



COASTOIL  
DYNAMIC

# CODE OF ETHICS AND CONDUCT

COASTOIL DYNAMIC

Version 1.0

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CODE OF ETHICS  
AND CONDUCT  
COASTOIL DYNAMIC

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# 1 Director's message

The Code of Ethics and Conduct of Coastoil Dynamic is a key element in the construction of our culture and sets the standards to be a growth engine, generator of well-being and sustainable development based on ethical principles, compliance with the law, respect for people and the community. A scheme where everyone wins.

Since it was published, we have built a culture of adherence to it as a factor in fostering competitiveness within the energy industry in which we operate.

Our Code reflect our priorities for work, wellness and quality of life in the company, health and safety and the environment, is align with the expectations of key stakeholders for Coastoil Dynamic and our industry, in general all those aspects that contribute to guarantee the transparency of our activities.

We are committed to complying with Coastoil Dynamic's values to improve our impact in the context of sustainability, promoting better results for collaborators, local communities where we operate, clients and the environment.

We are looking for partners who show leadership in corporate responsibility and who seek to go beyond commonly accepted standards. The above is an integral part of our Business Model and the basic performance evaluation standards with which we determine the suppliers and projects in which Coastoil Dynamic will continue to participate and grow its business.

All Coastoil Dynamic stakeholders must adhere to our Code of Ethics and Conduct as a core component.

We have published this Code, in the language of our collaborators and in all the main work-spaces, training on their rights and obligations as defined by it and by the applicable country's legislation to ensure compliance.

We invite you to ask or report bad behaviors using the instrumented mechanisms. It is Coastoil Dynamic's policy not to retaliate against anyone who reports in good faith.

We hope that all our stakeholders share our commitment to build a better future for the next generations based on the highest principles and standards of corporate social responsibility and increasingly united by the corporate culture that distinguishes all of us who are part of Coastoil Dynamic as dictated by our vision.

A warm greeting,



**Jason Liow**  
Chief Operations Officer  
Coastoil Dynamic



## 2 Introduction

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Coastoil Dynamic has been processing natural gas since 2016 and once it started its operations it immediately assumed a principal role in the Mexican market. The aforementioned has been possible due to a multidisciplinary team and a shared vision of strategy implemented in Asia and Latin America.

We are a Mexico-based comprehensive global provider specializing in solutions for both onshore and offshore oil and natural gas industries within the upstream and midstream companies. We took great care in all our operations, value the health and safety of all involved parties and assets and treasure the environment which is the only very world we live in

The Code of Ethics and Conduct has been established as a frame of reference based on the reason to be of our vision and the principles that inspire our daily behavior.

Our Code of Ethics and Conduct covers a wide range of business situations and procedures, however, its scope does not lie in detailing the decision for each situation, rather in defining the key principles that are the guide for our stakeholders. In this sense, every person who collaborates in Coastoil Dynamic must conduct their actions according to the language and essence of this Code, in addition to avoiding behaviors that give the appearance of being incorrect.

The commitment of those of us who work at Coastoil Dynamic is to give life to this document, through its application in all our actions, and always in compliance with the legislation of the places where we operate projects. We are convinced that a culture based on these principles strengthens our virtues and competencies. At the same time, it contributes to increasing, in a sustained manner, the value of the company for all stakeholders: collaborators, community, suppliers, customers, shareholders, government and the environment.

### 3 Who does this Ethics Code apply to?

The Ethics Code and Conduct and Coastoil Dynamic's policies apply to all collaborators, and subsidiary production companies.

Ultimately, each person is responsible for compliance with the laws, rules, policies, procedures and guidelines applicable to their activity.

### 4 I have a concern: Open communication

Coastoil Dynamic fosters a culture of communication where employees can raise their true concerns.

We invite all collaborators to express their points of view, defend their opinions and point out unacceptable behaviors and requests.

