

## **LyondellBasell Ethics Helpline Privacy Statement**

### **Introduction**

It is in LyondellBasell's legitimate interest to prevent violations of our Code of Conduct. Additionally, LyondellBasell is under legal obligations in many countries to take steps to prevent ethical violations. Our helpline is for individuals to report issues relating to accounting and auditing, bribery or other improper payments and fraud or falsification of company documents or records. The use of this helpline is entirely voluntary. If you would prefer you can report your concerns to your manager, your local HR manager or any member of LyondellBasell's legal department. You will not be penalised and your employment will not be affected if you use these channels rather than the helpline.

LyondellBasell is committed to protecting and respecting your personal data. We want you to know what data we collect and how we use and store it. To this end, we have published our global Data Privacy and Protection Policy, which is available on the data privacy webpage on LyondellBasell's corporate intranet - elements. Please read the following carefully to understand our practices regarding how your personal data is managed in our Ethics Helpline program.

LyondellBasell operates and administers the system for LyondellBasell and its worldwide subsidiaries and affiliates. You can find out more about all of the LyondellBasell entities worldwide by visiting <http://www.lyondellbasell.com/WorldWideLocations/index.htm>. For each of the countries you choose you will be able to see the locations where we operate and the legal entities which are based there. All of these entities may use the system.

LyondellBasell uses a third party hotline provider, EthicsPoint, Inc. ([www.ethicspoint.com](http://www.ethicspoint.com)). EthicsPoint's headquarters are in Lake Oswego, Oregon, USA. You can see their privacy policy here <http://www.ethicspoint.com/privacy-policy/>

We take reports made to our helpline seriously. Please make sure that all of the information you provide is correct and accurate. Whilst we value good faith reports knowingly submitting a false report could lead to disciplinary action.

### **INFORMATION COLLECTED FROM YOU**

Unless you report anonymously, we may collect and process the following data about you:

- Information that you provide by filling in forms on the program's website or that you provide to the EthicsPoint for them to put onto the system.
- If you contact LyondellBasell or EthicsPoint we may keep a record of that correspondence.

- Details of your visits to the program's website including traffic data, location data, IP addresses and other communications data, and the resources that you access.
- Employee information including your LyondellBasell identification number and contact information.

If you report anonymously, LyondellBasell will not know who you are or process your personal data.

## **IP ADDRESSES AND COOKIES**

The program's website may collect information about your access to the system, (including, where available, your IP address, operating system and browser type) for system administration and to report aggregate information to LyondellBasell or EthicsPoint, and service providers for LyondellBasell or EthicsPoint. EthicsPoint's privacy policy explains their data handling practices. For the same reason, the system may obtain information about your general internet use by using a cookie file which is stored on the hard drive of the computer you are using. Cookies contain information that is transferred to your computer's hard drive. They help us to improve the system and to deliver a better and more personalised service. You can find out more about this type of technology through your internet browser.

For example:

- If you use Internet Explorer click 'Help' on the toolbar then search on 'Cookies' in the box which appears
- If you use Safari click 'Safari' then 'Preferences' then 'Security'. You can then click 'Help' to learn more about cookies and the options your browser gives you.
- If you use Mozilla Firefox you can find out more here - <http://support.mozilla.com/en-US/kb/Enabling+and+disabling+cookies>

EthicsPoint's privacy policy also tells you more about how the system uses this technology and how they store data. You may refuse to accept cookies by changing the settings on your browser. However if you change the settings to refuse cookies you may be unable to access certain parts of the site. Unless you have adjusted your browser settings so that the browser refuses cookies, the system will issue cookies when you log on to our site. The system may also use web beacons which are similar but not identical to cookies in the way they operate. You can find out more about web beacons on Wikipedia here - [http://www.santarosa.edu/~dpearson/mirrored\\_pages/wikipedia.org/Web\\_bug.htm#A\\_non-technical\\_explanation](http://www.santarosa.edu/~dpearson/mirrored_pages/wikipedia.org/Web_bug.htm#A_non-technical_explanation).<sup>1</sup>

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<sup>1</sup> Ideally you'll capture the content from this site and have your own Lyondell hosted explanation.

