

Total Holdings UK Limited

### **MODERN SLAVERY STATEMENT for 2016**

This statement is made pursuant to section 54 (1) of the Modern Slavery Act 2015 and constitutes Total Holding UK Limited's anti-slavery and anti-human trafficking statement made on behalf of its relevant UK registered affiliates<sup>1</sup> (for the purpose of this statement "Total Group UK") for the financial year ending 31 December 2016.

### Introduction

Total Group UK has been present in the United Kingdom for more than 50 years with activities ranging from exploration and production, refining, trading and marketing of petroleum products. Total Group UK is ultimately wholly owned by Total SA (including its subsidiaries, "Total"), a top tier international energy company with worldwide exploration, production, processing and marketing activities employing more than 100,000 people across in excess of 130 countries. Total SA's shares are listed and publicly tradeable on the Euronext Paris Stock Exchange and the New York Stock Exchange.

Total requires high professional standards of behaviour in all its business dealings and has implemented a range of policies, guides and training to ensure these high standards are met. In Total's <u>Human Rights Guide</u> the CEO of Total, Patrick Pouyanné, sets out human rights as one of Total's three priority business principles,

'Respect for Human Rights in the workplace for our employees and promotion of these principles in our supply chain, in particular by preventing child and forced labor, avoiding discrimination, observing workers' rights and by respecting freedom of expression.'

In pursuance of this priority business principle, Total Group UK is committed to preventing slavery and human trafficking in its own activities and in its supply chain by, requiring suppliers to maintain ethical business practices and in particular to prevent slavery and human trafficking in their businesses.

This statement sets out the steps taken by Total Group UK to ensure that there is no slavery or human trafficking in its own business and to require suppliers to take the same approach in the supply chain.

This statement relates to actions and activities undertaken during the financial year ending 31 December 2016.

<sup>&</sup>lt;sup>1</sup> The relevant affiliates include Total Lindsey Oil Refinery Limited, Total Gas & Power Limited, Total Gas & Power Chartering Limited, Total E&P UK Limited and Total Finance Corporate Services Limited, all of which have approved their own statements and have agreed that a joint statement will be published by Total Holdings UK Limited on their behalf.

# **Organisation and Supply Chain**

Total Group UK engages suppliers of goods and/or services in the UK and abroad.

Total Group UK's main customers are companies to which it supplies goods and/or services through its exploration and production, refining, trading and marketing activities.

Total Group UK does business almost exclusively within the UK and Europe. Total Group buys a vast range of products and services, from drilling rigs, well services and vessel hire to office equipment, cleaning services, restaurant and security services.

# **Implementing our Commitment**

Total, and Total Group UK, implements its commitment to eradicate modern slavery in its business in 4 ways: Policies, training, governance and reporting, and engagement with suppliers.

## 1. Policies

At a corporate level directives and policies exist which apply to all staff. Consistent with International and EU legislation on human rights, Total has directives and policies concerning the prevention of modern slavery and guides to educate staff regarding their obligations. These directives and policies are adopted by local subsidiaries so as to ensure consistency across the Total Group level and maintain Total's international reputation.

The relevant policies are set out below.

# 2. Governance and processes

The Ethics Committee of Total reports directly to the CEO, Patrick Pouyanné. The Ethics Officer chairs the Ethics Committee which provides guidance to the business regarding compliance with the <a href="Code of Conduct">Code of Conduct</a> and investigates and addresses any complaints of breaches of the Code of Conduct including with respect to human rights.

In addition, Total Group UK has an Integrity Committee, which is responsible for promoting compliance with and the understanding of the Code of Conduct.

Staff are encouraged to report any possible breach of the Code of Conduct, by "speaking up" through a whistleblowing policy. This can be done in several ways, as set out below.

## 3. Supply chain and due diligence:

Total's Code of Conduct requires that our suppliers meet equivalent standards to those in the Code of Conduct, make sure that their own suppliers also respect equivalent

standards, and require suppliers to pay particular attention to their Human Rights standards including employees' working conditions.

In addition contracts with our key suppliers require the contractor to adhere to Total Group's <u>Fundamental Principles of Purchasing</u> which include provisions regarding respecting human rights at work, as set out below.

# 4. Training

Training at a corporate level includes online and face to face training programmes to ensure that employees are familiar with the requirements of the <u>Code of Conduct</u>, the company policies and our individual obligations to respect human rights. Additional training is organised at an affiliate level.

