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### GENERAL TERMS AND CONDITIONS FOR THE PURCHASE OF GOODS BY THE CEPSA GROUP

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# General Terms and Conditions for the Purchase of Goods by the Cepsa Group

## GENERAL TERMS AND CONDITIONS FOR THE PURCHASE OF GOODS BY THE CEPSA GROUP

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### 1. OBJECT

This document sets out the general terms and conditions governing relations between companies in the Cepsa Group (hereinafter, Cepsa) and the counterparty (hereinafter, the Supplier) for the purchase of equipment and materials, whether in the form of a Contract or Order.

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### 2. SCOPE OF APPLICATION

These General Terms and Conditions for the Purchase of Goods apply to all Contracts and Orders entered into by the companies belonging to the Cepsa Group.

Exceptions to any of these General Terms and Conditions by the Supplier shall be valid only if requested, in writing, and accepted in the same way by Cepsa.

Any exceptions agreed in this way shall apply only to a specific Contract or Order and may not be extended to other past or future Contracts or Orders.

In no case shall the Supplier's General Conditions of Sale apply. Nor shall any conditions, specifications or similar terms that the suppliers include in their delivery slips, invoices or generally any documents exchanged between the parties by virtue of the Order or Contract, which contradict the provisions of these General Terms and Conditions.

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### 3. TENDERING

The bidder shall submit its tender in accordance with the provisions of the relevant invitation to tender issued by Cepsa.

Cepsa reserves the right to accept or reject the tender without this giving rise to any right to compensation for the Supplier.

Unless a different period is specified in the invitation to tender, tenders shall be valid for thirty (30) days from the date of receipt by Cepsa.

Cepsa will not bear any expenses deriving from or relating to the submission of the tender by the Supplier.

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### 4. FORMALIZATION OF ORDERS AND CONTRACTS

All Suppliers of goods to Cepsa shall be registered in the Cepsa system of registration and approval, as indicated in: <https://www.cepsa.com/en/footer/suppliers>, prior to the formalization of any Contract or Order. Tenders accepted by Cepsa will be formalized by means of the corresponding Contract or Order. Any amendment to the provisions therein should be made in writing.

Contracts or Orders sent by Cepsa will be considered tacitly accepted by the Supplier, unless written communication to the contrary is received within seven (7) days following the date of submission.

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Acceptance of the Order by the Supplier also entails acceptance of all these General Terms and Conditions, which are an integral part thereof. Similarly, the total or partial supply of goods or services by the Supplier implies acceptance of these conditions and the Order placed.

Supplier can only commence with the provision of the Services after having received the Purchase Order issued by the Client. The Purchase Order will be issued after the execution of the Contract.

Contractual documentation comprises the following documents:

- The accepted Contract or Order by which the award is formalized;
- Technical standards or specifications, where applicable;
- The quality plan, where applicable;
- Special terms and conditions, where applicable;
- Cepsa General Terms and Conditions;

In case of contradiction between any of the documents in the contractual documentation, prevalence shall be given in the order stated above, unless explicitly stated otherwise by Cepsa.

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### 5. RECEIPT OF GOODS

The goods subject to the Order or Contract shall be provided in accordance with that established in the contractual documentation.

If the supply is rejected, for good cause, it shall be deemed not to have been provided and the cost of returning the same will be borne by the Supplier, unless both parties agree otherwise.

Cepsa reserves the right to accept a faulty supply and arrange a price reduction with the supplier depending on the defect encountered.

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### 6. DEADLINE AND CONDITIONS FOR THE DELIVERY OF GOODS

The goods shall be delivered according to the time, place and other conditions specified in the contractual documentation, with no variations allowed, except with the written acceptance of Cepsa.

Cepsa may vary the delivery conditions for the goods as long as the Supplier is notified in writing at least 15 days prior to the delivery date. In such a case, Cepsa and the Supplier will agree new delivery conditions.

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### 7. TRANSFER OF OWNERSHIP

Ownership of the goods, and any liability for loss or damage thereto, shall be deemed transferred by the Supplier to Cepsa upon delivery at the place agreed in the contractual documentation and in accordance with the Incoterm established in the Order or Contract.

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### 8. PRICES

The prices established in formalized Orders and/or Contracts are fixed and are not subject to review; no additional charge may be imposed unless previously accepted in writing by Cepsa.

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### 9. PAYMENT AND BILLING CONDITIONS

Payments will be made upon submission by the Supplier of the appropriate invoice, except when a self-billing procedure is followed as indicated below, in accordance with the payment milestones in the Contract or Order.

All invoices shall contain data identifying the Supplier and Cepsa, in accordance with legal requirements, as well as featuring the number of the Order.

