



# External Grievance Procedure

**JADESTONE ENERGY PLC**

**Controlled Document**

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Jadestone expresses its commitment to high standards of ethics through our Anti-Bribery and Anti-Corruption Policy, our Human Rights Policy and our ESG Policy. If any Jadestone employee has concerns about any aspect of the way that we implement these policies, we encourage them to speak to their managers or to refer to our Whistleblowing Policy.

Similarly, we are always ready to listen to anyone outside the company who wishes to raise a concern, make a complaint, or express a grievance relating to our ethical conduct.

This policy covers concerns relating to any actual or suspected breach of Jadestone's legal obligations or integrity commitments.

- ▶ Bribery, corruption or fraud
- ▶ Money laundering
- ▶ Harassment, discrimination or bullying
- ▶ Financial malpractice or misreporting
- ▶ Environmental damage
- ▶ Sharing confidential information with people who are not authorised to receive it
- ▶ Threatening someone who has made or may make a whistleblowing disclosure
- ▶ Any form of criminal activity.

### WHAT YOU NEED TO DO

If you wish to raise a concern about Jadestone or its subcontractors, you should either contact one of our employees directly or send an e-mail to [standards@jadestone-energy.com](mailto:standards@jadestone-energy.com).

Please give as much information as possible of the circumstances and the reasons why you believe Jadestone to be at fault.

We encourage you to share your name and contact details because this makes it much easier to respond. If you feel uncomfortable sharing your name, we will respect your wish to remain anonymous. If possible, we will set up an alternative line of communication, for example through an anonymous e-mail account.

### OUR RESPONSE

Jadestone will respond to your communication promptly.

Our first steps will be to make an initial evaluation of your concern and then to appoint a Jadestone point of contact. If we can resolve the matter quickly, we will do so. If we need time to conduct an investigation, our point of contact will offer progress updates and report on the outcome.

We will respect your confidentiality as far as possible and subject to the requirements of the law. However, if it emerges that a criminal act may have taken place, we may need to report the matter to the appropriate government authorities. We will give our full support to any subsequent government investigation and, in those circumstances, we may be required to share details of any correspondence with you.