



# Sustainability Report 2020







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## Introduction

The company's consistent dedication to sharing its social, economic and environmental impacts with its stakeholders and wider public shows the organization's commitment to improving the overall wellbeing of its community.

The company uses the Global Reporting Initiative's (GRI) Standards when it comes to preparing the report. Accordingly, the company utilizes the 'In Accordance' core option of the GRI Standards. The content included in the report is also aligned with the United Nations Guiding Principles (UNGP) on business and human rights reporting framework that was launched in February 2015, Egypt VISION 2030 & PETROLEUM MODERNIZATION PROJECT. As this is the company's third Sustainability Report, some information deemed significant that was mentioned in previous reports is repeated, while information deemed redundant, unnecessary or available in publicly accessible documents may be omitted to ensure the fluidity and clarity of the report. The Report also describes situations where considerable organizational changes have taken place during the annual period.

We welcome any comments, feedback or suggestions regarding the content of this report.

*Please get in touch with us on: Facebook / Twitter / LinkedIn @amoc outlook*

### The message portrayed in the 2019/2020

Sustainability Report is centered on demonstrating how action-led solutions are what can really drive change. Contributing to the socio-economic development of our operations, improving our environmental performance and developing our employees ultimately leads to a more successful and profitable organization. Our actions to promote the well-being and prosperity of our community take place across all of our operations by utilizing our core business activities to achieve this goal. The 2019/2020 Sustainability Report provides an overview of the company's strategic and future targets on issues related to its social, economic and environmental impacts. This report represents how AMOC addresses and tackles issues related to sustainability to effectively achieve positive change. This report reflects the perspective of internal and external stakeholders to ensure that we address their concerns through transparent and accurate reporting. Consequently, our executive management remains determined to surpass the expectations of our shareholders, employees and the wider public in furthering our sustainability agenda.

The company is dedicated and committed to 'creating a digital future' which demonstrates its inherent capabilities to deliver sustainable growth. In our world, digital and technological advancements offer endless opportunities to not only address negative impacts but create positive ones. Through digitalization coupled with our wide-range of services and reach, we aim to unlock the possibilities in which the Sustainable Development Goals (SDGs) offer. Spreading awareness and actively addressing the goals through our products ensures that our efforts are done in a consistent and effective manner.







## Message from the CEO

Eng. Mohamed Aly Mohamed Abady  
CEO & Chairman

With its 3rd consecutive year of Sustainability Reporting, the company continues its commitment to providing transparent, in-depth reporting on the socio-economic and environmental impacts of its operations with stakeholders and wider public to improving the overall wellbeing of its communities.

The outbreak of the covid-19 pandemic and the measures necessary to contain the virus transformed 2020 into an unusual year. In line with our commitment to people, the environment, and safety, we are engaged in a struggle to mitigate the effects of this pandemic, the largest in the last 100 years. We acted quickly and adopted a series of measures to preserve the health of our employees in the operational and administrative areas. The initiatives are in line with the recommendations of the World Health Organization and the Egyptian Ministry of Health and Population and seek to contribute to efforts to mitigate the risks of the disease. Measures were adopted in a timely manner such as telecommuting, reduction of shift size in operations to reduce the number of professionals circulating, strict workplace hygiene, and distribution of personal protection equipment, testing of suspected cases, body temperature measurement, medical monitoring, and access to telemedicine services.

A crisis like the one we are living in usually teaches many lessons. Our actions reinforce our commitment to the health and safety of our employees, suppliers, and society in general.

Additionally, we are monitoring the security measures adopted by our service providers. We launched a broad support front for developing solutions to fight coronavirus, in a coordinated effort with our business partners, universities, science and technology institutes, and social organizations, using our technological infrastructure, resources and responsiveness. In addition to coronavirus diagnostic tests, and hygiene products, we have the solidarity of our employees and the support of our network of socioenvironmental projects to raise funds and benefit the communities surrounding our operations. These actions reinforce our commitment to the health and safety of our employees, suppliers, and society in general. The pandemic forced oil companies to protect their cash in the face of a contraction in demand associated with the collapse in oil prices. Therefore, while we are concerned about the health of our employees and the safety of our operations, we acted quickly to preserve the company's financial health. We are confident in our ability to overcome challenges, which allowed us achieve positive trend(production plan-exports)

in 2019/2020. The results reflect the implementation of five strategic pillars: maximizing return on capital, reducing the cost of capital, a relentless pursuit of low costs, meritocracy, and respect for people, the environment, and safety.



Safety is our top priority and, in 2019/2020, we reached zero recordable injury rates (TRI) level. There were 3,000,672 man-hours without job injuries or severe accidents during the period. Despite the achievement, we will not stop there. We continue to maintain the goal of zero injury, we implement (PSM) to make AMOC in the rank of international companies, we completed the study of Gap Analysis to measure where does Amoc stands in the 14 elements of the PSM according to the OSHA which considered to be a proactive look at what European Union standards may require in the future regarding dealing with entities with a distinguished record in safety affairs

Environmental responsibility is an ethical imperative of our business, and in 2019/2020, we established our 6 Sustainability Commitments, three of which are focused on carbon. We are associated with the Oil and Gas Climate Initiative (OGCI) and prioritize the decarbonisation of our operations, with goals and actions to reduce CO2 and methane emissions and increase carbon capture. We are applying Continuous Emission Monitoring Systems involve the installation of monitoring equipment in a stack or a duct in refineries with combustion systems

AMOC has been assessed and certified as meeting the requirements of ISO 50001 Energy management system to ensure that our system meets the requirements of standard. We aim to ensure the continual improvement in our energy performance and use it with the highest possible efficiency and minimum consumption to Conserve natural resources and reduce CO2 emission, which supporting the company's vision of sustainability principles

#### OUR ENERGY OBJECTIVES BY 2023

- . Reduce Electrical consumption by 3%.
- . Reduce fuel gas consumption by 2%.
- . Energy awareness training for 60 % of personnel.

We continue to invest in research in the development of more sustainable oil and in the acquisition of skills so that, in the future, we can enter the renewable business in a position to win. Thanks to the quality of our oil, we are producing and selling mineral oil as required by the standards of the common market practice, as well as fully refined Waxes.

In 2019/2020, In the social realm, Our strategy includes a permanent commitment to respect human rights, in accordance with the principles of Egypt vision 2030 & petroleum modernization project inspired by the Sustainable Development Goals. This special care we have with our stakeholders, as well as the set of ethical principles and conduct commitments that permeate our relationships, have allowed the development of a culture of integrity, which goes beyond fighting corruption and strengthening our internal controls and our corporate governance. Our efforts have been recognized, and in 2019/2020 The knowledge acquired will contribute to leave us stronger and healthier. The current situation reinforces the importance of our five strategic pillars, which should continue to be pursued with even more focus. We will continue to operate with high productivity, low costs, and respect for people, the environment and safety, with the objective of being the best energy company when it comes to generating value over the long term, making a positive contribution to society and to EGYPT.



## Our strategy

### Sustainability

Sustainability is a way of life in AMOC. It is integrated in every aspect of our business. From the time fuel oil is refined to the time our petroleum products reach our customers, we embrace and live best practices in sustainability.

As AMOC grows, so does our responsibility to create healthier and safer communities, and a cleaner environment. Sustainability ensures the continuation of our journey while meeting the needs of our shareholders over the long-term.

With this in mind, we have established three main pillars to guide our sustainability endeavor: Environment Sustainability, Social Sustainability and Economic Sustainability. These are key segments where we can focus our efforts and enhance our “added value” for all stakeholders.

Our social, economic and environmental engagements are based on six main pillars in which the company measures its progress and targets.

The six pillars identified under AMOC’s Sustainability Strategy are:

- 1- creating shared value
- 2- Youth Empowerment
- 3- Promoting social innovation
- 4- Tackling climate change
- 5- Addressing the SDGs and PETROLEUM MODERNIZATION PROJECT.
- 6- Inclusivity and Leaving no one Behind.

By identifying these pillars, the company shares a clear and collective vision which is implemented across all of its operations.

### Sustainability framework:

Practice and promote the principle of sustainability, defined by the URas meeting today’s needs without compromising the ability of future generations to meet their needs.

To achieve this, AMOC has established and acknowledges the following principles of Sustainability:

- . We are committed to the creation of a sustainable relationship between human societies and the natural environment upon which we all depend.
- . We recognize that sustainability is a key part of our mission
- . We recognize that AMOC can make vital contributions to sustainability solutions through its research, manufacturing and operations.
- . We encourage the incorporation of sustainability concepts across our business model and operations.
- . We commit to conduct open, periodic assessments for AMOC progress toward sustainability to guide company policy and decision making, to openly communicate assessment results to all stakeholders.
- . We are committed to the development and enactment of policies that promote the fulfillment of these principles.







- GRI 102-1: Name of the organization
- GRI 102-2: Activities, Brands, Products & Services
- GRI 102-3: Location of head quarter
- GRI 102-5: Ownership & legal form
- GRI 102-6 Market served
- GRI 102-7: Scale of the organization
- GRI 102-8: Information on employee & other work force
- GRI 102-9: Supply chain

## Who we are

Alexandria Mineral Oils Company (AMOC) is a joint stock company founded in 1997 and is headquartered in Alexandria, Egypt. It is a second stage refinery, listed on EGX since 2004, the sole refinery publically traded with 18.7% free float in Egypt

## What we do

AMOC refines low sulphur fuel-oil. The refinery's main product portfolio includes fully-refined hydro-treated and Un hydro-treated paraffin waxes; transformer oil , base oil , automatic transmission fluids in addition to gas oil , LPG , Naphtha and fuel oil.

They are produced in two separate complexes; one for lubricants and other oils. The second is for gas oil production.



For the intention of continuous improvement AMOC is committed to apply the most updated international standards of ISO management systems as integrated system, in order to increase its competitive advantage and extend to new local and international market, implementation aims to ensure the continual improvement in our performance which supporting the company vision of sustainability principles, Periodic audits and inspections are conducted by internal and external auditors to assure the continuity of applying total integrated management system

"ISO 9001:2015" – "ISO 14001:2015" – "OHSAS 18001:2007" – "ISO 50001:2018" .

Work is underway to obtain laboratory accreditation according to international standards ISO/IEC 17025:2017 for testing and calibration laboratories.



