QatarEnergy that we expect our suppliers to share.

We care for our people and make safety a priority for everyone. Equally, we place the highest importance on honesty and ethical behavior, always choosing to do the right thing.

1 SAFETY AT WORK

The health, security and safety of people is central to all our business activities and we aim to achieve “no harm” in all of our operations. We expect everyone working in our supply chain to go home safely each day.

Our key expectations from you and your sub-contractors:

- Comply and stay up to date with current health, safety and security legislation and regulations.
- Ensure that all activities and operations remain safe and continually reinforce a safety-first culture.
- Aim for no harm to people, have a goal of no accidents and have zero-tolerance to unsafe behavior.
- Protect the health, safety and security of all personnel working at or with QatarEnergy, in compliance with our Occupational Health and Safety Policy.



In Practice - What this means for you and your sub-contractors:

- Create a safe, healthy and secure organization by defining your own standards, in alignment with the law, your contractual requirements and these Supplier Principles of Conduct.
- Appoint a qualified person to oversee and be responsible for the implementation, monitoring and reporting on your organization’s health, safety and security practices and performance.
- Empower employees to stop work immediately if they believe a situation is unsafe.
- Ensure that employees are trained, issued with and always use protective equipment. Post clear reminders about their use in the workplace so everyone can understand their importance.
- Report and encourage your sub-contractors to report all accidents, injuries, illnesses or unsafe conditions immediately.
- Conduct health, safety and security risk assessments. Be pro-active on the identification, elimination or control of risks, and seek to continually improve and learn by setting improvement-oriented occupational health, safety and security objectives.
- We suggest that you adopt a systematic approach to health, safety and security, one that allows for a standardized risk assessment, and the development of measures to prevent and mitigate risks.



IMPORTANT TO REMEMBER:

As employers, it is essential that collectively we place the health, safety and security of our people first - everyday and all of the time. Their wellbeing is important to all of us.

2 FAIRNESS AND INTEGRITY



QatarEnergy expects all business to be conducted in accordance with our values and the principles outlined in this document. In addition, we expect that we - and our suppliers - will always comply with and operate in accordance with the laws and regulations applicable in the countries in which we operate.

Our key expectations from you and your sub-contractors:

- Comply with all laws and regulations in the country in which you are operating.
- Adhere to these principles.
- Do not accept or engage in any form of corruption, bribery or fraud.
- Set a high standard of business conduct by minimizing and mitigating all conflicts of interest.
- Trade in accordance with legal and regulatory requirements, including all sanctions and related trade restrictions.
- Respect, responsibly manage and protect all QatarEnergy assets, both tangible and intangible, including information and intellectual property.
- Maintain accurate books and records that demonstrate compliance with all applicable laws and regulations.
- Remain alert to any irregular payments, suspicious transactions or suspected money laundering activities, ensuring they are reported to us and the authorities in a timely manner so that appropriate action may be taken.

In Practice - What this means for you and your sub-contractors:

- Ensure that your employees and those who work for you do not offer, authorize, give, pay, solicit, accept or receive, either directly or indirectly, a bribe to or from any employee, official (including a public official), or agent of any government, public or commercial entity, or individuals, in connection with the business or activities of QatarEnergy.
- Understand that this includes the giving or receiving of an improper advantage through undue influence, preferential treatment or any form of improper payment.

- QatarEnergy prohibits the giving or receiving of facilitation payments of any kind. We require you to do this as well.
- Recognize that QatarEnergy employees are not permitted to accept gifts or hospitality with a value exceeding QAR 500.
- Understand that potential or actual conflicts of interest that could arise from doing business with QatarEnergy should be identified and reported to QatarEnergy immediately.
- Trade and compete fairly, legally and transparently.



IMPORTANT TO REMEMBER:

In some jurisdictions, QatarEnergy employees may be considered representatives of the government of the State of Qatar and as such might legally be considered as foreign public officials.

If you or your sub-contractors have a personal (family) relationship with anyone in the QatarEnergy group who could influence (or be seen to influence) any aspect of our business dealings with you or your sub-contractors, you need to report it to us immediately.

Respect is a core value at QatarEnergy

We expect our suppliers to act with respect. It starts with treating employees and others fairly and with dignity. This means from the way you speak, to honoring all commitments including fair payment of wages, providing a safe work environment, reasonable hours of work, and appropriate accommodation and living conditions.