They must also include a breakdown of VAT or other taxes, in accordance with regulations. All invoices must be sent by the Supplier to the following address:

[facturas\\_cap@cepsa.com](mailto:facturas_cap@cepsa.com)

Payments are to be made through confirmed bank payment (confirming), or any other mean, as from sixty (60) days following the date of receipt of the services provided to Cepsa's satisfaction.

The Supplier shall supply its bank details for direct debit. An electronic self-billing procedure will be established, whereby Cepsa will generate monthly invoices, payable to the Supplier corresponding to the services rendered in accordance with that agreed in the Electronic self-billing procedure the parties shall sign to that end.

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### 10. TAXES

The Supplier shall bear the cost of all taxes on its business in accordance with current legislation. The Supplier shall include in its invoices, if any, Value Added Tax (VAT) or the Canary Islands General Indirect Tax (IGIC) for its services in the Canary Islands, and is required to comply with all material or formal obligations laid down by the Tax Authorities and imposed on every taxpayer by the Law on applicable tax and other provisions.

In the case of non-resident Suppliers, the corresponding deduction will be applied to the amount of the invoice in accordance with current legislation. In the event that a Double Taxation Treaty applies, the Supplier shall provide, prior to the payment date of any invoice, and on an annual basis, a tax residence certificate issued by their country of residence, with express reference to the applicable treaty and its current validity (currently one year from the date of issue).

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### 11. WARRANTIES AND RESPONSIBILITIES OF THE SUPPLIER

The Supplier guarantees to Cepsa that:

- a) The goods supplied have no visible or hidden defects concerning labor, materials or manufacture.
- b) The goods supplied are produced in accordance with the specifications, plans, samples and any other description that may be applicable.
- c) The goods supplied meet all legal and contractual requirements in terms of quality, environmental protection and prevention of occupational hazards.
- d) The goods supplied meet the established and applicable operational requirements concerning performance and consumption. In addition, the Supplier warrants the goods supplied against any defect or

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- error in the design, execution and materials used during the warranty period, if any, as stated in the applicable Contract or Order.
- e) In the case of a Supplier of packaged goods, it will be subject to rules on the deposit and return of packaging, or any of the integrated waste and used packaging management systems, in accordance with that set out in Law 11/1997 of April 24th, on packaging and packaging waste.
  - f) *(For chemical substances only)* In compliance with the REACH Regulation, whenever the substances supplied under this Contract are required to be registered through the European Chemicals Agency (ECHA), the Supplier shall assure the consumer that the substance has been pre-registered and/or has been or will be registered within the time periods specified in the REACH Regulation, by the supplier itself or, if the supplier is not established in Europe, through a company that is established in Europe or by a sole representative. The aforesaid registration must cover all possible uses that consumers may make of these substances. The Supplier undertakes to provide details of the registration numbers of registered substances.
  - g) In its commercial relations with Cepsa, the Supplier is obliged to comply with the legislation and regulations in force at any given time in matters concerning tax, labor, social security, health and safety, prevention of occupational hazards and the environment.

Unless otherwise established in the contractual documentation, the warranty period shall be 12 months from commissioning or 24 months from delivery, whichever comes first.

Within the warranty period, the Supplier undertakes to replace or correct, promptly and at no cost to Cepsa, any goods supplied that do not comply with the contractual documentation and/or the requirements set out in previous points. Should the Supplier fail to meet its obligation to correct or replace, as established above, Cepsa reserves the right to correct or replace the defects or errors detected, of its own accord or by means of a third party, and to charge the Supplier for the costs entailed, for which Cepsa may discount the amount corresponding to these expenses from any invoices pending payment, or, where applicable, take the amount in question from the sureties delivered by the Supplier.

The Supplier warrants to Cepsa that the goods are free from any liens and encumbrances in favor of third parties not declared or made known to Cepsa. The Supplier shall defend, indemnify and hold Cepsa harmless from and against any expenses, costs or charges resulting from failure on the part of the Supplier to meet its contractual obligations vis-à-vis its suppliers, contractors, employees, agents or any natural or legal person with which it has acquired obligations of any kind.

Similarly, the Supplier shall defend, indemnify and hold Cepsa harmless from and against any loss, costs, expenses or liabilities caused to Cepsa, whether directly or as a result of any action, claim or demand from any third parties, arising from the use or sale of the goods supplied. Cepsa reserves the right to take part in the defence against such actions, claims or demands or, if it so decides, to undertake such defence, using its own legal counsel. The Supplier shall indemnify Cepsa and hold it harmless from any damages or expenses which, owing to the liability imposed by law, may be incumbent on it, as well as from any damages caused by injury or death of any person or persons whomsoever, and/or from any damage to property, whomever it belongs to, that may arise as a result of the performance by the Supplier of installation and/or commissioning work on the goods and/or equipment supplied to Cepsa.