## Our 2019 - 2020 highlights

Total Production capacity  
c. 1.6 MM Ton

Total Assets FY19-20  
EGP 2.8 bln

Total Shareholders' equity  
FY 19-20  
EGP 1.9 Bln



Total Sales revenue  
For past 5 years  
c. EGP 52 Bln

Total liabilities FY19-20  
EGP 897 MM

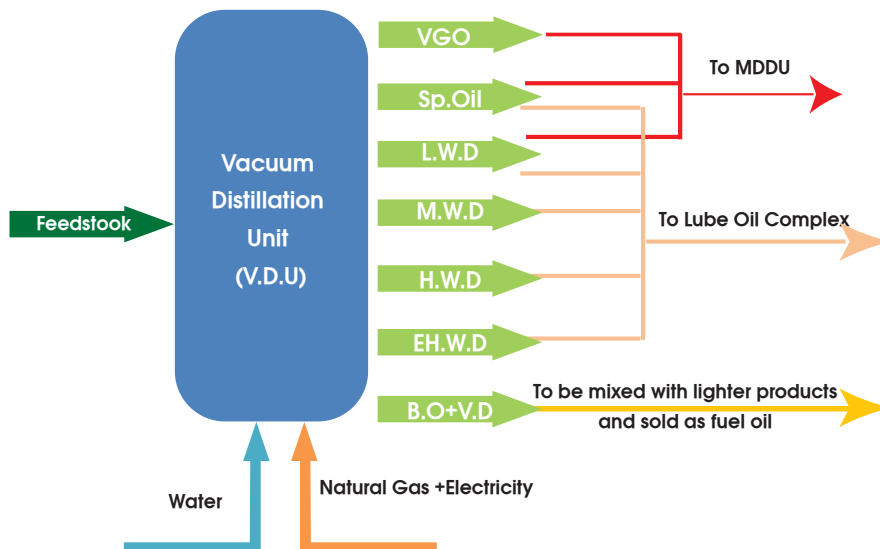
Man power  
1361

Market Cap  
EGP 2.9 Bln



## AMOC Process flow illustration

### Process Flow Diagram: Maximizing Gas Oil Production project

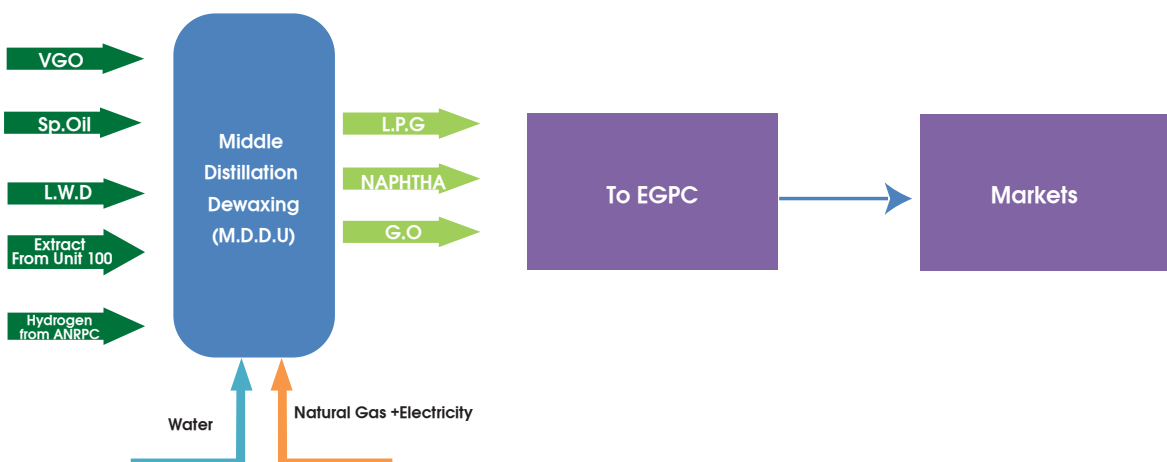


### Vacuum Distillation Unit (VDU)

The design capacity of the unit is about 156.25 MT/hr of Atmospheric Residue produced from a mixture of Western Desert crude at APC & APRC, the technology which is applied from Latohn Rhython (France).

The feed enters the main tower for distillation process under vacuum pressure and the stripping towers which are provided with a packing trays to adjust the products specifications and obtain a very high-quality product. A group of ejectors and condensers are utilized to make a vacuum pressure inside the tower. The distillation under vacuum pressure is to reduce the distillation temperature of the feed to avoid its coking.

### Process Flow Diagram: Maximizing Gas Oil Production project



### Middle Distillates Dewaxing Unit (MDDU)

The design capacity of the unit is 87.3 MT/hr and the technology applied from AKZO NOBLE (ALBEMARLE) HOLAND (Licensor). The feed is a blend of Vacuum Gas Oil, Spindle Oil and light waxy distillates. The unit is provided with a reactor which is considered the main equipment of the unit.

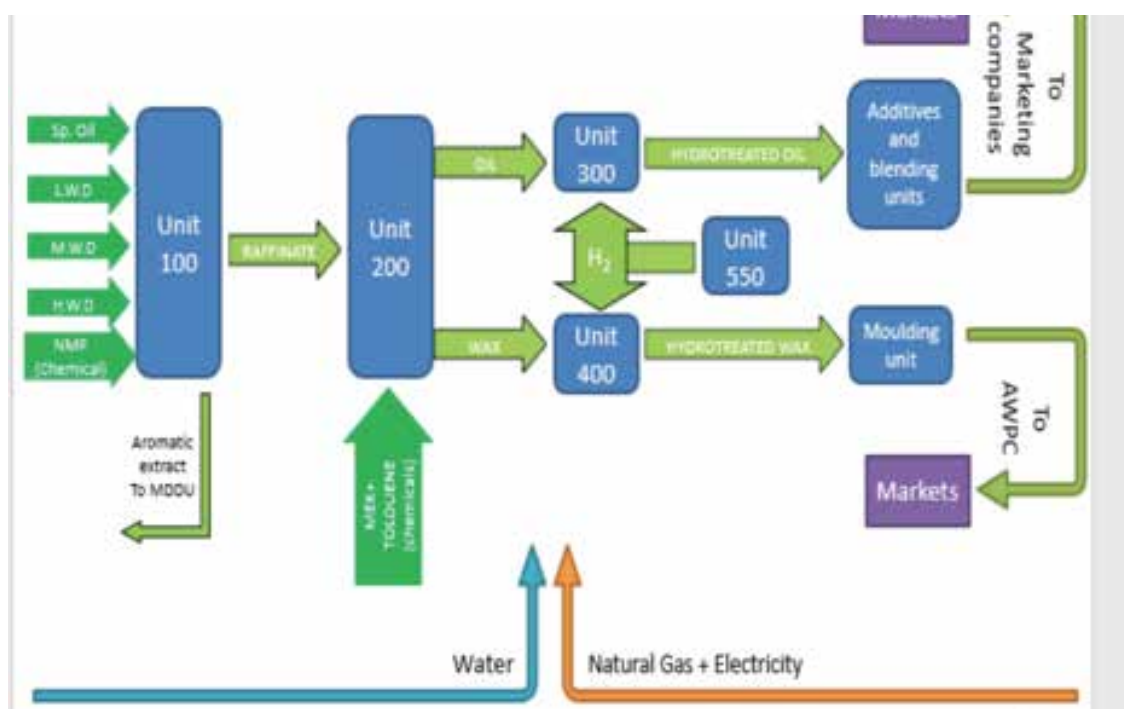




The main products as follows:

- Gas oil / Naphtha / LPG

### Process Flow Diagram :Lube oil Complex



### Lube oil units

The lube oil complex was designed on the basis of the conventional solvent refining, which is the de aromatization of waxy Distillates using N-Methyl Pyrolidone (NMP), followed by super-dewaxing process using MEK/TOLUENE as solvents and Propylene as refrigerant, finally Lube Oils Hydro- Treating and Paraffin Waxes Hydro-finishing.

The main products of lube oil Complex are as follows:

Neutral Oils - Transformer Oils (T.O) – Special oils - Automatic Transmission Fluid (ATF) - Special oils ,  
Paraffin Waxes - Along with the following side products: Untreated wax Extract & Soft wax

The lube oil complex consists of the following process units

- |  |            |
|--|------------|
| 1. Aromatics Extraction Unit Using NMP   | (unit 100) |
| 2. MEK/TOLUENE dewaxing unit             | (unit 200) |
| 3. Lube Oils Hydro-Treating Unit         | (unit 300) |
| 4. Waxes hydro-finishing unit            | (unit 400) |
| 5. Hydrogen production unit              | (unit 550) |
| 6. Nitrogen production unit              | (unit 600) |
| 7. Paraffin wax molding & packaging unit | (unit 450) |
| 8. Lube oil blending unit                | (unit 850) |

## Corporate governance

### *GRI 102-18 Governance structure*

AMOC Board of Directors is committed in ensuring the highest standards of corporate governance practiced throughout the Company. The Board endeavors to protect and enhance shareholder value by fully supporting the practices laid out in the Global principles of Corporate Governance. The Board Charter and the Management has a nominated committee, an audit and risk management Committee with clearly defined roles and responsibilities as mandated by the global principles of Corporate Governance.

The management reviewing Committee is comprised of all department heads. This Committee meets on line every day to review the progress in all business and support areas and to manage any risks.

The Company has a written Standards of Business Conduct (SBC) in place that can also be accessed from the Company's website. The Code of Conduct contains policies and systems designed to create and support strong corporate governance, which includes guidelines on business ethics, conflicts of interest, gifts and entertainment, harassment in the workplace.

### *GRI 102-22 Composition of the highest governance body and its committees*

### *GRI 102-26 Role of highest governance body in setting purposes, values and strategy*

### *GRI 102-27 Collective Knowledge of highest governance body*

Corporate governance guidelines, Board of directors policies and code of ethics are to reflect higher ESG commitment, having two committees; board of directors committees to govern the company with 12 meeting annually headed by the CEO and Chairman in FY 19/20 and 5 audit committee meeting headed by nonexecutive BOD member and shareholders with technical experience over 40 years which conducts its meetings quarterly all the members of each committee are the major shareholders with the CEO and chairman present in all, along with invited executive when needed. Board of directors are selected upon expertise and experience that complement what AMOC needs from technical expertise to investment and management expertise. Shareholder structure consists of 3 women representatives of pension fund of Al Ahli capital, MISR capital investment bank and the Alexandria Petroleum company.



