



OMV Group Regulations One Pager Booklet

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Foreword

Dear Reader,

This Booklet gives an overview of selected group regulations deemed relevant for contractors and suppliers. In addition, there might be more specific divisional and local regulations in place, depending on the scope of work and type of contract.

Please note that Group Regulations are reviewed periodically and make sure to have the latest version as published in OMV's regulations system.

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1. Governance & Management System

1.1 GST-0258-Management of Change

<p><i>What is regulated (Content of the Regulation)</i></p> <p>Management of Change applies, whenever a Change is introduced that could have negative or positive consequences for:</p> <ul style="list-style-type: none">● Human: physical or psychological condition of people● Environment: air, water, soil, fauna and flora● Reputation, strategy, legal entity / situation: e.g., OMV perception by the public, customers or employees, license to operate● Finance/assets: facilities (incl. plants and process parameters), production, sales, quality, or business performance <p>For all Changes in scope the 5 MoC principles apply (either directly through this regulation or indirectly through other/dedicated MoC regulations and processes):</p> <ul style="list-style-type: none">● All risks are assessed before implementing a Change (either through an impact assessment for non-significant changes or an additional in-depth risk assessment for significant changes)● The Change is documented and approved● All people affected by the Change are informed about it● Risk control measures are implemented before start-up or go-live● The readiness of the changed system is acknowledged before start-up or go-live
<p><i>Main target group out of all employees:</i></p> <ul style="list-style-type: none">● All employees
<p><i>Responsibilities for all employees</i></p> <ul style="list-style-type: none">● Every employee who faces a change is responsible to check which MoC regulation and process apply and act accordingly● Responsibles for a regulation or process which deal with any form of Change, have to ensure that the regulation or process covers the MoC principles
<p><i>Responsibilities for leaders:</i></p> <ul style="list-style-type: none">● Ensure that MoC principles are applied to all Changes that fall under the scope
<p><i>Approval requirements:</i></p> <ul style="list-style-type: none">● For the implementation of the Change● For the readiness of the changed system for start-up / go-live (only mandatory for significant changes)● Engineering changes shall be subject to final approval by Technical Authorities.● Depending on the scope of the Change additional approval steps (toll gate, gate keeping) may be required during the implementation phase (MoC in Capital Projects).

2. Health, Safety, Security and Environment

2.1 GDI-0045-HSSE Directive

<i>What is regulated (Content of the Regulation)</i>
<ul style="list-style-type: none">● This Directive and its annexes set out the principles and rules for the management of Health, Safety, Security & Resilience and Environment (HSSE) throughout the lifecycle of OMV Group's business and activities, including Capital Projects, Mergers and Acquisitions. It structures HSSE management along 12 Elements following the Plan – Do – Check – Act cycle for continuous improvement.● The Directive provides a framework for how we as OMV Group manage all HSSE aspects in order to protect people, environment, assets and reputation in line with our HSSE Policy (Annex 1), the Major Accident Prevention Policy (Annex 2) and in view of our HSSE Vision "ZERO Harm – NO Losses".● It provides also a set of standardized HSSE terms and definitions (Annex 3) used in OMV Group and aligned with definitions used internationally across the industry and in sustainability reporting, and the Life-Saving Rules (Annex 4).
<i>Main target group out of all employees:</i>
<ul style="list-style-type: none">● All employees
<i>Responsibilities for all employees</i>
<ul style="list-style-type: none">● Be familiar with and adhere to the expectations set within the HSSE Directive, its annexes and other HSSE regulations and legislation.● Actively contribute to live and further develop HSSE awareness and a positive attitude towards HSSE as part of the company culture.● Stop and report unsafe or irresponsible acts and conditions.● Report any incidents and non-compliances.
<i>Responsibilities for leaders:</i>
<p>In addition to the above-mentioned responsibilities:</p> <ul style="list-style-type: none">● Demonstrate commitment and leadership by acting as a role model.● Undertake appropriate measures to control and manage all HSSE risks in their activity area.● Ensure and assure that HSSE aspects are integrated in all business decisions and activities. <p>Special roles:</p> <ul style="list-style-type: none">● HSSE managers, experts and functions shall support business with state-of-the-art expertise and guidance and shall enable group wide HSSE information exchange.
<i>Approval requirements:</i>
<ul style="list-style-type: none">● n/a

