



APPROVED BY
Public Company ORLEN Lietuva
General Director
Order No TV1(1.2-1)-153 of 23/05/2017

PUBLIC COMPANY ORLEN LIETUVA SUPPLIER CODE OF CONDUCT

Public Company ORLEN Lietuva (hereinafter the Company), one of the largest companies in Lithuania, operates the only crude oil refinery in the Baltic States, the network of crude oil and petroleum product pipelines and an offshore oil terminal.

Being the largest tax payer, one of the major exporters and the biggest revenue earner in Lithuania, ORLEN Lietuva has a significant impact on Lithuania's economy.

The Company is a major gasoline and diesel supplier in Lithuania, Latvia and Estonia. It also exports its products to Western Europe, USA, Ukraine and other countries.

The sole shareholder of ORLEN LIETUVA is Polish Oil Concern Polski Koncern Naftowy ORLEN S.A., a leading company in the crude refining sector in Central and Eastern Europe.

The scope of its activity and business processes have a significant impact on the national economy and thus the Company pays special attention to corporate sustainability and social responsibility.

Responsibility – we respect our customers, shareholders, natural environment and local communities.

Development – we look for new possibilities.

People – we are characterized by our know-how, teamwork and integrity.

Energy – we act with enthusiasm.

Reliability – you can rely on us.

These values unite us and form part of ORLEN LIETUVA strategy based on which we prepared the code of conduct of ORLEN Lietuva suppliers and expect our contractors and suppliers to follow these principles.

OUR OBLIGATIONS TOWARDS SUPPLIERS

ORLEN Lietuva continuously aims at improving its performance and making best choices as well as adhering to highest business standards. Also our shareholder, controlling authorities, our partners, customers and employees expect this from us. We wish to build a culture of co-responsibility for occupational health and safety, human rights, ethical business, concern for employees and local communities, sustainable management of natural resources and care for natural environment in all stages of our activity. This also refers to our supply chain and cooperation with suppliers.

We incorporate the principles of corporate sustainability and responsibility into all purchasing processes, including the process of qualification and selection of suppliers, and ORLEN Lietuva Supplier Code of Conduct forms an integral part of the process of cooperation with suppliers. We believe that thanks to the dialogue and cooperation with suppliers for the benefit of corporate sustainability and responsibility we can successfully develop our business and positively influence our suppliers and that such attitude will bring benefits to us, our suppliers as well as our social and business environment.

OUR EXPECTATIONS TOWARDS SUPPLIERS

We cooperate with best suppliers that continuously improve their activities in order to satisfy the increasing market expectations and encourage them to develop and improve responsible business practices according to the guidelines of ORLEN Lietuva Supplier Code of Conduct.

We want to cooperate with suppliers who understand and share our attitude, pursue improvement and development of good practices in areas in which we set ambitious goals to ourselves and which are crucial to us:

1. SOCIAL STANDARDS

1.1. Assurance of workplace safety and health of employees

- A supplier complies with all legal provisions on occupational health and safety of employees.
- A supplier ensures safe and healthy working conditions by implementing procedures, certified OHS management systems and/or internal safety programmes, good practices and solutions aimed at eliminating accidents, avoiding occupational injuries and diseases amongst his employees.
- A supplier sets safety goals in order to minimise hazards – monitors, analyses and documents the achievement of these goals and implementation of his activities pursuing constant development in the occupational safety area.

1.2. Aiming at ensuring dignified and non-discriminatory working conditions

- A supplier complies with all labour laws.
- A supplier ensures equal access for all employees to equal working conditions.
- A supplier does not tolerate degrading treatment and harassment in a workplace.
- A supplier manages employees in a responsible manner, ensuring the development of their competences, assuring occupational safety and balance between the professional and private lives of employees.

1.3. Respect for human rights

- A supplier ensures equal treatment in a workplace and in his activity does not apply any practices discriminating employees and other stakeholders (e.g. his clients) in view of gender, race, nationality, language, ethnic origin, social status, beliefs or political convictions.
- A supplier respects the right of employees to organise themselves if such organizations are not in contradiction to applicable laws.

2. ENVIRONMENTAL STANDARDS

2.1. Constant improvement in the area of managing environmental impact

- A supplier observes all legal provisions concerning the environmental impact of his activities.
- A supplier continuously assesses the risk of environmental impact by his activities and makes every effort to reduce this risk.
- A supplier sets the objectives for reducing the negative impact of his activities on the environment.

2.2. Responsible acquisition and use of raw materials

- A supplier seeks to acquire raw materials in a responsible manner, taking care of natural environment and considering environmental criteria.
- A supplier seeks rational use of raw materials and natural resources.

2.3. Minimisation of greenhouse gas emissions

- A supplier seeks to minimise greenhouse gas emissions, including carbon dioxide, arising directly or indirectly from his activities to the extent reasonably permitted by the scope and type of activities carried out by the supplier.

2.4. Responsible waste management

- A supplier observes all legal regulations concerning waste management.
- A supplier seeks to minimise waste resulting from his activities.
- A supplier ensures proper management of waste, including cooperation with waste processors, in order to minimise waste impact on natural environment.

3. ETHICAL STANDARDS AND MANAGEMENT SYSTEMS

3.1. Responsible management of impact on society and natural environment

- In order to develop business and manage its impact on the environment and the quality of social life in a responsible manner, it is worth setting respective goals and principles in a form that is comprehensible to employees and other stakeholders. Therefore, a supplier sets the objectives of corporate sustainability and responsibility together with implementation measures in the form of documents defining supplier's priorities in the environmental, social and management areas.

3.2. Prevention of corruption

- A supplier prevents any forms of corruption in his activity and implements corruption prevention practices.
- If any form of corruption is identified, a supplier takes firm remedial steps preventing similar incidents in the future.

3.3. High ethical standards

- A supplier applies ethical conduct principles in each area of his activity.
- A supplier aims to implement solutions raising ethical conduct awareness amongst his employees and management staff.

FINAL PROVISIONS

ORLEN Lietuva Supplier Code of Conduct applies to all suppliers and contractors cooperating with ORLEN Lietuva.

We expect that our suppliers will seek continuous improvement by pursuing social, environmental and ethical standards set out in ORLEN Lietuva Supplier Code of Conduct and if supplier's activities are inconsistent with the responsible business standards, he will undertake respective remedial measures. At the same time, ORLEN Lietuva undertakes to support its suppliers in raising their awareness of responsible business practices and in developing their activities in accordance with the standards of corporate sustainability and responsibility. We believe that respect for and compliance with the standards of the Code will contribute to enhancement of our cooperation and partnership with suppliers and will strengthen the development of activities of all stakeholders.