Shareholder structure in details which includes the major shareholders from institutions as well as individuals with needed experience as follows:

Institutional Shareholders with more than 5% ownership :



**Eng. Mohamed Aly Mohamed Abady**  
CEO & Chairman

**Ms. Abeer Ismail Ahmed Ibrahim**  
BOD member , Non-executive

**Mr. Mohey Mohamed Mahmoud Abdel Bary**  
BOD member , Non-executive

**Mr. Alaa El din Farouk Zaki El Sayed**  
BOD member , Non-executive

**Ms. Sabah Mahmoud Yousef Khaled**  
BOD member , Non-executive

**Mr. Kareem Adel Mahmoud Abu El Naga**  
BOD member , Non-executive

**Mr. Abdel Naser Mohamed Abdel Wareth**  
BOD member , Non-executive

**Dr. Hany Marwan Ahmed**  
BOD member , Non-executive

**Mr. Ayman Ahmed Farag**  
BOD member , Non-executive

**Ms. Mahetab Oraby**  
BOD member , Non-executive







**20.00 %** Alexandria petroleum co



**25.28 %** Ahly Capital co



**8.65 %** Misr Capital co



**5.47 %** Misr insurance co



**5.15 %** Pension fund for governmental sector employees

**5.00 %** pension fund for public and private sector employees



### Individual BOD members

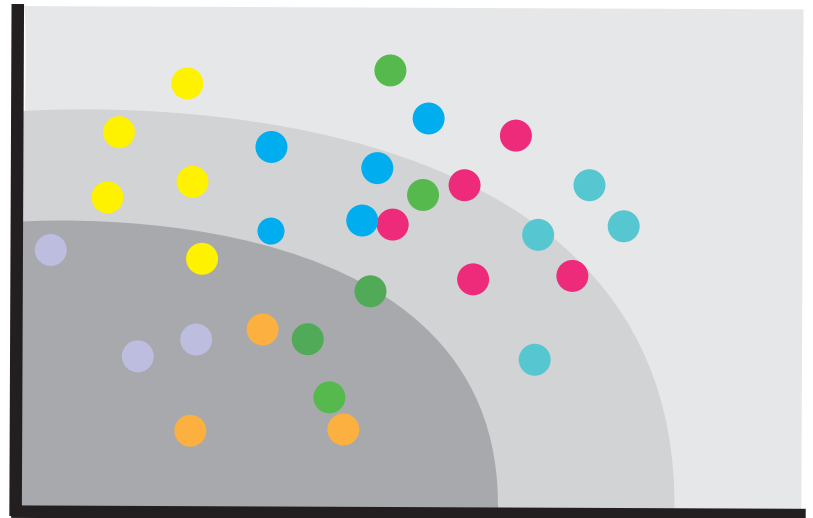
Shareholder	"Representative Name	Title
Experience members	Eng. Anis Al beltagy	BOD member , Non-executive
Public offering Member	Eng . Sayed El Kharshy , Phd	BOD member , Non-executive
Experience member	Eng. Mahmoud Mofeed Shabaan	BOD member , Non-executive

## Materiality Matrix

GRI 102-40 List of stakeholders groups

GRI 102-42 Identifying and selecting stakeholders

GRI 102-43 Approach to stakeholder engagement



Priority

### STAKEHOLDER INCLUSIVENESS

- |                                     |                              |
|-------------------------------------|------------------------------|
| 1 ECONOMIC PERFORMANCE              | 10 ENERGY AND ENVIRONMENT    |
| 2 CUSTOMER CENTRICITY               | 11 EMISSIONS                 |
| 3 MARKET PRESENCE                   | 12 RENEWABLE ENERGY          |
| 4 CUSTOMER SATISFACTION             | 13 BIODIVERSITY              |
| 5 EMPLOYEE ENGAGEMENT AND WELLBEING | 14 CARBON MANAGEMENT         |
| 6 EMPLOYMENT                        | 15 REGULATORY COMPLIANCE     |
| 7 TRAINING AND EDUCATION            | 16 SOCIO-ECONOMIC COMPLIANCE |
| 8 NON DISCRIMINATION                | 17 ENVIRONMENTAL COMPLIANCE  |
| 9 DIVERSITY AND EQUAL OPPORTUNITY   | 18 CHILD LABOR               |

### FORCED AND COMPULSORY LABOR

- |   |   |
|---|---|
| 20 SUPPLIER ENVIRONMENTAL AND SOCIAL ASSESSMENT | 28 DATA PRIVACY AND SECURITY                  |
| 21 PROCUREMENT PRACTICES                        | 29 HUMAN RIGHTS                               |
| 22 INNOVATION                                   | 30 STAKEHOLDER INCLUSIVENESS                  |
| 23 COMMUNITY ENGAGEMENT                         | 31 FINANCIAL INCLUSION                        |
| 24 ENTREPRENEURS AND SME DEVELOPMENT            | 32 ACCESS TO HEALTHCARE                       |
| 25 BUSINESS ETHICS AND GOVERNANCE               | 33 ACCESS TO EDUCATION AND SKILLS DEVELOPMENT |
| 27 WASTE MANAGEMENT                             | 34 BUSINESS AGILITY                           |

## AMOC stakeholders



### Petroleum Companies



### Petroleum Government Entities



### Government Entities

Egyptian financial regulatory authority  
MISR for control clearing depository & registry  
Egyptian stock exchange  
General authority for investment  
Ministry of trade & industry  
Egyptian tax authority  
Egyptian custom authority  
Ministry of finance  
Ministry of electricity



### Shareholders and Investors

Board of directors – Major shareholder: Banking sector , pension fund m oil & gas sector  
Free float investors -18% free float : Egyptian retail & institutions , Arab retail & institutions , Foreign retail & institutions



### Suppliers

Alexandria petroleum co- feedstock supplier  
Supporting chemical - various suppliers  
Ministry of electricity - electricity supplier  
Petro trade-gas supplier  
Spare part- various suppliers



### Employees & Management

Top management  
Engineers & chemist  
Financers  
Marketers  
Human resources  
Technicians  
Board of directors representatives  
Chairman & Chief executive officers  
Vice presidents



### Society

Hospitals  
Universities  
Charitable organizations  
Surrounded petroleum companies  
Ministry of environment



### Customers





## AMOC stakeholders Matrix

Stakeholders	Stakeholder interest in AMOC	Level of influence	AMOC's stakeholder engagement	Exchangeable value between stakeholders & it's effect on AMOC
<b>Petroleum Government entities</b>	Ministry of petroleum acts as a regulatory entity Under which EGPC works and is responsible for the refinery sector regulatory affairs	Very High	Strategic partnership continuous communication with EGPC for feed supplying and products selling	Interchangeable corporation between ministry of petroleum & Ministry of finance & Ministry of environment & general authority for investment that affect AMOC overall strategy direction
<b>Petroleum companies</b>	Business long term agreements based on product trades and financial gains	Very High	Strategic business partnership to maintain business continuity	Local petroleum companies have various interchangeable business engagement as well as international, which is important for AMOC to maintain strong brand reputation
<b>Suppliers</b>	Maintenance of the strategic business alliance to maintain business continuity, financial gains and growth	Very High	Upon each business partnership, a different engagement is taken.  For feedstock supplier: Alexandria petroleum co -APC is not only a supplier but a shareholder to maintain its continuous business gain and maintain stability of feedstock supplying	Main suppliers in the ecosystem conduct business transaction with most petroleum companies, hence AMOC's retention to strong winning business deals preserves strategic alliance
		High	For chemical , spare parts , gas and electricity suppliers : An engagement business based on mutual gain and growth for both parties	
<b>Customers</b>	Local and international customers buy AMOC's products to serve either the countries needs or their business production needs	High	Long term contract and business partnerships	Customers interact locally and internationally upon their strategic business needs, which impose a competitive market on AMOC
<b>Shareholder &amp; Investors</b>	Maintain continuous return on investment , companies market and book value , maintain companies growth for retained shareholder value	High	Regular board of directors meeting , corporate governance implementation , audit and technical committees , local and international investor informative and timely communication	Maintaining shareholders value builds a brand reputation for AMOC for future investors and capital raising

Stakeholders	Stakeholder interest	Level of influence	AMOC's Stakeholder Engagement	stakeholders & it's effect on AMOC
Employees & Management	All sectorial employees and management are seeking regular financial growth, career enrichment, and training. Chairman and board of directors seek comprehensive audit, proper business decisions, and company's strategic growth.	High	Providing employee satisfaction and implementation to board of directors and chairman policy	Loyal employees generate higher productivity and maintain company's market position
Society	Implementation of AMOC's corporate social responsibility provides social benefits and abide with the environmental protective regulations	Medium	Donations , sponsorships , implementation of ESG principle in the manufacturing process	Contribution to the environment and society
Government entities	Seek the implementation of the government policies and regulations	Medium	AMOC provides all the legal and financial requirements on timely basis	Protect AMOC legally and provide indirect economic value to the society

## Reporting Practice

### GRI 102-45 Entities included in the consolidated financial statements

All consolidated financial statements are published through AMOC's official website and Egyptian stock exchange website which include Alex wax after being officially acquired in 2019.

### GRI 102-46 Defining report content and topic Boundaries

Process for defining reporting content; the content of this report has been defined considering the most significant indicators of our activities, the efforts in enhancing sustainability and the level of details established by the GRI Sustainability Reporting Standards. Our interest groups are the customers, shareholders, partners, local governments and the communities in which we are active.

## Reporting scope

### GRI102-48 Restatements of information

### GRI 102-50 Reporting period

### GRI 102-51 Date of most recent report

We are committed to the creation of a sustainable relationship between human societies and the natural environment upon which we all depend.

- . We recognize that sustainability is a key part of our mission
- . We recognize that AMOC can make vital contributions to sustainability solutions through its research, manufacturing and operations.
- . We encourage the incorporation of sustainability concepts across, our business model and operations.
- . We commit to conduct open, periodic assessments AMOC progress toward sustainability to guide company policy and decision making, to openly communicate assessment results to all stakeholders
- . We are committed to the development and enactment of policies that promote the fulfillment of these principles

*This report covers the activities between 1 July 2019 and 30 June 2020, unless stated differently and if relevant for the report*

## Chapter 1

# OUR COMMUNITIES

1 NO  
POVERTY



2 ZERO  
HUNGER



3 GOOD HEALTH  
AND WELL-BEING



4 QUALITY  
EDUCATION



5 GENDER  
EQUALITY



8 DECENT WORK AND  
ECONOMIC GROWTH







Equity, DIVERSITY, and Inclusion

We believe that true excellence is achieved through productive relationships among people of diverse perspectives.

An Inclusive Framework Where All Have Opportunity to Thrive

At AMOC you will find great opportunity that encourages you to follow your intellectual curiosity and to pursue opportunities to make an impact in your own unique way. At our company, we recognize that true excellence is achieved when we feel respected for our perspective. We should all feel included in our business and experience equitable opportunity in achieving our aspirations. The Equity, Diversity, and Inclusion policy have been taken by AMOC provides leadership to help achieve this goal.

Employees are our most important asset

GRI 102 - 8: Information employees and other workers

Blue Collars  
Male 909  
Female 33  
Total Blue Collars 942

White Collars  
Male 344  
Female 75  
Total white Collars 419

Management  
Male 171  
Female 19  
Total management 190

New Hires  
Male 1  
Female -  
Total new hires 1

Special Needs  
Male 11  
Female -  
Total Special Needs 11  
Grand total 1361



Most people employed by AMOC have a permanent contract. Employees with a temporary contract are usually on the payroll of external organizations and agencies (employment agencies) and are hence not included in the AMOC payroll numbers.

