

# HSE PERFORMANCE TARGET SETTING & REPORTING

(PROCESS DESCRIPTION)

Created by	Approved by	Compliance APPROVERS		
Eszter Fehér Group SD&HSE Business Support Senior Expert	Viktória Márton Group SD&HSE Vice President	Gergely Szutrély dr. Group Legal		Zoltán Gábor Varga Group OD&CG
		Antal Attila Kiss SD&HSE Hungary	Martin Demčák SD&HSE SN	Luca Perboni SD&HSE IES

## Subsidiary signature

Zsombor Ádám Marton MOL Petrolkémia Zrt.	Gabriella Bostai MOL Magyarország Társasági Szolgáltatások Kft.	Zsuzsanna Ortutay MOL GBS Magyarország Kft.	András Svébis MOL IT & Digital GBS Magyarország Kft.	László Pimper dr. FER Tűzoltóság és Szolgáltató Kft.	Szabolcs Kozma MOLTRANS Tankautós Fuvarozó Kft
Attila Tóth MOLTRADE-Mineralimpex Kereskedelmi Zrt.	Zsolt Vlasics GEOINFORM Mélyfúrási Információ Szolgáltató Kft	Csaba Molnár-Valkó PETROLSZOLG Karbantartó és Szolgáltató Kft.	Zoltán Szántó MOL Germany GmbH	Martin Hussler MOL Austria GmbH	Haakon Haaland MOL Norge AS
Thomas Quigley MOL Pakistan Oil and Gas Co. B.V.	Jankovic Milenko MOL Serbia d.o.o	Richard Austen MOL Ceska republika s.r.o	Camelia Ene MOL Romania Petroleum Products s.r.l.	Valerija Glavač MOL Slovenija d.o.o.	Mazurek Katarzyna SLOVNAFT POLSKA S.A
Bianca Vasilescu Panta Distribuzione S.p.A., TVK Italia Srl., IES Power & Gas S.r.l..	Siniša Komnenovic TIFON d.o.o.	Martin Bresler MOL GBS Slovakia s.r.o.	Dušan Bartoš IT & Digital GBS Slovakia, s.r.o.	Dušan Sládečka SLOVNAFT TRANS a.s.	Ondrej Zácutný SLOVNAFT MONTÁŽE A OPRAVY a.s.
Alexander MóriK SWS s.r.o.	Milan Fillo VÚRUP a.s.				

## 1. DEFINITIONS OF SCOPE AND RESPONSIBILITIES

**OBJECTIVE:** According to Element 12 (Assurance, Monitoring & Improvement) of the MOL Group HSE Management System Group Process Description “HSE performance in Businesses and in affected Functional Unit(s) is monitored, evaluated and reported using Group Performance Indicators and additional locally defined indicators”. This process description includes the list and the definition of the Group-level performance indicators which have to be reported by all entities regardless of local indicators or regulations.

**SCOPE** of this Regulation covers all affected employees of the following companies / organisations:

This Regulation covers all MOL Group Companies which are involved in matrix operation.

**DATE OF EFFECT:**  
24.01.2022

The provisions of this Regulation are obligatory and binding

MOL Nyrt., SLOVNAFT, a.s., IES S.p.A., FER Tűzoltóság és Szolgáltató Kft, GEOINFORM Mélyfúrási Információ Szolgáltató Kft., IES Power & Gas S.r.l., MOL Austria Handels GmbH, MOL Česká republika, s r.o., MOL GBS Magyarország Kft., MOL GBS Slovakia, MOL Germany GmbH, MOL IT & Digital GBS Magyarország Kft., MOL IT & Digital GBS Slovakia, s.r.o., MOL Magyarország Társasági Szolgáltatások Kft., MOL Norge AS, MOL Pakistan Oil and Gas Co. B.V., MOL Petrolkémia Zrt., MOL Romania Petroleum Products s.r.l., MOL Serbia d.o.o. , MOL Slovenija d.o.o., MOLTRADE-Mineralimpex Kereskedelmi Zrt., MOLTRANS Tankautós Fuvarozó Kft., Panta Distribuzione S.p.A., PETROLSZOLG Karbantartó és Szolgáltató Kft., SLOVNAFT MONTÁŽE A OPRAVY a.s., SLOVNAFT Polska S.A., SLOVNAFT TRANS a.s., SWS spol. s r.o., TIFON d.o.o, TVK Italia societa a responsabilita limitata, VÚRUP, a.s

for affected employees, and all the annulled Regulation becomes invalid.