## **WHERE WE STORE YOUR PERSONAL DATA**

The data that we collect from you will be transferred to, and stored at, differing locations that are primarily in the United States. If you are accessing the system from Europe you should be aware that it is likely that your data will be transferred outside of the European Economic Area (EEA). EthicsPoint holds the majority of the data their systems need on their servers in Oregon in the United States. Data may also be processed by staff operating outside of the EEA who work for LyondellBasell, EthicsPoint, or for one of our suppliers. By submitting your personal data, you understand that this transfer, storing and processing will occur. We will take all steps reasonably necessary to ensure that your data is treated securely and in accordance with this privacy policy and we will ask EthicsPoint to do the same with the data they have. Further, LyondellBasell will have in place adequate safeguards, or a similar adequacy mechanism (e.g. using EU Standard Contractual Clauses for data transfers) as appropriate.

## **SECURITY**

Where we have given you (or where you have chosen) a password which enables you to access certain parts of the site, you are responsible for keeping this password confidential. We ask you not to share a password with anyone. The transmission of information via the internet is not completely secure. Although we will do our best to protect your personal data, we cannot guarantee the security of your data transmitted to the site and any transmission is at your own risk. Once we have received your information, we will use procedures and security features to try to prevent unauthorised access.

## **USES MADE OF THE INFORMATION**

We use information held about you on the system in the following ways:

- To investigate any incident you report to us.
- To make any necessary reports to third parties, such as regulators.
- To support any criminal investigation into our conduct or the conduct of our employees or third parties.
- To support disciplinary proceedings or civil proceedings against individuals breaching our codes of conduct, breaking the law or interfering with our legal or contractual rights.

## **DISCLOSURE OF YOUR INFORMATION**

For the purposes described in this Statement, we may disclose your personal data to entities in the LyondellBasell group of companies. We may also share with EthicsPoint data which we hold and vice versa. In some circumstances we will need to share the information with other parties – for example if we investigate an employee for misconduct we may need to share

information with that employee to enable him to tell us his version of events or to defend himself in court proceedings. We will take care to ensure that we use any information you give us proportionality.

## **ACCESS AND CORRECTION OF INFORMATION**

We can provide to you details of the information we hold about you at any time. You can access and correct much of the personal data the system holds on you by accessing your own report using the Follow up on a Report facility on the program's website. Additionally, you may correct any information via the program's website as well.

To find out more about any additional information we might hold please email [personaldataprivacy@lyondellbasell.com](mailto:personaldataprivacy@lyondellbasell.com) . If permitted by local law, we may charge a nominal processing fee for these requests. If you believe that the information we hold about you is inaccurate, you may also write to us at [personaldataprivacy@LyondellBasellbasell.com](mailto:personaldataprivacy@LyondellBasellbasell.com) or LyondellBasell Data Privacy Committee , 1221 McKinney, Houston, Texas 77010 for clarification of the processing of the information and/or to ask us to correct it.

## **OTHER RIGHTS RELATED TO PERSONAL DATA**

Should you feel that PersonalData isn't being processed in accordance with this Statement, you may object to such processing, and where permitted by law, you may also request erasure of your personal data. You may also request a copy of personal data you provided as part of the process, as long as providing you a copy doesn't violate the right of others. Please note however, that applicable law may not permit us to honor your request for erasure or your objection. Particularly where your report has resulted in an investigation by a governmental authority.

Where permitted by law, we will respond to such requests within a reasonable time. You can also exercise these rights at any time by contacting us via email at [personaldataprivacy@lyondellbasell.com](mailto:personaldataprivacy@lyondellbasell.com).

In some countries, should you continue to have unanswered concerns, you may also contact the relevant data protection authority with your concerns. You can find your relevant authority at [http://ec.europa.eu/justice/article-29/structure/data-protection-authorities/index\\_en.htm](http://ec.europa.eu/justice/article-29/structure/data-protection-authorities/index_en.htm).

## **CHANGES TO THIS POLICY**

Any changes we may make to this policy in the future will be posted on this page. This information may be expanded or updated as we change or develop the program. For this reason, we recommend that you review this policy from time-to-time to see if anything has changed. This policy is in addition to any existing obligations you have to LyondellBasell, for example under an employment contract, consultancy agreement or our codes of conduct.

## CONTACT

Questions regarding this privacy policy may be addressed to us at [personaldataprivacy@LyondellBasellbasell.com](mailto:personaldataprivacy@LyondellBasellbasell.com) .