



OMV



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OMV Group Regulations

One Pager Booklet



Contents

1	Foreword.....	3
2	Governance & Management System.....	4
2.1	GST-0258-Management of Change.....	4
3	Health, Safety, Security and Environment.....	5
3.1	GDI-0045-HSSE Directive.....	5
3.2	GST-0218-Personnel Transportation.....	6
3.3	GST-0219-Hazardous Substance Management.....	7
3.4	GST-0221-Contractor HSSE Management.....	8
3.5	GST-0223-Health Standard.....	10
3.6	GST-0224- Resilience.....	11
3.7	GST-0225-Reporting, Investigation, and Classification of Incidents.....	12
3.8	GST-0226-Process Safety Management.....	13
3.9	GST-0227-HSSE Risk Management.....	14
3.10	GST-0259-Environmental Management.....	15
3.11	GST-0297-Security Management Standard.....	16
3.12	GST-0315-HSSE Audits.....	17
3.13	GST-0316-HSSE Reporting.....	18
3.14	GST-0340-Occupational Safety Management.....	19
3.15	GPR-1392-HSSE in Major Capital Projects.....	20
4	Group CIO & Digital Office.....	21
4.1	GDI-0062-IT/OT Security Directive, GST-0318-IT/OT Security Standard, GPR-1470-IT Security Procedure.....	21
5	Communication & Sustainability.....	22
5.1	GDI-0060-Sustainability Directive.....	22



1 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 our Group Regulations are reviewed periodically. Only regulations published on the OMV Group internal REAL platform are valid and in force.



2 Governance & Management System

2.1 GST-0258-Management of Change

Link to the published version:	GST-0258-Management of Change
<i>What is regulated (Content of the Regulation)</i>	
Management of Change applies, whenever a Change is introduced that could have negative or positive consequences for: ● 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 For all Changes in scope the 5 MoC principles apply (either directly through this regulation or indirectly through other/dedicated MoC regulations and processes): ● 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	
<i>Main target group out of all employees:</i>	
● OMV Group (OMV Aktiengesellschaft and its fully consolidated subsidiaries), including OMV Petrom S.A. and its fully consolidated subsidiaries.	
<i>Responsibilities for all employees</i>	
● 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	
<i>Responsibilities for leaders:</i>	
● Ensure that MoC principles are applied to all Changes that fall under the scope	
<i>Approval requirements:</i>	
● 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).	



3 Health, Safety, Security and Environment

3.1 GDI-0045-HSSE Directive

Link to the published version:	GDI-0045-HSSE Directive
<i>What is regulated (Content of the Regulation)</i>	
- 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 “Committed to ZERO Harm – Protect People, Environment and Assets”. - 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>	
OMV Group (OMV Aktiengesellschaft and all its fully consolidated subsidiaries), including OMV Petrom SA and all its fully consolidated subsidiaries - all employees and external experts involved in providing subject matter advice to OMV Group companies and all * please see chapter 1	
<i>Responsibilities for all employees</i>	
- 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 incompliances.	
<i>Responsibilities for leaders:</i>	
In addition to the above-mentioned responsibilities: - 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. Special roles: - 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>	
n/a	



3.2 GST-0218-Personnel Transportation

Link to the published version:	GST-0218-Personnel Transportation
<i>What is regulated (Content of the Regulation)</i>	
• 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>	
● OMV Group (OMV Aktiengesellschaft and all its fully consolidated subsidiaries, including OMV Petrom SA and all its fully consolidated subsidiaries. ● 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>	
● 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>	
● 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. Special roles: ● 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>	
● 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.	