## Respecting human rights:

*GRI 102-16 : Values, Principles, standards and norm of Labor*

*GRI 205-2 : Communication and training about anti- corruption policies and procedures*

*GRI 408-1 : Child labor operations and suppliers at significant risk for incidents of child labor*

AMOC is firmly committed to comply with national legislation and collective labor agreements adhering to the universal declaration of human rights.

We are committed to respecting the rights and dignity of each employee. We promote equal opportunity and do not discriminate against any employee or applicant for employment based on age, nationality, social, gender, physical disability, religion, political preference, or union membership.

The recruitment application of employment conditions, training, promotion and career development of our employees are based on professional qualifications only.

Our hiring policy states that every new employee receives a copy of our Code of Ethics , which explains our conduct principles as well as the behaviors we expect from all our employees.

In 2019, we launched an internal campaign to inform our employees about the Code of Conduct. Particular training programs on the Code of Conduct and on anti-corruption and anti-bribery policies are also provided to functional groups (eg. the purchasing function). In addition, the group Internal audit department regularly audits adherence to the respective policies and procedures and recommends corrective actions where necessary. All policies are available to personnel on the AMOC Intranet.



## Incidents and injuries are preventable

All incidents and injuries are preventable. In line with our BeCare safety program, and to put more emphasis on safety in specific situations, we introduced Life Saving Rules at the end of 2018. The rules are simple do's and don'ts in 9 hazardous situations that have the highest potential to cause death. They apply to everyone: employees, contractors, and visitors. Abiding by these rules is a condition of employment and access to our sites. Following these rules and helping others to do so will save lives. That is why consequence management applies for those who do not follow the Life Saving Rules.

In the first months of 2019, we organized several training sessions to introduce the Life Saving Rules. Every employee attended one of the mandatory sessions. The trainings informed everyone about the importance of the rules and the behavioral changes that the rules imply were discussed. After the training, every employee signed a certificate to show their commitment to complying with the Life Saving Rules. AMOC shared best practice videos with measures they had taken to be in line with the Life Saving Rules, warnings for potentially dangerous situations, and safety tips and tricks in general. The videos gave everyone the opportunity to learn from other colleagues' experiences and to create awareness for life threatening situations.

We also launched an animated video that explains the Life Saving Rules. The video can be used during information sessions for new employees, as a refresher for all employees or to show our visitors and train our contractors.

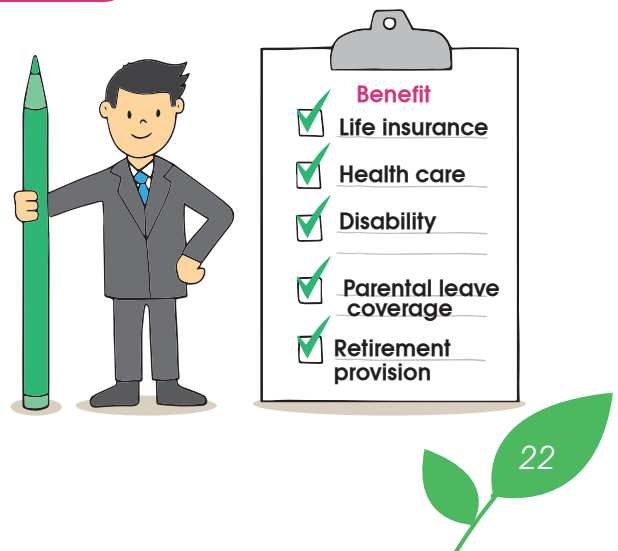


## Benefits provided to full-time and part-time employees

**GRI 201-3 :Defined benefit plan obligations and other retirement plans**

**GRI 401-2 :Benefits provided to full - time employees that are not provided to temporary or part - time employees**

We offer competitive salaries and benefits designed to enhance the financial, physical, and overall well-being of our employees and their families. We provide a wide range of employee benefits that may include retirement benefits, healthcare plans, service awards, labor accident disability coverage and paid leave, remuneration & benefits



## Learning and Development

We attach great Importance to providing challenging career and personal development opportunities to our employees. Training programs not only include technical and job specific training, but also leadership modules that help our people develop and cooperate in a global business environment.

Within AMOC we value and stimulate continuous learning & development. During 2019, our human resources development and training administration” held a lot of program, Training policy at AMOC offers training tailored to different professional areas. It provides our employees with inspiration, knowhow and peer support from colleagues and leaders in order to turn knowledge into action. In close collaboration with internal experts (both in the business and in the functional domains) and external learning institutes, we continuously evaluate and develop our training portfolio to make sure that we are always equipped to meet the future demands of our customers and employees.

On average, each employee received **19,5** hours of training in 2019/2020

Total internal training courses 96 program

Total external training courses 134 program



Gender Diversity	Male	Female
	17706	8853

## Percentage of employees who received a performance review in 2019 :

Employee category Percentage

Managers 100%

White collars 100%

Operators 100%

In order to stimulate high performance, commitment, and continuous development of all employees, the group targets are deployed into team and personal targets for everyone. The performance management process includes two-way personal development reviews, transparency, feedforward, and leadership behavior.



## Safety, Health & Environment (training)

At AMOC, we want everyone to work in a safe and healthy environment. It is a shared responsibility throughout the company, at all levels, to create the best conditions to achieve this. The training and development department is taking wide steps achieving requirements of process safety management (PSM) committee and ISO 50001. Where the performance of the training department won the approval of the PSM audit committee. Confirmed that the training department contributes strongly preparing highly efficient team.



### To achieve a no-harm-to-anyone working environment

The objective of this training is to increase everyone's risk awareness, to train our employees on the tools to use to reduce risks and to lower our risk tolerance. It is not limited to safety but also health and environment have an equally important role.



## AMOC Achievement Towards Green Company

A green living area was established all over our company to provide a green aesthetic touch inside AMOC.

Why? To: Improve the indoor air quality.

- ✓ Provide employees and clients with a pleasant working environment.
- ✓ Reduce the amount of energy used to maintain an inviting internal temperature in the building.
- ✓ Promote AMOC green image in line

<i>Plant</i>	<i>Amount</i>
Conocarpus	4000
Cycas	20
Vaginatium Paspalum	200
Agricultural soil	320
Flowering Plant	5000
Enchinacactus grusonii	5
Bougainvillea	100
Euphorbia	5251
Durante lemon	40
Thevetia Peruviana	20
Short Transplant	5
Crushed white marble	45
Irrigation System	714.3
Ficus Benjamina	35
Ficus Benjamina starlight	10
White natural rock	1500
Bougainvillea	100
Cordyline	5
Euphorbia milii	15
Epipremnum Aureum	38
Flat Surface area	9953



## Actions put in place in relation to the COVID 19

As of the outbreak of the coronavirus in Egypt at the beginning of 2020, AMOC has been taking actions to limit potential infection inside and outside the company and to take our responsibility, as an employer, to do whatever is necessary and possible to secure people's health and safety

We learned from the effective actions put in place in Egypt and established an internal crisis committee to determine and deployed actions in all our sites in the company.



We put a decisive plan to avoid shut down sites in compliance with government regulations and as a preventative measure, where we succeeded to ensure 'social distancing' and sufficient personal protection, equipment and at the meantime run our business safely. Through telework tools and other internal communication efforts, we informed our workforce on the continuously changing situation and on personal hygiene etiquette.



## COVID-19 workplace precautions have been issued by the Occupational Safety and Health Administration (OSHA).

In a list of precautions all workplaces can take to reduce the risk of coronavirus, In addition, provide wash hands or alcohol-based hand rubs containing at least 60 percent alcohol and, limit workplace access only to essential workers. Telecommuting and flexible hours on traditional worksites are encouraged. Discourage employees from using other workers' phones, desks, or other work tools and equipment. Elements of the work environments including surfaces and equipment are regularly cleaned and disinfected with approved cleaning chemicals with label claims against coronavirus, Awareness videos that give advice on simple ways to prevent the spread of COVID-19 in our workplace . and how to manage COVID-19 risks when organizing meetings & events. and make sure workplaces are clean and hygienic with surface disinfected regularly

### Social Sustainability

AMOC believes in giving back to the society through solid social responsibility strategies that promote safety and harmony in communities where it is present. We believe that by investing in social activities and being attentive to stakeholders we will be able to lay a solid foundation for our company to grow and achieve more success.

#### Our good corporate social performance stems from our management we believe in:

- Make a positive impact to the society
- Promote a safe and healthy lifestyle
- Nurture progressive cultural values among our youths

#### Our responsibility towards society

We support and develop initiatives that help improve the social conditions in the communities where we are active. Well fare projects from the backbone AMOC social funding and other community-building activities, because we believe that the well fare of people help create a sustainable future





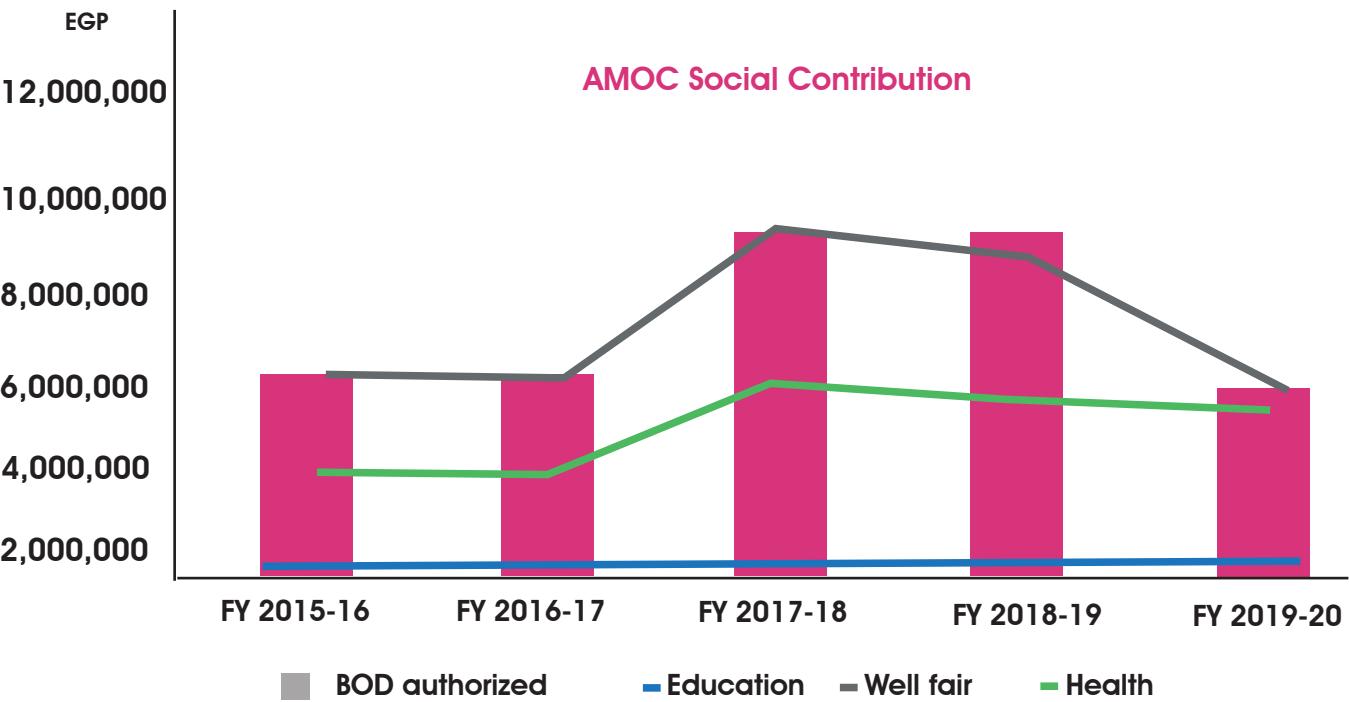
Supported local schools through donation projects enabling the purchase of interactive screens and other educational material as well as scholarships

We offer student training courses more than 1000 participants in courses conducted by AMOC in cooperation with ministry of education. the participants acquired administrative and technical skills and learned competences that stimulate entrepreneurship. We have continued building strong relationships with various schools, universities, and research authorities. Supporting social community & local health initiatives.