The Supplier warrants that it has obtained the necessary assignments, licenses, authorizations and rights from the holders to perform the purpose of the Order or Contract, and that it alone shall bear the payment of fees for such items, and respond to Cepsa for any claim deriving from a breach of this duty.

The Supplier shall indemnify Cepsa and hold it safe, free of any costs, against any claim or action for infringement of industrial or intellectual property arising from the use or sale of the goods supplied.

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### 12. GUARANTEES

Cepsa may, at its discretion, require the Supplier to provide the following guarantees:

- Guarantee for advance payments in cases where, according to the Order and/or Contract, Cepsa has made an advance payment to the Supplier. The amount of the guarantee will equal the amount of the advance payment made by Cepsa, and the validity period shall be specified therein.
- Performance guarantee to ensure compliance with the obligations arising from the provision of the equipment or material requested, which obligations are contained in the contractual documentation, with a validity period that will be set according to the guarantee period agreed and the amount given in the Order or Contract.
- Tender guarantee to ensure compliance by the Supplier with the terms of the tender.

Guarantee forms will be provided by Cepsa to the Supplier during the tender process.

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### 13. INSPECTION AND QUALITY

Cepsa, through its authorized representatives, reserves the right to inspect the goods contracted in the warehouses or workshops of the Supplier, and in those of its subcontractors, before dispatch in order to verify compliance with the requirements. This inspection does not relieve the Supplier of responsibility for providing the goods in strict accordance with the specifications and applicable legal requirements, or of any obligations undertaken under the guarantees.

All requirements of the Purchase Order may be subject to Official Quality Assurance (OQA). The Supplier shall be notified of any Official Quality Assurance activity to be carried out.

It is the Supplier's responsibility to ensure that the processes and procedures required to meet the requirements of the Purchase Order are fully implemented at the facilities of its suppliers and subcontractors.

The Supplier shall establish and implement a process to prevent, detect, reduce and remove counterfeit material.

The Official Quality Assurance activities at the facilities of the Supplier/subcontractors do not exempt the Supplier from its contractual responsibilities in terms of quality.

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### 14. COMPENSATION

The Supplier expressly authorizes Cepsa to offset any amounts that are owed to Cepsa for any item under this Order and/or Contract, with any amount or amounts that Cepsa and/or any other Group Company owes to the Supplier or any other company in the Supplier's group, under this or any other contract signed, and hereby authorizes them to make the appropriate transfers to this effect.

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### 15. ENVIRONMENTAL RESPONSIBILITY

The Supplier shall maintain a firm commitment in terms of safety, health, quality and respect for the environment.

The Supplier will perform its activity according to best practices, complying with internationally accepted standards regarding safety, health, quality and the environment, and respecting and abiding by the laws, rules and regulations applicable in each case, according to the place where the activity is performed. In any case, the Supplier undertakes to maintain a preventive stance and promote initiatives to encourage greater environmental responsibility, and make efficient use of natural resources to minimize its environmental impact. It must also have remedial measures in place to mitigate any damage and restore the status quo.

The Supplier of electrical and electronic equipment (including lighting equipment, luminaires, fluorescents, etc.), will take care of these once they are considered waste (at the end of their life cycle), either directly or through Systems of Collection and Management of these wastes, which will guarantee their collection, transport, and proper management by collectors, transporters, and authorized managers.

The Supplier of industrial packaging must ensure by means of a signed certificate or written document, that they have been manufactured in such a way that the presence of harmful substances and other dangerous substances and materials in the packaging and in any of its components, have been reduced to a minimum, regarding its presence in emissions, ash or leaching water generated by the incineration or landfilling of the containers or the remains after operations of packaging waste management and that, the sum of concentration levels of lead, cadmium, mercury and hexavalent chromium present in the containers or in their components is not more than 100 ppm by weight, as well as the volume and weight thereof is the minimum, but adequate to maintain the required level of safety. None of the containers will contain the legend "Non-returnable" or a similar one.

The Supplier of refrigerant equipment must guarantee that the gas content complies with current legal regulations.

The supplier of paper for printing and correspondence in offices must guarantee that it comes from sustainable management forests.

Throughout the term of any Contract in the Plant, the Supplier shall comply, and ensure that its subcontractors fully comply, with all safety, health, quality and environmental standards.

The Supplier shall report, expressly and continuously throughout the term of the Contract, any issues relating to safety, health, the environment and quality, and accepts full responsibility for any adverse effects arising from its actions, omissions or negligence in such matters.

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### 16. HEALTH AND SAFETY AND PREVENTION OF OCCUPATIONAL HAZARDS

The Supplier shall be responsible for compliance with all official or private legal provisions concerning Health and Safety and the Prevention of Occupational Hazards, and undertakes to implement such provisions.