3.3 GST-0219-Hazardous Substance Management

Link to the published version:	GST-0219-Hazardous Substance Management
<i>What is regulated (Content of the Regulation)</i>	
- 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: - 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.	
<i>Main target group out of all employees:</i>	
- OMV Group (OMV Aktiengesellschaft and all its fully consolidated subsidiaries), including OMV Petrom SA and all its fully consolidated subsidiaries. - Line management, nominated hazardous substance representative, procurement function, contractors	
<i>Responsibilities for all employees</i>	
- 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.	
<i>Responsibilities for leaders:</i>	
- Ensure implementation of the hazardous substance selection process and that risks associated with hazardous substance management are minimized in their respective area. Special roles: - Hazardous Substance Representative (typically HSSE representative or hazardous substance expert) - Procurement Function - Contractors	
<i>Approval requirements:</i>	
Approval of new or changed hazardous substances by competent multidisciplinary expert team prior first purchase	



3.4 GST-0221-Contractor HSSE Management

Link to the published version:	GST-0221-Contractor HSSE Management
<i>What is regulated (Content of the Regulation)</i>	
- 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. - The stages of the Contractor HSSE Management process cover: - 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...). - Minimum training requirements of onboarding of contractor employees.	
<i>Main target group out of all employees:</i>	
- OMV Group (OMV Aktiengesellschaft and all its fully consolidated subsidiaries, including OMV Petrom SA and all its fully consolidated subsidiaries. - All personnel involved in contractor management (i.e., procurement, supervision and execution of contracted services) such as procurement staff, beneficiaries and cross-functional experts.	
<i>Responsibilities for all employees</i>	
- Be aware that minimum HSSE requirements apply to all contracted services. - Report deviations.	
<i>Responsibilities for leaders:</i>	
- Ensure application of the Standard for the procurement of contracted services. Special roles and responsibilities: - The Contract Owner (CO) is accountable for the overall HSSE performance of a contract and serves as an escalation instance for unresolved HSSE issues at the contract holder level. The CO ensures appropriate HSSE resources are provided, sets and communicates HSSE KPIs to contractors, reviews contractor HSSE performance, and makes sure HSSE requirements are integrated into the business context of the contract. Any deviations from HSSE standards must be justified by the CO and formally approved by management. - The Contract Holder (CH) is responsible for organizing and coordinating all aspects of the contract, including ensuring that contractors and subcontractors comply with HSSE requirements. The CH is in charge of HSSE documentation, regular monitoring, performance review including HSSE KPIs, and reporting of HSSE aspects throughout contract execution, and acts as the main point of contact for HSSE communication and escalation. The CH must ensure incidents are properly reported and closed, supervise HSSE deliverables, and integrate HSSE provisions into all contract documentation. - For full description of roles and responsibilities, see OGMS → Roles.	
<i>Approval requirements:</i>	



- 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.



3.5 GST-0223-Health Standard

Link to the published version:	GST-0223-Health Standard
<i>What is regulated (Content of the Regulation)</i>	
• 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>	
● OMV Group (OMV Aktiengesellschaft and all its fully consolidated subsidiaries, including OMV Petrom SA and all its fully consolidated subsidiaries. ● Line managers, HSSE managers, medical staff.	
<i>Responsibilities for all employees</i>	
● 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:	
● 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	
● 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	
● 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>	
● Yearly Local Health Plan approved by Health Management Department and local management	



3.6 GST-0224- Resilience

Link to the published version:	GST-0224- Resilience
<i>What is regulated (Content of the Regulation)</i>	
● The 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 describes the process of implementing and maintaining business continuity to prevent loss and prepare for, mitigate and manage disruptions of business-critical processes or activities	
<i>Main target group out of all employees:</i>	
● OMV Group (OMV Aktiengesellschaft and all its fully consolidated subsidiaries, including OMV Petrom SA and all its fully consolidated subsidiaries. ● Members of incident, emergency and crisis management teams and corresponding support teams (business support, Communications, P&C, HR, IT, Call Center, etc.) across OMV Group ● Employees responsible for or involved in the business continuity planning of their respective organizational unit	
<i>Responsibilities for all employees</i>	
● Report incidents to supervisor or responsible manager ● Take immediate response measures in case of an incident	
<i>Responsibilities for leaders:</i>	
● All line managers are accountable for emergency preparedness and business continuity planning in their respective organizational unit Special roles: ● Executives or senior managers may become leaders of an EMT or CMT and must participate in trainings and exercises together with the EMT / CMT members on a regular basis ● The local HSSE/Resilience functions support their respective line management in delivering the resilience framework outlined in the standard.	
<i>Approval requirements:</i>	
● Approval of media or public statements about a crisis or emergency situation by the responsible Corporate Communications team. ● Business Continuity Plans to be approved by the responsible line manager or process owner	



