



# Our Code of Ethics and Conduct



Oleoducto  
de Colombia

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# Message from our Chief Executive Officer

The Code of Ethics and Conduct is the guide that guides our actions and defines the way in which we must act in the performance of our functions, roles and activities as members of the Ecopetrol Group. Of there the importance that each of the people who are part of Oleoducto de Colombia read and understand that the Code of Ethics is more than a document, it is a road map that allows us to guarantee the transparency and ethics of our actions, fundamental pillars for obtaining sustainable results.

This Code clearly and explicitly allows us to identify the rules of conduct that we must comply with in order to protect the reputation of the company and the Ecopetrol Group. Responsibility, conflict of interest, ethical conflict, compliance with the law, internal regulations, provisions on bribery, corruption, fraud, laundering of assets, financing of terrorism, Foreign Corrupt Practices Act -FPCA, gifts, hospitality as well as the general procedure on the complaints process are some of the topics that we will find here explained in a way that serves as a guiding document for our actions. Likewise, it is important mention that the Ecopetrol Group has a defined structure to understand any concern that may arise in this regard, which allows raising all the necessary queries in case of doubts or concerns.

The invitation then is to incorporate the Code of Ethics in our daily work as a fundamental part of our actions and responsibilities to ensure that our results are based on the correct principles and allow the company to continue to fulfill the purpose of quality transportation, efficiency and agility 33% of the country's oil.

NATALIA DE LA CALLE RESTREPO  
CEO - ODC

The Code of Ethics and Conduct was updated according to the Board of Directors approval, as agreed in the statement No. 273 of february the 16th of 2021.

# Ecopetrol S.A. Board of Directors Statement

Ecopetrol and its business Group represent one of the most important bastions for the country, whose social, environmental, financial and corporate responsibility commit us to act under the principles of the Code of Ethics and Conduct, a fundamental pillar for the of the company sustainability.

The Board of Directors recognizes, accepts and promotes the application of this instrument as guiding parameter of behavior, essential to achieve our higher purpose, and based on integrity, respect, responsibility and commitment to life.

Aligned with our cultural statement, we reject any conduct that may go in contrary to the aforementioned postulates, and in this framework we invite your actions to have the ultimate goal of being Ethical Always.

We ratify our unwavering desire to continue building a company recognized worldwide for its good compliance practices, which is why we reiterate the duty of all recipients of this Code to know, internalize, comply and contribute to its socialization.

# Message from Ecopetrol S.A's Chief Executive Officer

After a collective work, the Board of Directors of Ecopetrol, the President, the Committee Executive and employees of the Ecopetrol Group, we declare that the higher purpose that inspires us is “To be Energy that Transforms Colombia”; we also declare that culture is what we are, and together we determine its principles.

To be consistent with these statements and live our transformative culture, we must always act under the expected behavior parameters set forth in this Code and thus act with integrity, committed to life, in a responsible manner and with respect.

With the aim of strengthening what we believe in and that unites us, we update our Code of Ethics and Conduct, incorporating the express and absolute rejection of Ecopetrol and its Business Group against behaviors such as sexual harassment and discrimination -in any of its demonstrations. In this context, reference is made to the policy of inclusion and diversity, a fundamental aspect to promote tolerance, respect for difference and healthy coexistence.

In the same way, we reaffirm the express prohibition against facilitation payments, political contributions and donations, lobbying services, and the diversion of monies from social investment activities or sponsorships towards political activities or activities outside the purposes established by the company. We promote free and healthy competition, and we emphatically reject any unfair act that may affect the interests of the company, its shareholders or third parties, among other matters.

As Chief Executive Officer of Ecopetrol, I reiterate my commitment to fulfill the mandates of this Code of Ethics and Conduct, and I call for your actions to be framed in the provisions therein. Remember that ethics is an essential part of who we are, and therefore, our principles are the presentation letter to **contribute to the construction of a country of all and for all.**

**FELIPE BAYÓN PARDO**

# What is the Code of Ethics and Conduct?

It is a set of rules that define the standards of conduct expected by the organization and guide the actions of Oleoducto de Colombia (from now on ODC or the Company), of the Group companies, and of all the recipients of the Code, pursuant to the ethical principles of integrity, responsibility, respect and commitment to life.

Having this instrument constitutes a business purpose and a responsible personal commitment, thus contributing to a prestigious image, with a culture based on superior conduct principles

## To whom does this Code apply?

This Code is intended for the members of the Board of Directors and employees of ODC and the companies of the Ecopetrol Group, all individuals or legal entities that have any relationship with it, including beneficiaries, shareholders, contractors, suppliers, agents, partners, customers, allies (included Joint ventures) and suppliers, in addition to the personnel and companies that the contractors engage for the execution of the agreed activities.

Therefore, the knowledge and application of this Code will be mandatory for its recipients, who must ensure that their actions are always framed within its rules.

The Group companies must adopt the rules set out in this Code and assure their dissemination and application.

\* The references made hereunder to Ecopetrol, company, business, or similar correspond to Ecopetrol S.A. as well as to the affiliates and subsidiaries that make up the Business Group.

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This Code does not intend to resolve or define every behavior, but it is a guide for our actions and responsible decision making.

**Compliance Corporate  
Vice Presidency**

**Ecopetrol S.A.**

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**Recipients of our Code of Ethics and Conduct:** before acting, we must review the principles and behaviors of this set of rules. If the decision does not match the ethical guidelines established herein or in any way deviates from them, you must abstain from taking it, and define other options in accordance with our corporate principles.

**FELIPE BAYÓN PARDO  
CEO – Ecopetrol S.A.**

## What are the responsibilities of the recipients?

- To know and embrace the information contained in the Code and promoting similar actions among other recipients.
- To subscribe documents, certifications or statements defined by ODC stating knowledge and commitment to the Code, and that its provisions have not been infringed.
- To act in accordance with the principles of integrity, responsibility, respect and commitment to life.
- To accept the regulations that govern our activities as well as that related to the prevention of money laundering, terrorist financing, fraud, bribery and corruption, and others that regulate the ethical and compliance risks set forth in this Code.
- To raise any queries, dilemmas and complaints related to the Code of Ethics and Conduct.
- To cooperate in internal or external investigations aimed at verifying possible violations of this Code.

## What are the responsibilities of the leaders?

- To lead by example in accordance with the Code principles.
- To expressly communicate to their work teams the obligation of abiding by the ethical principles and regulations set out by ODC for the performance of their work responsibilities.
- To conduct periodic actions with the members of their work teams to encourage embracing of the Code in their section activities.
- To monitor management, verifying the application of the Code principles and company internal controls, which are based on the need to mitigate business risks.
- To abstain from applying retaliation against those who file complaints for alleged violations of the Code.
- Zero tolerance for behaviors that breach the principles or applicable regulations.
- To allow and promote reporting of queries, dilemmas and complaints.
- To disseminate and ensure the application of internal regulations regarding compliance risks.