2.2 GST-0218-Personnel Transportation

<i>What is regulated (Content of the Regulation)</i>
<ul style="list-style-type: none">● Personnel transportation safety on road, on rail, in the air, and maritime● Transportation incident reporting and emergency response
<i>Main target group out of all employees:</i>
<ul style="list-style-type: none">● Employees and contractors using different means of personnel transportation owned, rented, or leased by OMV Group or their contractors.
<i>Responsibilities for all employees</i>
<ul style="list-style-type: none">● Ensure vehicle is fit for purpose and develop Journey Management Plan when appropriate.● Drivers shall operate a vehicle in a safe manner; be trained in safe driving skills; never use mobile phone or text (reading or writing) during driving; comply with traffic regulations and adapt driving style to conditions; make sufficient breaks.● Every person in the vehicle (car, taxi, bus, ...) shall use the seat belt during the entire trip.● In countries or areas with potentially low safety Standards, do a risk assessment prior to rail travel and apply precautionary measures for your safety and security.● Only use approved airlines, ferries, and water taxis.● Report any commuting or work-related transportation incident.
<i>Responsibilities for leaders:</i>
<ul style="list-style-type: none">● Ensure that the Standard is understood and followed by all employees who are involved in personnel transportation, either actively (driver) or passively (passenger).● Line managers are accountable for adequate budget-considerations for proper maintenance of company vehicles, IVMS if installed, and for driving trainings according to this document. <p>Special roles:</p> <ul style="list-style-type: none">● Aviation Safety Advisor – will assist and advise on all aspects of fixed and rotary wing aircraft transportation where no IATA (International Air Transport Association) approved airlines are available.
<i>Approval requirements:</i>
<ul style="list-style-type: none">● Line Managers will approve all journey management requests prior to the commencement of all journeys.● Aviation Safety Advisor will approve the use the non-IATA aviation requests.

2.3 GST-0219-Hazardous Substance Management

<p><i>What is regulated (Content of the Regulation)</i></p>
<ul style="list-style-type: none">● Minimum requirements along the lifecycle of a hazardous substance from selection and procurement via storage, transportation and handling to disposal.● OMV Group's guiding hazardous substance management principles are:<ul style="list-style-type: none">● All hazardous substances and associated residuals must be managed along their entire life cycle in order to prevent negative impact on people and environment;● Design, implement and operate processes which minimize the use of hazardous substances and reduce exposure to hazardous substances in consideration of the hierarchy of controls;● Unless not in line with national and/or local legal requirements, the Globally Harmonized System of Classification and Labelling of Chemicals (GHS System) shall be used;● Management of substances that are already or foreseeable banned shall not be allowed; in case of upcoming bans a suitable program must be in place.
<p><i>Main target group out of all employees:</i></p>
<ul style="list-style-type: none">● Line management, nominated hazardous substance representative, procurement function, contractors
<p><i>Responsibilities for all employees</i></p>
<ul style="list-style-type: none">● Be aware of hazards and risks in everyday work associated with the management of hazardous substances, apply local specific work instructions and Safety Data Sheet provisions.● Prompt information in case of deficiencies in the management of hazardous substances noted at their workplaces or in relation to activities of colleagues and contractors.
<p><i>Responsibilities for leaders:</i></p>
<ul style="list-style-type: none">● Ensure implementation of the hazardous substance selection process and that risks associated with hazardous substance management are minimized in their respective area. <p>Special roles:</p> <ul style="list-style-type: none">● Hazardous Substance Representative (typically HSSE representative or hazardous substance expert)● Procurement Function● Contractors
<p><i>Approval requirements:</i></p>
<ul style="list-style-type: none">● Approval of new or changed hazardous substances by competent multidisciplinary expert team prior first purchase