Employees may have concerns about certain practices and need advice and guidelines to resolve them. Our policy dictates that any report of a lack of professional ethics of the company, its collaborators or even a third party with whom the company has contact will be thoroughly investigated, and appropriate measures will be taken, regardless of who is involved. The route to file a complaint is through the management of Human Capital. If the situation is not resolved through this channel, you can directly contact the Ethics Committee via email: [denuncia@coastoidynamic.com](mailto:denuncia@coastoidynamic.com)

### 5 Absence of retaliation

A collaborator who raises their concerns in good faith will be protected from retaliation. Likewise, the collaborator who believes that he is being retaliated against must disclose it through the same channels mentioned above.

"In good faith" means that you believe that the information you have provided is complete, truthful, and accurate at the time, in which this case take time to reflect on the following points:

- Have you carefully reviewed the facts?
- Have you carefully examined the various options?
- Have you used all the resources you have?
- Have you discussed the issue and your options with a colleague or superior?
- What are the consequences of your decision?
- Will your decision endure the time test?

We will guarantee a fair process in the event of an investigation and we will respect the principles of confidentiality and presumption of innocence. In addition, any investigation must respect the current local legislation, especially regarding to the formal process.

In the course of an ethical investigation, all parties involved are required to collaborate fully, and all information must be provided immediately upon request.

The person involved will be informed of the nature of the accusations made against him/her. You may not be informed immediately if, for example, it is necessary to verify facts, protect evidence or contact the competent relevant authorities.

All the information communicated will be known only to those who have a legitimate reason to do so, either to ensure that the complaint is addressed or that appropriate measures are taken.

We will provide the results of the investigation to the person who raised the concern to the extent appropriate and does not violate legal requirements or other confidentiality obligations.

Any accusation confirmed as slanderous or made in bad faith may lead to disciplinary action.

In the case of deliberate breach of the Ethics Code and Conduct or of any applicable local law, you will have to personally reply upon the law or be subject to disciplinary sanctions that can lead to dismissal by the company, so it is essential that you know what is expected from you.

## 6 Relationship with our stakeholders

At Coastoil Dynamic we respect, consider and respond to the expectations of our stakeholders. Although Coastoil Dynamic's objectives are framed in the interests of its owners, partners, customers and shareholders, other individuals and entities (stakeholders) have specific interests that we take into account.







# 7 Our mutual relations

## **OCCUPATIONAL SAFETY AND HEALTH**

When it comes to health and safety, both individually and as a company, we must always demonstrate a capacity for mutual leadership, care and attention. In all company procedures and assets, security must be the first aspect to take into account in any decision making.

### **PERSONAL PROTECTION EQUIPMENT**

Coastoil Dynamic provides the necessary protective equipment for the performance of each activity, as well as the training for its proper use. It is the obligation of the staff to use it correctly.

*We must:*

- Incorporate safety and health in all activities and business phases when carrying out your work.
- Know your responsibilities regarding compliance with applicable health and safety standards.
- Always use the required safety equipment and do not tamper with the safety equipment or systems.
- Participate in all the required health and safety training activities.
- Perform only those jobs for which you are qualified.
- Stop your work if you think it is unsafe and immediately report it to your superior.
- Never work when you are disabled as a result of, for example, sleep deprivation, alcohol or any drug, including prescription or over-the-counter medication.
- Immediately report any accident, injury, illness or unsafe condition. Never assume that another person has realized the risk or the accident.
- Know, understand and comply with the operating procedures that are applicable in your work, guaranteeing that the risks are evaluated and that the appropriate measures are taken beforehand to avoid them.
- Know the emergency procedures that apply in your workplace.
- Immediately report all health and safety concerns to your manager and to local officials responsible for Safety and Environment.

## **HARASSMENT-FREE WORKPLACE**

We all have the right to work in an environment free from intimidation, harassment and abuse.