# Ethical principles of ODC and the Ecopetrol Group

The following principles are rules of the organization that constitute a source of responsibility and guide the expected conduct of the recipients of this Code:

## **INTEGRITY**

It is the behavior that makes us visible as righteous people, who are loyal, fair, objective, honest and transparent to the company and the society. A righteous person acts in coherence with the aforementioned characteristics, the applicable internal and external regulations, the principles and rules adopted by the organization to prevent violation of the ethical standards and expectations referred to in this Code. Acting in accordance with this conduct allows us to state that acts related to money laundering, terrorist financing, fraud, bribery and corruption (violations of the FCPA Law, gifts, entertainment and hospitality), conflicts of interest and non-ethical conducts are not tolerated at all.

## **RESPONSIBILITY**

It is the moral obligation to make the best effort to achieve business objectives and ensure the efficient management of resources. Based on this principle, it is mandatory to do everything pertinent to fulfill corporate activities and goals, accepting the applicable provisions contained in the Political Constitution, local and foreign laws, internal regulations, as well as adopting the Internal Control System. Under this principle, the consequences of the decisions taken are accepted, as well as any omission and overreaching.

## **RESPETC**

It is the ability to accept and recognize differences with others.

Based on this principle, fundamental and social human rights are protected, while encouraging recognizing others without distinction of gender, orientation, race, nationality or family origin, language, religion, political or philosophical opinion, situation of disability, economic condition, physiognomy, genetic characteristics, educational level, socio-cultural characteristic, difference of thought, expression, way of being or any other situation that goes against the diversity and inclusion policy adopted by ODC.

By virtue of this principle, one acts in a cordial manner without making any discrimination or mistreating or attacking others, not speaking ill of others, nor affecting the image of the people or the Company.

## **COMMITMENT TO LIFE**

These are self-care actions inside and outside the work, applying hygiene, safety and environment rules set out by ODC, as a mechanism for the defense of life, health and the environment.



## Compliance with the law and internal regulations

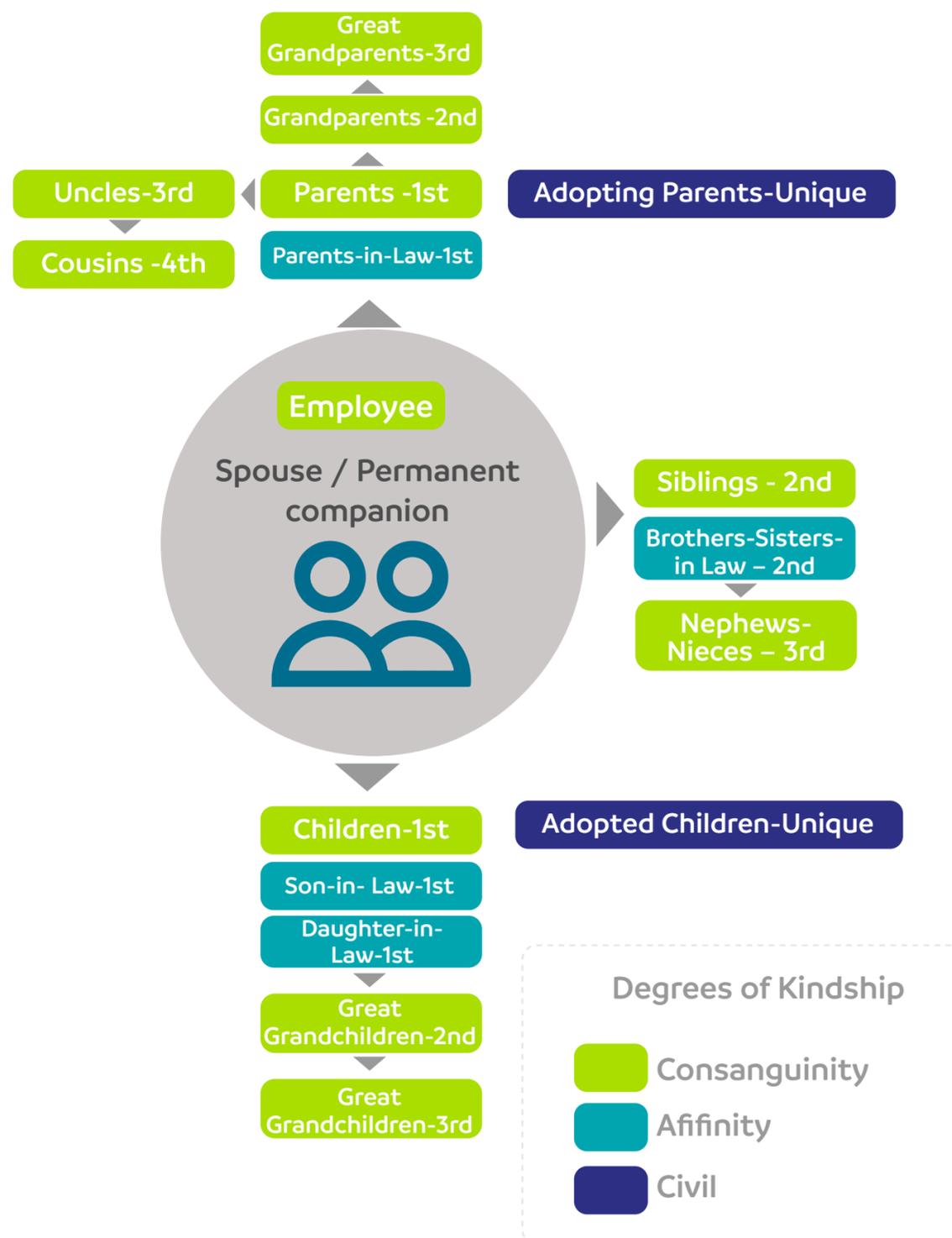
ODC and the companies of the Ecopetrol Group comply with the provisions that are applicable to it, contained in the Political Constitution, the local and international laws, and its internal regulations and the regulations in force in the jurisdictions in which it carries out its business. This includes, without limitation, laws, decrees, procedures, manuals, guides, instructions and other formal guidelines. In particular, internal control provisions, fight against money laundering, terrorist financing, fraud, bribery and corruption and others that regulate the mitigation of compliance risks are accepted.

## Conflict of Interest

Corresponds to the performance of public servants in matters in which they have a particular and direct interest in its regulation, management, control or decision, or that could be related to their spouse, permanent companion, or one of its relatives within the fourth degree of consanguinity, second of affinity or first civil, or its partner or partners of fact or law, in accordance with the provisions of article 40 of Law 734 of 2002 or that which modifies or repeals it.

## Ethical conflict

ODC, pursuant to its internal regulations, also considers an ethical conflict that violates the principle of integrity, any act or circumstance that may imply a conflict of interest or that impairs the objectivity, equity, independence or impartiality, because the private interest or decision-making may prevail for own or third party benefit and/or to the detriment of the interests of the Company.