The Supplier declares and guarantees that there are no hidden defects, no claims or lawsuits pending, no administrative breaches and no penalties relating to any breach in these matters, and takes full responsibility for any problems that may arise in relation to said matters.



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### 17. INSURANCE

Throughout the term of the Order, the Supplier has taken out or undertakes to take out and keep in force any Insurance Policies indicated in the following sections that may apply based on the contracted services, which must be taken out with creditworthy insurance companies that are acceptable to Cepsa, and undertakes to ensure that its subcontractors take out and maintain equivalent insurance. When applicable, the insurance policies must include Cepsa and its affiliates as an additional insurer, without losing the third party status.

- a) Accident insurance, as appropriate, covering all employees and subcontractors' employees assigned to the services, with coverage that meets the minimum legal requirements in this regard and/or the provisions of applicable collective bargaining agreements, as well as all legally mandatory insurance.
- b) Compulsory and voluntary Civil Liability Insurance for the movement of vehicles or machinery, under the conditions required by current legislation, and with the contractually mandatory indemnity limits in compliance with the Legislation current at the time this Order enters into effect.
- c) Civil Liability Insurance for a minimum amount as detailed in the Contract, with unlimited Employer's Liability, and with a minimum limit, if any, of THREE HUNDRED THOUSAND EUROS (€300,000) per victim.

This insurance must cover the Supplier's liability arising from any material or personal damages or injuries and their consequences caused to Cepsa or third parties, without prejudice to these third parties having filed a claim directly against Cepsa, according to the following coverages:

- General or Operating Civil Liability.
- Employer's Civil Liability.
- Civil Liability arising from vehicles and machinery (in excess of CL and vehicle insurance).
- Post-works Civil Liability.
- Cross Civil Liability between insurance holders.
- Professional Civil Liability.
- Civil Liability for accidental contamination.
- Civil Liability arising from transport, loading and unloading.
- Any other Civil Liability that may arise from the execution of the Order.

This insurance must cover any liability arising from the Order, until the end of the guarantee period and final acceptance. Subsequently, it must also cover any liability of the Supplier deriving from this Order that may be legally claimed.

These insurances should consider Cepsa to be a third party in connection with the Supplier (Cross-Liability) and will be considered primary over any other insurance for civil liability, property damage or loss of profit contracted by Cepsa. Consequently, if any damage occurs that is covered by both the Supplier's civil liability insurance and Cepsa's insurance covering material damages and loss of profit, the Supplier's insurance shall act as primary insurance and Cepsa's insurance shall cover the excess, where the excess or deductible will be counted from the first Euro of the damage.

- d) Transport insurance to cover any loss or damage sustained by the equipment and materials (which are to be used in rendering the service and are provided by the Supplier or transported under its responsibil-



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ity), during transport, intermediate storage, loading and unloading and/or handling, from the manufacturing sites to its location in the place where the work is performed.

- e) Environmental Liability Insurance for a minimum amount as detailed in the Contract.
- f) Material Damage Insurance covering all equipment under the responsibility of the Supplier with a limit of no less than its replacement value.
- g) Any other insurance required by legal provisions applicable to the works and services performed by the Supplier or its subcontractors in connection with the Order.

Under no circumstances may the insurance taken out limit the liabilities assumed by the Supplier under the Order.

In the event of an incident, the Supplier must adopt all measures necessary to avoid or mitigate damage.

Notwithstanding the existence of insurance as specified in this Insurance clause that indicated in the liability clause shall prevail. Therefore, the Supplier will be responsible for any damages that were not covered by such insurance, either because of the excess agreed or due to lack of coverage or coverage exclusions that may apply.

The Supplier shall provide Cepsa with certifications from Insurance Companies with respect to the policies that they have taken out and/or specifically contracted and that affect the Order/Contract, stating the name of the insurer, the policy number, coverage, exclusions, limits, sub-limits and deductibles, start and due dates.

It will also inform Cepsa of any changes that the insurance policies may undergo whilst the Order/Contract lasts.

Cepsa reserves the right to request at any time a complete copy of the insurance policies, which the Supplier shall make available within seven (7) calendar days of the request.

The Supplier undertakes to send Cepsa any notice of cancellation or reduction of coverage it is notified of by the Insurer affecting the services which are the object of the Order.

Cepsa may deny access to Cepsa facilities by the personnel of the Supplier or its subcontractors, if the Supplier has failed to properly certify the existence and validity of the insurance required by this clause; this situation may under no circumstances be invoked as a cause of delay in the provision of services or increased costs of the works.

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### 18. ASSIGNMENT AND SUBCONTRACTING

The Supplier shall not subcontract, assign or transfer, in whole or in part, the Order or Contract, or any of the rights and obligations arising from the same without the prior written consent of Cepsa.