In other words, treating people in the way that you would like to be treated.

3 RESPECT AND HUMAN RIGHTS



We expect that all suppliers share in our respect for human rights. Our commitments, as outlined in our Human Rights Policy, were inspired by the Universal Declaration of Human Rights and guided by the constitution of the State of Qatar.

We expect that these human rights commitments are also embedded into your business practices and the manner in which you treat your employees and people in general.

Our key expectations from you and your sub-contractors:

- Operate without and create an environment free of discrimination, harassment, and retaliation.
- Create healthy, safe and secure working conditions for all people.
- Treat all workers fairly, with dignity and respect.
- Have zero tolerance for child labour or for any form of modern slavery where a person is forced or coerced into working against his or her will.
- Pay special attention to human rights and possible negative impacts on vulnerable people, including migrant workers and indigenous populations.



In Practice - What this means for you and your sub-contractors:

- Establish fair employment procedures for all employees, regardless of race, disability, or political or religious beliefs.
- Ensure that no recruitment fees are paid by your employees or your sub-contractors' workers to any third parties or agencies.
- All employees must be allowed to retain possession of their identity documents throughout their employment.
- Establish a system to ensure that all workers are of legal working age and have a right to work – check identification documents and certificates.
- Ensure compliance with all applicable employment laws and regulations in regards to full, fair and timely payment of wages, reasonable working hours and vacation entitlement.
- Monitor your workforce to ensure that all employees are working of their own free will, and are free to leave their employment, should they wish.
- Ensure workers can raise grievances without fear of reprisal.
- Engage pro-actively and respectfully with local communities and appropriately to local culture.
- We expect that all workers will be supplied with safe and healthy living conditions that comply with the law and meet QatarEnergy's standards.

IMPORTANT TO REMEMBER:

The welfare of your workforce is of utmost importance to our collective success and is essential to your working relationship with QatarEnergy.

4 PROTECTION OF THE ENVIRONMENT



Respect and protection of the environment are central to our business principles and should be part of our collective activities. We expect our suppliers to act as responsible stewards of natural resources and to take steps to ensure that their impact on the environment is considered in all operations, as together we work to protect our ecosystems for current and future generations.

Our key expectations from you and your sub-contractors:

- Comply with all applicable environmental protection laws and regulations and stay up to date with any changes in legislation.
- Take action to protect the environment and biodiversity, and prevent pollution on land, water and air by developing waste management solutions.
- Ensure that you have a robust management system that includes environmental protection.
- Continuously improve and monitor your environmental management system to enhance environmental and pollution control performance.
- Regularly report on your overall environmental performance and request similar reports from your suppliers and sub-contractors.

In Practice - What this means for you and your sub-contractors:

- Responsibility is taken for environmental protection and risk mitigation whether this be in the office, a factory or in the field.
- Define an Environment Policy with specific objectives and targets and monitor and report on progress towards their achievements.
- Verify compliance with QatarEnergy's Environment Policy at regular intervals by routinely inspecting and reporting on systems, processes and performance.
- Manage and track emissions, discharges and releases (air, water, waste).

- Conduct risk assessments and manage environmental risks, with written procedures and work instructions, including for the handling and disposal of chemicals and other harmful substances.
- Use water responsibly and adopt measures to reduce emissions and material wastes.
- Be prepared and develop and make available a comprehensive response plan to contain spillage of hazardous materials and to protect people and the environment should an incident occur.
- Apply a risk-based assessment of your environmental performance, relevant to the services you and your sub-contractors are providing.



IMPORTANT TO REMEMBER:

Every business has responsibility for the protection of our environment today and for the future. Even the smallest actions can have an impact.

5 ACTION ON CLIMATE CHANGE



Climate change is one of the most critical issues of our time. It is a shared challenge and addressing it will require the combined efforts of all stakeholders.

QatarEnergy is committed to doing its part to tackle climate change and we expect our suppliers to join us in this commitment to take prompt and dedicated action.

Our key expectations from you and your sub-contractors:

- Commit and take action to reduce contributions to climate change across all operations.
- Collaborate with QatarEnergy to deliver on our climate change commitments and targets.

In Practice - What this means for you and your sub-contractors:

- Establish a baseline to determine your climate change contribution.
- Develop a roadmap and associated action plan to reduce GHG emissions and improve energy efficiency across all operations.