**What to do if, as a public servant, I have a conflict of interest (pursuant to the terms of Law 734 of 2002) or that which modifies or repeals it. Or if, as a recipient of this Code, I am involved in circumstances that may affect the objectivity, independence or impartiality in the management of matters in which I participate (ethical conflict)?**

**In both cases, you must report such situation to your immediate supervisor in writing and send a copy to the Compliance Officer of ODC while withdrawing from the respective procedure or management, in accordance with internal procedures. If you have a doubt about any circumstance that may configure the aforementioned cases, you should consult with the ethics hotline.**

We should keep in mind that there is a regime of inabilities, incompatibilities and prohibitions applicable to current or former public servants and/or interested in contracting with public entities, which contains a number of limitations for hiring or employment. Ignoring them constitutes a violation of this Code.

## Prohibition of bribery and other forms of corruption

Bribery is an offer, proposal, promise, delivery, acceptance or request of an undue advantage of any value, whether in money or in kind (products or services, an offer, or promise to pay something in the future), directly or indirect, in exchange for a undue personal benefit, of a third party or for the company, or for a person to act or stop acting.

### Bribery is not related only to money!

Do not bribe or be bribed with travel expenses, gifts, entertainment, hospitality or benefits for family members, services, courtesy favors, scholarships, internships and sponsorships, improper payments disguised as contributions, among others (especially if they are for or come from public servants).

Facilitation payments, political contributions and donations, donations that do not comply with the budgets of article 355 of the Political Constitution, activities and payments for lobbying services, and the diversion of money from social investment activities or sponsorships towards political activities or other than the purposes established by the Company. Remember that violation of these prohibitions could lead to the imposition of sanctions in accordance with the law and our internal regulations.



In compliance with the provisions of article 110 of the Political Constitution and article 27 of Law 1475 of 2011 -or the one that modifies or repeals it-, the workers of ODC or of the Ecopetrol Group companies cannot, even in a personal capacity, finance or make contributions or donations to political parties, movements or campaigns, or induce others to do so, in accordance with the applicable regulations.

The employees of ODC and the Business Group may only interact with the public sector for the development and execution of the Company's own activities, in all cases, in accordance with the provisions that govern the matter for that purpose. In this relationship, activities and payments for lobbying services, any act of corruption, bribery, provision or receipt of hospitality, and any event that may affect or call into question transparency.

It should be noted that the Foreign Corrupt Practices Act - FCPA, to which we are subject as a company that is registered in the stock market of the United States of America, whose fulfillment we are committed to, establishes that it is a crime to pay or offer anything of value, directly or indirectly, to a non-US public servant, to obtain or retain business or to be given an improper business advantage, under penalty of pertinent sanctions by the U.S. Department of Justice - DOJ and the U.S. Securities and Exchange Commission - SEC. These same prohibitions, among others, are contained in Law 1778 of 2016, and are investigated and sanctioned by the Superintendence of Companies, as well as by the different local control bodies.

Did you know that the FCPA, in addition to containing prohibitions of transnational bribery, provides for compliance with internal controls, especially in terms of adequate bookkeeping and accounting of all monetary transactions, under penalty of sanction by the U.S. Securities Exchange Commission - SEC?

## WHAT SHOULD YOU DO?

To avoid risks of violation of the FCPA, you must ensure: (1) That you have complied with the due diligence processes; (2) That there is a signed contract, which expressly describes the services rendered or goods acquired, the obligations, the amount, form of payment and accounts for which such payment may be received; (3) That the agreement or contractual document contains ethics and compliance clauses; (4) That the third party, its workers and/or subcontractors understand and commit to comply with the applicable local and foreign anti-bribery and anti-corruption laws, as well as with the guidelines and principles of this Code of Ethics and Conduct; (5) That every invoice clearly reflects the services rendered or goods acquired and that the approval and payment thereof complies with the internal controls of ODC.

## Integrity of accounting

ODC has an Internal Control System that, as regards accounting matters, ensures that the assets of the company are managed and administered in due form and that, with reasonable detail, they reflect in an accurate, correct manner the transactions and disposal of company assets.

Each worker at ODC is part of the Internal Control System; therefore, it is critical that they comply strictly with the controls for which they are accountable, in such manner that the accuracy of the financial statements can be certified against auditors and government authorities in Colombia and abroad.

All financial information that must be reported internally or externally, must be correct and guarantee completeness and accuracy; therefore, any errors should be reported immediately. Accounting records will be supported in a safe, reliable and systematic way.



## WHAT SHOULD YOU DO?

All transactions must be performed according to pertinent procedures and empowerment, and be registered accurately and correctly in the books.

Specifically, as an employee of ODC, you must ensure that the accounting information is based on the following guidelines:

- Comply with internal controls.
- Have complete and detailed information of the transaction.
- The transaction is authorized in due form and accurately recorded in the respective books or systems.
- The access to and management of ODC resources, assets and records are limited to authorized personnel.
- The registered assets are compared with the frequency required in the internal regulations, to remedy the respective discrepancies.

## Warning signs

- Difficulty in obtaining or verifying information from a counterpart.
- Inconsistency between the information provided by the counterpart and information from other sources.
- Counterpart activity that has no obvious commercial justification or seems strange in a normal business context.
- Counterpart presence in a country classified as non-cooperating in the fight against money laundering and terrorist financing.
- Transactions that seem to be structured to evade requirements.

## We act against money laundering and terrorist financing (AML/CTF)

These are facts that violate the principles of integrity and accountability of the Code of Ethics and Conduct as they are means that facilitate transactions that support the concealment or use of monies of criminal or terrorist origin. Therefore, it is prohibited to accept funds or make transactions knowingly or with the suspicion that they come from an illegal activity.

### WHAT IS MONEY LAUNDERING?

It is the process by which the revenues derived from illegal activities are moved through legitimate businesses or through the global banking system to eliminate or hide their source. It includes activities to acquire, protect, invest, transport, transform, guard or administer goods of an illicit origin.

It is pertinent to bear in mind that in the event that ODC or its employees participate in a transaction with a third party involved in an improper payment, they can be held liable even if they are not the direct authorizers of the improper payment.

### WHAT IS TERRORIST FINANCING?

It means actions of collection, provision, delivery, receipt, administration, contribution, or custody of funds or assets or resources, whose purpose is the promotion, organization, support, maintenance, financing or support of groups outside the law, terrorists, or organized crime. For the terrorist financing to be configured, it is not required that the facilitation resources have been obtained illegally.

## WHAT SHOULD YOU DO?

It is necessary to carefully evaluate every financial transaction in which ODC participates, being imperative to perform due diligence on any counterpart to ensure that it is not included in restrictive lists and that there is no other warning signal.

ODC must comply with the sanctions and economic restrictions imposed by the Office of Foreign Assets Control (OFAC) of the U.S. Treasury Department, which contain prohibitions or limitations on business and transactions with certain countries, including individuals and entities, so their analysis is essential before subscribing to any agreement.

Consequently, you should consult ODC regulations on money laundering, terrorist financing and due diligence.

## Gifts, entertainment and hospitality

ODC workers are not authorized to give, offer, demand, request or accept gifts, courtesies, meals, trips or other benefits outside the parameters defined in its internal regulations. This prohibition extends to the family members of the worker and counterparts. Therefore, it is mandatory to know and apply the pertinent provisions.