2.4 GST-0221-Contractor HSSE Management

<p><i>What is regulated (Content of the Regulation)</i></p> <ul style="list-style-type: none">• Minimum requirements and process to manage contractors from selection through to close out of the contract with the primary focus on the critical operational part of this process.• The Standard applies to all contracted field service activities and capital project activities within all OMV Group business divisions and corporate functions. It does NOT apply to office-based consultation activities and material suppliers, unless such activities are assessed with potential of high HSSE consequences to OMV Group. It does also not apply to the chartering of barges and vessels, as contractor HSSE management in these areas are managed according to the international Standards of EBIS – The European Barge Inspection System (for barges) and OCIMF/SIRE – Ship Inspection Report Program (for vessels).• The stages of the Contractor HSSE Management process cover:<ul style="list-style-type: none">• HSSE Risk Assessment of contracted activities• HSSE aspects in the contracting process (HSSE Pre-Qualification; Tender; Contract Award)• Post-Award HSSE Requirements (Mobilization, Execution, Performance Monitoring, Commissioning...)
<p><i>Main target group out of all employees:</i></p> <ul style="list-style-type: none">• All personnel involved in in contractor management (i.e., procurement, supervision and execution of contracted services) such as procurement staff, beneficiaries and cross-functional experts.
<p><i>Responsibilities for all employees</i></p> <ul style="list-style-type: none">• Be aware that minimum HSSE requirements apply to all contracted services; report deviations.
<p><i>Responsibilities for leaders:</i></p> <ul style="list-style-type: none">• Ensure application of the Standard for the procurement of contracted services. <p>Special roles and responsibilities:</p> <ul style="list-style-type: none">• Contract Owner: a senior manager who has a strategic overview of all contracts in his/her area of responsibility; has financial authority to approve budget spending against the contract; is accountable for the HSSE performance of the contract; serves as an escalation instance for unsolved supplier issues on Contract Holder level.• Contract Holder: the individual responsible for the organization and coordination of all aspects of the contract, including HSSE aspects, according to legal and OMV Group requirements, from the initial sourcing phase (purchase requisition, PR) to the completion of work (service entry sheet, SES) and the final evaluation of contractor's performance; ensures that the contractor executes work in accordance with the HSSE requirements included in the Scope of Work and in the contract; interfaces with the contractor on a regular and routine basis. <p>For full description of roles and responsibilities, see OGMS → Roles.</p>
<p><i>Approval requirements:</i></p> <ul style="list-style-type: none">• HSSE pre-qualification (supplier qualification) is mandatory for all contracts with high and medium HSSE risk.• Procurement must ensure that Contract Owners and Contract Holders are nominated and informed, so that they can take over their contract specific responsibilities including management of HSSE issues.

2.5 GST-0223-Health Standard

<i>What is regulated (Content of the Regulation)</i>
<ul style="list-style-type: none">● Main principles of OMV Group Health activities on Occupational, Curative, Preventive and Emergency Health Care● Health Management tasks and operative implementation
<i>Main target group out of all employees:</i>
<ul style="list-style-type: none">● Line managers, HSSE managers, medical staff
<i>Responsibilities for all employees</i>
<ul style="list-style-type: none">● Taking care of own health and actively participating in health promotion activities
<i>Responsibilities for leaders:</i>
Top and senior management shall demonstrate leadership and commitment by: <ul style="list-style-type: none">● Taking overall responsibility and accountability for the protection of workers' work-related health● Ensuring health to be seen as organizational asset● Promoting a health-oriented culture within OMV● Ensuring the resources needed for implementing the provision of the Health Standard● Communicating the importance of Health Management● Promoting active participation of employees in health programs and campaigns
Special roles:
Local line management <ul style="list-style-type: none">● Commitment to proactively look at negative impacts that any management decision could have on the health of employees, contractors, clients and other parties● Provide resources that are needed for the implementation of the Health Standard● Complete adherence to local legal requirements (e.g. occupational health surveillance, etc.)
Local HSSE management <ul style="list-style-type: none">● Integration of the Operative Medical Services expertise into the overall HSSE management system including the planning, budgeting and auditing (by health specialists)● Raise awareness and commitment to the OMV Group's Health Standards
<i>Approval requirements:</i>
<ul style="list-style-type: none">● Yearly Local Health Plan approved by Health Management Department and local management

