



Code of Ethics and Professional Conduct

OTC is a consulting company in the arena of chemicals, petrochemicals, and energy that helps clients to achieve business success through successful projects. We believe that we have an obligation to be fair, transparent, accountable, and responsible in our conduct toward clients, civil society and the environment.

We consider legal compliance as a minimum requirement in our dealings with stakeholders. We maintain that an ethical business is a sustainable business. For us, corporate sustainability means meeting the needs of the direct and indirect stakeholders, without compromising the ability to meet the needs of future stakeholders as well.

We believe that we can advance our profession, both individually and collectively, by embracing this Code of Ethics and Professional Conduct. We also believe that this Code will guide us in making wise decisions. The Code of Ethics and Professional Conduct will define the framework within which we conduct our business.

Our commitment to our clients:

- We will only accept assignments for which we possess the requisite experience and competence to perform.
 - We will serve our clients with honesty, integrity, competence, independence, objectivity, and professionalism.
 - We will develop realistic and practical solutions to our client's needs and act in the client's best interest at all times.
 - We will keep client information and records of client engagements confidential and will use client proprietary information only with the client's permission.
 - We will not take advantage of client confidential information for ourselves or our company.
 - We will mutually establish, with our clients, realistic expectations of the benefits and results of our services and the time required for completion.
 - We will agree independently and in advance on the basis for our fees and expenses.
 - We will charge fees and expenses that are reasonable, legitimate, and commensurate with the services we deliver and the responsibility we accept.
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- We will not accept any fees or commissions for third party equipment, supplies or services we recommend to our clients.
- We will avoid conflicts of interest and will immediately disclose to the client circumstances or interests that we believe may influence our objectivity.
- We will offer to withdraw from a consulting assignment when we believe our objectivity or integrity may be impaired.
- We will refrain from recruiting employees of an active client to join our team of consultants.

Our commitment to stakeholders and civil society:

- We will perform our business, engineering, and project consulting duties in a professional manner that is considerate of laws and regulations and the needs and concerns of others.
- We will not advertise our services in a deceptive manner and will not misrepresent ourselves, other consulting firms, or the consulting profession.
- We will report to appropriate authorities within or external to the client organisation, any occurrences of deliberate malfeasance, dangerous behaviour, or illegal activities discovered during the course of an assignment.
- We will manage facilities in a manner to protect health and safety of employees and of individuals in surrounding communities.
- We will not permit considerations of race, gender, nationality, religion, politics, sexual orientation, or social status to influence our professional behaviour or advice.
- We will be respectful of those whose wellbeing may be contingent on our recommendations, decisions, or advice.

Our commitment to the environment:

- We have a profound respect for nature and take responsibility for the impact of our activities on nature.
 - We will apply good environmental practice in our consulting work and in our company.
 - We will fully disclose to employers/clients all known positive and negative impacts of proposed technology options on the environment.
 - We will promote the use of the Equator Principles, a financial industry benchmark for determining, assessing, and managing environmental and social risk in projects.
 - We will actively seek to eliminate, where possible, or minimise carbon dioxide emissions on the work we are involved in.
 - We will advise our clients accordingly if we consider the carrying capacity of the environment will be exceeded by a proposed project.
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