

POLICY

FOR ACCEPTING AND GIVING GIFTS

IN THE ORLEN CAPITAL GROUP

The Policy for Accepting and Giving Gifts in the ORLEN Capital Group was introduced on 2 September 2022. The Gift Policy establishes standards in force in the ORLEN Group companies for accepting and giving gifts.

Main Assumptions of the Policy for Accepting and Giving Gifts in the ORLEN Group

1. The principles shall pertain to staff members of the ORLEN Group companies, defined as persons employed under an employment contract, irrespective of the working hours specified in the employment contract, natural persons providing services to the relevant organisational units of the ORLEN Group companies as part of their ongoing cooperation, in connection with the performance of the tasks of these organisational units, as well as external representatives of the ORLEN Group companies.
2. Gifts may be considered as income and are therefore subject to income tax. In exceptional circumstances, income from a gift may be exempt from taxation.
3. The following principles should be observed when deciding about accepting or giving a gift:
 - **Principle of honest intent of the gift-giver:** circumstances, the fact of giving, and the nature of the gift are intended solely to build or strengthen business relationships or as a courtesy; presenting a gift does not aim at influence the recipient and their objectivity when making business decisions, and the proposition to present a gift does not come at a time when the recipient is involved in a decision-making process in which the giver or their associate may benefit.
 - **Principle of legalism:** the type of gift and the circumstances in which it is given do not violate good manners as well as domestic, foreign, and international legal regulations.
 - **Principle of proportionality:** the unit value of a gift is within an acceptable limit and in accordance with the standards adopted in a given case; gifts shall be given sporadically and in connection with a specific occasion; giving of a gift shall not impose any obligation on the recipient or create any appearance of such obligation.
 - **Principle of transparency:** it is not allowed to accept gifts that, in the view of the recipient, may cause them embarrassment due to their value or a feeling of necessity to reciprocate the gesture or the desire to hide the fact of receiving such gifts from the supervisor and colleagues.
4. **Allowed gifts**
 - a) It is allowed to accept and give gifts, without the need to obtain additional consent, in relation to promotion or advertising, of a unit value not exceeding PLN 200 gross, provided that they are presented in accordance with the aforementioned rules listed in the Gift Policy.
 - b) Meals in the company of the trading partner's representatives are allowed up to the amount of PLN 200 gross per person provided that:
 - they are offered occasionally and on a reciprocal basis,
 - the meal is attended by the person inviting and offering the meal, or representatives thereof,

- no family members or spouses, descendants, ascendants, relatives, in-laws in direct line to the second degree of persons listed in item 1 participate in the meal.
- c) Invitations to entertainment events, understood as sporting events, theatre performances, concerts, or other cultural events up to PLN 200 gross are allowed provided that:
- they are offered occasionally and on a reciprocal basis,
 - the person extending an invitation to the event also intends to participate in it.
- d) The following are acceptable and not treated as a gift: invitations to events, training courses, or workshops conducted by the person extending the invitation as the host, as long as participation in the event is free-of-charge.
- e) Advertising gifts, such as pens, notebooks, calendars, other small items, if possible with the logo of an ORLEN Group company or the trading partner with a unit value not exceeding PLN 200 gross, are allowed.

5. Not allowed gifts

Accepting and giving gifts that meet at least one of the following conditions is not allowed:

- a) the accepting or giving a gift is not in compliance with the laws in force in the country of registration of the ORLEN Group company, internal organisational acts in the ORLEN Group companies including the ORLEN Group Code of Ethics, or the relevant regulation that applies to the trading partner,
 - b) the gift is in the form of cash or cash equivalents, including: gift vouchers, gift cards, loans, shares, stocks, other securities, etc.,
 - c) the gift is inappropriate, for example: includes erotic content or has sexual overtones, or could otherwise adversely affect the good name of the ORLEN Group company or any third party,
 - d) the circumstances under which the gift is accepted or given indicate that the other party expects reciprocation of the action or give rise to an obligation, in particular to violate the law or internal organisational acts in force in the ORLEN Group company,
 - e) a gift that may give rise to a conflict of interest,
 - f) accepting or giving a gift is dependent on the value or size of the performance related to the level of cooperation,
 - g) a gift is given prior to the establishment of a business relationship, unless it is intended to showcase the giver's or recipient's core activity, in which case particular care is also advisable.
6. In case of accepting or giving gifts that take place outside Poland, the provisions of this Gift Policy regarding tax regulations shall only apply to the extent that the Polish tax law is applicable.
7. For tax purposes, the giver, together with the gift, should provide the recipient with information about the value of the gift.