

In addition to Green Procurement Policy following procurement procedures include items to support sustainability efforts:

****EVALUATE BIDS QUOTATIONS MM PROCEDURE:**

5.6.2. If the Requesting Unit provides the lifetime energy cost of the requested equipment, then the cost effect should be considered during commercial evaluation.

****MM CHECK STOCK AVAILABILITY AND CREATE PR PROCEDURE:**

5.3.1. The requestors shall first get approval from planning department regarding stock availability when they require materials or equipment. In case the demanded item is available in stock, requestors shall issue Material Request Form to get the item from the warehouse.

5.4. If the requested equipment is within the scope of the Energy Efficient Equipment Guide (document no ABUENM-BKL-0001), the Lifetime Cost Analysis Template should be added to the PR Package, for the applicable PR(s) co-determined by the Requesting Department and Energy Management Department

****CM PREQUALIFICATION QUESTIONNAIRE FORM:**

For procurements above specified threshold, prequalification process is applied which is an assessment process. SECTION.8 OCCUPATIONAL HEALTH AND SAFETY & ENVIRONMENT contains questions about environmental subjects.

**Two different types of audits/performance measurement is applied:

b.COMPETENCY ASSESSMENT AND CONTRACTOR AUDIT PROCEDURE:

5.2. Contractors providing services for RPBU, whose purchasing processes are managed by Purchasing Directorates, are inspected as a 2nd party and a 3rd party as needed. Third party audits are carried out by an independent audit firm. Second party audits are led by the relevant Purchasing Directorates (20%);

It is inspected with its own questions under the responsibility of the OHS-E Unit (30%), the Quality Systems (20%) and the Requesting Unit (30%). In these audits, the organization's compliance with ISO standards and our contract provisions are questioned and implementation is encouraged. The report prepared as a result of the audit is forwarded to the relevant parties and the determination is made.

A written notification is made to the supplier to correct the identified deficiencies. In general scoring, a score of "70" and above is considered "successful", and below is considered "unsuccessful". Whether the corrective actions determined as a result of the 2nd party and 3rd party audit results are carried out within the time given to the contractor is checked by a purchasing personnel or a 3rd Party company assigned for this purpose. Penalty mechanisms defined in the contract are implemented for contractors who do not close their deficiencies within the specified period. The contract may be terminated with suppliers who cannot increase their scores within the specified periods.

As of the end of 2023, we monitored the performance of our suppliers, which was recorded at 90%.

In addition to Procurement Procedures following HSE procedure include items to support sustainability efforts:

****SOCAR PIZ REFINERY AND PETROCHEMICAL BUSINESS UNIT HSE-S SPECIFICATIONS**

Related spec is communicated with contractors before their entry to RPBU site. This spec is also an attachment of the contract signed by the contractor. Spec's item 5.2 is about environmental requirements and rules of SOCAR.

4.1.1 SERVICE PROVIDER must have OHS-E training for its employees to receive an identification card, and SERVICE PROVIDER will be responsible for ensuring that its employees receive this training.

5.2.1. SERVICE PROVIDER must ensure that its own employees and its Subservice Provider employees participate in the training to be given by the SOCAR DIZ Refinery and Petrochemical Business Unit within the scope of Occupational Health, Safety and Environment. SERVICE PROVIDER must convey the information that can be provided by the SOCAR DIZ Refinery and Petrochemical Business Unit on this subject to its own employees and its Subservice Provider employees in the interim periods.