

GOVERNANCE

BUSINESS GENERAL PRINCIPLES STATEMENT

GOV-G-02-E

RESTRICTED

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01	Finance Manager	TLA MT	MD	August 2012	August 2014
02	Comptroller	TLA MT	MD	February 2015	February 2017
03	Human Resources Manager	TLA MT	MD	February 2016	February 2018

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CHANGE REVISION DETAILS.

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00	Uriel Sifuentes	TLA MT	Carlos Barajas	First issuance	May 2008
01	Jair Rojas	TLA MT	Carlos Barajas	Format Change	August 2012
02	Sagrario Chong	TLA MT	Jair Rojas	TLS Inclusion and the Socially Responsible Company Concept	February 2015
03	Verónica Zavaleta	TLA MT	Jair Rojas	Socially Responsible Company Principles Alignment	February 2016

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1 INTRODUCTION

This document reinforces the general principles that regulate how Terminal de LNG de Altamira, S. de R. L. de C.V. (TLA) and TLA Servicios, S. de R.L. de C.V. (TLS) handle their business. Hereinafter indistinctively referred to as “the Company”.

Sustainability of the Company reputation is essential. We are judged by how we act. Our reputation will be maintained if we act by attaching to the Socially Responsible Company Guidelines, with honesty and integrity in all of our negotiations, and doing the right thing at all times within the legitimate business role.

The Company has honesty, integrity and respect for people as their core values. The Company also firmly believes in the fundamental importance of promoting trust, opening, team work, professionalism and pride in what we do.

Our corporate values of a Socially Responsible Company determine our principles. These principles apply to all transactions, large or small, and describe the behaviour expected from every employee of the Company in conducting business.

In turn, the application of these principles is supported by procedures within the Company, which are designed to ensure our employees understand the principles and act in accordance therewith. We acknowledge it is vital that our behaviour matches our intentions.

All of the elements in this structure –values, principles and accompanying procedures– are necessary.

The Company acknowledges that trust in shareholders, employees, clients, suppliers and other persons with whom we do business, as well as the communities where we work, is crucial for sustainable growth and ongoing success in the Company.

We intend to deserve this trust by behaving in accordance with the standards set forth in our principles. The Management is responsible for ensuring all employees are aware of these principles and behave in accordance with the spirit and text of this statement.

Managing Director
Terminal de LNG de Altamira S. de R.L. de C.V.
TLA Servicios, S. de R.L. de C.V.

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2 OBJECTIVES

The Company objectives are to efficiently, sustainably and profitably develop in Liquefied Natural Gas storage and re-gasification. The Company seeks a high performance level and aspires to maintain a long-term position in their respective competition scopes.

3 RESPONSIBILITIES

The Company acknowledges five areas of responsibility:

a. With shareholders

Protect the shareholders investment and provide them with acceptable profits. b.

With clients

Gain and maintain clients by developing and providing services that offer value in terms of price, quality, safety and environmental impact, which are supported by compliance with the regulatory framework, technological development, environment care and protection, trade experience and new business development.

c. With employees

Respect human rights of our employees, provide them with good and safe working conditions, an attractive and competitive value offer through salaries and benefits over those set forth by law, promote development and better use of human talent and equal employment opportunities, encourage proper balance between labour and personal life, encourage employee participation in their work planning and direction, and application of these principles within the Company. It is acknowledged that the Company success depends on the integral commitment of all of their employees.

d. With those whom we do business with

Seek mutually beneficial relationships with contractors, unions, suppliers and co-investors. and promote application of these principles in doing so. The ability to effectively promote these principles shall be a relevant factor in the decision to start or remain in those relationships.

e. With the society

Conduct the business as responsible corporate members in the society, comply with laws in Mexico, express support to fundamental human rights in line with the legitimate business role, and properly respect health, safety and the environment, consistent with their commitment to contribute with sustainable development of the community where we operate.

These five areas of responsibility are seen as inseparable. Therefore, the Management has the duty to continuously assess the priorities and comply with their responsibilities in the best manner possible.

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4 ECONOMIC PRINCIPLES

Profitability is essential to comply with our responsibilities and remain in the business. It is a measurement of both efficiency and the value our clients grant to our services. Profitability is essential to assign the necessary corporate resources and support ongoing investment required to develop and produce future power supplies that satisfy the needs of consumers. Without profits and a sound financial basis, it would not be possible to comply with the aforementioned responsibilities.

Criteria to make investment decisions are not exclusively economic in nature, but they also take into account social and environmental aspects and an assessment of the investment safety. It is our commitment as a Socially Responsible Company.

5 BUSINESS INTEGRITY

The Company insists on honesty, integrity and impartiality in all aspects of their business, and it expects the same in their relationships with all those with whom we do business. The direct or indirect offer, payment, request and acceptance of bribes of any kind are unacceptable practices. Employees must avoid conflicts of interest between their private financial activities and their role in conducting the business. All business transactions on behalf of the Company must be faithfully and impartially reflected in the Company accounting in accordance with the established procedures and be subject to audit.

6 POLITICAL ACTIVITIES

a. About the Company

The Company does not make any payments to political parties or organisations or their representatives or participates in political parties. Nonetheless, in doing business with governments, the Company has the right and responsibility to notify on their position in relation to any issue affecting their business, employees, clients or shareholders. The Company also has the right to notify on their position in relation to issues affecting the community, their employees or the environment.

b. About Employees

When the employees wish to participate in community activities, including their candidature to be elected for a public position, they shall be granted the opportunity to do it, provided that their candidature does not represent a conflict of interest.

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7 HEALTH, SAFETY AND ENVIRONMENT

Consistent with their commitment to contribute to sustainable development, the Company has a systematic approach for health, safety and environment management, in order to achieve ongoing performance improvement, thus they manage these issues as any other critical business activity, sets forth improvement objectives, and measures, assesses and reports performance.

8 THE COMMUNITY

The most important contribution the Company can make to social and material progress in Mexico is to perform their basic activities as efficiently as possible. Besides, the Company has a constructive interest in society issues, which may not be directly related to the business, participates in associations and forums where it promotes social influence actions. The Company contributes with community and education programmes, donations and social investment projects, depending on the nature of the local society and the scope of private initiatives through inter-sectorial alliances.

9 COMPETITION

The Company supports free competition. It seeks to compete fairly and ethically within the framework of the applicable competition laws; it shall not prevent others from freely competing.

10 COMMUNICATION

The Company acknowledges that in view of the importance of the activities with which it is committed and their impact on national and individual economies, open and transparent communication is essential. For this purpose, it has extensive corporate information programmes and provides relevant and complete information on their activities to the legitimately interested parties, subject to any essential consideration regarding confidentiality and cost of the business.

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