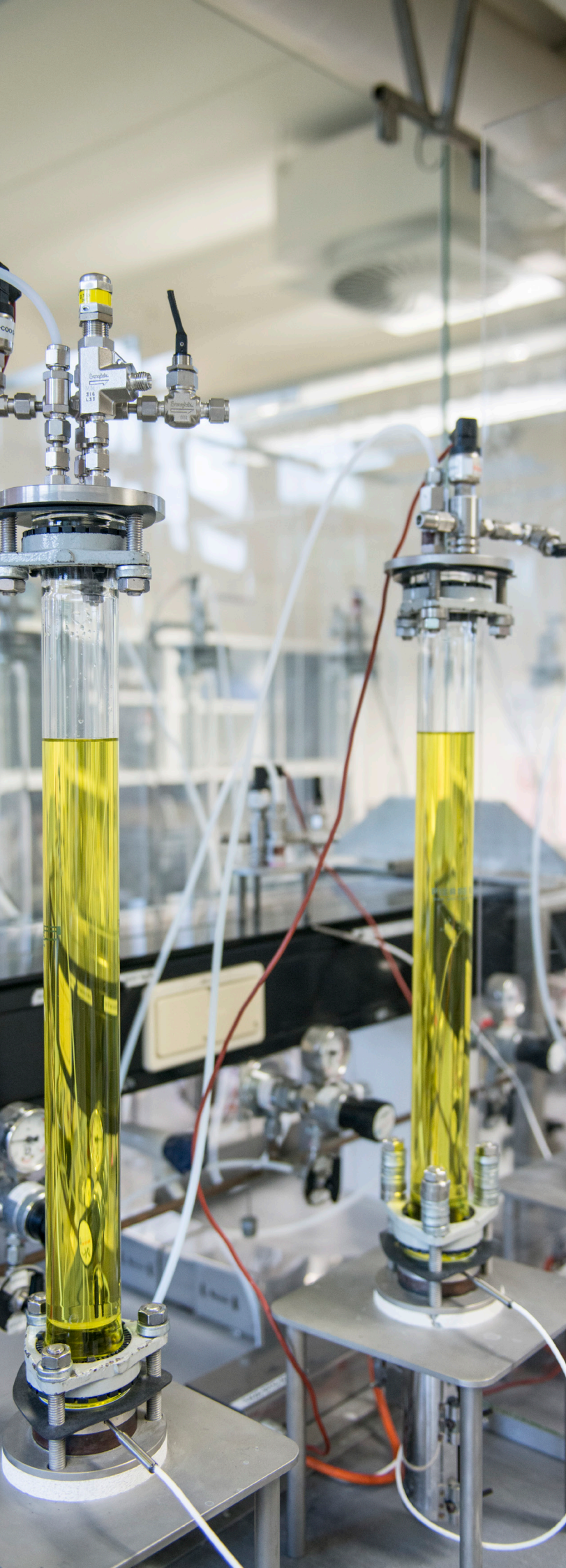




**ARTECO
SUPPLIER &
SUBCONTRACTOR
CODE OF
CONDUCT**



Introduction

Arteco - a joint venture of Chevron and TotalEnergies - is a dynamic chemical company, leader in its market segment.

We develop and manufacture quality antifreeze coolants and heat transfer fluids for automotive and industrial applications. Arteco offers innovative, competitive and efficient aqueous solutions to provide optimised thermal heat transfer and corrosion protection for your cooling system.

At Arteco, we believe in operating in a responsible and sustainable manner.

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Purpose & Scope

This Supplier & Subcontractor Code of Conduct outlines our minimum requirements and expectations regarding the business practices of our partners*, i.e. suppliers and subcontractors, along with their parent entities, subsidiaries, affiliates, subcontractors and others who are within their supply chain.

Arteco expects all its partners to share the principles which are expressed in this Supplier & Subcontractor Code of Conduct and that comprise an important component of supplier and subcontractor selection and evaluation. Moreover, we expect our partners to carry these standards further up or down their supply chain and to ensure that those within their supply chain as well as their employees understand and comply with this Code. Partners are expected to implement management systems to facilitate compliance with all applicable laws and to promote improvement with respect to the expectations set forth in this Supplier & Subcontractor Code of Conduct.

The expectations outlined in this Supplier & Subcontractor Code of Conduct do not replace our specific requirements (Purchase Conditions & Guidelines) but are intended to supplement them.

** Partners: For simplicity reasons we will use the term partners in the course of this document to refer to suppliers and subcontractors.*



1. Human Rights and Working Conditions

Arteco strongly believes that the respect for human rights forms the basis of any successful business.