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

Link to the published version:	<u>GST-0225-Reporting, Investigation, and Classification of Incidents</u>
<i>What is regulated (Content of the Regulation)</i>	
● All incidents shall be identified and reported in an appropriate and timely manner ● All work-related incidents with potential consequences for human (health & safety), environment, financial and asset loss (incl. quality), reputation and media attention or compliance (external and internal) shall be adequately investigated to determine direct causes, underlying causes, and root causes, ● Preventive and corrective actions are identified and implemented to reduce the likelihood for incidents to reoccur to as low as reasonably practicable (ALARP)	
<i>Main target group out of all employees:</i>	
● OMV Group (OMV Aktiengesellschaft and all its fully consolidated subsidiaries, including OMV Petrom SA and all its fully consolidated subsidiaries. ● All employees and especially members of emergency and crisis management teams	
<i>Responsibilities for all employees</i>	
● 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>	
● 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 Special roles: ● 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>	
● The Responsible Manager, the responsible Divisional HSSE Manager and the independent quality gate keeper shall review and approve the investigation reports before closing out and approval by the Investigation Sponsor.	



3.8 GST-0226-Process Safety Management

Link to the published version:	<u>GST-0226-Process Safety Management</u>
<i>What is regulated (Content of the Regulation)</i>	
• 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>	
● OMV Group (OMV Aktiengesellschaft and all its fully consolidated subsidiaries, including OMV Petrom SA and all its fully consolidated subsidiaries. ● Persons responsible, accountable, and involved with oil, gas and petrochemical activities covering all lifecycle stages in OMV Group: line management, HSSE managers, HSSE experts, PS experts, operations and maintenance experts	
<i>Responsibilities for all employees</i>	
● 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>	
● 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. Special roles: ● Senior management ● Process safety experts	
<i>Approval requirements:</i>	
● System for approval is required for all situations where it is proposed to operate with a specific barrier out of service.	



3.9 GST-0227-HSSE Risk Management

Link to the published version:	GST-0227-HSSE Risk Management
<i>What is regulated (Content of the Regulation)</i>	
● The framework and minimum requirements for HSSE Risk Management in OMV Group. ● 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 all activities of OMV Group covering all lifecycle stages from concept to decommissioning. ● OMV Group's guiding HSSE risk management principles are: ● All hazards are 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 are 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>	
● OMV Group (OMV Aktiengesellschaft and all its fully consolidated subsidiaries, including OMV Petrom SA and all its fully consolidated subsidiaries. ● All employees ● Line management ● Experts involved in (HSSE) risk management	
<i>Responsibilities for all employees</i>	
● 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>	
● Ensure HSSE risks are identified and assessed in their respective area Special roles: ● 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>	
● Risk treatment plans must be approved by the Risk Owner	



3.10 GST-0259-Environmental Management

Link to the published version:	GST-0259-Environmental Management
<i>What is regulated (Content of the Regulation)</i>	
• Environmental Management System (EMS) requirements • Environmental risk assessment requirements • Minimum environmental performance requirements • Responsibilities	
<i>Main target group out of all employees:</i>	
● OMV Group (OMV Aktiengesellschaft and all its fully consolidated subsidiaries, including OMV Petrom SA and all its fully consolidated subsidiaries. ● Line managers at all organizational levels, HSSE managers, environmental experts, project managers	
<i>Responsibilities for all employees</i>	
● 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>	
● <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.	
Special roles:	
● <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>	
● Environmental policy, strategy and environmental management system manual approved by Line Management.	