The Supplier undertakes to perform the services itself and must not subcontract to third parties without the prior written consent of Cepsa.

In the event that subcontracting is authorized by Cepsa, the Supplier shall submit to Cepsa the list of subcontractors for approval, where applicable, prior to the formalization of the Order.

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Any specialized technical assistance agreed between Cepsa and the Supplier in a given case, either when the work is being scheduled or when so required, will be expressly excluded from subcontracting.

Where appropriate, the Supplier may subcontract to companies that meet the requirements established in Law 32/2006 on subcontracting in the construction sector and in Regulation 1109/2007 that develops it further. It will be the responsibility of the Supplier to check that all subcontractors comply with the requirements of both standards and Cepsa will, at any time, be entitled to require certification of such compliance.

The Supplier assumes full responsibility for any services it has contracted with third parties and shall in all circumstances be liable to Cepsa for any circumstance arising from the performance of subcontracted services, or any breach of the regulations on subcontracting.

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### 19. ETHICS AND COMPLIANCE

The Supplier undertakes to follow, and to ensure that its suppliers and subcontractors follow the Code of Ethics for Suppliers to the Cepsa Group, which is available on Cepsa's website:

<http://www.cepsa.com/matchURL/matchUrl.jsp?url=code-conduct-suppliers>

Furthermore, each Party represents and warrants that it shall encourage compliance by itself, its affiliates, its suppliers, its contractors, and their respective personnel, with ethical standards and human rights of whatever stakeholder that may be affected directly and indirectly, when performing its obligations under this Contract/Order.

The Parties each agree and undertake to the other that they will each respectively comply with all applicable laws, rules, regulations, decrees and/or official government orders relating to anti-bribery and anti-money laundering.

The Parties agree that – at all times throughout the course of the commercial relationship and thereafter - they will comply with applicable Anti-Corruption Laws.

The Parties are not currently the target of any U.S. sanctions program administered by OFAC or an SDN and no claim, action, suit, proceeding or investigation by any government agency, authority or body with respect to any other sanctions regime administered or enforced by the United Nations, European Union or other jurisdiction applicable to the them is pending. For the purposes hereof:

- Anti-Corruption Laws mean all laws, rules and regulations of any jurisdiction applicable to the Parties from time to time concerning or relating to bribery or corruption.
- OFAC means the Office of Foreign Assets Control of the U.S. Department of the Treasury.
- SDN means a person, entity or vessel listed on the "Specially Designated Nationals and Blocked Persons" list maintained by OFAC.

Either Party may terminate the Order forthwith upon written notice to the other at any time, if in its reasonable judgment supported by evidence based on objective reasons the other is in breach of any of the above representations or undertakings.

A Party shall promptly notify the other if, at any time during the term of the commercial relationship, its circumstances, knowledge or awareness changes such that it would not be able to repeat the representations and undertakings set out in this clause at any time.

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A "Conflict of Interest" is considered any situation in which the interests or personal circumstances of an employee, executive or director of the Supplier may interfere in the interests of the company, so that its independence or impartiality is compromised or questioned.

The Supplier must identify any situation that could raise a conflict of interest and communicate it immediately to the Cepsa Ethics and Compliance Office using the following email address: [canaletica@cepsa.com](mailto:canaletica@cepsa.com), who will proceed with its assessment. If Cepsa considers that a conflict of interest situation is actually taking place, it may request the Supplier to adopt all the necessary measures to put an end to it, and may, if it considers it appropriate, proceed to terminate the contract for that reason.

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### 20. PENALTIES

#### 20.1. General considerations on penalties

The penalties will be deducted from the payment of unpaid bills or the established guarantee, if any.

Penalties will be fully compatible with compensation for loss and damages that Cepsa could claim from the Supplier for professional liability arising from other causes.

The amount of the penalties set as proposed in this clause, once due and payable, can be set off against any other credits that exist in favor of the Supplier.

Cepsa reserves the right to execute services the Supplier has performed defectively by any means and pass on the costs to the Supplier.

Under no circumstances shall the aggregate amount of the penalties exceed ten percent (10%) of the total price. Once the penalty limit has been reached, Cepsa shall be entitled to cancel the Order and/or terminate the Contract.

#### 20.2. Penalties for late delivery

A penalty of 0.5% of the total amount of the goods not delivered by the deadline shall be applied for each week, or fraction of a week, of delay with a maximum of 10% of the Order or Contract total.

Under no circumstances may the accumulation of penalties for delay exceed 10% of the price indicated in the Order or Contract, therefore, once that limit has been reached, Cepsa may cancel the Order and/or terminate the Contract or pass on the costs of the late delivery to the Supplier.

