



## **CAMEROON OIL TRANSPORTATION COMPANY - S. A.**

S.A. avec Conseil d'Administration au capital de 67 855 300 dollars américains

164 Rue Toyota (Rue 1.239) Bonapriso,

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Douala the 09<sup>th</sup> December 2021

### **Subject: Business Practices**

Dear Supplier,

COTCO regularly undertakes a thorough review of its business practices. As part of the review process, we believe it is important to communicate to our business associates COTCO's expectations for the proper conduct of its business activities. As guided by our long standing Ethics Policy, our principal aim is to ensure that we conduct our business in accordance with the very highest standards. In turn, we expect that our goods and services suppliers are committed to similar standards.

COTCO is committed to ensuring a safe, healthy, and productive work environment for our employees, contractor employees and others who access COTCO property, sites and facilities. COTCO's expectation is that all Contractors have and enforce a written policy on drugs, alcohol, and other prohibited items as defined by the provisions set forth in the contract Exhibit H. Should you have any questions in this regard, please contact your contract administrator for clarification.

COTCO's standards cover safety, contract awards, and personal business behavior, compliance with all applicable laws, adequate internal controls and the proper recording and reporting of all transactions. It is fundamental that all financial settlements, reports and invoicing correctly reflect the business transactions between us. We want to emphasize that no person in COTCO is authorized to ask your organization to take any action on our behalf which is contrary to any laws, regulations, or our own stated policies. We are committed to ensuring that contracts and other awards are made in a fair manner. We encourage you to contact us if you are aware of any practices which fail to meet these standards or if you have any concerns in this regard.

Another key standard is our policy on the reception and acceptance of gifts and entertainment. Our employees are neither permitted to receive or accept gifts or favors which exceed a nominal value of 50 US Dollars; nor are they permitted to receive or accept any entertainment from individuals, companies or firms who do business, or seek to do business with COTCO. You are likely aware of this policy, but we have found that firm re-confirmation of our position is beneficial both to us and our business associates.

COTCO is committed to respecting human rights, and we expect the same of our suppliers. Our Supplier Expectations with regards to human rights include conducting operations and business

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practices, as well as managing activities, in a manner consistent with the following key international human rights frameworks:

- the International Labour Organization's 1998 Declaration on Fundamental Principles and Rights at Work, covering elimination of child labor, forced labor, workplace discrimination, and recognition of freedom of association; and
- the United Nations Guiding Principles on Business and Human Rights (UNGPs) in effect as of 2011.

We also ask you to be alert to the potential for Illegal Information Brokering where persons approach suppliers offering confidential information that is used to obtain business through corruption of the competitive bidding process. Such practice is illegal and we ask that you report the occurrence of any such incident.

Your current agreement with COTCO requires you to comply with all applicable law. More and more countries around the world are adopting data protection or data privacy laws, which regulate the collection and processing of personal information. These laws deal not only with how such information is collected, but also the purpose(s) for which it is used. In addition, in many countries there are also particular restrictions on how personal information is transferred across national borders and to third parties.

COTCO is committed to protecting the personal information of its employees, contractors, vendors and other third parties with whom it deals. If you have not already done so, please ensure that you adopt adequate safeguards to keep all personal data used pursuant to your agreement with COTCO secure, and that you have in place procedures to ensure your activities fully comply with applicable data privacy and data protection laws.

If there are circumstances where you suspect information related to COTCO is compromised, you should promptly bring such circumstances to our attention. Please contact COTCO if you have any suspicions as to whether an email purportedly from COTCO is actually from our company. Also, we request that you regularly train your personnel on cybersecurity, including training to be alert to cybersecurity attacks that rely on personal inattention, such as "phishing" attacks or other suspicious emails containing attachments or links that could potentially compromise computer systems.

Finally, we expect that all financial data shall be complete and accurately recorded and all invoices to COTCO accurately reflect pricing, payment terms, and other provisions as stated in your contract with us.

We are committed that contracts and other awards are made in a fair manner. We encourage you to contact us if you are aware of any practices which fail to meet these standards or if you have any concerns in this regard.

For best awareness and understanding of our business standards, we would appreciate your bringing this letter to the attention of those within your organization who have business contact with us or our affiliates. Should you at any time have any questions or concerns as to the

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application of these business standards, please let us know by contacting Mr. Ashu EGBE, our Controls Specialist on 233 50 28 00.

Yours faithfully,



Olivier MOUOYEBE  
Procurement Manager