### AMOC Social Contribution

AMOC has contributed on a continuous basis to the society on three aspects education, well fair and health , over the years there has been a constant or an increasing contribution as per the following diagram illustrates



## Delivering the precautionary supplies to the hospitals in our community

In line with, Ministry of Petroleum and Mineral Resources, and continuing the initiative of the Petroleum Sector for supporting the Ministry of Health and Population in confronting the consequences of the COVID-19 crisis, as well as providing all aspects of support and taking precautionary procedures, precaution supplies and equipment

It is worth noted, that AMOC contributions to combat COVID-19 come within the framework of the social responsibility of petroleum companies, as well as the coordination and mutual efforts between Ministries of Petroleum and Health, to address crises.



The medical sector, in cooperation with the Alexandria blood bank, organizes a blood donation campaign every six months in the company, preceded by an awareness campaign from the medical administration on the benefits of blood donation to achieve the sufficiency of emergencies as well as play a cooperative role towards the community.



## Chapter 2

# OUR ECONOMIC RESPONSIBILITY

9 INDUSTRY INNOVATION  
AND INFRASTRUCTURE



11 SUSTAINABLE CITIES  
AND COMMUNITIES



12 RESPONSIBLE  
CONSUMPTION  
AND PRODUCTION



16 PEACE, JUSTICE  
AND STRONG  
INSTITUTIONS



17 PARTNERSHIPS  
FOR THE GOALS





## Our Economic Responsibility

### Economic Sustainability

*GRI 201: Economic Performance*

*GRI 103: Management approach*

As an Egyptian company with global mindset, we look forward to becoming an integral part of ambitious plan of modernization project. We embody what our brand stands for – innovative products, excellent service, successful partnerships built on trust, and caring for our customers.

. A robust and consistent economic performance are essential components of our sustainability agenda. We strive to achieve profitable growth and deliver long-term value to our stakeholders. The company believes that sound financial strategies, well-thought-out plans, and excellent execution are ingredients to sustainable success.

Our desire to achieve growth and expand our footprint through strategic investments is guided by our robust risk-management framework covering our entire supply chain. risk-management process that helps us to better predict and manage our risks

*AMOC marketing and investment management strategy as well as the financial strategy are shifting, (all working in coherence and integration towards sustainable business and development)*





## The marketing sustainable strategy's direction is towards:

- . Penetrating new markets and promoting for AMOC's high specs products.
- . Creating new products in collaboration with the production planning department to increase the recurrent revenues from the products AMOC can compete with in the global markets.
- . Maximizing the utilization of all facilities and capacities available.
- . Having multiple modes of packing such as:
  - Drums
  - IBC tanks
  - ISO tanks
  - Flexi tanks
  - Bulk via ships

Despite the COVID-19 pandemic hit and the OPEC plus reactions to oil supply and the impact of the major decrease in the international oil and gas prices, there are initiatives towards increasing the exports and a stepping stone for penetrating new markets. Which will impact directly the economic value generated to the company's stakeholders and maintain a sustainable economic value retained translated in recurring positive cash inflows from which AMOC can continue increasing its investment.

- . Higher integration between two types of investment policies; which are value investment and sustainable investment.

## The investment sustainable strategy is now leaning towards:

- . Targeting value driven investors with the focus of ESG principles (that emphasizes the implementation of business continuity), this entails resulting higher financial returns after this crisis impacts fade out alongside with better management facing the challenges and developing supply chain diversity, sustainable operations, worker safety, community and environmental impact and higher corporate governance.
- . Paving the way to wards diversifying investment to allocate capital investment to wards high performing ventures and acquisition with a focus on the low carbon business and green investment.

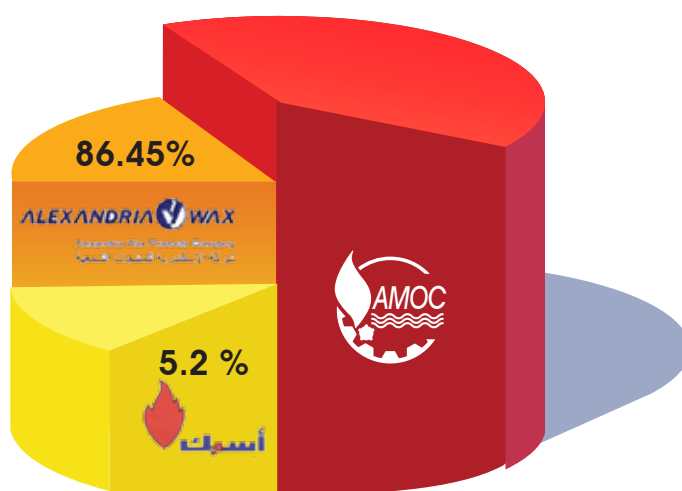


### AMOC's Acquisition of Alex Wax:

AMOC increased its stake in Alex wax and acquired SASOL stake to increase it from 44% to 86.45% having strategic shareholders with PPM marketing company with stake 8.55 % and EGPC Egyptian government petroleum co. with stake 5% with investment cost 864,500 EGP and in FY19/20 and the investment return mounted from 53,777,750 to 106,473,639 EGP with 97.98 % y-o-y in the investment revenues.

### AMOC's investment in other petroleum companies:

AMOC also under its investment strategy to diversify its stake in the petroleum companies, acquired Al Watany bank of Kuwait stake in ASPC – Alexandria specialty petroleum products co. to have a stake of 5.2 % with investment cost MM 12 EGP this strategic move was aimed to benefit from the various business activities ASPC is conducting and start create joint business with ASPC. AMOC return on investment ROI FY19 20 reached to 26%.



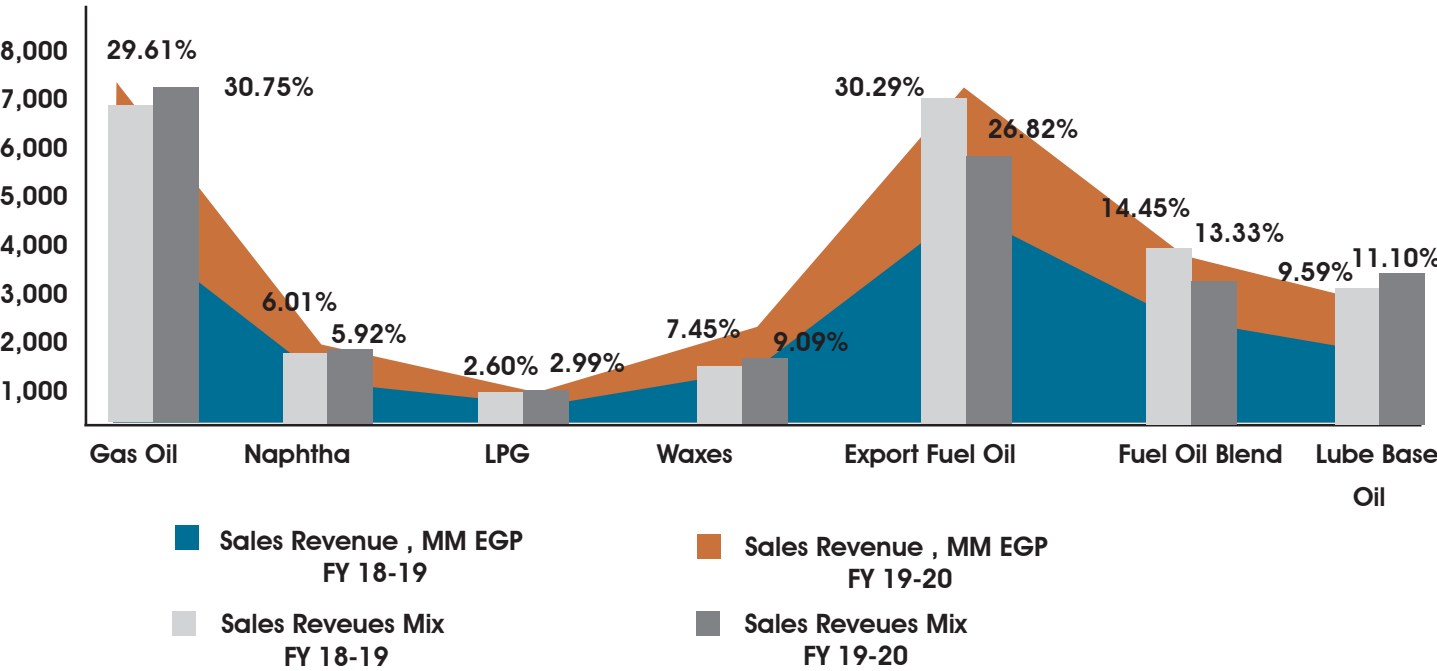
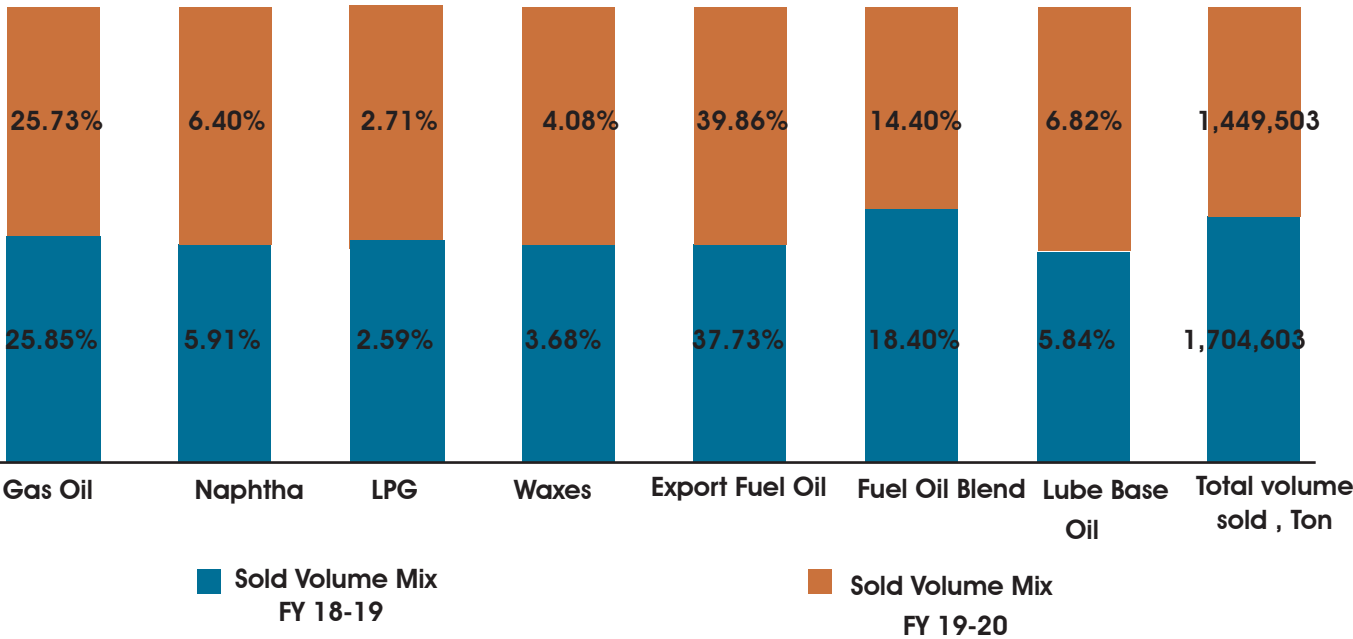
### Economic value generated