Partners of Arteco shall respect all internationally recognised human rights and treat all people with dignity. Partners are expected to exercise human rights due diligence in order to identify, prevent, mitigate and account for negative human rights impacts of their own operations and supply chain with a focus on where they have the highest risks of doing harm to people and appropriate to company size and circumstances.



Child Labour and Young Workers Avoidance

We do not tolerate child labour, nor work by young workers in our supply chain. Partners shall avoid any sort of child labour in their business operations consistent with the ILO's (International Labour Organization) core labour standards and the United Nations Global Compact principles.

Modern Slavery and Forced Labour

Arteco does not tolerate any forms of modern slavery or forced labour, including but not limited to forced, bonded or compulsory labour and human trafficking. This statement is pursuant to the section 54(1) of the Modern Slavery Act 2015 and comprises our slavery and human trafficking statement. Arteco is committed to ensuring that there is no modern slavery or human trafficking in our supply chains or in any part of our business and therefore demands its partners to promptly report back to us if partners find any modern slavery, human trafficking, or any other human rights violation in their supply chain. Consequently, partners, including their recruitment agencies, shall not engage in or tolerate restrictions of movement, excessive recruitment fees, confiscation of identity documents and/or passports, withholding of wages, abusive working conditions, debt bondage, violence or any other kind of exploitation or abuse.

Diversity and Inclusion

Equal treatment of all employees shall be a fundamental principle of the partners corporate policy. Typical discriminatory treatment takes into consideration – consciously or unconsciously – irrelevant characteristics of an employee such as race, national origin, gender, women's rights, age, physical characteristics, social origin, disability, union membership, religion, family status, pregnancy, sexual orientation, gender identity, gender expression or any unlawful criterion under applicable law. Partners shall ensure that their employees are not discriminated nor harassed in any way.

Arteco encourages partners to provide an inclusive and supportive working environment and to exercise diversity when it comes to their employees as well as in their decisions to select subcontractors.



Fair Treatment

Partners shall provide their employees with a workplace free of harsh and inhumane treatment, without any sexual harassment, sexual abuse, corporal punishment or torture, mental or physical coercion or verbal abuse of employees, or the threat of any such treatment. Furthermore, partners are expected not to unfairly terminate any employment contract or without clear evidence showing that the termination of an employment contract, in relation to the working performance of an employee, is permitted by law.

Working Hours, Wages and Benefits

Working hours for partners' employees shall not exceed the maximum set by the applicable national law. Compensation paid to employees will comply with applicable national wage laws and ensure an adequate standard of living. Unless otherwise provided by local laws, deductions from basic wages as a disciplinary measure will not be permitted (this does not exclude the entitlement of damages on a contractual or legal basis). Partners are expected to provide their employees with fair and competitive compensation and benefits. Compensation and benefits should aim at providing an adequate standard of living for employees and their families. Partners' employees will be paid in a timely manner. It is recommended that partners offer their employees ample training and educational opportunities.

Freedom of Association

Partners shall be committed to an open and constructive dialogue with their employees and workers' representatives. In accordance with local laws, partners will respect the rights of their employees to associate freely, to join labour unions, to seek representation, to join works councils and to engage in collective bargaining. Partners shall not disadvantage employees who act as workers' representatives.





2. Health and Safety

Partners of Artec are expected to provide their employees a safe and healthy working environment that minimises the incidence of work-related injuries and enhances the quality of products and services, the consistency of production and employee retention and morale.

Partners shall ensure that their employees' potential exposure to safety hazards, such as machines, equipment or substances, or other chemical, biological or physical agents, are identified, assessed and controlled through proper design and/or preventative maintenance and safe work procedures. Where hazards cannot be adequately controlled by these means, employees shall be provided with appropriate personal protective equipment including access to first aid supplies. Safety information shall be made available to everyone in order to educate, train, and protect employees. Partners shall have adequate emergency preparedness procedures in place in order to identify and assess potential emergency situations.

3. Responsible Sourcing of Raw Materials

Partners shall respect all internationally recognised human rights and conduct responsible supply chain management of all raw materials and in particular of those from conflict affected and high-risk areas.

4. Energy Consumption

Partners are encouraged to apply energy efficient and environmental friendly technologies. Partners are stimulated to implement a comprehensive energy reduction strategy and management program while increasing the use of renewable energy.





5. Environmental Performance

Arteco conducts business that creates value while considering and limiting the environment impact. Arteco believes it is our responsibility to measure, understand and reduce the environment impact of our business operations and we encourage our partners to adopt the same or exceeding standards to mitigate climate change and protect both natural resources and natural habitats.

