

## FAQs

### ABOUT ETHICSPPOINT

#### Q: What is EthicsPoint?

Ethics Point is a secure and independent third-party reporting tool that allows employees, contractors and other stakeholders to raise concerns about unethical business practices at CNOOC International.

[Click here](#) for more information on EthicsPoint.

#### Q. Why do we need a system like EthicsPoint?

EthicsPoint creates an open channel of communication to ensure stakeholders have a safe environment to report concerns. Having this channel available increases the performance of an effective reporting system to ensure CNOOC International is conducting business ethically. EthicsPoint allows for the anonymity of the reporter, and ensures investigations are dealt with in an efficient manner.

### REPORTING A CONCERN

#### Q: What types of concerns should I report?

Activities that should be reported include perceived or actual:

- Violations of the law
- Violations of CNOOC International company policy
- Accounting or auditing irregularities
- Risk to CNOOC International-owned assets, property or resources
- Danger to an employee's or the public's health, safety or security
- Concerns about CNOOC International's other business practices

#### Q. What if this is an emergency?

If you require emergency assistance, please contact your local emergency services. Any event which may present an immediate threat to life or property should NOT be reported through the EthicsPoint website or by phoning the Integrity Helpline.

#### Q: Can I report a concern using either the Internet or the telephone?

Yes. If you have a concern involving CNOOC International, you can file a report with EthicsPoint online or call the Integrity Helpline. Both services are available free of charge and are available 24 hours a day, 7 days a week, 365 days a year.

Canada	- 1-855-242-6481
Colombia*	503-444-4012
Nigeria*	1-503-597-4368
United Arab Emirates	503-444-4011
United Kingdom	0808-234-2109
United States	1-855-242-6479

\*For Nigeria, Yemen or any other location not listed, contact an international operator and request to place a collect call to North America. The collect call should be placed to +1-503-597-4368.

**Q: Why is it important for me to report a concern?**

Speaking up is important not only because it demonstrates CNOOC International's commitment to ethical business practices, but also because it contributes to business success by helping proactively identify and address concerns.

CNOOC International employees and contractors have a responsibility to raise a concern about behaviours that are inconsistent with applicable laws, How We Work: Our Integrity Guide or CNOOC International company policies

**Q. Should I report my concern to my manager?**

Your manager is a good starting point for reporting concerns. If this doesn't seem like a good option, or if previous attempts to discuss a situation or correct a problem have been unsuccessful, there are other avenues available to you.

If you wish to remain anonymous, you may raise your concern using the Integrity Helpline. Additionally, you may take concerns to your local Integrity Leader or the Integrity and Compliance Group.

**Q: Can I remain anonymous?**

Yes, the Integrity Helpline enables anonymous reporting via the internet or by a toll-free telephone number. This means you do not have to share any personal information - including your name - to report a concern. The reporting party should be careful not to accidentally reveal their identity, for example with saying "In my office, next to John Doe..." etc.

Reports are directly entered on the EthicsPoint secure server to prevent breaches in security. The reports filed are only available to specific individuals within CNOOC International who handle the investigation of the issue. CNOOC International will handle all reports sensitively and discreetly. Information will only be shared to the extent it's necessary to completely and fairly investigate a concern. There may be times when CNOOC International has a legal obligation to make information about reported issues available to third parties.

**Q. If I file a report through the Internet, won't CNOOC International be able to identify me through my computer?**

No, EthicsPoint does not generate or maintain any internal connection logs with IP addresses. No information linking your computer, regardless of where you access one (i.e. home, at work) with the report you give to EthicsPoint is available.

**Q: What happens once I submit a concern?**

If you call the Helpline, you'll speak with a third-party interviewer who will ask some standard questions and record the details of the situation. You are not required to give your name and the call is not recorded. If you raise your concern online, you'll be prompted to answer the same standard questions that are asked if you called. All reports will be handled promptly and discreetly.

Regardless of the method used, a password will be generated that you must use to check back on the status of your report.

After CNOOC International has been notified by EthicsPoint that a report has been made, a CNOOC International-led investigation will commence utilizing internal and external resources as necessary. By

submitting the report, you are consenting to allow the contents of the report to be shared with appropriate CNOOC International or external investigation team members.

**Q. What if I remember something important about the concern after I file a report?**

You can always re-visit your report on the EthicsPoint system by clicking the *Follow Up on a Report* tab on the main page, or by calling the Integrity Helpline. By using the unique username and generated password you were given in the original report, you can return to this report to give further details to help resolve the issue.

**Q. Will I be retaliated against for reporting my concern?**

Retaliation against an employee or contractor who in good faith raises concerns about potential or actual violations of the Integrity Guide, Company Policies or applicable laws is not acceptable and will not be tolerated. Anyone who engages in retaliation - regardless of their position within the organization - may be subject to corrective action up to and including termination.

If an employee or contractor suspects that they or someone they know has been the subject of retaliation, they should bring the matter forward immediately.

**Q. What if I have forgotten my username and password?**

Unfortunately it is not possible to retrieve your password or username if it has been lost; this information is not tracked for privacy purposes.

If you have forgotten your username or password, a new report must be filed with references to the date and issue type of your original report. A company investigator will contact you through EthicsPoint to confirm you reported the initial information.

Thank you for taking the time to report your concern.