Unwanted or annoying behavior by any collaborator of Coastoil Dynamic, which harasses another person, disrupts the work of another or creates an intimidating, offensive, abusive or hostile work environment will not be tolerated. This includes bullying, abuse of authority, excessive use of profanity, or any other form of aggression or hostility that may create a climate of bullying.

Sexual harassment is a form of harassment that usually occurs when:

- Annoying actions are made as a condition of employment or when employment decisions are based on actions such as requesting an appointment, a sexual favor, or any other similar conduct of a sexual nature.
- An intimidating, offensive, or hostile work environment is created through annoying sexual innuendo, an offensive joke, or any other offensive behavior, verbal or physical, of a sexual nature.

*We must:*

- Support and encourage Coastoil Dynamic's commitment to being a workplace without harassment or intimidation.
- Be polite: Treat our coworkers and partners as we would like them to treat us.
- Avoid unwanted behaviors, signals, contacts, innuendoes, rumors, obscene language, jokes, compliments of connotation or with sexual intention, since they are prohibited and will be sanctioned.
- Refrain from displaying or sending images of a sexual nature.
- Respect the privacy of others.

*We must not:*

- Using profanity, referring to other people using derogatory names or comments, or verbal abuse.
- Make comments, jokes, or materials, including emails that other people may find offensive.
- Perform actions of workplace harassment, threats or abuse of authority.
- Make comments, gestures or physical contact that are annoying.
- Display explicitly sexual behavior, offensive images, or any other material that is humiliating for other people.

## **EQUAL OPPORTUNITIES**

Coastoil Dynamic brings together partners with a wide variety of career paths, skills, and cultures. The combination of such a wealth of talents and resources creates diverse and dynamic teams that constantly propel us towards success.

*We must:*

- Treat others in a respectful and professional manner.
- Knowing local behaviors and customs that may be different from what you are used to, show sensitivity to differences and be prepared to adapt your behavior accordingly when you travel or work in another office or country.

*We must not:*

Discriminate, harass, or intimidate anyone based on:

- Sex.
- Disability.
- Marital status or family situation.
- Sexual orientation.
- Age.
- Political and philosophical opinions.
- Religious beliefs.
- Ethnic, social, cultural or national origins.

This prohibition against discrimination applies not only to the hiring of personnel, but also to decisions related to training, promotion, continuous work and general working conditions, as well as relationships with suppliers, customers, partners commercial and third parties.

## **PERSONAL INFORMATION**

We all have the right to privacy. Coastoil Dynamic agrees to respect the confidentiality of the personal information of its counterparts, including its collaborators, clients and partners. Coastoil Dynamic only collects and retains such data because it is necessary for effective operation.

*We must:*

- Make sure that the people from whom we collect data know the type of information we are collecting, what it will be used for and how they can contact us if they have questions.
- Collect only the necessary personal data.
- Destroy or correct erroneous or incomplete data.
- Make sure that such data is stored securely.
- Make sure that we only provide this data to authorized persons, according to a strict “need for knowledge”.
- Request legal advice before transferring this personal data outside the country in which it was collected.
- Respect the right to privacy of our colleagues.
- Ensure that the third parties to whom we delegate the handling of this information or who use the data comply with these principles.

*We must not:*

- Collect “sensitive” information (especially data on health, ethnicity, sexual orientation, political ideology, and religion) without the consent of the person involved and only in accordance with the law.
- Provide personal data outside of Coastoil Dynamic unless legally required, when we use technical service providers or when we have an authorization.



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# 8 Our responsibilities against clients and business partners

## COMPLIANCE WITH FREE COMPETITION LAWS

At Coastoil Dynamic we are dedicated to directing all business activities with the highest ethical standards with our clients, suppliers, business partners and other interested parties. In our corporate values they dictate that we can only achieve it through teamwork and excellence in service.

Compliance with applicable laws is a fundamental part of our corporate values.

