

WORKING PRINCIPLES - SOCIAL RESPONSIBILITY AND STAKEHOLDER INTERACTIONS

Aim

The aim of the Working Group (WG) on Social Responsibility and Stakeholder Interactions is to monitor the results produced by respective units and progress towards targets, identify emerging needs that arise from current developments and inform the Sustainability Committee.

Composition of the Working Group

- The Working Group on Social Responsibility and Stakeholder Interactions is chaired by the Deputy General Manager of Business Development and Sustainability.
At least one representative from the HSE and Sustainability, Investment Projects, Operations, Human Resources and Administrative Affairs, Business Solutions and Procurement and Corporate Communications departments is responsible for attending the WG meetings.

Roles and Responsibilities

- The Working Group must fulfill the duties established by the Sustainability Committee.
- The WG develops business plans to implement the strategies, goals, policies and tasks set by the Sustainability Committee.
- The Head of the Working Group is responsible for evaluating the outcomes generated by the WG and presenting them and the meetings of the Sustainability Committee.
- The responsible officers are tasked with taking and following up actions, data collection and informing the Head of the WG.
- The WG is responsible for identifying needs in its field of mandate and presenting recommendations to the Sustainability Committee regarding regulations relevant to its scope of roles and responsibilities.
- The roles and responsibilities of the WG may be updated in accordance with the decisions and guidance of the Sustainability Committee.

Meetings and Reporting

- The WG meets as necessary but no less than quarterly in any case.
- The secretarial duties of the WG are carried out by the HSE and Sustainability Department which will also prepare the minutes of meetings.
- The minutes of the meetings should include the following items as a minimum:
 - Place and time of the meeting,
 - Agenda items,
 - Attending members,
 - Decisions taken.
- The minutes of the meeting are submitted to the Sustainability Committee in writing within the month that follows the meeting date.

- Members who will not be able to attend the meeting for a valid excuse should inform the committee secretariat in advance. Otherwise, they will be considered absent without an excuse.

ANNEX 1: Actions of the Working Group:

The WG Actions were set out upon approval of the Sustainability Committee on 01 August 2022. These actions will be updated as necessary on the basis of recommendations from the Working Group and guidance and approval of the Sustainability Committee.

- Identifying contact persons at local administrations.
- Defining the feedback framework.
- Defining the method and frequency of communication.
- Developing schedules and content of projects.
- Preparing a list of total participants.
- Identifying the target beneficiary group.
- Preparing a list of suppliers subject to human rights appraisal.
- Defining supplier evaluation criteria.
- Applying Supplier Evaluation Forms to identified suppliers.
- Defining risk assessment criteria.
- Defining risk mitigation actions, early warnings and measures in the supply process.
- Identifying the number of suppliers which provide ESG reporting.
- Defining the content of reports and preparing the reports.
- Preparing Environmental and OHS briefing presentations and content and identifying suppliers to be briefed.
- Identifying the number of suppliers providing annual commitment for policy compliance and preparing a list of these suppliers.
- Defining the methods of communication with stakeholders and contacting with stakeholders when needed.
- Determining venues and number of meetings and meeting participants.