- Ensure actions on climate change are integrated into decision making, processes and behaviors.
- Monitor and evaluate performance, and implement improvement measures.
- Report what is material to your organization in relation to climate change.



IMPORTANT TO REMEMBER:

The challenges of climate change affect us all. We should all take action now, keeping current and future generations in mind.

6

PROMOTION OF LOCAL ECONOMIC AND SOCIAL DEVELOPMENT



In line with the Qatar National Vision 2030, all suppliers and their sub-contractors should consider how they can create a balance between economic, environmental and social performance.

When we work with our supply-chain, together, we can all achieve business success and create value for the shared benefit of our stakeholders, local communities and future generations.

Our key expectations from you and your sub-contractors:

- Deliver social and economic benefit and shared value to the communities in which you operate.
- Support local value chains, build and maintain mutually beneficial relationships.
- To be successful, your business should create opportunities for others and enhance the communities in which you operate.
- Give local companies the opportunity to develop their business.
- Foster dialogue with all stakeholders.

In Practice - What this means for you and your sub-contractors:

- Register your business as part of QatarEnergy's Supply Chain Localization Program (Tawteen) and notify local suppliers and their sub-contractors of future opportunities associated with it.
- Evaluate if the scope of certain of your tender documents can be adjusted to enable local businesses to provide a bid submission and invite them to do so.

- Respect the rights of individuals and communities and offer a feedback mechanism including a confidential reporting line.
- Maintain a dialogue and engage with local communities honestly, transparently and with respect.
- Consider working on initiatives which improve a community's social wellbeing and/or economic development.



IMPORTANT TO REMEMBER:

To be successful, your business should create opportunities for others and enhance the communities in which you operate.

We encourage you to keep this in mind and join us in supporting Qatar's National Vision 2030 and the ambitions of the UN Sustainable Development Goals (SDGs).

Personal responsibility for upholding these principles

We all share an individual as well as collective responsibility to uphold these Supplier Principles of Conduct.

Adherence to these principles is a requirement to doing business with QatarEnergy.

EASY STEPS FOR QATARENERGY AND OUR SUPPLIERS:

- 1 Commit to our Principles of Conduct**
As an existing or potential supplier to QatarEnergy, you need to adopt these principles and be prepared for us to assess you and your sub-contractor's adherence to them.
- 2 Communicate our standards**
We expect you to ensure that your personnel are familiar with, and adopt our Supplier Principles of Conduct. Should you retain sub-contractors to undertake or assist in the delivery of your work with or for QatarEnergy, we expect you to ensure that they are made aware of and adopt them as well.
- 3 Provide evidence of third-party assessment, when required**
In some circumstances, we may ask our suppliers and their sub-contractors to conduct or provide evidence of a third party assessment of their adherence to our principles.
- 4 Manage your risks pro-actively and report transparently**
Where a risk has been identified, you are required to inform QatarEnergy, develop a corrective action plan and provide us with an update on your progress.

ARE YOU A QATARENERGY SUPPLIER? WOULD YOU LIKE TO BECOME ONE?

Commitment to these principles is a requirement to registering as a supplier to QatarEnergy. As a valued business partner to our organization, we expect you to:

- Adopt these Supplier Principles of Conduct and ensure they are aligned with your own.
- Ensure day-to-day working and living conditions are in line with the law and QatarEnergy's standards.
- Ensure your own suppliers and their sub-contractors understand and adhere to these principles.

NEED HELP WITH AREAS OF COMPLIANCE?

Register your interest in learning more about the Supplier Principles of Conduct, Expectations of our Supply Chain by contacting the QatarEnergy Supplier Relations Team at supplierrelation@qatarenergy.qa

FOR YOUR REFERENCE:

Our reference documents are publicly available on our website (www.QatarEnergy.qa) including our:

- Values
- Code of Conduct
- Foundational Policies
- Supplier Principles of Conduct (Expectations of our Supply Chain)

ANY CONCERNS?

At QatarEnergy, we are committed to the highest standard of ethical business conduct. Our success depends on everyone sharing in that commitment and proactively identifying and addressing concerns and acts of potential wrongdoing.

You should know that QatarEnergy ensures that people who speak up can do so freely and safely, without fear of retaliation or negative consequences by:

- calling the confidential Speak Up Line on +974 4013 1829
- sending an email to speakup@qatarenergy.qa
- speaking to a member of QatarEnergy's Audit, Human Capital or Legal departments.