ODC recognizes that there may be situations in which it is culturally appropriate to accept or give gifts or other forms of entertainment to a client or provider. However, this practice is considered high risk pursuant to anti-corruption laws; therefore, the guidelines set forth in the internal regulations must be strictly followed. In general, in every case, as regards the receiving or offering of gifts, entertainment and hospitality, the following aspects should be analyzed:

- Is it directly related to a promotional activity and is it moderate?
- Is it reasonable, consistent with what is customary, appropriate in nature and according to the occasion on which it is offered, and to the position and circumstances of the recipient in the specific context (such as gifts of a promotional nature that are identified with the name of a brand, service or product of an organization)?
- Is it allowed by Colombian law and that of each country where the activity occurs, and by internal regulations?
- Has it been received or granted in a transparent manner, with no intention to hide it and in accordance with usual business practices?
- Is there any reasonable chance of its being considered in some way or having the appearance of a bribe, a facilitation payment or an improper payment?
- Has it been supported with accurate and adequate documentation?
- Was it registered and/or correctly reported in the systems or information formats that are established according to internal procedures?

In any event, it is **prohibited** that the reception or granting of gifts, entertainment and hospitality or other benefits:

- Be intended to influence any type of decision or to obtain an inappropriate advantage.
- Generate a sense of obligation or commitment for the receiver.
- Be luxurious, excessive or frequent.
- Be offered or given to family members of a worker, contractor, partner, ally, customer or supplier.
- Be cash or a commercial instrument convertible into cash (titles, securities, gift cards, letters of credit, bills of exchange, etc.).
- Be requested by an employee of ODC to direct a benefit or advantage, or given to someone who offers a benefit or advantage to ODC.
- Be requested or delivered to a worker of ODC in exchange for fulfilling or not fulfilling an obligation that legally or functionally is his responsibility.

**If you are not sure about receiving gifts, entertainment and hospitality, you should consult the ethics hotline for guidance.**



## Protection and use of ODC resources

In ODC it is encouraged to avoid the misuse of resources owned by the company, including physical assets, information, and intellectual property. Inadequate practices may include:

- Personal and excessive use of information technology services, systems and equipment.
- Personal use of equipment or office supplies.
- Disclosure of company information.
- Processing, use or improper obtaining of benefits.
- Subtraction of the above in any way.
- Inadequate use of the goods or services delivered.
- Fail to protect the integrity of company equipment.
- Enter into contracts for goods or services that are not required.
- Payment of goods or services not received or that do not meet the technical specifications.
- Purchase or contract of services for amounts that do not match the real market prices.

## Management, security and confidentiality of information

ODC recognizes the strategic value of information and establishes mechanisms that promote its proper treatment, as well as the conditions of ownership, responsibility and protection. Therefore, the recipients of this Code have the duty to give an adequate handling of the information kept by this company.

ODC makes appropriate use of personal and sensitive data, while protecting the information that it registers in its databases, in accordance with the legal provisions that regulate the matter as long as they are applicable, especially the Statutory Law on Protection of Personal

Data, the Law of Transparency and the Right of Access to Public Information and others that modify them. Any collaborator who handles or acquires access to personal information must protect it and can only share it based on the rules applicable.

**Laws governing the use of personally identifiable information can vary. If you are not sure or do not know the regulations, you should consult the correspondig area for guidance.**

Every worker has the responsibility to protect the information and technological resources that ODC gave them (electronic addresses, internet access, computers, mobile devices, etc.), which are exclusively and exclusively intended for the performance of their functions or tasks., and should not be used for other purposes, in accordance with internal regulations. Remember your duty to protect the intellectual property rights of others. If you need to download software on your corporate computer, check it out first.

ODC has specific guidelines for the protection and handling of confidential information. Thus:

- It must be treated according to the guidelines established in the Law and the internal regulations regarding its registration, reporting and documentary retention -as applicable-.
- The information that contains professional, commercial, technical, administrative, technological, asset location secrets, among others, should only be used for business purposes and by authorized persons according to their functions and responsibilities.
- It is forbidden to use it for your own benefit or that of a third party, or for the purpose of causing any damage or harm to the company or its shareholders.
- Confidential or reserved information may not be published, disclosed or made known by any means, except in the cases provided for by legal provisions or requirements of a competent authority. The delivery of the same will be subject to the procedure internal and will require the prior authorization of the official designated for that purpose.

- The reliability of the information disclosed to the market must be guaranteed, with the review and approval of the competent persons in the organization.
- The reserve and confidentiality must be preserved at all times, even if the employment or contractual relationship with the company has ended.

ODC, as the owner of the information contained in the equipment, devices and servers that it assigns to its collaborators, can, through the control or compliance areas, ensure, access, capture, review, treat, transfer, use or monitor, at any time, the information that is created, generated, managed, guarded, sent, received or stored in said equipment, mobile devices and servers, for institutional purposes.

Remember that ODC has a cybersecurity and cyberdefense management system.

For more details on the obligations of ODC collaborators, consult the manuals, procedures, guides and instructions that refer to information security issues and proper handling of email and social networks, as well as other internal regulations related to the handling of information.

**At ODC, personal data is treated according to the parameters and principles established in Law 1581 of 2012, its regulatory standards and others that modify and/or complement them.**

**Further, we have a Treatment of Personal Information Policy, which is available in the corporate responsibility section of our website**

**[www.oleoductodecolombia.com](http://www.oleoductodecolombia.com)**

**Remember that ODC has internal regulations that define procedures and guide how we must treat and secure information. Check these provisions and stay updated; if in doubt, remember to ask.**

## Prohibition of Insider trading and use of inside information

Those who are users, responsible or have access to privileged, confidential and / or reserved information must:

- Strictly comply with the laws and internal regulations regarding the trading of shares and the use of privileged information, for example, that which is subject to confidentiality, which has not yet been disclosed to the public and influences the analysis of any diligent and prudent investor, when negotiating the respective securities.
- Refrain from using said privileged information of Ecopetrol or ODC, for its own benefit or that of a third party.
- Comply with the restriction periods for trading shares notified by Ecopetrol.
- Ecopetrol, in its capacity as issuer, will disclose in a clear, truthful, sufficient and timely manner to the market, as relevant information, the share negotiations carried out by the Company's administrators, under the terms required by laws and regulations applicable.

# Act with social responsibility and respect for Human Rights and rejection of discrimination

## ODC REJECTS ANY FORM OF DISCRIMINATION

The success of ODC is based on the generation of constructive, dynamic and reliable relationships with its counterparts and stakeholders. These relationships grow and prosper through mutual care, understanding and respect.

Likewise, ODC carries out actions of understanding and support for the development of the communities that are considered allies of management, recognizing the human rights of the stakeholders.

In particular, the principles of respect and commitment to life commit the company to guarantee the defense and promotion of human rights, to prevent discrimination, and to comply with the HSE norms. Furthermore, this Code requires compliance with the law, which means that the company is committed to abide by applicable local and international regulations regarding fair labor practices and human rights, including prohibition of forced or child labor.