**RESPONSIBLE FOR MAINTENANCE:**

Group SD&HSE Vice President

**ACCESS to regulation**

NOT RESTRICTED within MOL Group.

In case of external need written consent of Group SD&HSE Vice President is needed.

**KEY PERFORMANCE INDICATORS AND KEY CONTROLS**

The key performance indicators to be measured are listed in Appendix 2a of this process description.

## 2. RELATED INTERNAL AND/OR EXTERNAL REGULATIONS, ANNULMENTS

RELATED INTERNAL AND/OR EXTERNAL REGULATIONS (The following Documents and Regulations are in connection with and have impact on this Regulation):

Identifier and title	Description of relationship
HSE Sustainable Development & Health, Safety and Environment Area Book	Contains SD&HSE process breakdown, main principles and rules regarding the planning, target setting and reporting.
HSE1.1_PD1 Health, Safety and Environment Management System	Contains rules related to planning, monitoring, controlling, reporting, analysing HSE indicators.

ANNULMENTS (By the issuance of this Regulation the following Regulation(s) became(s) invalid):

ID	Title (Type of Regulation)	Version no	Date of effect
HSE1.3_PD1	HSE Performance Target Setting & Reporting (Process description)	2	28 December 2020

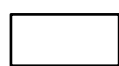
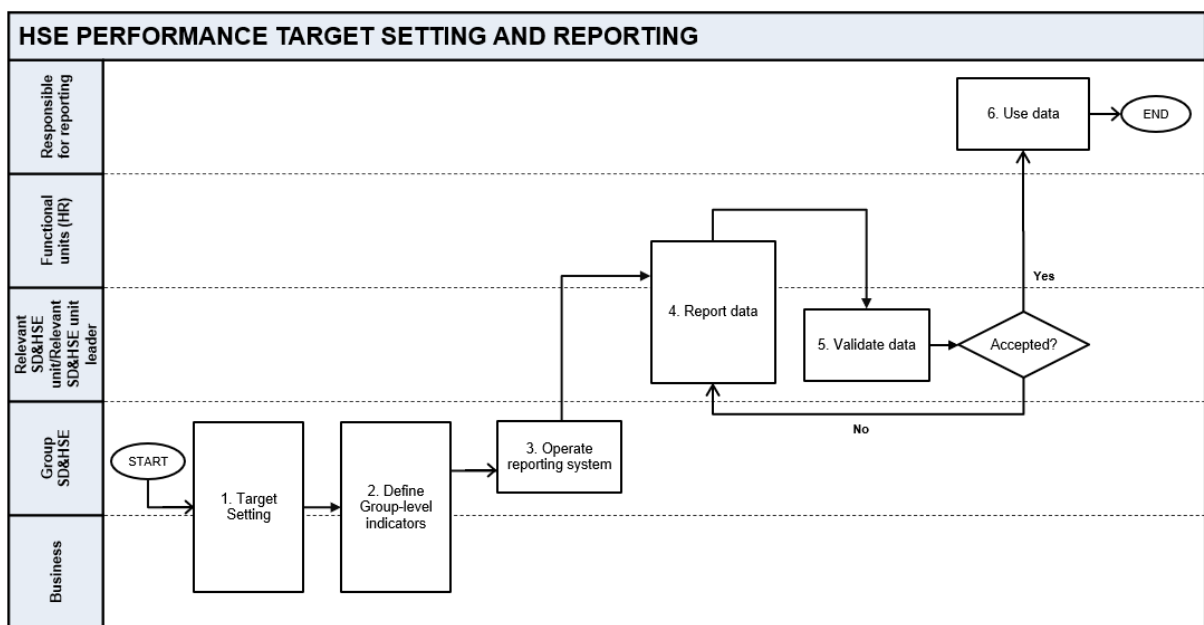
### 3. DESCRIPTION OF THE HSE PERFORMANCE TARGET SETTING AND REPORTING PROCESS

#### 3.1 GENERAL RULES

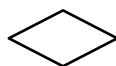
Group-level HSE-related performance target setting and reporting requirements are defined to ensure a unified approach towards performance reporting and continuously improving HSE performance.