#### 20.3. Penalties for non-compliance with the quality requirements

If the Supplier breaches this guarantee or defaults on the performance warranties, he shall be obliged, without limit and at its own expense, to correct the defective supplies. Cepsa reserves the right to replace the good or equipment defectively supplied by any means and pass on the costs to the Supplier.

The cases of "non-compliance" must be communicated in writing to the Supplier by Cepsa and must always be reasoned.

#### 20.4. Penalties for non-compliance with the Health and Safety requirements

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The non-compliance with the Health and Safety requirements, or a “non-conformity” in H&S issues will result in penalties to the Supplier by Cepsa. These penalties will be fully compatible with other compensations for loss and damages and with the costs that Cepsa could claim from the Supplier for the execution of the services required to compensate this non-compliance.

The cases of “non-compliance” must be communicated in writing to the Supplier by Cepsa and must always be reasoned.

### 21. CANCELLATION OF THE ORDER OR TERMINATION OF THE CONTRACT

The Contract or Order between the Parties shall terminate and be deemed ended in accordance with law in the following cases:

- a) Expiry of the term of validity.
- b) Due to mutual agreement between the parties. In this case, the legal effects will be negotiated at the time the termination is agreed.
- c) Because of serious or repeated breach by the Supplier of its obligations under the Contract or Order.
- d) For repeated breaches by the Supplier of the service quality provided, thus requiring the Cepsa to reinforce the continuous supervision of the work.
- e) For any breaches by the Supplier of its obligations in Health and Safety in the execution of the services.
- f) At Client’s convenience.
- g) At the request of the Cepsa as a result of the failure by the Supplier to present the certifications that their tax payments and social security contributions are current as mentioned in this Contract or Order.
- h) Breach by Supplier of Cepsa Group Supplier Code of Ethics and Conduct

In cases b), c), d), e), g) and h) the termination shall not entitle the Supplier to compensation for any reason.

In case f) Cepsa must pay the Supplier any amounts pending up to the date of cancellation of the Contract or Order. The Supplier may not claim any other payments as compensation for loss of profits.

#### 21.1 Procedure for terminating the Contract or cancelling the Order

If, contrary to expectations, either of the parties should fail to comply with one or more of its obligations, the other party may request it to correct the breach in question, granting it a term in which to do so of no less than thirty (30) days as from that following that of the notification made in a certified manner.

If, after the deadline given, the default is not remedied within seven (7) days following the expiry of that period, the requesting party may:

- Immediately cease to fulfill its obligations.
- Terminate the Contract or cancel the Order and claim any damages that have been caused directly and exclusively as a result of the breach or termination.

If, in the event of a breach by one of the Parties, the other should decide not to exercise the right set down in the foregoing paragraph, this shall not involve express or tacit acceptance of the breach, nor does it mean

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that the affected Party waives its right to terminate the Contract or to cancel the Order in the event of a subsequent breach or to claim damages in the manner set forth in this Agreement

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### 22. AUDITS

Cepsa shall have the right during the term of the Contract to audit and/or inspect Supplier to verify compliance with the terms and conditions of the Purchase Order, as well as with internal procedures which according to the Purchase Order must observe by Supplier. The audits can be carried out by Cepsa or an external auditor. Cepsa shall notify Supplier with at least 10 days prior to the commencement of the audit. Supplier must give Cepsa or its external auditor reasonable access to its premises during normal business hours and access to all the relevant documentation related to the Purchase Order. The audit shall not release Supplier from any liability under the Contract and shall not discharge him from compliance with its obligations under the Purchase Order.

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### 23. CONFIDENTIALITY

Any information that Cepsa makes available to the Supplier as a result of the Order or Contract, including plans, drawings and specifications provided by Cepsa to the Supplier, is solely owned by Cepsa and will be considered confidential. Therefore, the Supplier undertakes not to disclose the information or provide copies or reproductions to third parties without the prior consent of Cepsa given in writing for each case, with the exception of any information which is in the public domain or is required by administrative or judicial authorities.

The Supplier is liable for its employees or professional advisers who have had access to this information and must ensure that they fully respect this obligation. Cepsa reserves the right to take appropriate legal action to defend its interests in relation to a breach of this obligation.

The Supplier may not reference, describe or use for publicity purposes or other purposes any material or documents under the Order, including those aspects that may affect the image of Cepsa, such as brands, logos, etc., without the prior written authorization of Cepsa.

"Confidential information" shall be deemed all information that can be disclosed orally, in writing or by any other means or medium, tangible or intangible, currently known or invented in the future, that is exchanged under the Order.

By way of example, Confidential Information shall include: the contractual documentation, concepts, ideas, knowledge, art, drawings, designs, drafts, reports, writings, diagrams, models, samples, and databases of any type, as well as any information relating to the financial, commercial, technical and/or industrial aspects of Cepsa.