In that sense, ODC has voluntarily signed the Global Compact of the United Nations, an initiative that promotes the commitment of the private and public sector and the civil society to align their strategies and operations with ten principles that are accepted universally on four thematic areas: human rights, labor standards, environment and anti-corruption. The UN Global Compact is considered an action framework that facilitates the social legitimization of businesses and markets. Adhering organizations share the conviction that business practices, based on universal principles, contribute to the generation of a more stable, equitable and inclusive global market thus promoting more prosperous societies.

These principles and regulations reflect the commitment to prevent and, when necessary, remedy the negative impacts generated by the operation on human rights. Similarly, they ensure the effective identification of risks associated with human rights in operations, with the purpose of continuously improving processes. To such end, we must undertake due diligence actions, get involved with our stakeholders, and communicate our expectations to our business partners.

## Environmental Policy

ODC is committed to the environment, to the efficient use of energy and natural resources, and carries out actions aimed at reducing greenhouse gas emissions and managing waste, following environmental policies, standards, procedures, laws and applicable regulations.

Likewise, it ensures adequate comprehensive water management in operations, monitors continually the effects of climate change through the HSE management system; makes the timely report of related incidents and maintains clear guidelines on emergency protocols.

The company directs efforts to generate environmental awareness and strengthen its relationship and consultation with stakeholders in accordance with the environment and applicable regulations.

The company prioritizes safety at work and in the environment, to protect the integrity of people, facilities and areas where operations are performed. Therefore, it is imperative to stop any work considered unsafe or harmful, without fear of reprisal.

# Antitrust and Anticompetitive practices

ODC rejects any practice that promotes monopoly and that limits or violates free competition; that puts at risk the interests of consumers and markets; that may undermine the reputation of the Company in its activities and business; that go against the legal and internal provisions in this matter, or that may be seen as collusive practices. In any case, the protection of copyright and intellectual property is promoted.

## Report any event that infringes this Code!

If you know or suspect of a situation that involves a worker or recipient of this Code and that leads to its violation, you are required to report the matter in the ethics hotline:

<https://www.oleoductodecolombia.com/Paginas/linea-de-etica-y-cumplimiento.aspx>

<http://lineaetica.ecopetrol.com.co>

### HOW SHOULD YOU REPORT?

Any complaint must be reported immediately, in good faith and in sufficient detail to allow the company to perform a verification and provide an effective response. Therefore, when reporting, keep in mind the following:

- You can report the situation anonymously to the ethics hotline and the information in the report will be treated confidentially.
- It must indicate the conditions of the way, time and place of the events.

- The report, the identification of the complainant, the material, elements and evidence collected in the process are confidential, unless the matter should be transferred to the competent authorities for decision making, or if there is a requirement issued by a competent authority, or if it is necessary to reveal information to carry out a thorough verification.
- Be willing to cooperate with the management of reported issues, responding to requests for further information through the tool or contact provided by the complainant, and providing the required evidence.
- It is an obligation to respect the human dignity and the good name of the accused parties; therefore, no accusations can be made that are not true or are intended for revenge or retaliation. It should be borne in mind that reporting an issue knowing that it does not correspond to reality constitutes a violation of integrity and responsibility principles. With respect to contractors, the unrealistic complaint constitutes a violation of this Code and of the contractual integrity clause.
- During a verification process, it is mandatory to always speak with the truth and without any particular or subjective intention aimed at causing harm or affecting any person.
- Filing a complaint or participating in a verification process cannot be the basis for retaliation. If you think that someone has breached this rule, you should report it immediately.
- Remember that you can also consult or raise dilemmas.

# Ethical conducts

Include actions and behaviors that materialize the ethical principles of ODC and Ecopetrol Group. This section describes some of the behaviors expected based on the principles of this Code.

## INTEGRITY

I act with **integrity** when

- I work with righteousness, loyalty, justice, honesty and transparency.
- I act in a consistent manner, according to what I think, speak and do.
- My decisions and actions are impartial and objective. I do not intend to seek privileges, or undue personal benefits, nor do I take actions based on favoritism, nepotism or clientelism.
- Neither my family, nor I, have private business relationships with ODC workers, suppliers, contractors, customers, co-workers, or the competition, from which it is possible to obtain any undue benefit thanks to the role, function or activity that I perform for the company.
- I report conflicts of interest, inabilities and incompatibilities, and situations where I perceive a lack of objectivity, independence or impartiality, as well as associated dilemmas, in accordance with internal procedures. I abstain from acting when a circumstance arises that could constitute a conflict of interest or ethical conflict, or which breaches the regulation of inabilities, incompatibilities and prohibitions.
- I do not accept, request, offer, approve or pay bribes. I do not ask for favors or benefits from ODC contractors, suppliers, clients and workers.
- I do not make any deals or offer or receive gifts, entertainment or hospitality from stakeholders that may affect the reputation of ODC or that breach internal regulations.
- I do not use the assets, resources, supplies or material assigned to me for matters other than those inherent in my work or for my own benefit or that of a third party.
- Before managing, executing, authorizing or consenting a payment, I ensure the respective controls and fulfillment of the requirements, without performing actions tending to unduly favor a third party or to obtain an improper benefit.
- I do not present false and malicious reports intended to harm third parties.
- All the information and documentation processed has been verified and I have no knowledge that they correspond to false facts.
- I always speak with the truth, which is above all in every actions and relationships.
- I lead by example.
- My actions respond to the imperatives of common good above private interests.
- I do not tolerate events implying compliance risks (fraud, bribery, corruption, money laundering, terrorist financing, violation of the FCPA), and I promote actions to encourage transparency.

## RESPONSIBILITY

I act with **responsibility** when:

- I deliver the assigned works in a timely manner and with the required quality.
- If something goes wrong, I do not blame others. I identify errors and causes, I take the corrective actions, and I communicate the lessons learned, always promoting continuous improvement.
- I am responsible for my actions and omissions, as well as for knowledge of and compliance with local and international regulations and internal provisions applicable to the matters for which I am accountable.
- I am accountable for the lack of due diligence and care in my actions, as well as for the management of matters or assigned functions, without knowing and applying in-house guidelines, handbooks, procedures, guides and instructions.
- I perform my work efficiently and effectively.
- I protect information, assets and resources that belong to ODC. I make rational use of the elements assigned to me, guaranteeing their protection and I am accountable for any omission of these duties.
- I honor my promises, duties and commitments.
- I am aware that all recipients of this Code are identified by our engagement with ODC; therefore, I avoid any work or personal behavior that may impair the good name and reputation of the company.
- I know and comply with the internal and external regulations applicable to my work or activity, the internal work regulations, the culture principles and agreed obligations, and I assure their enforcement.
- I try to meet the required skills to perform the functions or activities assigned.
- I do not breach the duties and prohibitions established in the Constitution, the pertinent contracts, the legal framework and any applicable internal provisions.
- I am accountable for mitigating business and activity risks, abiding by the pertinent controls and executing those that are my responsibility.
- I am responsible for the strengthening and improvement of the Internal Control System.
- I promote information security, thus preventing the leak of strategic confidential, reserved or classified information, according to internal regulations, as well as the dissemination or conveyance of data that could give rise to an improper benefit.
- I do not disclose by any means, whether electronic, printed or audiovisual, improper, illegal, pornographic or racist information.
- I preserve, protect and use the resources assigned to me in a rational, austere and efficient manner.
- I know that the assigned hardware is the property of ODC, as well as the information contained therein.
- I share my knowledge and experience, I work as a team, and I am collaborative and creative, promoting optimal development of the functions and activities.

