



# **GASLOG**

# PARTNERS

## **ANTI-CORRUPTION POLICY**

**Effective: May 2018**

**ANTI-CORRUPTION POLICY**

**Table of Contents**

**1. PURPOSE: ..... 3**

**2. SCOPE AND IMPLEMENTATION: ..... 3**

**3. OWNERSHIP AND TRAINING: ..... 3**

**4. DEFINITIONS: ..... 4**

**5. POLICY: ..... 5**

5.1. GENERAL PROHIBITED ACTIONS: ..... 5

5.2. FACILITATION PAYMENTS: ..... 5

5.3. GIFTS AND HOSPITALITY: ..... 5

5.4. POLITICAL / CHARITABLE CONTRIBUTIONS AND SPONSORSHIP: ..... 6

5.5. RECORD KEEPING / INTERNAL CONTROLS: ..... 6

5.6. THIRD PARTY ASSOCIATES: ..... 7

5.7. REQUESTS BY GOVERNMENT OFFICIALS OR COMMERCIAL PARTIES: ..... 7

5.8. REPORTING: ..... 7

5.9. PENALTIES AND DISCIPLINE: ..... 8

5.10. AUDIT: ..... 8

5.11. CERTIFICATIONS: ..... 8

5.12. ANY QUESTIONS: ..... 8

**6. LINKED DOCUMENTS: ..... 9**

**APPENDIX: GUIDANCE ON SELECTION, RETENTION AND MONITORING OF THIRD PARTY ASSOCIATES: ..... 10**

## ANTI-CORRUPTION POLICY

### 1. PURPOSE:

GasLog Partners LP., together with its subsidiaries and affiliates ("GasLog Partners"), is committed to conducting all of its business operations around the world in an honest, fair, transparent and ethical manner.

GasLog Partners' policy is to comply with all applicable anti-corruption laws and not to engage in any corrupt activity. GasLog Partners does not accept any form of corruption and/or bribery in or in connection with its business activities and has also contracted to comply with similar anti-corruption policies of certain customers. It is therefore vital to GasLog Partners' business interests that this Policy be adhered to at all times.

### 2. SCOPE AND IMPLEMENTATION:

The Policy applies to GasLog Partners and to all GasLog Partners Personnel, who must ensure that they:

- Read and understand this Policy, and request clarification on its contents if necessary;
- Ensure compliance within their area of operation and understand what may constitute a breach of this Policy; and
- Immediately report any suspected breach(es) of this Policy, regardless of whether such breach(es) occur within their area of operation.

The Policy also applies to each Joint Venture Entity (directors, officers, employees, agency staff, secondees and volunteers) and Third-Party Associates (each as defined overleaf) which must comply with this Policy to the same extent as GasLog Partners Personnel. It is the responsibility of the General Counsel to ensure that each Joint Venture Entity and Third-Party Associates adopts this Policy or another anti-corruption policy on substantially similar terms.

Each joint venture where GasLog Partners participates but does not have the majority ownership or effective managerial control must be approved by the GasLog Partners Board of Directors. The Board will only approve GasLog Partners' participation in such joint venture where it is satisfied there will be sufficient anti-bribery controls in the joint venture agreement or other relevant documentation.

### 3. OWNERSHIP AND TRAINING:

The primary responsibility for implementing this Policy has been given by GasLog Partners to its General Counsel, who has established the necessary procedures to do so in conjunction with the GasLog Partners Audit Committee.

The General Counsel will monitor compliance with the Policy, provide regular anti-corruption training to GasLog Partners Personnel, and shall report matters relating to the Policy directly to the GasLog Partners Audit Committee and/or Board of Directors (on at least a quarterly basis to the Board).

**ANTI-CORRUPTION POLICY**

#### **4. DEFINITIONS:**

When used in this Policy, the terms defined below shall have the following meanings:

**"Anything of Value"** should be broadly construed, and includes not only cash or cash equivalents, but also entertainment, meals, drinks, travel, lodging, gifts, discounts, use of materials, facilities or equipment, investment opportunities, insurance benefits, political or charitable contributions, promise of future employment and/or any other advantage, financial or otherwise.

In determining whether Anything of Value has been provided, the key consideration will be the subjective value of that being conveyed, together with the recipient's perception of it.

**"Commercial Party"** should be broadly construed, and includes a director, officer, employee, agent or broker of a customer, supplier, vendor or competitor, (or of potential customers, suppliers, vendors, or competitors) or any other person with whom GasLog Partners conducts, or may conduct business and who does not act on behalf of GasLog Partners.