2.6 GST-0224-Incident, Emergency, Crisis and Business Continuity Management (Resilience)

<i>What is regulated (Content of the Regulation)</i>
<ul style="list-style-type: none">• The Resilience Standard describes the arrangements to initiate a rapid and organized response in the event of an incident, emergency or crisis involving the OMV Group people and assets.• The Standard covers all events and issues where OMV Group has legal, ethical or community responsibilities, or has responsibility for organizing Emergency Response.• This Standard regulates the system and processes to prepare, plan, respond and recover from an incident, emergency or crisis.
<i>Main target group out of all employees:</i>
<ul style="list-style-type: none">• Members of Emergency Management Teams (EMT), Crisis Management Teams (CMT) and corresponding support teams (Business Support, Communications, HR, IT, Call Center, among others) all across OMV Group.• Managers responsible for or involved in the Business Continuity Planning of their respective area.
<i>Responsibilities for all employees</i>
<ul style="list-style-type: none">• Take immediate response measures in case of an incident• Report incidents to supervisor or responsible manager
<i>Responsibilities for leaders:</i>
<ul style="list-style-type: none">• All line managers are accountable for emergency preparedness and business continuity planning in their respective area <p>Special roles:</p> <ul style="list-style-type: none">• Executives or senior managers may become leaders of an EMT or CMT and must train defined scenarios together with the EMT or CMT members on a regular basis.• HSSE staff provides subject matter support (security, resilience, health, safety, environment).
<i>Approval requirements:</i>
<ul style="list-style-type: none">• Approval of media or public statements about a crisis or emergency situation by the responsible Corporate Communications team.• Business Continuity Plans for critical infrastructure and strategic Business Continuity Scenarios to be approved by the Executive Board.

2.7 GST-0225-Reporting, Investigation, and Classification of Incidents

<i>What is regulated (Content of the Regulation)</i>
<ul style="list-style-type: none">● All incidents shall be identified and reported in an appropriate and timely manner● Preventive and corrective actions are identified and implemented to reduce the likelihood for incidents to reoccur to as low as reasonably practicable (ALARP)● All work-related incidents with potential consequences for people, environment, assets or reputation are adequately investigated to determine direct/immediate causes, root/underlying causes and systemic causes.
<i>Main target group out of all employees:</i>
<ul style="list-style-type: none">● Line management● Investigation sponsor, leaders and members of investigation teams
<i>Responsibilities for all employees</i>
<ul style="list-style-type: none">● Immediate reporting of incidents to supervisors or responsible managers after applying all emergency response and immediate control measures● Supporting incident investigations and implementation of corrective measures● Sharing lessons learned
<i>Responsibilities for leaders:</i>
<ul style="list-style-type: none">● Is responsible to inform all relevant functions and comply with the deadlines as set out in the incident notification scheme● Has the responsibility, accountability for, and control of, the budgets of the facility● Shall be empowered to implement preventive and corrective actions to prevent reoccurrence● Ensures that all incidents are reported, updated and properly closed in OMV Groups' incident reporting tool● Promotes appropriate sharing of lessons learned within his/her area of responsibility <p>Special roles:</p> <ul style="list-style-type: none">● The Investigation Sponsor is responsible for confirming the categorization of the incident in consultation with the relevant parties and reviewing and agreeing to release the investigation report
<i>Approval requirements:</i>
<ul style="list-style-type: none">● Investigation sponsor, investigation team leader and investigation Quality Assurance (QA) / Quality Control (QC) will approve all final investigation reports