#### 3.2 Detailed description of HSE Performance Target setting and Reporting process

Overview of the process



Process step



Decision point



AND/OR



OR

#	Process step	HSE Performance Target Setting and Reporting	Responsibilities	Connected Documents and Templates
1	Target setting	<p>HSE targets shall be set in a way that they drive the improvement of overall company and business level HSE performance. HSE targets are set on an annual basis :</p> <ul style="list-style-type: none"> <li>• Corporate target</li> <li>• The corporate target is separated into divisional targets for each division/business unit, but other lagging and leading divisional targets are also defined.</li> <li>• An HSE-related (leading) target is given to all managers to their individual annual targets .</li> </ul>	<p>A – Businesses R – Group SD&amp;HSE C – relevant SD&amp;HSE units</p>	
2	Define Group-level indicators	<p>HSE performance shall be monitored through the predefined targets and reported in line with MOL Group reporting requirements (indicators, definitions). Group reporting requirements are defined to have a unified approach towards performance reporting. Group requirements are based on industry best practices and can be different from local legal reporting requirements. Appendix 2a and 2b of this regulation contain all HSE-related Performance Indicators relevant on Group-level. Definition of indicators is the responsibility of the Businesses with involvement of Group SD&amp;HSE and other relevant SD&amp;HSE units (Country, Legal Entity Business Unit/OpCo SD&amp;HSE). Group SD&amp;HSE is accountable for the reporting processes.</p>	<p>A – Group SD&amp;HSE R – Businesses C – relevant SD&amp;HSE units</p>	Appendix 2a,b of this regulation.
3	Operate reporting system	<p>Group SD&amp;HSE is responsible for managing Group-level HSE Data Management System with the involvement of relevant SD&amp;HSE units (Country, Legal Entity Business Unit/OpCo SD&amp;HSE). The system is a unified IT system licenced from Enablon, businesses are informed about all major changes.</p>	<p>R – Group SD&amp;HSE C – relevant SD&amp;HSE units I – Businesses</p>	Group HSE Data Management System
4	Report data	<p>HSE KPI/PIs are reported by relevant SD&amp;HSE units (Country, Legal Entity Business Unit/OpCo SD&amp;HSE) and functional units (HR) via MOL Group HSE Data Management System based on the frequencies defined in this document’s appendicies, while businesses are consulted. Relevant SD&amp;HSE units shall comply with MOL Group HSE performance, monitoring and measurement requirements and shall follow the requirements defined in this document (and its appendicies), see details in Appendix 2a and 2b. The data shall be converted in accordance with Annex 2c. Data reporters are responsible for data quality and reliability. This Process Description does not regulate Country, local, country level HSE reporting requirements; those shall be regulated and performed locally (if necessary) to fulfill all relevant external and internal HSE-related reporting (e.g. to authorities).</p>	<p>R – data reporters (relevant SD&amp;HSE units, Functional units (HR)) C – Businesses</p>	Appendix 2a,2b and 2c Templates of MOL Group HSE Data Management System
5	Validate data	<p>In the HSE Data Management System after the data is reported a one-level validation workflow is defined. Validator rights are predefined in the system and are given to the leaders of relevant SD&amp;HSE units (Country, Legal Entity Business Unit/OpCo SD&amp;HSE). In case of rejection data reporters shall correct data according to process step 3. Data reporters and validators have a common responsibility for data quality and reliability. Data is deemed to be reported when it is finally validated.</p>	<p>R – relevant SD&amp;HSE unit leaders</p>	Validated data
6	Use data	<p>HSE Data Management System is the only official source of information that shall be used by all responsible for reporting in MOL Group processes including but not limited to:</p> <ul style="list-style-type: none"> <li>- internal and external reporting of HSE performance</li> <li>- target setting</li> </ul>	<p>R – responsible for reporting</p>	Internal and external reports of MOL Group HSE Data Management System

**Legend:** R – Responsible; A – Accountable; C – to be Consulted; I – to be Informed; D – Decision-maker; P – Prior agreement

## 4. APPENDICES

Appendix number	Appendix title
Appendix 1	List of modifications
<a href="#">Appendix 2a</a>	Reporting Handbook – list of indicators
<a href="#">Appendix 2b</a>	Reporting Handbook – detailed description
<a href="#">Appendix 2c</a>	Reporting Handbook – conversion rates

## List of Modifications

Version No.	Description of change	Date of effect
1	New version	25 May 2020
2	<ul style="list-style-type: none"><li>Title change (to match Area Book process)</li><li>Target setting process step included (nr. 1)</li><li>Most important indicator and definition changes, updates: own staff, worked hours (own staff), material release, monthly EU ETS and non-EU ETS CO<sub>2</sub> emission collection, internal water transfer and intake, recovered spills, contractor supplier safety, contractor and supplier safety indicators.</li><li>Minor clarifications with other indicators (e.g. GRI references, dimensions/units and explanatory notes about already existing indicators)</li></ul>	28 December 2020
3	<ul style="list-style-type: none"><li>New appendix (conversion factors)</li><li>New waste reporting and biodiversity indicators</li></ul>	TBD