This is particularly important in our compliance with free competition legislation, which represents not only good business practice, but the lack of compliance with said legislation can severely harm the company and its collaborators. Coastoil Dynamic has operations in many regions, therefore, the employees of Coastoil Dynamic must ensure that all the company's activities are carried out in compliance with local laws and regulations and with the company's own policies. Coastoil Dynamic's collaborators have the responsibility to inform the Legal Department or the Ethics Committee of any improper commercial practice.

## RELATIONSHIP WITH SUPPLIERS AND CUSTOMERS

We must treat all our customers and suppliers fairly, adequately, and in compliance with all applicable free competition laws and the values of Coastoil Dynamic; and we must not take undue advantage of our market position with any of our services or products in the geographical areas where we operate. There must be a legitimate business reason for selling the same product at different prices to customers with similar locations, such as a difference in cost or participation in a tender.

*We must:*

- Be responsible for all the collaborators directly or indirectly involved in purchasing activities, safeguard at all times the good name of Coastoil Dynamic establishing and preserving adequate relationships between corporate suppliers and guaranteeing the use of unobjectionable purchasing practices.
- Consider first the interest of Coastoil Dynamic, in all purchase decisions, over the particular interest of the areas.
- The personnel in charge of interacting in the acquisition of products and services for the corporate, must place purchase orders and enter into contracts with suppliers without incurring favoritism of any kind, privileging only the global interest of the company.
- Promote healthy competition between suppliers to obtain the maximum added value for the business without losing sight of the mission of Coastoil Dynamic in terms of developing relationships with suppliers, of mutual benefit, long-term, with high standards of quality, compliance and transparency.
- Comply with the procedures and purchasing policies defined in this document.
- Continuously strengthen the transparency, efficiency and agility of the purchasing processes.

*We must not:*

- Act with indifference or passivity against observed purchasing practices that are inappropriate or contrary to the supplier's Ethics Code.
- No collaborator involved in purchasing management should use their authority or position in the organization for the benefit of the staff.
- To preserve the image and integrity of the collaborator, as a general rule, gifts or incentives from suppliers should not be accepted, except for gifts or invitations of small intrinsic value and sporadically.

## **ANTI-BRIBERY**

We reject any type of act of corruption. Giving or receiving bribes is illegal, unethical, and can cause severe consequences for all involved, including deprivation of liberty of individuals and heavy fines for Coastoil Dynamic. We are committed to conducting our operations in a transparent and comprehensive manner, so all of our transactions must comply with anti-corruption laws, including the requirements to maintain complete and accurate accounting books and records.

*We must:*

- Make sure that our partners and intermediaries know our Code and policies, and that they commit to respect them specifically when acting as company representatives in countries where there is a high risk of corruption.
- Immediately inform your direct boss and the director of the company of Coastoil Dynamic to which you belong, in case of observing any activity that could go against our corruption prevention policy.
- Immediately inform your direct boss and the director of Coastoil Dynamic to which you belong, if you face extortion or extortion, for example, cash payments or offer of another valuable object this to prevent from being harm to an employee or representative, and properly document the request.

*We must not :*

- Offer, promise or give money or valuables (gifts, invitations, etc.) to employees or representatives of other companies that could induce them to breach their duty of loyalty to their company.
- Accept or require money or valuables (gifts, invitations, etc.) that could induce us to breach our duty of loyalty or influence a business relationship.
- Use third parties to do something that we are not allowed or that we have not wanted to do personally. This means that we must carefully select and monitor our advisors, subcontractors, agents and partners.



## **GIFTS, HOSPITALITY AND OTHER COURTESIES**

Exchanging gifts and invitations can help you better understand each other and improve work relationships, but they can also cause a conflict of interest between personal interests and professional obligations.

When you receive or offer gifts or invitations, the golden rules are to communicate it openly to the Management, act sensibly and think as others will perceive it.

### *We must:*

- Make sure to offer and accept only gifts, gifts and entertainment that are reasonable and that are within normal business relationships, considering that they do not have a surplus of 100 UDS.
- Do not request gifts, favors, hospitality or personal services. Accepting or offering cash or equivalent gifts (such as gift cards) is not permitted under any circumstances.