2.8 GST-0226-Process Safety Management

<i>What is regulated (Content of the Regulation)</i>
<ul style="list-style-type: none">● Provide a framework and requirements to manage Process Safety in OMV Group● Process Safety (PS) is the systematic use of uniform instructions, practices and specifications to achieve and maintain safe and reliable production
<i>Main target group out of all employees:</i>
<ul style="list-style-type: none">● Persons responsible, accountable and involved with oil, gas and petrochemical activities covering all lifecycle stages in OMV Group: line management, HSSE experts, PS experts, operations and maintenance experts
<i>Responsibilities for all employees</i>
<ul style="list-style-type: none">● Understand the sources and nature of process hazards in their area of work● Be aware of the systems, procedures and activities which are critical to operate process installations safely and manage process hazards● Improve their own and others' knowledge on managing process safety risks● Identify and report gaps and/or weaknesses in process risk controls to continually improve the system● Participate in all activities (e.g., audits, risk assessments) to improve PS performance
<i>Responsibilities for leaders:</i>
<ul style="list-style-type: none">● Ensure implementation and compliance with the Standard● Provide resources to establish or improve the system● Commit to PS and PS risk controls and demonstrate control of PS risks● Regularly measure and review PS performance● Ensure appropriate competency and qualification of their employees● Ensure that risk assessments are carried out on a regular basis and before new technologies, materials and products are implemented in the production process● Ensure that proper mitigation and emergency plans are set up and regular drills are performed. <p>Special roles:</p> <ul style="list-style-type: none">● Senior management● Process safety experts
<i>Approval requirements:</i>
<ul style="list-style-type: none">● System for approval is required for all situations where it is proposed to operate with a specific barrier out of service.

2.9 GST-0227-HSSE Risk Management

<i>What is regulated (Content of the Regulation)</i>
<ul style="list-style-type: none">● Principles, main criteria, processes and responsibilities, which are required to assess risk in relation to health, safety, security & resilience and environment (HSSE); applicable to the full range of oil, gas and petrochemical activities of OMV Group covering all lifecycle stages from concept to decommissioning.● OMV Group's guiding HSSE risk management principles are:<ul style="list-style-type: none">● All hazards can be identified and all risks assessed,● Elimination of a hazard is preferable to managing it,● Prevention of a hazardous event is preferable to mitigating it,● All risks can be managed to be as low as reasonably practicable (ALARP); and● Risk management is everyone's responsibility.
<i>Main target group out of all employees:</i>
<ul style="list-style-type: none">● Line management● Experts involved in (HSSE) risk management
<i>Responsibilities for all employees</i>
<ul style="list-style-type: none">● Receive and understand information about HSSE risks in their respective workplace, as the risk management process involves consultation, communication and stakeholder engagement
<i>Responsibilities for leaders:</i>
<ul style="list-style-type: none">● Ensure HSSE risks are identified and assessed in their respective area <p>Special roles:</p> <ul style="list-style-type: none">● Risk Owner of HSSE related risks (typically: plant or site manager of major facilities, Asset manager, etc.)● Risk Treatment Owner (typically middle manager, project or construction manager, site manager, etc.)● Risk Coordinator (typically HSSE Manager to administer risk management activities)
<i>Approval requirements:</i>
<ul style="list-style-type: none">● Risk treatment plans must be approved by the Risk Owner

2.10 GST-0259-Environmental Management

<i>What is regulated (Content of the Regulation)</i>
<ul style="list-style-type: none">● Environmental Management System (EMS) requirements● Environmental risk assessment requirements● Minimum environmental performance requirements● Responsibilities
<i>Main target group out of all employees:</i>
<ul style="list-style-type: none">● Line managers at all organizational levels, HSSE managers, environmental experts, project managers
<i>Responsibilities for all employees</i>
<ul style="list-style-type: none">● Be aware of OMV Group's minimum environmental performance requirements that include the intention to minimize the environmental impact by reducing waste, emissions, discharges and by using energy efficiently.
<i>Responsibilities for leaders:</i>
<ul style="list-style-type: none">● <u>Line Management</u> is responsible for the effective implementation of the Standard in their operations/businesses.● <u>Asset Development Managers</u> are responsible for the implementation of the Standard in all relevant projects. <p>Special roles:</p> <ul style="list-style-type: none">● <u>Group environmental advisors/experts</u>: establish environmental statement in OMV Group HSSE Policy; establish OMV Group environmental strategy, objectives and targets; establish a greenhouse gas management framework; provide risk summary for incorporation into due diligence, project documents and/or management review reports; define and monitor KPIs on Group level; develop Group Environmental Management Standards and guidelines; perform environmental audits and reviews; maintain environmental expert networks to enhance communication, knowledge transfer and experience exchange in OMV Group● <u>Operational HSSE managers and experts</u>: establish site environmental strategy; identify legal and contractual requirements; identify environmental baseline, impacts, risks and liabilities, and define measures/investments; define KPIs on operational level; establish operations/business environmental objectives and targets; establish Environmental Management Plan; implement environmental management Standards and develop divisional/site specific Procedures; keep records and report on environmental issues; monitor and evaluate environmental performance as well as environmental costs and target achievement on site level; monitor environmental legal compliance of operations/activities; perform environmental audits and reviews● <u>Project Managers</u> are responsible for the implementation of the Standard in all relevant projects.
<i>Approval requirements:</i>
<ul style="list-style-type: none">● Environmental policy, strategy and environmental management system manual approved by Line Management.