**"GasLog Partners Personnel"** means the directors, officers and employees of GasLog Partners (including agency staff, secondees and volunteers).

**"Joint Venture Entity"** means any joint venture or other jointly owned entity (whether a partnership, consortium, incorporated or unincorporated) where GasLog Partners has either a majority ownership interest or effective managerial control.

**"Government Official"** should be broadly construed, and includes:

- Any employee or officer of:
  - Any government or government's department, agency or branch;
  - Any public international organisation (e.g. the UN or World Bank);
  - Any government owned or controlled commercial enterprise;
- Members of royal families;
- Any political party, party official or candidate for political office;
- Any other person acting in an official capacity on behalf of any of the foregoing.

A person does not cease to be a Government Official by purporting to act in a private capacity or by the fact that they serve unpaid.

**"Third Party Associate"** means a person or entity engaged for the purposes of acting on GasLog Partners' behalf and can include (but is not limited to) agents, sub-contractors, consultants, brokers, lawyers and accountants.

**ANTI-CORRUPTION POLICY**

**5. POLICY:**

**5.1. GENERAL PROHIBITED ACTIONS:**

No GasLog Partners Personnel or any Third Party Associate shall directly or indirectly, give, offer, promise, request or approve a payment of Anything of Value to a Government Official, in order to influence any act or decision of the Government Official in their official capacity for the purpose of obtaining or retaining business for or with GasLog Partners, or securing any business advantage.

No GasLog Partners Personnel or any Third-Party Associate shall directly or indirectly, give, offer, promise, request or approve a payment of Anything of Value to a Commercial Party, in order to induce or reward behaviour that is illegal, unethical or a breach of duty.

No GasLog Partners Personnel or any Third-Party Associate shall directly or indirectly, give, offer, promise, request or approve a payment in circumstances where they have any reason to suspect that any portion of that payment will be used for any of the purposes described above.

No GasLog Partners Personnel or any Third-Party Associate shall directly or indirectly, request, receive or agree to receive Anything of Value that may reasonably be regarded as a bribe.

**5.2. FACILITATION PAYMENTS:**

Facilitation payments are modest payments made for the purpose of expediting or facilitating the provision of services or routine non-discretionary government action which a Government Official is normally obliged to perform. Making facilitation payments of any kind is not permitted under this Policy.

In the event that the life or liberty of GasLog Partners Personnel is threatened, facilitation payments may have to be made but must be notified to the General Counsel as soon as possible afterwards. The General Counsel should inform the Financial Controller, who must ensure that the payment is accurately recorded in GasLog Partners' relevant books and records, and that all supporting documentation, is retained in the appropriate files.

**5.3. GIFTS AND HOSPITALITY:**

Gifts and hospitality are permitted if they are of modest value, reasonable and are intended to either improve GasLog Partners' image, better present its services or establish cordial relations. However, they must never be offered or given with the aim of exerting improper influence or the expectation of reciprocity.

All GasLog Partners Personnel must comply with GasLog Partners' Gifts and Hospitality Policy at all times.

Third Party Associates are prohibited from offering, giving, requesting or receiving any form of gift or hospitality of any value on GasLog Partners' behalf without pre-approval from the General Counsel.

**ANTI-CORRUPTION POLICY**

**5.4. POLITICAL / CHARITABLE CONTRIBUTIONS AND SPONSORSHIP:**

Contributions of GasLog Partners' funds to candidates for political office, political party officials or political parties are not permitted, save where the contribution has been approved in writing by the Board of GasLog Partners.

Before any charitable or sponsorship contribution can be made by GasLog Partners, due diligence must be carried out on the charity, regardless of the amount of the contribution, in order to verify the legitimacy of the charity, the intent of the GasLog Partners Personnel requesting the contribution to be made and any relationship they may have with the charity concerned.

The due diligence must be carried out by the Charity Committee (if the donation request comes from GasLog Partners Personnel) or the Company Secretariat (if the donation request comes from the Board).

Any charitable or sponsorship contributions that are less than or equal to \$5,000 will require: (a) approval by the General Counsel and the Chief Financial Officer; and (b) retrospective review at the next Audit Committee meeting.

Any charitable or sponsorship contributions between US\$5,001 and US\$50,000 and not exceeding the approved annual charity budget will require the approval of the General Counsel, the Chief Financial Officer, the Chief Executive Officer and the Chairman of the Audit Committee.