*GRI 201-1 Direct economic value generated and distributed Economic Value generated*

**As of this Fiscal year 2019-2020; AMOC is presenting its consolidated financial statements**

AMOC's total volume sold was affected by the pandemic of the COVID 19 decreasing y-o-y -14.97 % , and sales revenue decreasing y-o-y -39.50% which has inflected the revenue margins downwards , with gross profit margin reaching -4.47 % FY 19-20 versus FY 18-19 gross profit 6.35 % despite this AMOC retained sales of products of high economic value and increased as much possible products for exportations and profitability such as the Lube base oil, waxes and low Sulphur fuel oil.

Below is the diagram illustrating historical exports and future initiative planned for exports historical exports:



Amoc has succeeded to link its selling export price to the global price of Lsfo

	Sales Revenue , MM EGP FY 18-19	Sales Revenue , MM EGP FY 19-20	Sales Revenue Y-o-Y
Gas Oil	4,400	2,762	-37.22%
Naphtha	893	532	-40.45%
LPG	386	269	-30.42%
Waxes	1,108	817	-26.25%
Export Fuel Oil	4,500	2,410	-46.45%
Fuel Oil Blend	2,147	1,197	-44.22%
Lube Base Oil	1,425	997	-30.01%
Total sales revenue	14,858	8,984	-39.53%



The Fuel oil which comprises around 54 % of AMOC sold volume was split into four sub product line of which around 73.46% was fuel exports FY 19-20 versus 67.24 % exports of total fuel oil sales in FY 18-19.

Also an increase in the sales volume of VR product gaining around MM 82 EGP in FY 19-20 and reducing by product feedstock cost in terms of the cutter stock quantity brought in to blend the fuel oil and sell it having a higher margin for the sales of VR

Total net cash inflow from investment activities is MM 322 EGP FY 19-20 versus MM (5.5) EGP FY 18-19

### Total Economic value distributed

Despite the plunges in all revenue margins this year, was distributed with mostly going to cost incurred in terms of cost of goods sold while there has been a cost reduction to retain some economic value in selling, general and administration and other expenses.



Cost of Goods Sold	FY 18-19 MM EGP	FY19-20 MM EGP	y-o-y
Salaries	534	569	6.62%
Feedstock	12,726	8,154	-35.92%
Supporting Chemicals	48	28	-40.70%
Depreciation	74	76	2.45%
other ( natural gas, electricity , spare parts ... )	587	558	-4.99%
Total	13,969	9,386	

### Total Economic value retained

In terms of legal reserves and other reserves despite the current years' net loss only decreased -4.51 % from MM 1,118 EGP FY 18-19 to MM 1,067 EGP FY 19-20.

### COVID 19 risk implications

*GRI 201-2 Financial implications and other risks and opportunities due to climate change:*

Despite the decrease of the margin between the gasoil (Product) and the low Sulphur fuel oil (Feed) which decreased from a gain of 245.75 USD in august 2019 on average to a loss of 6.50 USD in April 2020 on average causing a plunge in the revenue margins, which was a result of the decrease in the international prices due to the implications of coronavirus which also affected the demand on oil products downwardly in parallel to the effect of IMO standards.

### AMOC's management is working towards

- . Increasing export of premium products to offset the local demand fluctuation risk.
- Over riding the COVID 19 hit on the sales revenues, a parallel strategy is working towards increasing new demand for AMOC's base oil, AMOC's Low Sulphur fuel oil internationally



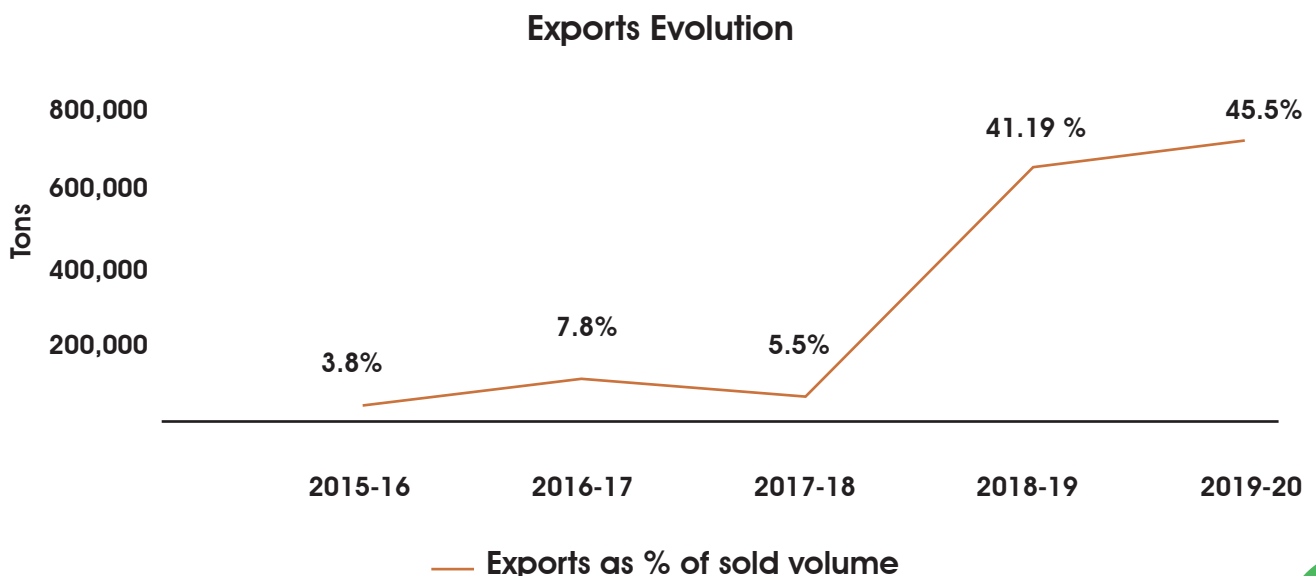
- . Creating new markets for a low economic value product which is the VR. This is mitigating the risk which was inflicted with IMO standards for producing low Sulphur fuel oil to offset the carbon dioxide increasing emission for ships.
- . The customer base for AMOC's new products and the base oil is expanding to new territories covering new segments and penetrating new markets in both Africa and Asia. AMOC managed to enter Nigeria, Senegal, South Africa as well as India, United Arab Emirates, Syria and others.
- . In line with the new marketing strategy; exports have continued to increase despite the current economic global situation, AMOC has managed to increase base oil exports on July 2020 month to month by 7000 tons around 16% increase in sales revenues from June 2020 sales, which contributed to building reserve for foreign currencies .total sold volume reached to 17000 tons including local sales which reached to 23% increase month to month.

Below is the diagram illustrating historical exports and future initiative planned for exports historical exports:

	FY 2017-18	FY 2018-19	FY 2019-20
Total exports	92 kton	701 kton	659 Kton
Percentage of growth		666.18 %	-8%

- . Total exports in FY2019-20 mounted to 45.46% of total sold volume despite 14.97% decrease in total sold volume as result to COVID19 implications and this is the first year in AMOC's history to have had this percentage of exports.
- . AMOC is still partnering strategically with EGPC ,in addition to the exportation marketing effort , AMOC managed to utilize to utmost the alliance with EGPC opening new exports marketing and having the EGPC as the market intermediary and exporting for the first time gas oil 18,372 tons , Fuel oil 148,995 ton and base oil 5101 ton.