2.11 GST-0297-Security Management Standard

<i>What is regulated (Content of the Regulation)</i>
OMV Group Security management and associated processes, which includes: <ul style="list-style-type: none">● 1. Intelligence● 2. Risk Assessment● 3. Physical Security● 4. Security Documentation● 5. Travel Security
<i>Main target group out of all employees:</i>
<ul style="list-style-type: none">● SVPs, VPs, General Managers, Business Unit Managers, Venture Managers, Project Managers, HSSE Personnel and Security Managers.
<i>Responsibilities for all employees</i>
<ul style="list-style-type: none">● This document is not aimed at all employees; rather it is aimed at management and HSSE personnel. However, employees would benefit from reading the document for general information.
<i>Responsibilities for leaders:</i>
<ul style="list-style-type: none">● Discuss security issues with HSSE leadership in your team.● Ensure security risk assessments are completed in all instances where required.● Where necessary, ensure sufficient attention and resources are available for the security function. <p>Special roles:</p> <ul style="list-style-type: none">● Ensure the security function is included early in any new project and investment decision in order to take advantage of the lower planning costs versus elevated costs for late notice issues.
<i>Approval requirements:</i>
<ul style="list-style-type: none">● Risk Owners are required to review security risk assessments, ensure sufficient resources are available for mitigation where required and approve risk assessments once submitted by their HSSE personnel.

2.12 GST-0315-HSSE Audits

<i>What is regulated (Content of the Regulation)</i>
<ul style="list-style-type: none">● The Standard defines the minimum requirements for audits of compliance to the requirements of the HSSE Directive and related HSSE regulations and processes in the area of Health, Safety, Security and Resilience, and Environment with the aim of supporting continuous improvement.● It defines the roles and responsibilities for establishing a group wide HSSE audit program (covering both internal organizations and contractors) and for planning and performing the scheduled audits in cooperation with the business and other functions.● It outlines the required competencies for audit team leaders and audit team members.● The Standard contains a clear guidance for the classification of audit findings.● The application of the group wide harmonized HSSE Audit / Assessment Tool (annex to the Standard), which is derived from the HSSE Directive, is mandatory.● The regulation outlines basic principles for the audit methodology including the option of remote audits, quality assurance and recording in the HSSE reporting tool.
<i>Main target group out of all employees:</i>
<ul style="list-style-type: none">● All personnel involved in planning, preparing, training or performing HSSE audits
<i>Responsibilities for all employees</i>
<ul style="list-style-type: none">● Be aware that compliance to HSSE regulations and processes is subject to audits.
<i>Responsibilities for leaders:</i>
<ul style="list-style-type: none">● Ensure application of the Standard for HSSE audits and assessments <p>Special roles and responsibilities:</p> <ul style="list-style-type: none">● Audit Team Leader: organize and lead the Audit Team with the support of Corporate HSSE or the local HSSE Manager; ensure a proper preparation and conduct of the Audit as described in the process “Audit HSSE performance and compliance”; ensure all Audit Team Members are familiar with the audit toolbox and checklists.● Audit Team Member: be independent of the audited business unit/site/venture/subsidiary; understand the operations and/or activities being audited and be able to contribute technically to the audit.
<i>Approval requirements:</i>
<ul style="list-style-type: none">● HSSE audit programs shall be aligned with Corporate HSSE prior local management approval.