Partners shall reduce their negative environmental impacts by protecting the environment, conserving natural resources and continuously striving towards reducing the environmental footprint of their production, products and services throughout their entire life cycle. Net zero strategies provided by partners will be considered as additional assets.

Partners shall monitor, track and document their emissions to air, water and soil from their facilities and transports as well as the waste water and solid waste generated by their operations in order to be able to identify aspects that partners can control and influence fostering opportunities for improvement and minimised emission. Partners are encouraged to implement a waste management strategy that targets, in order of priority: (1) prevention, (2) reduction, (3) reuse, (4) recycling, (5) energy recovery, (6) incineration without energy recovery and (7) landfill/disposal of waste in a safe and environmentally responsible manner.

Partners are expected to minimise and to the extent possible eliminate greenhouse gas emissions.



Hazardous Substances

Partners shall identify potentially hazardous substances in chemical products and articles used in their business operations and ensure that they are handled, transported, stored, recycled and disposed of safely. Partners are encouraged to substitute hazardous substances with those less hazardous.

Responsible chemical management is an absolute requirement for any of Artec partners as part of a sustainable product offering. This requires partners to protect workers and the environment through proper care in shipping, handling and use, storage and disposal of chemicals.

6. Business Ethics

To meet social responsibilities, partners are expected to conduct their business in an ethical manner and to act with integrity.

Business Integrity

Partners comply with all applicable laws and regulations and conduct their business in an ethical manner. This includes but is not limited to the following:

Partners do not engage in or tolerate any form of corruption, bribery, extortion or fraud.

Partners compete fairly in accordance with all applicable competition laws.

Partners only make appropriate use of confidential information and ensure that all intellectual property rights are respected.





Fair Competition

Partners will conduct their business in line with fair competition and in accordance with all applicable anti-trust laws.

Privacy & Intellectual Property

Partners will safeguard and make only appropriate use of confidential information and ensure that all employees' and business partners' privacy and valid intellectual property rights are protected.

Identification of Concerns

Partners will provide means for their employees to report concerns or potentially unlawful activities in the workplace. Any report should be treated in a confidential manner. Partners will investigate such reports and take corrective action if needed.

Sanctioned Party Screening

Arteco is averse to becoming associated with sanctioned or boycotted parties and countries. Arteco performs regular third party screening, facilitated by an external party tool (DowJones), on all its stakeholders to ensure no association with sanctioned or boycotted parties and countries. Arteco encourages its stakeholders to perform these checks on a regular basis as well, in order to eliminate the possible presence of any sanctioned or boycotted parties and countries in our extended supply chain. Arteco expects all partners to adhere to all applicable export regulations and trade sanctions.





7. Data Protection & Data Security

Arteco is committed to ensuring the highest standards of data protection and data security. We believe that safeguarding information is fundamental to maintaining trust and integrity in our business relationships.

Partners of Arteco are expected to uphold these standards by implementing robust data protection measures. This includes processing personal data lawfully, fairly, and transparently, and ensuring that data is collected for specific, legitimate purposes. Partners should minimize data collection to what is necessary, maintain accurate and up-to-date records, and store data only for as long as needed.

To protect data, partners must enforce strict access controls, use encryption, and have an incident response plan in place to address any data breaches promptly. Regular training on data protection and security practices is essential to maintain a high level of awareness and compliance. Arteco expects its partners to conduct regular audits and assessments to ensure adherence to these data protection and security standards, thereby safeguarding the confidentiality, integrity, and availability of information.

8. Cyber security

Partners shall respect all applicable cybersecurity laws and maintain appropriate measures to manage the risks posed the cybersecurity of the (electronic) network and information systems used for their business operation, to prevent cybersecurity incidents, and to handle and mitigate the impact of cybersecurity incidents on their business operations and business partners.

Partners shall promptly notify Artecو of any cybersecurity incident they become aware, and they shall assist Artecو in handling and mitigating its impact.





9. Financial Responsibility

Arteco values ethical and transparent financial practices as a cornerstone of our business operations. We expect our partners to demonstrate financial integrity in all their dealings. Partners of Arteco must maintain accurate and complete financial records in accordance with applicable laws and regulations. Transparency in financial transactions and reporting is crucial, and partners should implement measures to prevent, detect, and respond to any form of fraud or financial misconduct.

Compliance with all relevant financial regulations and standards is mandatory, as is the fulfillment of tax obligations accurately and on time. Regular financial audits should be conducted to ensure compliance with these financial responsibility standards, promoting ethical and transparent financial practices throughout the supply chain.



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