3.11 GST-0297-Security Management Standard

Link to the published version:	GST-0297-Security Management Standard
<i>What is regulated (Content of the Regulation)</i>	
OMV Group Security management and associated processes, which includes:	
● Security Information and Assessment ● Security Risk Assessment ● Security Documentation ● Baseline Operational Security Measures ● Integrating Security Systems ● Personnel Security, Business Traveler ● Security and Journey Management	● High Risk Awareness Training (HRAT) ● Security Incident Notification and Reporting ● Investigation and Loss Prevention ● Security Requirements for OMV Group contractors ● Joint Ventures ● Governance, Assurance and Audit
<i>Main target group out of all employees:</i>	
● OMV Group (OMV Aktiengesellschaft and all its fully consolidated subsidiaries, including OMV Petrom SA and all its fully consolidated subsidiaries. ● SVPs, VPs, General Managers, Business Unit Managers, Venture Managers, Project Managers, HSSE Personnel and Security Managers.	
<i>Responsibilities for all employees</i>	
● 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>	
● 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.	
Special roles:	
● 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>	
● 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.	



3.12 GST-0315-HSSE Audits

Link to the published version:	GST-0315-HSSE Audits
<i>What is regulated (Content of the Regulation)</i>	
- 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>	
- OMV Group (OMV Aktiengesellschaft and all its fully consolidated subsidiaries, including OMV Petrom SA and all its fully consolidated subsidiaries. - All personnel involved in planning, preparing, training, or performing HSSE audits. - Auditees.	
<i>Responsibilities for all employees</i>	
Be aware that compliance to HSSE regulations and processes is subject to audits.	
<i>Responsibilities for leaders:</i>	
Ensure application of the Standard for HSSE audits and assessments	
Special roles and responsibilities:	
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>	
HSSE audit programs shall be aligned with Corporate HSSE prior local management approval.	



3.13 GST-0316-HSSE Reporting

Link to the published version:	GST-0316-HSSE Reporting
<i>What is regulated (Content of the Regulation)</i>	
The Standard defines the minimum requirements for the reporting and consolidation of HSSE data across the OMV Group by: ● Establishing the core reporting principles of relevance, transparency, consistency, completeness and accuracy. ● Defining the roles and responsibilities of stakeholders involved in HSSE data reporting as well as reporting boundaries and processes. ● Defining the minimum data quality requirements including validation based on the four-eyes principle, standards for data correction and data protection along with obligations for data review and audit.	
<i>Main target group out of all employees:</i>	
● OMV Group (OMV Aktiengesellschaft and all its fully consolidated subsidiaries, including OMV Petrom SA and all its fully consolidated subsidiaries. ● All personnel involved in HSSE data reporting across the OMV Group including HSSE experts responsible for performance monitoring and the setup of the corresponding systems and processes.	
<i>Responsibilities for all employees</i>	
● Report observations, hazards, and incidents either verbally or in writing to the line manager or by directly logging the event in OMV's HSSE reporting tool (if applicable).	
<i>Responsibilities for leaders:</i>	
● Line Management is accountable and responsible for HSSE performance. Accordingly, ownership of all HSSE data lies with the Responsible Manager of the reporting unit (data owner). Data owner responsibilities may be delegated (e.g. data validation).	
Special Roles and Responsibilities:	
● Divisional HSSE Managers: Ensure communication and alignment with local data owners, data validators, data collectors and validate HSSE data for defined reporting units. ● Local HSSE Managers and Experts: Enter HSSE data of their subject matter area (data collector), validate HSSE data (data validator) based on the four-eyes principle, perform and document monthly data and plausibility checks at the reporting unit level.	
<i>Approval requirements:</i>	
● HSSE data shall be validated by the data owner prior to any internal or external release of reports.	



3.14 GST-0340-Occupational Safety Management

Link to the published version:	GST-0340-Occupational Safety Management
<i>What is regulated (Content of the Regulation)</i>	
- The regulation defines the minimum requirements for managing occupational safety and developing a sound safety culture in OMV Group. - Individual Occupational Safety Principles applicable to all working for OMV Group. - 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>	
- OMV Group (OMV Aktiengesellschaft and all its fully consolidated subsidiaries, including OMV Petrom SA and all its fully consolidated subsidiaries. - Employees - Line management	
<i>Responsibilities for all employees</i>	
- 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>	
- 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 improvement. - 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>	
- Management of Change - Workplace risk assessment (WPRA) as per local legislation and/or Group Standard needed	