### *We should not:*

- Accept excessive hospitality, credits (except credits from financial institutions with market rates) or other special treatment by any client, supplier or member of the competition.
- Accept situations that may commit you or Coastoil Dynamic.
- Ensure the entity id of commercial partners that may appear to be owned
- Hire third parties or agents who are considered valuable, mainly, for their personal ties rather than for the services they provide, or who request a disproportionate remuneration for their services.
- In the event that it is required to offer a gift to third parties, the Coastoil Dynamic communication and marketing area has adequate promotional material for this purpose, if it were a gift other than those available by the communication and marketing area, the approval of the director of Coastoil Dynamic.
- In the case of dinners or other courtesies, these must originate for valid commercial purposes and have a reasonable cost, and must be carried out less frequently, so as not to appear to be an exchange for the contracting of services or the purchase of products.

### **THINK BEFORE ACTING**

Gifts, presents and hospitality can be different kind: fruit baskets, meals, invitations to conferences to give some examples.

Before accepting or offering gifts or leisure activities, consider whether: Is it consistent with our rules and guidelines? Does it comply with the recipient's policies and with ours? Does the gift or care legitimately support the interests of Coastoil Dynamic? Is the amount reasonable and is it within normality? Would you commit yourself or the company if it were published in the media?

### **PREVENTING MONEY LAUNDERING**

At Coastoil Dynamic we understand money laundering as carrying out financial transactions designed to hide the origin and ownership of money when it comes from illegal activities or activities not regulated by current laws.

Coastoil Dynamic maintains transparency and accounting-financial record practices in accordance with current laws and regulations. Our accounting practices prevent the cash flows from the company's business activities from being used for money laundering purposes or outside the law. We have procedures to verify the identification of customers and suppliers in financial transactions, likewise we report any unusual activity or information to the competent activities.

### **POLITICAL CONTRIBUTIONS AND ACTIVITIES**

Coastoil Dynamic does not engage or encourage its associates to engage in political or partisan activities by maintaining a neutral position both ideologically and materially contributing to proselytizing activities. Coastoil Dynamic does not use financial resources or physical spaces to support this type of activities. We respect the ideologies of our collaborators and actively participate in the exchange of ideas with politicians or political entities, but we do not use them for the benefit of our business interests.

## **9** Our responsibilities regarding the protection of information and assets

### **CONFIDENTIAL AND / OR PRIVILEGED INFORMATION**

Information is a valuable asset. Internal unauthorized disclosure may involve a loss that may be detrimental to Coastoil Dynamic.

Through the information security policy, we must ensure that we protect internal information in accordance with the company's regulations. Those of us who have access to the confidential information of other partners also have an obligation to prevent it from being disclosed.

Confidential information is understood to be any information not officially published regarding the company, its subsidiaries and affiliates, and its managers, stakeholders, operations, activities, plans, investments and strategies.

The following is considered, by way of example and not limitation, confidential or privileged information:

- Accounting information and financial projections.
- Mergers, acquisitions, partnerships, expansion plans and business plans.
- Operations with securities and financing.
- Commercial and operational policies and practices.
- Judicial or administrative controversies.
- Organizational changes.
- Research and development of new products.
- Personal information of Coastoil Dynamic employees.
- Intellectual and industrial property, such as industrial secrets, trademarks, patents and copyrights.
- Customer and supplier lists, pricing structures and policies.

*We must:*

- Know the level of classification of the information managed, to adopt the appropriate security measures to protect its confidentiality.
- Respect all patents, trademarks, copyrights, confidential information or trade secrets, as well as the confidentiality of any person or entity with whom we have business relationships.
- Maintain highly confidential and confidential information in secure conditions, limiting access to it to those who have a need to access it and using it only for authorized purposes.