Below a diagram illustrating the historical trend versus the present trend for exports:

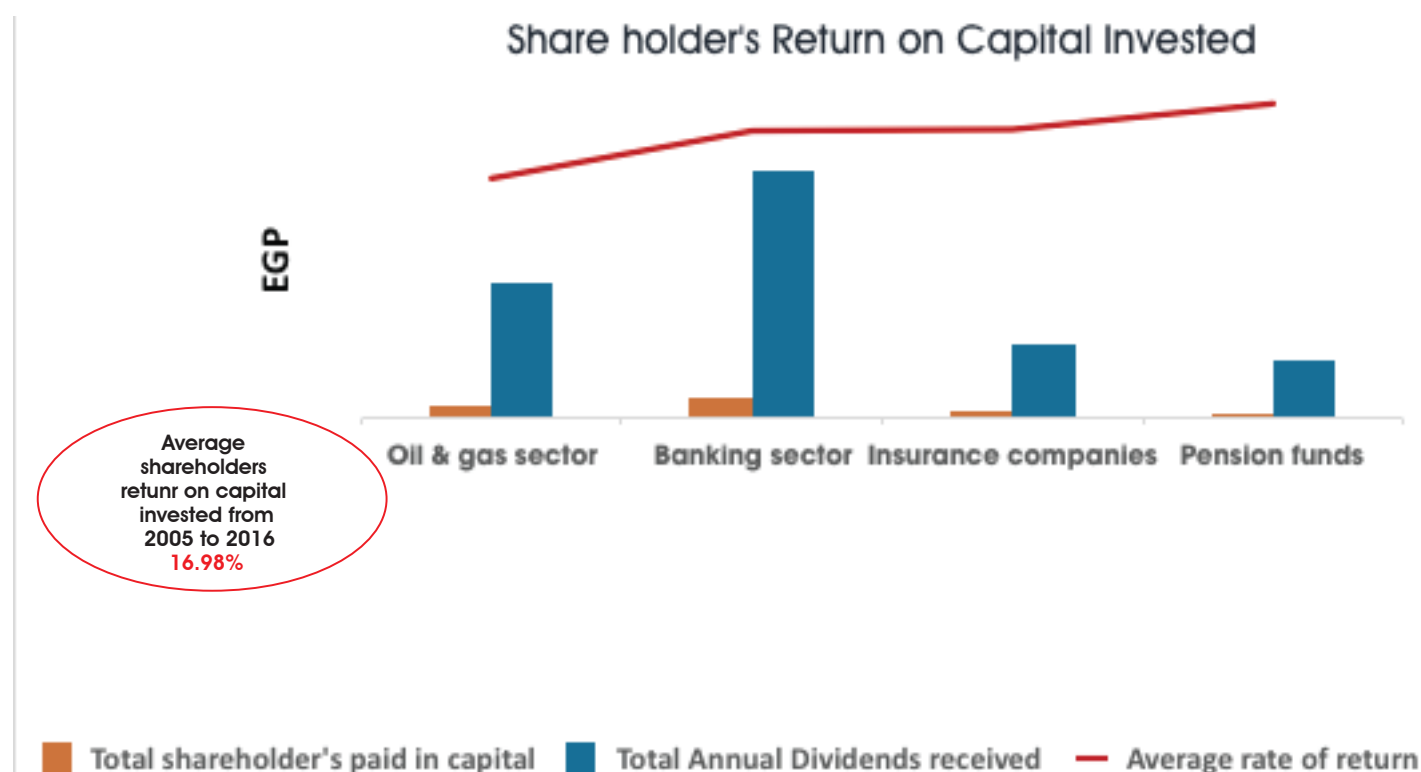


## Indirect economic impacts

### GRI 203-2: Significant Indirect Economic Impacts

AMOC has contributed to its strategic shareholders' economy throughout the years through the constant dividends payment and the high rate of return on their initial investment, as all shareholders are governmental entities whether they are in the petroleum sectors, banking sector or the insurance sector.

Strategic alliance with Alexandria petroleum oil company which provides to AMOC the feedstock and who is also a shareholder maintain a sustainable return to AMOC strategic partner and a win win business alliance



	Oil & gas sector	Banking sector	Insurance companies	Pension funds
Total shareholder's paid in capital	258,300,000	399,000,000	117,600,000	86,100,000
Total Annual Dividends received	2,519,655,000	4,664,329,520	1,381,735,721	1,101,549,630
Average rate of return	9.75	11.69	11.75	12.79

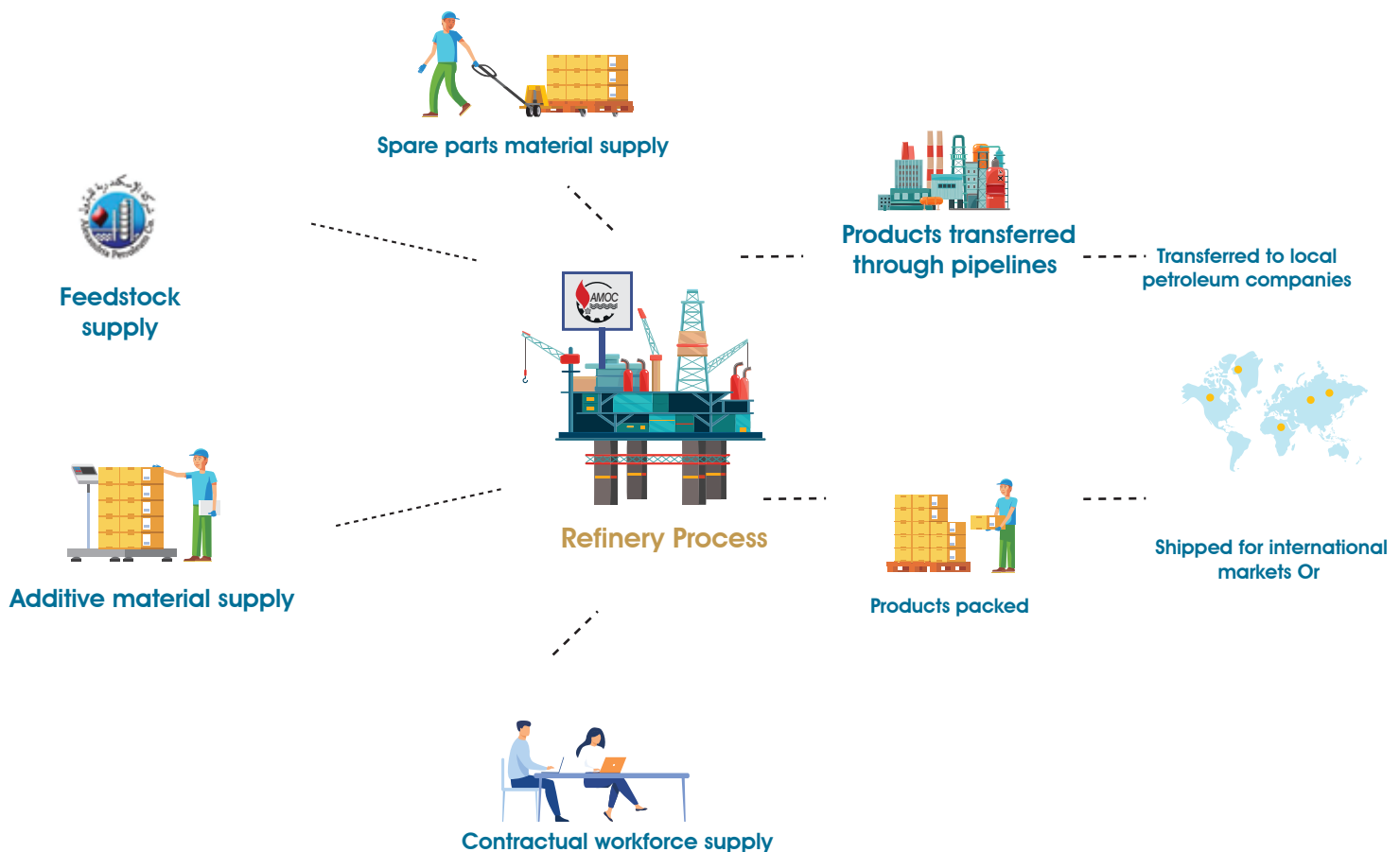
There has been a constant return to AMOC's shareholders that has exceeded their initial investment cost on average 16.98%, each shareholders contribute to the society's welfare through their direct economic contribution in which AMOC has contributed to in directly.



## Supply chain strategy

Building a sustainable supply chain is crucial for AMOC's refinery process. Each step in the supply chain includes benefits (like employment and community-building) . Our commitment from top leadership down, is to maximize the positives and mitigate the potential negatives by aligning our supplier expectations with our own corporate values.

The refinery process , below is a diagram illustrating the supply chain of AMOC



At AMOC, we set a high bar for our company regarding environmental and social governance, and we expect the same from our suppliers. The AMOC Supplier Responsibility Code (SRC) is based on AMOC's corporate values for sustainable and responsible operations.

The SRC outlines AMOC's social and environmental expectations in the following areas:

**Labor:** Requirements align with the Egyptian labor law and include important concepts like freely chosen employment (no forced, bonded, or trafficked labor), restrictions on working age (no child labor) and appropriate working hours and wages. Setting these expectations help assure our suppliers' actions will reflect AMOC's values on human rights as well as the values underlying the International Labor Organization (ILO) and laws, such as the Egyptian Tenders & Auctions Law.

### Environment, health, and safety (EHS):

We expect our suppliers to care as much about the health and safety of their workers and their communities as AMOC does and to implement proper procedures and controls to protect them as well as the environment in which we live applying the Egyptian Environmental Law.

### Ethics:

Expectations align to the AMOC's code of ethics and hold our suppliers to the same high standards of honesty and integrity. Suppliers must prohibit any form of bribery and corruption and prevent conflicts of interest.

### Management systems:

We expect our suppliers to establish processes to systematically conform to the AMOC SRC as well as all legal requirements and to commit to continuous improvement

#### *GRI 204-1 proportion of spending on local suppliers*

Feedstock supply is the most important supply for AMOC which is provided from Alexandria Petroleum Company locally upon contractual agreement and is guaranteed to stay in this manner for a very long time.

The contractual workforce supply is also always provided from locally petroleum companies specialized in provided technical workforce for the oil & gas companies in Egypt and under the supervision of the Petroleum ministry.

As for the additive material supply and the spare parts supply, the percentage of local supply has increased from 71% of total suppliers in 2019 to 76% of total suppliers in 2020.



*GRI 308-1: Supplier environmental assessment, new suppliers that were screened using environmental criteria.*  
*GRI 414-2 Supplier social assessment, number suppliers that were screened using social criteria*

The purchasing department responsible for conducting contractual agreement for spare parts and other additive inventory needs, hence AMOC purchasing administration continues its engagement with suppliers to enhance sustainability awareness and control.

*GRI 204-1: Proportion of spending on local suppliers*

Suppliers are being screened on Environmental and social principles as well as governance. The AMOC Supplier Code of Conduct outlines environmental, labor and governance related requirements that suppliers must comply with (or deliver proof of following its principles) and upon which the suppliers are chosen through tenders offering their best services under legal abiding contracts.



**Total number of suppliers engaged by AMOC is 2400 (1824 Local 76% and 567 Global 24%)**

Suppliers of our critical materials and all new suppliers, are formally evaluated on a yearly basis, and corrective action plans are put in place when the minimum required levels have not been reached. These action plans are closely monitored in order to keep the focus on improvement high. AMOC conducted 49 supplier audits in 2019 and planning to conduct higher audits in 2020.

Supplier commitment represented 94% of the yearly budget of the purchasing department versus 91% in 2018. Hence a more focused approach to towards a higher supplier criterion is taken.

*GRI 102-10 Significant changes to the organization and its supply chain*

Number of local suppliers that were newly screened for ESG principle implementation increased this year from 542 in 2019 to 591 in 2020 which shows that larger number of suppliers in petroleum ecosystem are starting to abide with the ESG principle. Suppliers should work to minimize adverse effects on the community, environment, and natural resources while safeguarding the health and safety of workers and the public.