3.15 GPR-1392-HSSE in Major Capital Projects

Link to the published version:	GPR-1392-HSSE in Major Capital Projects
<i>What is regulated (Content of the Regulation)</i>	
The Standard 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. 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. Compliance with this Standard and compliance to all applicable legal regulations, industry codes, Standards, and industry best practices will ensure major capital projects: ● 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>	
● OMV Group (OMV Aktiengesellschaft and all its fully consolidated subsidiaries, including OMV Petrom SA and all its fully consolidated subsidiaries. ● and all its employees involved in Major Capital Projects	
* please see chapter 1	
<i>Responsibilities for all employees</i>	
● 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>	
● 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>	
● n/a	



4 Group CIO & Digital Office

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

Link to the published version:	
GDI-0062-IT/OT Security Directive	GDI-0062-IT/OT Security Directive
GST-0318-IT/OT Security Standard	GST-0318-IT/OT Security Standard
GPR-1470-IT Security Procedure	GPR-1470-IT Security Procedure
<i>What is regulated (Content of the Regulation)</i>	
● Directive, Standards and Procedures of the IT/OT Security Regulatory Framework ● General Information Security Directive Guidelines: ● 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 27001:2022 , IEC/ISA 62443, NIST 800:82/NIST SP 800:53 and NIS2, 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>	
● OMV Group (OMV Aktiengesellschaft and all its fully consolidated subsidiaries), including OMV Petrom SA and all its fully consolidated subsidiaries.	
<i>Responsibilities for all employees</i>	
● The IT/OT Security Framework applies to all OMV Group's IT and OT assets and shall be followed by all OMV Group employees (internal and external) and contractors	
<i>Responsibilities for leaders:</i>	
Executive Management	
● Has to ensure that the regulatory framework is acknowledged ● Has to 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>	
● n/a	



5 Communication & Sustainability

5.1 GDI-0060-Sustainability Directive

Link to the published version:	GDI-0060-Sustainability Directive
<i>What is regulated (Content of the Regulation)</i>	
● The OMV Sustainability Directive GDI-0060 is the highest-level regulation defining group wide sustainability principles and minimum requirements and defines the sustainability governance including roles & responsibilities. ● The Sustainability Directive defines OMV's Sustainability Framework and OMV Code of Conduct, the minimum requirements for the Double Materiality Assessment, Sustainability Risk and Impact Management, external Sustainability Reporting & ESG disclosure, Greenhouse Gas Management as well as the requirements for Sustainability in Project Lifecycle & Decision Making. The Directive further regulates OMV's Social Responsibility comprising of Human Rights, Community Relations, Social Investments including Community Investments, and Corporate Volunteering. ● The Directive embeds the legal requirements from the CSRD, ESRS and CSDDD into OMV sustainability due diligence and reporting practices.	
<i>Main target group out of all employees:</i>	
● OMV Group (OMV Aktiengesellschaft and all its fully consolidated subsidiaries), including OMV Petrom SA.* please see chapter 1	
<i>Responsibilities for all employees</i>	
● All employees are responsible for implementing the respective minimum requirements for sustainability management as defined in the Sustainability Directive depending on their specific field of responsibility. The OMV Code of Conduct is mandatory for all employees.	
<i>Responsibilities for leaders:</i>	
All leaders: ● The roles and responsibilities of the OMV Executive Board and Senior Managers with ownership for material topics are defined in the Annex to the GDI-0060 "Sustainability Governance". Special roles: ● The roles and responsibilities for the Sustainability & Transformation Committee, the Sustainability Coordination Forum, the Risk Committee (sustainability related roles), OMV Group Sustainability and Sustainability Business Partners are defined in the Annex to the GDI-0060 "Sustainability Governance"	
<i>Approval requirements:</i>	
● The OMV Executive Board and OMV Supervisory Board approves the Sustainability Statement as part of the OMV Combined Annual Report. For Key Subsidiaries, the approval of their Combined Annual Report, including the Sustainability Statement, follows internal rules. ● Community or Social Investments above EUR 50,000 must be approved by Group Sustainability prior to registration in the Sponsoring and Donation register (provided by OMV Compliance)	