

## Supplier Code of Conduct

### What does this Code do?

At Motiva Enterprises LLC ("Motiva"), how we conduct ourselves is just as important as the results that we achieve. We believe that there are certain values that are core to our company and are so deeply held in our culture that they instinctively guide our day-to-day behavior. These core values are **integrity, honesty, and respect for all people**. They are the bedrock of our organization on which the foundation of Motiva sits. No matter how we grow or what we become, those values never change, shift or give way. Motiva's Supplier Code of Conduct (the "Supplier Code") is based on these core values and outlines our expectations of the work practices of our vendors, suppliers and contractors ("Suppliers"). Consistent with all our policies and procedures, including our Employee Code of Conduct, we expect Suppliers to adhere to our fundamental values, policies, procedures and the Supplier Code. Suppliers must assist Motiva in enforcing the Supplier Code by communicating its principles and requirements to their employees and business partners.

### Compliance with Laws and Business Ethics

Suppliers must comply with all applicable domestic and foreign laws and regulations pertinent to the delivery of goods and services being provided.

Suppliers should be committed to the highest standards of ethical conduct when dealing with Motiva and its employees, as well as other Suppliers and customers.

Suppliers should conduct all their activities professionally. Suppliers should act in good faith with respect to any recommendations that they give to Motiva, so that issues are never influenced by anything other than the best and proper interests of Motiva.

### Health, Safety, Security and Environment

Suppliers should have a systematic approach to managing issues related to health, safety, security and the environment ("HSSE"), designed to ensure compliance with all applicable domestic and foreign laws and regulations and to achieve continuous performance improvement. Further guidance on HSSE standards can be found on Motiva's website at <https://motiva.com/Suppliers/HSSE-Requirements>.

Suppliers must:

- Conduct business in a way that supports the goal of no accidents or harm to people and is consistent with [Motiva's Life Saving Rules](#).

- Require their workforces and business partners to report any accident, injury, illness or unsafe condition immediately and to stop work that could be unsafe, so that appropriate action could be taken.
- Be committed to protecting the environment in compliance with all applicable environmental laws and regulations.
- Use energy and natural resources efficiently.
- Look for ways to minimize waste, emissions and discharge of their operations, products and services.
- Take measures to ensure the security of their people and assets as well as the overall security of Motiva and those operating onsite.

**Bribery, Money-Laundering and Fraud**

Bribery of any government official in any country is strictly against Motiva policy, even if the refusal to make such a payment would result in the loss of a business opportunity. Suppliers should comply with and have in place processes and procedures to proactively ensure compliance with the U.S. Foreign Corrupt Practices Act ("FCPA"), the UK Bribery Act and other applicable international anti-corruption laws. In line with this expectation, Suppliers will not make or accept facilitation payments of any kind; even in instances where these payments may be given or received legally. Suppliers must avoid any activity that might lead to a facilitation payment being made or accepted by the supplier or on behalf of Motiva, or that might suggest that such a payment will be made or accepted.

Suppliers should prevent and have in place processes and procedures to proactively prevent money-laundering, including the act of hiding illegal funds (especially those with possible links to terrorism or criminal activity) or giving such funds apparent legitimacy. Lastly, Suppliers should maintain internal programs to detect and address the potential for fraud occurring within its operations.

**Conflict of Interest**

As a general principle, Motiva discourages employees from accepting gifts or hospitality from any Supplier. However, Motiva recognizes that the occasional acceptance or offer of modest gifts and hospitality may be a legitimate contribution to good business relationships. Suppliers should be aware that certain business units and locations within Motiva may publish more restrictive standards prohibiting any practice of gifts or hospitality from Suppliers. It is incumbent on Suppliers to make themselves aware of local policies and adhere to their requirements.

Suppliers are prohibited from entering any business relationship with any employee, officer or director of Motiva without prior written consent from Motiva.