During and after the term of the Contract, the Supplier undertakes to treat all the information handled and which it has had access to as strictly confidential, and to comply with the following obligations:

- Using confidential information solely for the performance of the Order;
- Allowing access to confidential information solely to those of its employees who need it to perform the Order;
- Keeping all confidential information secret;
- Storing confidential information in restricted areas and keeping confidential material from third parties separate, to avoid mix-ups or confusion;

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- Having the means and procedures to prevent the loss of confidential information;
- Notifying Cepsa of any leaks of which it is aware, caused by the wrongful acts of those who have accessed the information. This communication does not relieve the Supplier of its liability for misuse of the information;
- Limiting the use of confidential information to that strictly necessary for the performance of the Order.

Under no circumstances does the use of confidential information involve the transfer for use of patents, licenses or royalties and ownership.

Without prejudice to the obligations imposed by legislation and assumed by the Supplier, such obligations shall not apply if it can be demonstrated:

- That the information was in the public domain at the time of disclosure to the Supplier;
- That, after the information was disclosed to the Supplier, it was published or fell into the public domain without the Supplier breaching the duty of non-disclosure;
- That upon being disclosed to the Supplier, the Supplier already knew it by legal means or had a legal right to access it;
- That the supplier had written consent to reveal the information;
- That it had been requested, in accordance with current regulations, by Administrative or Judicial Authorities. In this case, the Supplier must inform Cepsa of said requirement before execution.

Upon completion of the Order, the Supplier must return any confidential information it has received to Cepsa, and remove it from its systems, and will be required to confirm compliance with this obligation in writing.

The duty of non-disclosure shall remain in force for an unlimited period.

Any breach of confidentiality shall entitle Cepsa to cancel the Order and claim any subsequent damages.

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### 24. DATA PROTECTION

The legal representative/s or Contract signatories is/are informed that their personal data will be processed for the purpose of maintaining the contractual relationship. The data provided shall be kept as long as such relationship is maintained or for the time necessary to comply with the applicable legal obligations. The data shall not be surrendered to third parties except where there is a legal obligation. The owner of the data may exercise, to the extent that it applies, the rights of access, correction or deletion, limitation of its processing, objection, portability, and to oppose automated individual decisions at Paseo de la Castellana, 259 A, 28046-Madrid (Spain), or by e-mail [derechos.arco@cepsa.com](mailto:derechos.arco@cepsa.com). Cepsa has appointed a Data Protection Officer (DPO) to whom questions may be raised concerning the processing of personal data at their registered office and/or by e-mail [dpo@cepsa.com](mailto:dpo@cepsa.com) with the reference: "Data Protection".

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### 25. INDUSTRIAL AND INTELLECTUAL PROPERTY

The Supplier states and guarantees that all drafts, drawings, calculations, specifications, reports, information, studies, data, research, appliances or equipment and any other materials, products or processes that it or its subcontractors provide to Cepsa or use for themselves for the execution of the Order or Contract are owned by the Supplier or, otherwise, that it has the necessary licenses or authorizations from the

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owners thereof, and that they do not violate any patent, copyright, trademark, know-how or any other intellectual and industrial property rights, in Spain or in another country.

The Supplier shall fully indemnify Cepsa as a result of any claim or liability claims for damages, loss, costs and expenses (including legal defense costs) related to actual or alleged infringement of any patent, copyright, brand, know-how or any other form of intellectual or industrial property right or similar protection resulting from any act committed by the Supplier or on its behalf, in connection with the Order or Contract or the use thereof by Cepsa.

Any information which, in any medium where it is located, may be provided by Cepsa to the Supplier for the execution of the Order or Contract, or which is collected in the course of the contractual relationship, as well as Intellectual Property rights relating to such information, belongs to Cepsa or its licensors and shall remain the property of Cepsa or its licensors, and no rights, licenses or authorizations will be deemed granted to the Supplier unless expressly provided in advance and in writing. The Supplier agrees to take the necessary measures to ensure that these rights are not violated by its personnel or subcontractors.

Within ten (10) business days following completion of the Contract or Order, or at any other time as may be required by Cepsa, the Supplier shall return to Cepsa any material medium that contains information, intellectual or industrial property rights and/or know-how that has been previously provided to it during the execution of the Order or Contract, and shall destroy any data that may have been incorporated into its computer systems and, if applicable, prove to Cepsa the effective destruction thereof. Likewise, it agrees not to use such information, rights and/or know-how in the future, without the prior written consent of Cepsa.