## RESPETC

I act with **respect** when:

- I do not discriminate or harass my colleagues for being of different sex, orientation, race, national or family origin, language, gender, religion, political or philosophical opinion, disability situation, economic condition, physiognomy, genetic characteristics, educational level, characteristic socio-cultural, difference of thought, expression, way of being or any other situation that goes against the diversity and inclusion policy adopted by ODC. I respect and enforce differences.
- I reject any act of sexual harassment at work.
- I promote equality among my colleagues.
- I neither discriminate nor harass my workmates because of different sex orientation, race, nationality or family origin, language, gender, religion, political or philosophical opinion, economic, physical or mental condition. I respect and defend differences.
- I neither attack nor make fun of people with whom I relate, and I maintain courteous relations. I do not refer to other people using derogatory or offensive words.
- I avoid publishing by any means false or inaccurate information, or performing any action of disrespect or defamation that may affect the image of ODC, its employees, other people or companies who have a relationship with the company and the group, which may harm their reputation or investors' confidence.
- I accept differences of opinion and encourage the discussion of ideas that promote better practices to perform company activities.
- I treat everyone with respect regardless of their status or position in the company.
- I recognize that as a worker or party related to ODC, I represent it at all times, and that is why my behavior is appropriate and respectful at work and in my engagement with the society.
- I recognize and do not violate intellectual property and copyrights.
- I reject unfair competition and, therefore, I abstain from making judgments, disqualifying or making negative comments that may affect other companies.
- By no means I perform, disclose or publish offenses or threats against the company or its workers.
- I maintain courteous, cordial relations with my colleagues, clients, suppliers and with all people at large.
- Neither my family, nor I, use my position as employee of ODC as a mechanism to demand preferences or special treatment, different than that conferred to other citizens, nor do we mistreat the people with whom we interact or from whom we receive the benefits of ODC.
- I respect the time of others, and arrive on time to appointments, interviews and work meetings.
- I promote a cordial and positive environment, expressing my disagreement with responsibility and respect. I care about the improvement of interpersonal communication and working climate.

## COMMITMENT TO LIFE

I act **committed to life** when:

- I respect and promote respect for human rights.
- I perform my tasks with self-care.
- I comply with and enforce HSE rules.
- I give priority to my health and safety and that of my collaborators.
- I protect the environment. I try that my actions preserve and improve the environment and the social milieu surrounding me.
- I report incidents related to compliance and non-compliance with internal HSE rules.
- I avoid violent actions in all areas, both in my work and personal life, to protect people's life, health and integrity.
- The activities I perform for the benefit of the community are aligned with the guidelines for environmental management and the business strategy.
- I place garbage and recyclable material in the designated containers.
- I respect and enforce internal security rules and the conditions or guidelines established in terms of access to, permanence, and exit from the company facilities.

# At ODC we reject sexual harassment in the workplace

## WHAT IS SEXUAL HARASSMENT?

It is an unwanted behavior, of a sexual nature, in the workplace, which makes the person feel offended, humiliated or intimidated.

## HOW IS SEXUAL HARASSMENT MANIFESTED?

In behaviors such as:

- Work or personal pressure, coercion or blackmail;
- Hostile work environment;
- Attitudes that can be physical such as touching, unnecessary closeness, forcing intimate actions, or giving non-consensual kisses, among others;
- Verbal behavior, in writing, through sexual comments, gestures with sexual connotations, inappropriate messages or notes, sharing pornographic material, etc.

## WHAT SHOULD YOU DO IF YOU HAVE KNOWLEDGE OF A SITUATION OF THIS NATURE?

- You must protect the identity of the victim, if this is required.
- You must report the situation to the ethical line or recommend to the victim that they proceed.
- If you are a leader, you must prevent the possible event from recurring, taking the necessary administrative measures while the respective internal and external investigation is carried out.

## IF YOU ARE THE VICTIM:

- Do not be afraid to report the facts through the channels set up by the company.
- Remember that your identity will be protected -if you require it-.
- ODC will not allow any type of retaliation for having presented the complaint.
- Professional support will be provided.



## Dear collaborators and related parties:

Our company has strategic objectives, processes that support them, risks implied in the tasks and controls to mitigate them, and all these are part of the Internal Control System. At Ecopetrol Group, we all have the obligation to fulfill our duties, with the aim of achieving objectives and preventing risk materialization. Failure to do so generates faults against the accountability principles set forth in this Code and failures in our Internal Control System.

The internal controls are designed to protect our management, and that is why we are all part of this system.

**Compliance Corporate Vice Presidency - Ecopetrol S.A.**

## Behaviors that are contrary to ethics, with repercussion on the contractors, allies and clients of ODC and the Ecopetrol Group

The legal representative, attorney, authorized employee or whoever acts on behalf of ODC S.A. and any of the subordinates or subsidiaries of the Group for the execution of any kind of agreement, contract, service order, among others, shall exercise the power to terminate the contracts or agreements entered into with the contractor for ODC and the Group companies, regardless of the singular or plural nature of the contractor (not considering the form of association), once the established and agreed contractual procedures have been exhausted, and after obtaining the opinion of the Compliance area of ODC, confirming one or more of the conducts described below:

- Any of the situations described in the declaration contained in the supplier registry (Declaration of Prevention of AML/CTF).
- Any action or omission that corresponds to acts of fraud, bribery and corruption, violations of the FCPA, gifts, entertainment and hospitality, conflicts of interest or ethics, in accordance with the provisions of this Code and applicable regulations.

## PROCEDURE

Once the complaint is received in the ethics hotline, the competent department will assess the merit of the information. For this purpose, you may request information or any type of evidence that allows to confirm the existence of the conduct.

Within the term that is estimated based on the complexity of the ethical case, the competent area will call the contractors involved to give explanations, request or provide evidence to support their defense, and contradict existing facts or evidence.

Once the explanations of the contractor involved have been assessed, the elements of judgment submitted, as well as those collected by the competent area in accordance with their conduct, relevance and validity, the merit of the action will be evaluated.

After concluding the previous process, should there be merit to show the existence of behaviors that are contrary to ethics, which have repercussion and that give rise to the termination of contracts or agreements, the compliance area of ODC will review or render an unfavorable confirming opinion, as the case may be, which will be sent to the authorized employee, or whoever acts on behalf of ODC and any of the subordinates or subsidiaries of the Group will be informed, for the exhaustion of the processes required for the termination of the respective contracts or agreements.

In the event that the elements of judgment do not lead to the reasonable conviction that incurred in any of the conduct contrary to ethics, the complaint will be closed. In the event of new elements that prove the existence of any of the behaviors described above and taking into account the explanations of the contractor, partner and clients, if applicable, the Compliance area will render the corresponding opinion.