Motiva will not purchase goods and services from any Supplier whose officers, major stockholders or principals include former Motiva employees until at least one year after those former employees have left Motiva.

Employees of Motiva cannot conduct business on behalf of Motiva with a Supplier who is a family member or with a Supplier with which the employee or a member of the employee's family has an association that could be construed as a conflict of interest. Suppliers are required to disclose such business dealings in writing to the Motiva Ethics and Compliance Department, with a copy to the Motiva employee responsible for the Supplier's contract or agreement with Motiva.

Former employees of Motiva cannot be received as sales agents or representatives of Suppliers soliciting dealings with Motiva until a minimum of six months after their termination if they were laid off or for a minimum of one year if they left Motiva on their own volition or were terminated.

Suppliers must avoid any perceived, potential or actual conflict of interest. A conflict of interest occurs when the Supplier's private interests interfere with – or appear to interfere with – the interests of Motiva. Suppliers are required to disclose to the Motiva Ethics and Compliance Department any perceived, potential or actual conflict of interest so the matter may be evaluated and addressed appropriately.

### **Employment Practices**

Suppliers should conduct all their operations in a socially responsible, non-discriminatory manner and in full compliance with all applicable employment and labor laws and regulations. Suppliers may not offer jobs or internships to family members of a Foreign Official to assist the Supplier or Motiva in obtaining business from a Government Entity.

Suppliers also should respect the human rights of workers and treat them with dignity and respect as understood by the international community. Suppliers may not threaten workers with or subject them to harsh or inhumane treatment, including sexual harassment, sexual abuse, corporal punishment, mental coercion, physical coercion, verbal abuse, or unreasonable restrictions on entering or exiting company-provided facilities. Suppliers may not traffic in persons or use any form of slave, forced, bonded, indentured, or prison labor. This includes the transportation, harboring, recruitment, transfer, or receipt of persons by means of threat, force, coercion, abduction, fraud, or payments to any person having control over another person for the purpose of exploitation. All work must be voluntary, and workers shall be free to leave work or terminate their employment with reasonable notice. Suppliers may not employ children.

Suppliers also should provide a workplace that:

- Is free from discrimination based on race, ethnicity, religion, national origin, disability, age, sexual orientation, gender or marital status, or any status that is a protected category under applicable laws.
- Has effective mechanisms to allow workers to speak up or raise grievances without fear of retaliation.
- Respects individual choices on trade union or work council membership within the appropriate national legal framework.

### **Intellectual Property and Confidentiality of Information**

Motiva retains the ownership of all intellectual property that we create and in return we respect our Suppliers' intellectual property. Suppliers must respect Motiva's intellectual property rights and safeguard Motiva customer information. Transfer of technology and know-how must be done in a manner that protects intellectual property rights and customer information.

Suppliers may only use Motiva information and property (including tools, drawings and specifications) for the purpose for which they are expressly provided to the Supplier and for no other purposes.

Suppliers also should take appropriate steps to safeguard and maintain the confidentiality of Motiva proprietary information, including maintaining it in confidence and in secure work areas and not disclosing it to third parties (including other customers, subcontractors, etc.) without the express prior written permission of Motiva. Suppliers must abide by the European General Data Protection Regulation ("GDPR") where required.

### **Reporting**

Suppliers that have any ethics or compliance-related concerns are encouraged to contact the Motiva Helpline by phone at 1-844-678-0452 or online at [www.motivaenterprises.ethicspoint.com](http://www.motivaenterprises.ethicspoint.com). Notifications to the helpline or website can be made anonymously 24 hours' day, seven days a week.

### **Contact**

Suppliers and Motiva employees should contact the Motiva Ethics and Compliance Department at [Compliance@Motiva.com](mailto:Compliance@Motiva.com) with any questions about the Supplier Code. The Ethics and Compliance Department maintains the responsibility for day-to-day administration and oversight of both the Employee and Supplier Codes of Conduct, including responding to inquiries from Suppliers and Motiva personnel about compliance.