Unless otherwise stated in the Contract or Order, Cepsa holds full, exclusive and worldwide ownership, for the maximum period permitted by applicable law, of all intellectual and industrial property rights, as well as of the know-how derived from the results obtained by the Supplier in implementing the Order or Contract. This assignment to Cepsa includes all rights that may result from the outcome of the work or intellectual creations that have been developed or are developed under the Contract or Order. The Supplier therefore waives any rights that it might have to register any work or content developed on the basis of the Order or Contract. The Supplier guarantees this assignment even when made by its employees and/or collaborators, in which case it shall obtain the necessary authorizations to make this assignment in favor of Cepsa.

Likewise, unless otherwise stated in the Contract or Order, in the case that the Supplier has resorted to collaboration with other third parties, it will be required to obtain the necessary approvals and transfers of rights, having sought authorization from the holders thereof to assign to Cepsa the operating rights that may derive therefrom, to the fullest extent permitted by law.

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## 26. INFORMATION SECURITY

The Supplier shall establish adequate procedures to ensure protection against loss or unauthorized processing of files, media and paper documents containing information related to the services, as well as their destruction when they are no longer necessary for the reasons they were created. The extraction of data from a file and its storing on a server or its sending by electronic means are considered to be equivalent to computer media as regards compliance with these measures.

Cepsa may request information regarding any processing of Protected Information carried out by the Supplier. In such cases, the Supplier must apply security measures in accordance with the sensitivity of the information contained therein.

The Supplier shall provide, at Cepsa's request, evidence of security assessments or audits or even allow, at Cepsa's request, independent audits and/or inspections of the security measures regulated by these clauses



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to be carried out at its data processing facilities or in cloud services. Such audits or inspections may be carried out by Cepsa or by an auditing entity accepted by Cepsa, where the Supplier shall be informed of the start of such audits or inspections at least ten calendar days in advance. These will be carried out during the normal hours of operation of the Supplier R's offices, and in no case will it hinder the work that takes place therein. The audit shall not alter the responsibility of the Supplier nor shall it exempt it from fulfilling its obligations under the terms of the Contract, and the Supplier undertakes to comply with the possible plan of action resulting therefrom.

If the data or information related to the services is the property of Cepsa or in which the elements of the infrastructure are provided to the Supplier by Cepsa, the Supplier shall process them and use them only to comply with its obligations under the Contract and for no other purpose.

The Supplier shall maintain, at least, the technical and organizational security measures consistent with the type of Protected Information they are processing and with the services that are the object of the Contract, in order to ensure the Protected Information. These measures will implement industry-accepted protections that will include physical, electronic, and procedural safeguards to protect the Protected Information provided by the Supplier against any Data Security Failure or other security incident, and any security requirements, obligations, specifications, or reportable events set forth in the Contract. As part of these measures, the Supplier shall provide a secure environment for all Protected Information and for any hardware or software in which the Protected Information is contained (including servers, networks and data components) that must be provided or used by the Supplier as part of its performance of the Contract, to the extent that it is located in the premises of the Supplier.

The Supplier shall establish the mechanisms and procedures for identification, authentication and logical access control necessary to prevent unauthorized personnel from accessing elements of its infrastructure and Cepsa's Protected Information and, in particular:

- A. It shall have procedures based on the principle of minimum privilege and which take into account the need for use and confidentiality of the information when authorizing access and permissions, so that the Personnel of the Supplier or of its subcontractors, including privileged users and administrators, only have access to those data and resources which they require for the performance of their duties.
- B. It shall maintain an updated inventory of accesses and permits granted and shall withdraw access permits from personnel who cease to work in order to comply with the scope of the Contract within a period of less than 24 hours. Credentials shall always be stored and transmitted in encrypted form. It will have a policy and procedures to ensure the strength of passwords and their regular updating. Changes in passwords will be secured in the process of installing new hardware or software elements and, in particular, the Supplier's default passwords.

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### 27. FORCE MAJEURE

Neither party will be liable for a breach of any of its obligations under the Order or Contract in the event that the execution thereof is delayed or made impossible due to force majeure.

The suspension of contractual obligations will last as long as the cause of force majeure persists.

In all cases of force majeure, the affected party shall inform the other party in writing within a maximum period of fifteen (15) days and with all the means and documentation at its disposal, setting out the cause of the force majeure and taking all measures in its power to resolve the cause of the suspension in the shortest possible time.

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If the cause of force majeure has not ceased within a three (3) month period, either party may cancel the Contract or Order.

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### **28. GOVERNING LAW**

The contractual documentation shall be governed by and construed in accordance with Spanish law.

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### **29. JURISDICTION**

In the event of any doubt or dispute concerning the interpretation or execution of these General Terms and Conditions for the Purchase of Goods, Cepsa and the Supplier waive any jurisdiction that may correspond to them and subject to the jurisdiction of the Courts and Tribunals of Madrid, the capital city of Spain.