Other conducts that infringe this Code will be managed according to the procedures set out and to other legal and contractual provisions that may be applicable. The foregoing, without prejudice to the powers that ODC and the companies of the Ecopetrol Group has to invite and select the different suppliers and contractors, as well as to evaluate their performance.



# Frequently asked questions Code of Ethics and Conduct:

## Who are beneficiaries at ODC?

Beneficiaries are those who receive services from the company, because of or in relation with a link with ODC or that of their relatives, such as pensioners, users of the health service, education or any other service, assistance or retribution that implies the use of goods or resources of ODC.

## Does the Code of Ethics and Conduct apply to the workers and contractors of the Ecopetrol Business Group?

Yes. Keep in mind that the Code of Ethics and Conduct is applicable to ODC, the companies of the Business Group, and to persons who, regardless of their corporate or individual nature, have any relationship with ODC. This includes workers, beneficiaries, members of the Board of Directors, shareholders, contractors, suppliers, agents, partners, allies and clients, as well as to personnel and companies that the contractors engage in the execution of the contracted activities, as applicable.

## Does the Code of Ethics and Conduct apply to the beneficiaries of ODC workers?

Yes. It applies as related to those who are registered as beneficiaries, that is, those who receive services because of or in relation with their link with ODC, such as pensioners, users of health and education services, or any other form that implies the use of assets or resources of the company.

## Where should I report potential situations that may constitute a violation of the Code of Ethics and Conduct?

Register your complaint in the ethics hotline of ODC, entering <http://lineaetica.ecopetrol.com.co> or <https://www.oleoductodecolombia.com/Paginas/linea-de-etica-y-cumplimiento.aspx> or <https://www.ecopetrol.com.co/wps/portal>

## What is a complaint?

It is the mechanism or action of any person to report, by means of the ethics hotline, the facts or inappropriate conducts that may constitute a violation of the Code of Ethics and Conduct that require verification. Complaints may be of ethical or compliance nature, as set out in internal regulations.

## ¿What is a dilemma?

These are doubts that may arise from the actions of the recipients of the Code of Ethics and Conduct regarding the principles of the Code and its guidelines relative to conflicts of interest or ethics, gifts, entertainment and hospitality, corruption, bribery, fraud, money laundering, terrorist financing, FCPA, human rights, social responsibility, use of goods and information management, among others, which aim to receive guidance so as not to commit undue acts not complying with the ethics of the organization.

## What is a query?

These are requirements related to due diligence procedures, associated with the prevention of acts of fraud, corruption, bribery, money laundering, terrorist financing and violation of the FCPA. Through these consultation, possible warning signs are reviewed regarding contractors, suppliers, partners or workers, among others, and recommendations are issued to mitigate the warning signals detected.

## ODC is a Colombian company. Why do we have to comply with US laws?

ODC is a company of the Ecopetrol Group, which is registered in the United States securities market and it also has offices and businesses in that country. Because of such links, it is subject to the application of certain US laws, including the Foreign Corrupt Practices Act - FCPA. This standard contains a number of prohibitions on corruption, bribery and internal controls that must be accepted by the company.

### **I am a Colombian citizen. Why does the FCPA apply to me?**

The FCPA applies to you as a worker of ODC a subsidiary of the Ecopetrol Group, this being an organization with business activities in that country, and is registered in the stock exchange, as mentioned above. That is why you can be sanctioned in the United States if you offer, promise, give or authorize payments or anything of value to public officials or politically exposed persons, directly or indirectly through third parties, with the intention of maintaining or obtaining improper advantages. Likewise, for violating the prohibitions related to demanding to accept anything of value to generate an undue benefit.

### **Does the FCPA prohibit providing gifts, entertainment and hospitality to friends who are public officials?**

The FCPA prohibits giving “anything of value” to a public official. This includes gifts, entertainment and hospitality. Although your relationship with the official is personal, the fact that you invite him to dinner or give him a gift, entertainment or hospitality could become a risk for ODC. Therefore, before extending an attention or giving a gift, you should consult the internal regulations or the respective compliance area, through the ethics hotline of ODC.

### **What does the FCPA require in relation with third parties?**

The FCPA requires: (1) conducting due diligence before hiring a third party; (2) requiring all third parties to certify that they understand FCPA obligations and agree to comply with them; (3) any contract with a third party includes the obligation to comply with the FCPA, according to internal regulations; and (4) monitoring of compliance of the third party with the obligations of the FCPA.

### **What do I do if one of my workers reports a conflict of interest or ethics conflict?**

It is the obligation of every supervisor to send a copy of the conflict to the Compliance area of ODC with the response or procedure applied to that statement. Likewise, it is your obligation to adopt measures so that the conflict does not materialize in the exercise of the activities assigned to the worker.

### **I am aware of a situation that may breach the Code of Ethics and Conduct, but I am afraid to report the situation to the ethics hotline, because my immediate boss may retaliate against me. What should I do?**

You must report the aforementioned facts to the ethics hotline. There is no reason for fear; reporting is an obligation that does not generate retaliation against the complainant.

In any event, it is pertinent to bear in mind that you cannot make complaints with the knowledge that it is false information, as you can violate the principles of integrity and responsibility set out in this Code.

### **The manager of the contractor company with respect to which I perform supervision activities has invited me to give a talk in a hotel in Cancun (Mexico), to go with my wife and children. The academic sessions take place in the morning and in the afternoon they invite us to the scheduled recreational activities or leave the afternoon free. Can I accept the invitation?**

Report the case to your immediate supervisor and present a dilemma in the ethics hotline. According to what is set forth in the internal procedures, you should not accept extra work invitations to workers and their relatives from people who have a commercial interest with the company. Therefore, you must refrain from accepting the invitation and wait for the corresponding ethical concept to be issued.

### **Currently I work in the XX Area and as part of my functions I must receive report and different deliverables from the ZZ firm, where a brother-in-law works as a member of the team that presents the contract products. What should I do?**

You must withdraw from the functions you are performing that are related to the functions of your brother-in-law or with the activities carried out by the contractor who employs it, because this circumstance generates a conflict of interest. You must report the situation to your superior and to the Compliance area of ODC.

**I worked for four years in the firm XYZ. Six months ago I joined ODC and today I was appointed to be part of the planning team in a selection process related to the branch of that company and it is likely that I be designated to evaluate the offers. The firm in question could be interested in submitting an offer, according to the information that my ex-colleagues with whom I have a friendship relationship have given me. What should I do?**

Whenever an ethical conflict can materialize, you must immediately report it to your superior in order to be assigned to other processes or projects in which who are not going to have a relationship with your previous employer or with your friends. This situation must be reported to the Compliance area of ODC.

**As part of my functions, I must review and approve the reports delivered by the contractor YY. As a result of that interaction with that company, I became friends with two of their employees, whose work I must supervise. They now have a sentimental relationship, have decided to get married and have asked me to be their wedding best man. What should I do?**

Bearing in mind that you must verify and approve the reports submitted by the employer who are now your friends and being their wedding best man, there is an ethical conflict; therefore, you must report the situation to your supervisor, withdraw immediately from the work related to the contractor YY, and report it to the Compliance area of ODC.

