Sociedade Nacional de Combustíveis de Angola



## CORPORATE POLICY OF NON-RETALIATION

Sonangol EP and its Subsidiaries are committed to providing an environment where employees can report, in good faith, non-compliance with company policies and in this sense, any retaliation is not tolerated due to reports of suspected non-compliance with company's policies done in good faith.

The statements contained in this Policy do not limit the authority of any other corporate policy of the Company. In addition, the prohibition of retaliation contained in this Policy is applicable to all corporate policies of the Company.

Employees are ensured of the prohibition of any kind of retaliation against those who have made complaints or informed concerns in good faith. This includes, but is not limited to, any attempt to determine who has provided the anonymous information. Any attempt to determine the identity of an anonymous informant will result in disciplinary action. Those involved in internal investigations and complainant who, in good faith, contribute information regarding any fact or position that violates the Code of Conduct and Ethics of Sonangol or the laws in force, cannot suffer any type of retaliation, sanction, persecution and / or any form of embarrassment.

The identity of the complainant, if informed by him, must be strictly protected. Sonangol E.P. and its Subsidiaries do not tolerate any act that directly or indirectly impairs the complainant who, on suspicion or certainty, denounces actual or potential facts and / or conduct that violates the rules provided for by laws or the guidelines contained in the Code of Conduct and Ethics.

An employee who retaliates against a worker who has submitted a report in good faith must be subject to disciplinary action. In the event of a report made in good faith, under this Policy, but not confirmed by subsequent investigation, no action is taken against the reporting worker. However, in the event of a malicious report made based on this Policy (not made in good faith), the company may take appropriate action against the reporting employee.

Any violation of the Non-Retaliation Rules may result in disciplinary action in accordance with the General Labor Law, Internal Regulations of the Company and Work Contract.

Questions and reports concerning this Policy should be forwarded to the Direct Manager, Human Resources Directorate, Legal Services Directorate, Ethics Directorate or to email <u>apoioetica@sonangol.co.ao</u>.

Gaspar Martins Chairman of the Board of Directors

Revision 00, 23/05/2019