Further information on training is set out below.

### **Our Policies and Processes**

Total's key policies concerning the identification of modern slavery risks and steps to be taken to prevent slavery and human trafficking, applied in Total Group UK's operations, are as follows:

- <u>Code of Conduct</u>: Total's Code of Conduct has specific priority principles to which employees and suppliers must adhere. The third priority principle relates to respect for international recognised Human Rights standards, in particular:
  - 1. The Universal Declaration of Human Rights
  - 2. The UN Guiding Principles on Business and Human Rights
  - 3. The Fundamental Conventions of the ILO.
  - 4. The OECD Guidelines for Multinational Enterprises.
  - 5. The Voluntary Principles on Security and Human Rights.
  - 6. The United Nations Global Compact.

In addition, in 2015, Total's CEO signed a global agreement with IndustriALL Global Union, which represents 50 million employees across 140 countries. The agreement provides a formal framework for safeguards and standards at the global level, covering social, environmental and CSR issues such as developing employee dialogue and promoting Human Rights, diversity and workplace safety

The Total Code of Conduct, available in 19 languages, can be found here:

http://www.total.com/en/our-group/ethics/exemplary-behavior

• The <u>Human Rights Guide</u>, and <u>Business Integrity Guide</u>, provide more detailed guidance on the matters addressed by the Code of Conduct.

• <u>Fundamental Principles of Purchasing</u>: Suppliers are required to abide by our Fundamental Principles of Purchasing.

The <u>Fundamental Principles of Purchasing</u> contains several key principles concerning health safety and the environment, anti-corruption compliance and other matters, and in particular requires our suppliers to respect human rights at work in compliance with the international conventions referred to above.

Total Group UK works with its suppliers to ensure that they meet the standards of our Code of Conduct and Human Rights Guide and improve their workers' working conditions.

Serious violations by a supplier of Total's Code of Conduct entitle Total Group UK companies to terminate the contract.

- Recruitment/Agency workers policy: Total Group UK uses its own internal recruitment teams along with selected, reputable employment agencies to source labour and always verifies the practices of any new agency it is using before accepting workers from that agency.
- Processes reporting and audit: The Code of Conduct specifically encourages employees to report any instances of non-compliance with the Code of Conduct, including any breaches of human rights.

Employees may report matters of concern to their immediate manager, a Human Resources manager, any other manager, their Compliance Officer, their Ethics Officer or directly to the local Integrity Committee or corporate Ethics Committee via its helpline.

Total regularly conducts internal ethical evaluations and human rights assessments of affiliates, including Total Group UK companies, to ensure that they are complying with the requirements of the Code of Conduct. These are conducted on an ad hoc basis by independent, external contractors, and cover the requirements of compliance with human rights requirements.

## Supply Chain: Due diligence

In the procurement of goods and services, we strive to ensure the prevention of illegal labour through the enforcement of the policies already referred to, engagement with our suppliers, and contractual clauses aimed at ensuring that any supplier guarantees their workforce is suitably competent, trained and employed in full compliance with applicable laws, including the use of foreign employees.

At risk suppliers are required to complete a due diligence questionnaire concerning their compliance with Total policies, the Modern Slavery Act 2015 and with international standards concerning forced labour and related matters. The Total Group is in the process of

further developing a rule on human rights assessment of suppliers, based on the Fundamental Principles of Purchasing.

In addition to its internal assessments, relevant Total Group UK companies utilize the industry recognized Achilles Pre-qualification Database for supply chain management in its qualification of potential suppliers. For each supplier, registration in the Achilles database involves responding to a due diligence questionnaire in respect of the supplier's efforts to prevent slavery and human trafficking, including provision of key company policies and documentation in place to support the information provided by the supplier.

### Actions taken in 2016 and Risk Assessment

In July 2016, Total published its 1<sup>st</sup> Human Rights Briefing Paper based on the UN Guiding Principles on Business and Human Rights, where it identified the salient human rights issues in its business activities and explained how the issues are being addressed, including issues relating to modern slavery.

On the 9<sup>th</sup> December 2016, Total Group UK participated in holding the 2<sup>nd</sup> edition of the Total Group Annual Business Ethics Day with the theme: "Anti-corruption and Human Rights in the Supply Chain".

Due diligence of the supply chain is ongoing. To date no instances which might contravene the principles of the Modern Slavery Act have been identified.

Signed for Total Holding UK Limited

Director

19 JUNE 2017

Date

