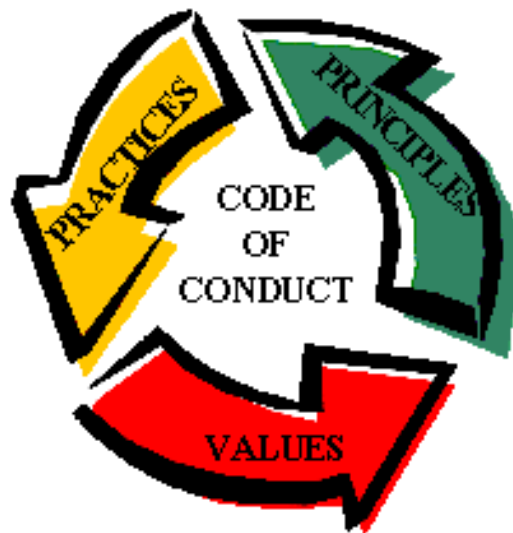


# CODE OF CONDUCT

## Introduction

This is your code of conduct and it is relevant to you. Read it. Understand it. Follow it. The rules and guidelines contained in this handbook are the boundaries within which every GSSE employee must operate every day. The code does not exempt anyone. Following our core values and business principles, it instructs and advises you how to avoid situations that may damage you or GSSE.





## **HEALTH, SAFETY, SECURITY AND THE ENVIRONMENT (HSSE) AND SOCIAL PERFORMANCE (SP)**

To have a HSSE & SP record we can be proud of we are committed to the goal of doing no harm to people and protecting the environment, while developing energy resources, products and services consistent with these aims. We aim to earn the confidence of customers, shareholders and society, to be a good neighbor and to contribute to sustainable development. These aims and others are included in the GSSE commitment and Policy on HSSE & SP. GSSE company is required to have a systematic approach to HSSE & SP management designed to ensure compliance with the law and to achieve continuous performance improvement.

### **YOUR RESPONSIBILITY**

You should understand the commitment and Policy on HSSE & SP and the HSSE & SP control framework. You should follow the golden rules and the Life-Saving Rules.

## **DISCRIMINATION**

GSSE's approach to respecting human rights consists of several core elements, including adherence to corporate policies, compliance with applicable laws and regulations, regular dialogue and engagement with our stakeholders and contributing, directly or indirectly, to the general wellbeing of the communities within which we work.

### **YOUR RESPONSIBILITY**

You should understand the human rights issues where you work and follow GSSE's commitments, standards and policies.

- All employees must be treated equally regardless of race, color, sex, age, religion, political opinion, nationality, social status, disability, or any other status of an individual unrelated to the employees ability to perform his or her work. Management actions should be free of discrimination; these actions typically include recruitment, hiring, discipline, discharge, pay, promotion, assignment of work, scheduling of working hours and training.



## **SEXUAL HARASSMENT**

Considers sexual harassment an unacceptable form of behavior that will not be tolerated under any circumstances, whether the employee is at work or attending a conference, work function, office Christmas party, business or field trip. All employees have the right to work in an environment free of sexual harassment. Sexual harassment is illegal and is covered by legislation. Sexual harassment incorporates a range of unwelcome, unsolicited and non-reciprocated behavior that constitute deliberate or unintentional verbal or physical conduct of a sexual nature.

### **YOUR RESPONSIBILITY**

All stakeholders acknowledge that mutual friendships and relationships may develop at the workplace which are a private matter and do not constitute sexual harassment. In such circumstances however, employees shall not engage in any form of behavior, which though it might be consensual, could interfere with the working environment or offend other employees.

## **BULLYING AND PHYSICAL HARASSMENT**

Bullying can have a physiological, psychological and behavioral impact on an individual's character. Victims can lose their self-confidence and self-esteem and are at increased risk of suffering stress-related conditions that can trigger further trauma.

Apart from the direct impact on a victim's health, long-term exposure to bullying may also have consequences for the victim's livelihood, through absenteeism and even resignation from work in order to avoid contact with the bully.



## **YOUR RESPONSIBILITY**

All employees have a responsibility for ensuring dignity and respect of their colleagues and contacts in the workplace and to creating and contributing to the maintenance of a work environment free from bullying/harassment or from conduct likely to contribute to bullying or harassment. Management and others in positions of authority have a particular responsibility to ensure that bullying, sexual harassment and harassment does not occur and that complaints are addressed speedily through the appropriate procedures.

## **FIGHTING CORRUPT PRACTICES**

GSSE does not tolerate bribery, insider dealing, market abuse, fraud or money laundering. Facilitation payments are bribes and must not be paid. You must also avoid any real or potential conflict of interest (or the appearance of a conflict) and never offer or accept inappropriate gifts or hospitality. Remember, even unsubstantiated claims of corruption can damage reputations and business.

## **YOUR RESPONSIBILITY**

You must not offer, pay, make, seek or accept a personal payment, gift or favor in return for favorable treatment or to gain any business advantage.

## **SAFEGUARDING INFORMATION AND ASSETS**

Intellectual, physical and financial corporate assets are valuable and must be preserved, protected and managed properly.

## **YOUR RESPONSIBILITY**

You must protect GSSE assets against waste, loss, damage, misuse, theft, misappropriation or infringement. You must use GSSE assets appropriately and responsibly.



## COMMUNICATIONS

Your communications are a reflection on GSSE. Ensure your communications are necessary and appropriate. Any written or oral communication made publicly on behalf of GSSE is a public disclosure. Listed companies like GSSE must provide the public with information about its business and finances. Information disclosed must be true, accurate, consistent and not misleading.

### YOUR RESPONSIBILITY

You must not make public disclosures about GSSE's business activities if you are not authorized to do so. You must protect confidential information. If you are authorized to disclose information you must ensure it is true, accurate, consistent and not misleading.

## DRUGS AND ALCOHOL

The use and misuse of alcohol and other drugs can affect the work performance of people at GSSE the safety and welfare of colleagues.

### YOUR RESPONSIBILITY

You must not perform your work, remain in the workplace or undertake work-related activities if they are impaired by alcohol or other drugs. Alcohol should not be provided at functions or events held on GSSE premises during work hours or at the conclusion of training programs. Employees who consume alcohol responsibly at business functions may return to work as required provided there is no impairment for work and they are not working on projects or sites where a zero blood alcohol level is mandatory.