2.13 GST-0316-HSSE Reporting

<p><i>What is regulated (Content of the Regulation)</i></p> <ul style="list-style-type: none">● The Standard defines the minimum requirements for the reporting and group wide consolidation of HSSE data.● It outlines relevance, transparency, consistency, completeness and accuracy as the general reporting principles.● It defines the roles and responsibilities of management, HSSE experts and employees related to the reporting of HSSE data, as well as reporting boundaries and the organization of reporting processes.● Minimum requirements for data quality include the application of the four-eyes principle, Standards for data correction, data protection and obligations to review and audit data.
<p><i>Main target group out of all employees:</i></p> <ul style="list-style-type: none">● All personnel involved in reporting HSSE data across OMV Group and HSSE experts responsible for performance monitoring and the setup of the corresponding systems and processes.
<p><i>Responsibilities for all employees</i></p> <ul style="list-style-type: none">● Report observations, hazards and incidents either verbally or in writing to their superior or directly into the HSSE reporting tool (if applicable).
<p><i>Responsibilities for leaders:</i></p> <ul style="list-style-type: none">● Line Management is responsible and accountable for HSSE performance. Therefore, the ownership for all HSSE data lies with the responsible manager of the reporting unit (data owner). Responsibilities of the data owner can be delegated (e.g., validation of data). <p>Special roles and responsibilities:</p> <ul style="list-style-type: none">● Divisional HSSE managers: ensure communication and alignment with local data owners, data validators and data collectors, validate HSSE data for defined reporting units.● Local HSSE managers and experts: Enter HSSE data of his/her subject matter area (data collector), validate HSSE data (data validator) in application of the four-eyes principle, and perform and document monthly data and plausibility checks on reporting unit level.
<p><i>Approval requirements:</i></p> <ul style="list-style-type: none">● HSSE data shall be validated by the data owner before internal or external release of reports.

2.14 GST-0340-Occupational Safety Management

<i>What is regulated (Content of the Regulation)</i>
<ul style="list-style-type: none">● The regulation defines the minimum requirements for managing occupational safety and developing a sound safety culture in OMV Group:<ul style="list-style-type: none">● Individual Occupational Safety Principles applicable to all employees● Occupational Safety Management Framework according to the Plan – Do – Check – Act cycle and the 12 Elements defined in the HSSE Directive
<i>Main target group out of all employees:</i>
<ul style="list-style-type: none">● Line management● Experts involved in HSSE management
<i>Responsibilities for all employees</i>
<ul style="list-style-type: none">● Demonstrate responsibility for personal safety according to legal and internal requirements;● Perform the job in accordance with safety applicable laws and internal regulations;● Use the personal protective equipment, the equipment, tools and safety devices in accordance with the job requirements and work instructions;● Intervene for any unsafe act or condition that exposes someone to the risk of harm;● Openly report hazards, near misses and incidents;● Openly communicate safety concerns or suggestions for improvement to line management.
<i>Responsibilities for leaders:</i>
<ul style="list-style-type: none">● Ensure that safety responsibilities are defined in his/her area of responsibility;● Consistently implement and apply occupational safety legal and internal requirements;● Integrate occupational safety in the business planning and decisions;● Establish objectives, targets and activities related to occupational safety performance;● Allocate resources for occupational safety management;● Ensure safety performance monitoring and periodical reviews in his/her area of responsibility;● Openly communicate with employees about safety performance, lessons learnt, risks, actions;● Encourage people to an open and non-blaming reporting practice for safety concerns, unsafe acts and unsafe conditions;● Encourage people to intervene for any unsafe acts and unsafe conditions;● Give regular feedback and coaching on individual safety performance.
<i>Approval requirements:</i>
<ul style="list-style-type: none">● Workplace risk assessment (WPRA) as per local legislation and/or Group Standard needed