Any charitable or sponsorship contributions exceeding US\$50,001 and not exceeding the approved annual charity budget will require the approval of the General Counsel, the Chief Financial Officer, the Chief Executive Officer and of the Audit Committee.

Any charitable or sponsorship contributions exceeding US\$5,001 and the payment of which will exceed the approved annual charity budget will require: (a) approval by the General Counsel and the Chief Financial Officer; (b) Audit Committee review and recommendation to the Board; and (c) Board approval.

Political, charitable and sponsorship contributions made on behalf of GasLog can only be made directly by GasLog Partners and will not be reimbursed in retrospect to any GasLog Partners Personnel.

**5.5. RECORD KEEPING / INTERNAL CONTROLS:**

All GasLog Partners' books and records must be accurate and its accounts must fairly reflect its transactions and activities. GasLog Partners has a system of internal accounting controls that are designed and maintained to provide all requisite financial and accounting standards required for a U.S. publicly traded company. Payment receipts and requests must be accurately recorded with sufficient detail to permit full transparency.

GasLog Partners adopts and complies with the International Financial Reporting Standards as issued by the International Accounting Standards Board.

## ANTI-CORRUPTION POLICY

Notwithstanding GasLog Partners' existing accounting policies and standards, GasLog Partners' internal controls provide assurances that:

- Company transactions are properly authorised by management; and
- Access to company assets is restricted and requires appropriate management authorisation; and
- All transactions are recorded as required for GasLog Partners' financial statements, and in a way that GasLog Partners' assets can be accounted for.

None of the statements in this Section or Policy are intended to amend, vary or supersede GasLog Partners' existing accounting policies and standards effective from time to time.

### **5.6. THIRD PARTY ASSOCIATES:**

GasLog Partners will only engage Third Party Associates following appropriate due diligence and on the basis of a written agreement, setting out the terms of such engagement. Such agreement must include an obligation on the Third-Party Associate to comply with this Policy or to have and comply with their own equivalent policies in relation to anti-corruption. No payments will be made to Third Party Associate until a written agreement is signed by both parties.

A Third-Party Associate must certify their compliance with this Policy or their own anti-corruption policies and procedures on an annual basis. A Third-Party Associate and their relevant personnel will be provided with appropriate anti-corruption compliance assistance and may be required to undertake training as appropriate.

The Appendix of this Policy sets out guidance on the selection, retention and monitoring of a Third-Party Associate by GasLog Partners.

### **5.7. REQUESTS BY GOVERNMENT OFFICIALS OR COMMERCIAL PARTIES:**

Any request for GasLog Partners (or a Third-Party Associate acting on GasLog Partners' behalf) to transfer Anything of Value to a Government Official or Commercial Party must immediately be reported to the General Counsel. No transfers should be agreed without prior approval of the General Counsel.

### **5.8. REPORTING:**

Any GasLog Partners Personnel and Third Party Associate who obtains information about a breach (including a suspected breach) of this Policy and/or anti-corruption laws and/or any of GasLog Partners' anti-corruption procedures must report it to their supervisor who must in turn report it without delay to the General Counsel. Alternatively, GasLog Partners Personnel may report suspected breaches in accordance with the Company's Compliance/Whistleblower Protection Policy.

The report shall be investigated by the General Counsel or the GasLog Partners Audit Committee, in accordance with the Company's Compliance/Whistleblower Protection Policy and all relevant GasLog Partners Personnel and Third Party Associate must co-operate fully with

## ANTI-CORRUPTION POLICY

any such investigation. GasLog Partners does not permit any retaliation of any kind against any GasLog Partners Personnel and Third-Party Associate who in good faith makes a report of a breach or suspected breach of this Policy.

Any failure to report a suspected or known breach of this Policy will in itself be considered a breach of this Policy.

### **5.9. PENALTIES AND DISCIPLINE:**

GasLog Partners is subject to serious criminal and civil penalties for breaches of applicable anti-corruption laws. Consequently, any GasLog Partners Personnel and Third-Party Associate who breaches this Policy may be subject to personal criminal and/or civil penalties, including imprisonment and unlimited fines, which will not be reimbursed by GasLog Partners.

Any GasLog Partners Personnel who breaches the Policy may be subject to disciplinary action by GasLog Partners, up to and including immediate termination of their contract of employment.

Any Third-Party Associate who breaches the Policy may have their contract with GasLog Partners terminated and all payments suspended immediately.

### **5.10. AUDIT:**

The GasLog Partners Audit Committee will from time to time audit compliance with the Policy.