**If I report symptoms of Covid-19 or any other disease, will I be discriminated against?**

No. The company and the authorities request the timely reporting of symptoms precisely to protect your life and that of your environment. Reporting your health status is your responsibility, it is your demonstration that you are committed to life. ODC and the Ecopetrol Group reject all types of discrimination.

**I noticed that a co-worker turns off the camera and microphone in order to be absent and walk her dog during the systematic gathering in my area - giving the appearance that she is present - Is this ethical behavior?**

No. Compliance with work hours and participation in work activities are mandatory. Remember that all ODC workers must respect the spaces provided by the organization or agreed with our bosses; This absence in addition to constituting a deception, configures a lack of respect towards their colleagues and their superior.

**A few days ago I realized that a contractor worker is receiving sexual advances from an ODC worker and he is afraid to report it because he may lose his job. Can I report it?**

Yes. You must do it through the ethical line where your identity and the victim's identity will be protected. Remember the importance of doing it with data and facts, indicating conditions of mode, time and place of the situations; if you have evidence, provide it. At the same time, encourage the victim to file the report. At ODC we do not tolerate disrespectful treatment and we reject behaviors of sexual harassment.

**What is a facilitation payment?**

They are small, unofficial and improper payments made to obtain or expedite the performance of a routine or necessary action to which the person making the payment is entitled. These payments are known as speed or grease payment.

**What is a lobbying fee?**

It is the delivery of money or any kind so that a person or group of people influences the decisions of public authorities, on matters that are of interest to whoever makes the payment. This type of payment is prohibited in ODC.

**Do you know that ODC and the Ecopetrol Group have a series of procedures, instructions, guides, handbooks, risks and controls that we must apply? How well do you know them? Knowing the rules of the company is a must.**

Not knowing them and failing to apply them results in breaching the Code of Ethics and Conduct. Consult the ethics hotline.

**<https://www.oleoductodecolombia.com/Paginas/linea-de-etica-y-cumplimiento.aspx>**

**<http://lineaetica.ecopetrol.com.co>**

[https://www.oleoductodecolombia.com/  
Paginas/linea-de-etica-y-cumplimiento.aspx](https://www.oleoductodecolombia.com/Paginas/linea-de-etica-y-cumplimiento.aspx)

<http://lineaetica.ecopetrol.com.co>



International line

**01 800 912 1013**



Bogotá

**234 39 00**

**234 40 00**

ext. 43900

# Do not let that happen to you!

## **The main sanctions for violations of the FCPA have been imposed because of events such as:**

- Bribe to customs agents, aimed at securing the renewal of contracts.
- Signature of a fictitious consulting contract with a third party, characterizing the payments in the books and records as legitimate consultancy expenses, to support a bribe.
- Payments to government officials to be granted environmental licenses, regulatory approvals and authorizations.

## **Ask yourself the following questions in order to avoid accepting gifts, entertainment or hospitality that ignore the business guidelines:**

- Is the intention to show kindness or is it intended to influence a decision?
- Would accepting it be an obligation to the third party?
- Would you be embarrassed or fearful if your colleagues find out that you received it?
- If you see that your partner is offered this kind of gift, entertainment or hospitality, how would you see it?
- Would you offer this kind of gift, entertainment or hospitality without expecting anything in return?

## **I am the administrator of a contract and I authorized the payment of some goods that were delivered by the contractor, supported by the certificate of compliance with the technical specifications issued by it, without having personally verified them. Doing this could mean that I am breaching the Code of Ethics and Conduct?**

Yes. It is your obligation to protect the resources of the Company; therefore, such actions breach the principle of responsibility. Remember that before making any payment, you must confirm that the contractor has complied with all that agreed.

## **I registered in a notary, as my son, a cousin's child so that he could access the benefits of ODC. Since I do not have my own descendants, I did not consider it inconvenient because I love this child as if it were my own and he needs the resources to be able to study because his father is undergoing a difficult economic situation. Did I breach the Code of Ethics and Conduct?**

Yes. Failing to state the truth and reporting inconsistent information to receive a benefit for you or for a third party, which also involves

the improper use of resources, violates the principles of integrity and responsibility of the Code. Additionally, keep in mind that altering civil registries may constitute an offense sanctioned by criminal law.

## **My daughter needs computer paper to print a school paper, can I take some paper from the office?**

No. The paper supplied by ODC is intended for your company work and not for personal use of personnel at their home. Such action breaches the integrity and responsibility principles.

## **My cousin works with a contractor and I am the administrator of that contract; however, he and I are not close. Am I obliged to withdraw from this role because of a conflict of interest?**

Yes. You cannot be the administrator of that contract. Cousins correspond to the fourth degree of consanguinity and regardless of their degree of affection or closeness, there is a legal impediment to act. You must report the matter to your supervisor and to the respective compliance area.

## **My stepfather works in an Area other than mine. My boss has appointed me to do a job with that area and my mother's husband will be the team leader. Is there a problem if we work together?**

Yes. Your stepfather has no kinship relationship, but given your relationship with him, whether good or bad, this can affect your independence and objectivity, in which case it would be an ethical conflict. Being part of this activity without reporting the conflict branches the integrity principle, so you must report the fact to your immediate boss so that one of the two is withdrawn from the process. Likewise, you must report it to the compliance area of the company.

## **I support the supervision of a material transport contract and I must validate the quantities and services for billing. My son-in-law is a partner of the contractor and one of the vehicles with which he provides the service is owned by my uncle. Is this a conflict of interest or ethical issue, even if I am not the contract administrator?**

Yes. You are in conflict because you make decisions relative to the contract in which your relatives are involved.

**I worked for a firm in the Oil & Gas sector and I have been selected to work for ODC. In this new role, I have been appointed to the evaluation committee of a contractor selection process, in which the company for which I worked before is participating. The people who would sign and structure the offer are my previous bosses and colleagues, who, before my appointment as an evaluator, had mentioned to me their interest in talking about the process, the evaluation mechanism, and how they could improve their offer to be awarded the contract. Should I report this situation?**

Yes. You must report a dilemma in the ethics hotline and report, in writing, to your immediate supervisor that you face an ethical conflict because in the assigned process your former bosses and colleagues will participate. Also, it is necessary reporting the fact as the contractor is trying to have an improper advantage.

**I am the supervisor of a contract, not the administrator. My job is to validate the work schedules of the contractor's staff. I have a sister who**

**is unemployed. Can I ask the contractor to hire my sister for execution of a contract other than the one they have with ODC?**

No. In accordance with the Code of Ethics and Conduct, neither the workers nor their families should use their position in ODC to obtain benefits.

**We are close to the end of the year and the contract that I manage is somewhat delayed, but I know that it can be updated in early January. Is it possible to certify the receipt to satisfaction of an activity and authorize its payment with the commitment that it will be completed in January as this will enable us to execute the resources allocated to this period?**

No. Keep in mind that the integrity principle imposes the obligation of assuring internal controls, guaranteeing contractors' fulfillment of their commitments, and ensure that contractors meet their commitments and verify that all information processed for a payment is true.



# Our Code of Ethics and Conduct



Oleoducto  
de Colombia