*We must not:*

- Never induce other people to breach their confidentiality obligations towards third parties.
- Save sensitive information on non-encrypted devices, such as USB sticks, which can be easily lost.
- Involuntary exposure of sensitive information in public places, for example, during telephone conversations or when we work on our laptop.
- Sending personal data to third parties, we must ensure that such sending is made for legitimate business reasons and that they comply with local legislation.

Our duty to protect sensitive information obtained during our professional activity extends even after our professional or employment relationship with the Company has ended.

## **FINANCIAL RECORDS AND CONTROLS**

We all have a duty to ensure that our financial or other records are accurate. Accuracy is essential for a successful business. It is an essential part of running a business legally, honestly and efficiently. It is crucial to be able to provide clear, regular and reliable information to our shareholders, business partners, public officials, the general public and other interested parties.



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Internally, it is also essential to have reliable information so that we can make informed decisions and comply with the corresponding legislation, respecting the obligations regarding the publication of information.

*We must:*

- Accurately record transactions. Guide you by the principles of transparency and truthfulness.
- Write, in detail and clearly, in all your business communications including emails. Write with the awareness that, someday, records may become public documents.
- Contact the Legal department in case of doubt about the suitability of the destruction of a record.
- Ensure the accounting notes are clear and complete.
- Cooperate with our internal and external auditors.

*We must not*

- Never provide incorrect or inaccurate information, or information that could confuse the person who receives it.
- Hide the true nature of any transaction.
- Never destroy documents as a result of or in anticipation of an investigation or audit.

## **PROTECTION OF ASSETS AND PROPERTIES**

Employees are responsible for the proper use of Coastoil Dynamic's assets and for protecting them against misuse, abuse, sabotage or loss. The assets of the Coastoil Dynamic include, in particular, the corporate image and reputation of Coastoil Dynamic, as well as information, vehicles, tools, materials, supplies, intellectual property, computer systems, software, hardware and facilities.

Employees are expected to take the utmost care in preserving the image and reputation of Coastoil Dynamic in all our professional activities.

We must also monitor the respect and correct and appropriate use of the company's image and reputation by our business partners.

Likewise, employees are expected to work efficiently during the workday, making the best use of the time and resources that the company makes available to us.

Restricted and personal use of the assets of Coastoil Dynamic is permitted,

including assigned vehicles and electronic means, such as telephones and email, provided that such use is in accordance with internal regulations and applicable legislation. The use of such assets should be kept at minimum levels and without negatively affecting productivity and the working environment.

*We must:*

- Respect and protect company assets by ensuring that they are not lost, damaged, misused, or wasted, or loaned to others, transferred, sold, or donated without authorization.
- Recognize that all company assets and documents belong to Coastoil Dynamic.

*We must not:*

- Use the company's assets for personal purposes. The limited use of communication tools, such as email, telephone and Internet, is allowed as long as it does not incur excessive expenses and does not interfere with our job responsibilities.
- Inappropriate use of computer systems, company email accounts and the Internet.
- Use the goods of third parties (photographs, films, articles, etc.) without ensuring that Coastoil Dynamic has the right to use them.

## **HOW TO REPRESENT THE COMPANY**

We operate in a highly competitive sector where it is necessary to excel through differentiated competences to achieve important leadership. The reputation of Coastoil Dynamic depends on the behavior of each one of us.

*We must:*

- Act taking into account the interests of Coastoil Dynamic.
- Demonstrate Coastoil Dynamic's ethical principles and values in our professional language and behavior.
- Ensure that there is no confusion between our personal interests or opinions and those of the company.
- Avoid posting opinions about colleagues and about our workplace on professional development websites (eg: LinkedIn).
- Remember that there is nothing "secret" or "private" on the Internet.
- Ensure that all digital communications we make regarding Coastoil Dynamic have been properly prepared.

*We must not:*

- Speak, write or commit on behalf of Coastoil Dynamic unless you have proper authorization.
- Talk or write about topics that are outside of your personal experience.
- Use the Coastoil Dynamic logo in letters or emails to express personal points of view or for personal business.