2.15 GPR-1392-HSSE in Major Capital Projects

<i>What is regulated (Content of the Regulation)</i>
<p>The Regulation specifies/lists required HSSE, process safety and technical safety related deliverables and activities in the five distinct phases of project life cycle. The scope is applicable to both 'greenfield' and 'brownfield' major capital projects.</p> <p>The objective is to ensure that a Standard companywide approach is applied in major capital projects for management of HSSE, process safety and technical safety and to achieve sustainable growth. The relevance and applicability of deliverables and activities to a project will depend on the nature and complexity of the project / proposed development.</p> <p>Compliance with this Standard and compliance to all applicable legal regulations, industry codes, Standards, and industry best practices will ensure major capital projects:</p> <ul style="list-style-type: none">● to achieve fit-for-purpose design● to demonstrate ALARP (As low As Reasonably Practicable)● to realize safe to operate plant/facilities / installations
<i>Main target group out of all employees:</i>
<ul style="list-style-type: none">● and all its employees involved in Major Capital Projects
<i>Responsibilities for all employees</i>
<ul style="list-style-type: none">● to understand HSSE and technical safety requirements in major capital projects● to review/contribute/participate in the project deliverables/activities depending on level of involvement
<i>Responsibilities for leaders:</i>
<ul style="list-style-type: none">● SVPs, project owners and steering committee members to provide visible leadership in the areas of HSSE and technical safety● development /project managers and project team members to ensure that HSSE and Technical Safety aspects are integrated and implemented in the major capital projects in a timely manner● project teams to communicate expectations to all stakeholders and ensure high quality deliverables
<i>Approval requirements:</i>
<ul style="list-style-type: none">● n/a

3. Group IT

3.1 GDI-0062-IT/OT Security Directive, GST-0318-IT/OT Security Standard, GPR-1470-IT Security Procedure

<i>What is regulated (Content of the Regulation)</i>
<ul style="list-style-type: none">● Directive, Standards and Procedures of the IT/OT Security Regulatory Framework● General Information Security Directive Guidelines:<ul style="list-style-type: none">● Use of Devices● Private Use● Prohibited Contents● Access and Password Policy● Physical Security and Visitors● Data Protection and Privacy● Security requirements according to capabilities based on ISO 27001:2013 and IEC/ISA 62443, adopted by OMV Group and described in detail via Annexes per security control in the areas of asset management, human resources, physical and environmental security, supplier relationships, use of assets, audit and compliance, roles and responsibilities, awareness and training, resource prioritization, access control, communications security, incident management, business continuity management, operations security, system acquisition and risk management
<i>Main target group out of all employees:</i>
<ul style="list-style-type: none">● All employees
<i>Responsibilities for all employees</i>
<ul style="list-style-type: none">● Define, document and implement security controls to meet protection and deletion requirements according to the confidentiality of OMV's data as well as any regulatory and legal requirements relevant to the contractor agreement with OMV.● Each User must log on with distinct user identification (UserID) and password. Access to the OMV environment/data is granted on a least privilege / need-to-know principle and access must be revoked once no longer needed for service fulfillment.● For work within the OMV environment, current versions of a virus protection system and anti-malware protection system with regularly updated signature databases on each endpoint shall be used on all machines.
<i>Responsibilities for leaders:</i>
Executive Management <ul style="list-style-type: none">● Ensure that the regulatory framework is acknowledged● Ensure that all security controls are implemented according to the related subsequent Procedures for the different units covering the security requirements
<i>Approval requirements:</i>
<ul style="list-style-type: none">● Please check regulation for currently applying approval requirements

4. Group Sustainability

4.1 GDI-0060–Sustainability Directive

<i>What is regulated (Content of the Regulation)</i>
<ul style="list-style-type: none">• Minimum requirements for Sustainability at OMV Group (including Governance, Steering, Reporting and communication)• Minimum requirements for Social Responsibility (including Community Relations and Development & Social Investments (incl. Projects, Obligations, Sponsoring, Donations), Human Rights, Volunteering, and NGO Relations)
<i>Main target group out of all employees:</i>
<ul style="list-style-type: none">• all employees and external experts involved in providing subject matter advice to OMV Group companies
<i>Responsibilities for all employees</i>
<ul style="list-style-type: none">• Conduct our business in a responsible way, respecting the environment and adding value to the societies in which we operate
<i>Responsibilities for leaders:</i>
All leaders: <ul style="list-style-type: none">• Conduct our business in a responsible way, respecting the environment and adding value to the societies in which we operate
<i>Approval requirements:</i>
<ul style="list-style-type: none">• Thresholds for Community or Social Investments• Major external communication with regards to Sustainability must be aligned with the S&R department• All communications with advocacy or campaigning NGOs need to be aligned with the S&R department