### **5.11. CERTIFICATIONS:**

Relevant GasLog Partners Personnel and any Third-Party Associate must upon request from the General Counsel or their supervisor from time to time certify in writing that they:

- have read and understood this Policy and GasLog Partners' procedures in respect of anti-corruption compliance;
- have complied with and will continue to comply with this Policy and such procedures;
- have no knowledge of any breaches of this Policy and/or supporting procedures; and
- will report any breaches or suspected breaches of this Policy and/or GasLog Partners' anti-corruption procedures immediately to the General Counsel or their supervisor.

### **5.12. ANY QUESTIONS:**

GasLog Partners encourages open communication, feedback and discussion on all matters concerning this Policy. GasLog Partners Personnel and Third-Party Associates are expected to proactively seek clarification and advice on the best course of action when in doubt regarding matters referred to in this Policy. Any questions about the Policy, its supporting procedures or any related anti-corruption laws, should be directed to the nearest supervisor, General Counsel or a member of GasLog Partners' Audit Committee. No GasLog Partners Personnel will be reprimanded for raising legitimate questions or seeking advice in respect of any business transaction.



**ANTI-CORRUPTION POLICY**

**6. LINKED DOCUMENTS:**

- Gifts and Hospitality Policy;
- Code of Business Conduct and Ethics;
- Compliance/Whistle blower Protection Policy.

**APPENDIX:**

**GUIDANCE ON SELECTION, RETENTION AND MONITORING OF THIRD-PARTY ASSOCIATES**

1. Any situation in which GasLog Partners is considering using a Third Party Associate for business purposes, to the extent possible under the circumstances, the GasLog Partners Personnel responsible for retaining the Third Party Associate must seek to understand the Third Party Associate's reputation, any government and/or political connections, historical business practices, prior instances of misconduct and familiarity with anti-corruption laws.
2. The reason for requiring a Third-Party Associate and results of any due diligence conducted must be recorded by the GasLog Partners Personnel considering engaging them.
3. In the case of an officer or employee of GasLog Partners, the use of a Third-Party Associate requires the approval of the officer's or employee's supervisor and GasLog Partners' General Counsel. In the case of directors, the use of a Third-Party Associate requires the approval of GasLog Partners' General Counsel.
4. The terms on which the Third-Party Associate is engaged must be recorded in a written agreement. The Third-Party Associate must either be provided with a copy of this Policy and agree to comply with it or confirm it has its own equivalent policies that it will comply with, as part of its engagement with GasLog.
5. In the event that a Third Party Associate is engaged by GasLog Partners for more than one year, they may be asked to certify that they have and will continue to comply with this Policy (or their own equivalent policy) and all applicable anti-corruption laws when performing services for GasLog Partners. GasLog Partners Personnel retaining Third Party Associates for terms longer than one year should check with GasLog Partners' General Counsel as to how regularly certification is required prior to agreeing the final terms of engagement.
6. When a Third Party Associate is used to interact with a Government Official or Commercial Party on behalf of GasLog Partners, all payments to that Third Party Associate must be commensurate with the service being provided and before such payments are made, adequate details about the services provided must be supplied. Expenses incurred by a Third-Party Associate on GasLog Partners' behalf when doing business with a Government Official or Commercial Party must conform to this Policy and be accompanied by the records and expenses forms required for GasLog Partners Personnel.

**APPENDIX:****GUIDANCE ON SELECTION, RETENTION AND MONITORING OF THIRD-PARTY ASSOCIATES**

7. In the course of entering into an agreement with a Third Party Associate and over the period during which services are rendered, GasLog Partners Personnel are required to monitor the Third Party Associate's performance for any indication that the Third Party Associate may intend to act or has acted in a manner inconsistent with this Policy. If any GasLog Partners Personnel become aware of any circumstances giving rise to suspicion that a Third-Party Associate may be in breach of this Policy, GasLog Partners Personnel are required to report such circumstances to their supervisor who will in turn report it to GasLog Partners' General Counsel.

Example circumstances that may give rise to such suspicions are as follows:

- Reluctance or unwillingness to comply with the Policy;
- Failure to submit detailed receipts or information supporting a request for payment;
- Family relationships with Government Officials or Commercial Parties;
- Escalating commission rates or above-market commission rates;
- A Government Official or Commercial Party has suggested or required that the Third-Party Associate be used;
- Inability to identify the value added by use of the Third-Party Associate;
- Requests for payment of fees to be made in an unusual country or to an unusual recipient or bank account; and
- Undisclosed associates or subcontractors with whom fees or commissions are shared.