# 10 Our responsibilities as citizens

## **HUMAN RIGHTS**

At Coastoil Dynamic we respect human rights and recognize both its importance and its universality. Taking as concrete references the Universal Declaration of Human Rights of December 10, 1948 and the Federal Labor Law published in the Official Gazette of the Federation on April 1, 1970. Likewise, since 2016 we have been an active part of the Global Compact of the UN, as we also support its Principles for the empowerment of women.



Our people are a competitive advantage. We promote an appropriate environment for integral development. Those of us who are part of this company must contribute to the achievement of its Mission, through behavior that consistently reflects the principles and values we share.

Note: There is a Coastoil Dynamic Internal Work Regulation that regulates the rights and responsibilities of all of us who are part of the company project.

## **RELATION SHIPS WITH THE COMMUNITY**

We strive to establish strong and lasting relationships with the local communities where the company is present, based on recognition, trust, mutual respect and shared value, through proactive dialogue and responsible and transparent management of impacts and social opportunities.

Cultural diversity and local customs are recognized and respected. From the beginning of our activities and as soon as possible in the project planning process, we have established channels that allow local communities to communicate their concerns to Coastoil Dynamic.

At Coastoil Dynamic, we are committed to supporting the sustainable economic and social development of the communities in which we operate. All social investment projects in the community must comply with the regulations of Coastoil Dynamic.

### *We must:*

- Obtain the necessary authorizations before making any donation or contribution on behalf of Coastoil Dynamic.
- Understand that philanthropy is a long-term commitment. All actions, regardless of size, they need to be done with a clear plan on how to develop engagement over time.
- Make donations and contributions to organizations of recognized prestige and moral solvency.
- Make donations and contributions under objective criteria that are accurately reflected in the books and records of Coastoil Dynamic.
- Avoid that personal support for charitable causes is perceived as part of the actions of Coastoil Dynamic.

### *We must not:*

- Engaging Coastoil Dynamic in actions that do not reflect our ethical principles or the philanthropic strategy of the company.
- Force employees or partners to donate gifts or funds for philanthropic projects in which Coastoil Dynamic participates.

## **ENVIRONMENTAL MANAGEMENT**

Coastoil Dynamic respects the environment and tries to minimize its impact on it. Our goal is to openly communicate our achievements in the energy field as well as our challenges.

Many of our activities are necessary for our service and have a direct impact on the environment. It is everyone's responsibility to try to reduce that impact whenever possible.

*We must:*

- Adequately consider the risk of our operations that may harm the environment.
- Identify, prevent and communicate any suspicious fact that directly or indirectly affects the environment.

*We must not:*

- Ignore the rules of Coastoil Dynamic on environmental responsibility.



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**COASTOIL DYNAMIC COMMITMENT LETTER**

Veracruz, Ver. on \_\_\_\_\_ of 2 \_\_\_\_\_.

Full name: \_\_\_\_\_

Employee number: \_\_\_\_\_

Department: \_\_\_\_\_

Direct Manager's Name: \_\_\_\_\_

I certify that I have read the Code of Ethics and Conduct and Coastoil Dynamic policies. I understand all the terms expressed in the mission, vision, values and standards of conduct that govern our organization. I understand that its compliance is mandatory for all employees and that by complying with the Code of Ethics and Conduct, we all contribute to creating a better work environment in which we can grow as individuals and professionals. I declare that I am in compliance with the standards of conduct established therein, including any conflict of interest, whether actual or potential. Additionally, I understand that the code of ethics and conduct is available on [www.coastoildynamic.com](http://www.coastoildynamic.com) and should refer to it if I have any concerns or questions.

\_\_\_\_\_

SIGNATURE



Contact for complaints and questions:  
**[denuncia@coastoidynamic.com](mailto:denuncia@coastoidynamic.com)**