## Responding to risks and transforming our supply chains

*GRI 102-9: Supply chain /408-1:Operations and suppliers at significant risk for incidents of child labor*

We are constantly managing changes in supply markets, both where there is an opportunity to extract value, and defensively, where necessary to mitigate risk and secure supply. We focus efforts on the salient issues in categories where human rights and environmental risks are the greatest. More broadly, we conduct robust risk prioritization to determine other suppliers we will engage via an assessment against our SRC Percentage of suppliers' agreements that were terminated upon rescreening and reevaluating their social and environmental impacts increased from 7% in 2019 to 12% in 2020.

## Verifying our supplier performance

Although applicable to all suppliers, our supply chain risk assessment process focuses on prioritized suppliers, each of which must complete an SAQ and/ or be subject to an on-site assessment as specified in our SRC.

In the past years, we have conducted continuous self-assessments or on-site audits of suppliers in prioritized countries. Along the way, our assessment process has become more evolved and more comprehensive as we added 591 new suppliers in 2020 that been inspected in accordance with the social criteria.



AMOC is supporting local suppliers, through which we attract additional investments to the local economy to maintain stability as well as create a sustainable community relations.



## Chapter 3

# OUR ENVIRONMENT

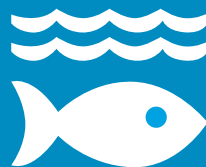
**6** CLEAN WATER  
AND SANITATION



**13** CLIMATE  
ACTION



**14** LIFE  
BELOW WATER



**15** LIFE  
ON LAND







#### *GRI 403-1: Occupational health and safety management system*

AMOC as the best safety performer pays a great attention to the Implementation of local and international occupational safety and health standards to maintain the elements of manufacturing (human – equipment - investment) as the most significant pillars of the manufacturing cycle. These standards are based on ensuring the safety and health of working conditions for all workers, abiding with US OSHA occupational safety and health standards.



The continual improvement of the management system for Occupational health and safety management aims to:

1. Encourage employers and workers to reduce business risks
2. Prepare legislation and programs for occupational safety and health
3. Raise awareness through training programs regarding occupational safety and health
4. Keep records of work-related injuries and illnesses.
5. Defining the responsibilities and duties of both employers and workers with regard to occupational safety and health.

AMOC's Occupational health and safety implemented standards include:

1. Analyzing different job risks
2. Personal protective equipment
3. Division and classification of hazard areas
4. Occupational health program  
warning signs
5. Fire hazard analysis, prevention and mitigation

#### *GRI 403-2 Hazard identification, risk assessment & incident investigation*

A normal incident could arise due to electrical problems, explosion, fire overflow, overturning, leakage, flow breakage, bursting, splitting, loss of control, slipping, stumbling and falling , body movement without stress; body movement under/with stress; shock, fright , workplace violence. On the basis of risk analysis for units with high risk potential for employees it comes to safety, these were the units:

- Hydrogen Production Unit and Hydro treating Units
- LPG and Propylene tanks
- Boilers

## This is why AMOC HSE management makes sure

1. The worker must implement all safety instructions and rules during work and be attentive and not engaged in anything while performing the work assigned to him  
Follow the correct rules of work
3. Wear all personal protective equipment for every work duties

### *GRI 403-3: Occupational health services*

Occupational health services entrusted with essentially preventive functions, and responsible for advising the employer, the workers, and their representatives in the undertaking, on the requirements for establishing and maintaining a safe and healthy work environment.

### Occupational health services that AMOC done include:

1. Surveillance of factors in the work environment, including any sanitary installations, canteens, and housing provided to workers, or in work practices, which might affect workers' health
2. Surveillance of workers' health in relation to work
3. Advice on occupational health, safety, and hygiene
4. Advice on ergonomics, and on individual and collective protective equipment
5. Promotion of the adaptation of work to the worker

### *GRI 403-4: Worker participation, consultation, and communication on occupational health and safety*

*AMOC has a committee for the occupational health & safety that conducts monthly meetings, it comprises of engineers, chemists, all executive managers led by the Chief executive officer. ( 50% of workers and workers representors - 50% of management and top management)*

*This committee supervises the HSE management system, the proposed developments, measuring the effectiveness of the implemented initiatives in the past Fiscal year.*

The following actions have been taken in FY19-20 :

## Process Safety Management System

The Process Safety Management System targets the safety of operating systems and processes which handles hazardous substances (toxic, flammable or explosive) aiming to prevent major accidents and catastrophic events and to minimize and mitigate the consequences of these disasters on people, assets or environment if occurred through verifying the application of good design principles, engineering and operating practice and control measures.

AMOC adapted the OSHA standard and Egyptian law no. 12/2003 (OSHA 29 CFR 1910.119) including 14 elements which are:

1. Employee Participation.
2. Process Safety Information.
3. Process Hazard Analysis.
4. Operating Procedures.
5. Training.
6. Contractor Safety.
7. Pre Start up Safety Review.

8. Mechanical Integrity.
9. Hot Work Permit.
10. Management of Change.
11. Incident Investigation.
12. Emergency Planning and Response.
13. Compliance Audits.
14. Trade Secrets.

AMOC Process Safety team prepared the Safety Case Study –which was required by the Egyptian General Petroleum Corporation– in a record period of only 4 months and delivered to EGPC as the first Safety Case in Oil and Gas sector. The study identified all potential risks, verified extent of present control measures and recommended additional controls to reduce the risk and consequences, these recommendations were applied during the next overhaul shutdown

An additional step was taken by releasing a tender to update the current Process Hazard Analysis studies through re-validating the present HAZOP study for all units. A high reputational worldwide company was contracted and the study took place for 6 months where the previous HAZOP studies were revalidated, the MOCs for modifications were examined.

AMOC Process Safety team took a milestone step on the road of applying Process Safety Management System by completing an internal Gap Analysis against the OSHA standard where each element requirements were examined against present situation and status.

To verify the findings of this study AMOC released a tender to re-perform the Gap Analysis by re-examining all the elements of the OSHA standard, a high reputational company were contracted and the study took place for 4 months resulting that AMOC is in the midway of the complete achievement of the standard requirements. The study resulted also in a three years timed roadmap to reach the full application of the standard.

As a result, the Process Safety team headed by the CEO launched the implementation phase of the Process Safety Management System according to the 14 elements of the OSHA standard, with emphasis of raising the Process Safety awareness and culture of AMOC employees via enhancing digitalization and training, update the operating procedures, developing a better contractors management system

. Preparing the final studies for the Zero Liquid Discharge ZLD project for a proposal of implementation scope.

#### *GRI 403-5: Worker training*

AMOC applies a plan to face emergencies and crises to raise the levels of preparedness of workers in facing crises, the company also trains its employees on the latest crisis management methods with a practical simulation system which is conducted quarterly for all employees in the company in addition to this the HSE department carries a simulation system frequently to continue training the HSE staff for dealing with any emergent incident.

Training programs are being conducted in the fields of occupational safety and health with the target to raise among employees and to implement the (Life Saving Rules) awareness through on the job training.



*GRI 403-7 Prevention and mitigation of occupational health and safety impacts directly linked by business relationships*

AMOC is a member of the Geographical Committee for the Alexandria region which includes all petroleum companies in the region. This committee sets a strategy to implement measures for the occupational health and safety as well as environmental for the area surrounding the petroleum complex, the port and the charitable work for society development. Such as paving the roads, developing the petroleum port, having a fire fighting team from all petroleum companies to face any emergency.

*GRI 403-9: Work-related injuries*

one of the accomplishments of the General Administration of Occupational Safety and Health is the achievement of 2,736,672 hour without job injuries or severe accidents during the period from 1/7/2019 to 30/6/2020.

*GRI 416: customer health and safety*

*GRI 416 -1: Assessment of the health and safety impacts of product and service categories*

## Energy Management System (EnMS) ISO 50001:2018:

According to the vision of his excellency Engineer Tariq Al - Mulla , Minister of Petroleum and Mineral Resources, AMOC has succeeded in implementation of the energy management system (EnMS) according to the international standard ISO 50001:2018 which establishes an international framework for supply, use and consumption of energy, The implementation of EnMS achieve the various goals of energy management from rationalization of consumption of energy to be reflected in an economic aspect of the company from a reduction in production costs to an increase in revenues , as well as preserving the environment by reducing fuel emissions (Green House Gas "GHG") , reducing the carbon footprint and promoting sustainable energy use to achieve compliance with local and international laws and legislations for the optimal use of energy achievements and represents a positive look at which European union standards that may require in the future regarding dealing with a distinguished records in energy affairs.

**“In light of the continuous improvement initiative, AMOC adopts a frame work to implement the latest quality standards in the global industry to boost competitiveness of the products and services AMOC provides internally and externally”.**

AMOC has succeeded in implementing and maintaining the efficiency of the job of international standards:

Quality Management Systems ISO 9001: 2015

Environmental Management Systems ISO 14001: 2015

Occupational Safety and Health Management Systems ISO 18001:2007

Energy Managment System ISO 50001:2018

### AMOC is working on

AMOC is currently working on developing various digital transformation procedures, including the establishment of the CMT coding

AMOC is also working on implementing the ERP – Enterprise resource planning system , in addition to various systems that will improve the work flow process and support the decision making process to achieve the desired growth and development.

*This comes as an integral part of the vision of his Excellency Engineer Tariq Al-Mulla, Minister of Petroleum and Mineral Resources, to develop the sector in all its axes, including the seventh axis, which is to support decision-making and information flow*

### Upgrade OHSAS 18001 to be ISO 45001.

It is the first international standard for occupational health and safety. Once the final version is released, this new standard will replace ISO 18001 standard

It tackles a global need to improve the occupational health and safety of people working in organizations

It enables organizations to provide safe and healthy working conditions that prevent work-related injury and ill health, and proactively improve the organization's OH&S performance

It includes how to develop and implement policy and objectives which take into account applicable legal requirements and other requirements to which the organization subscribes

It is designed to align with other key management systems standards such as ISO 9001 quality management and ISO 14001 environmental management for ease of integration

### Competence of testing and calibration laboratories ISO 17025:

General requirements for the competence of testing and calibration laboratories ISO 17025.

Accreditation is the most important standard for testing and calibration laboratories. it confirms that a laboratory is able to produce precise and accurate test results and calibration data.

So, AMOC's laboratory objective is to be one of the most reliable laboratories in the Egypt and the Middle East.

### Testing and calibration laboratories accreditation according to ISO 17025:

#### Steps already done:

As accreditation is a sure way for businesses to provide assurance of the quality and authenticity, AMOC is working with EPROM - as a consultant – to get the main international standard for general requirements for the competence of testing and calibration laboratories ISO 17025

By acquiring ISO 17025 standard, AMOC will demonstrate that it operates competently and generate valid results, therefor promoting confidence both locally and globally

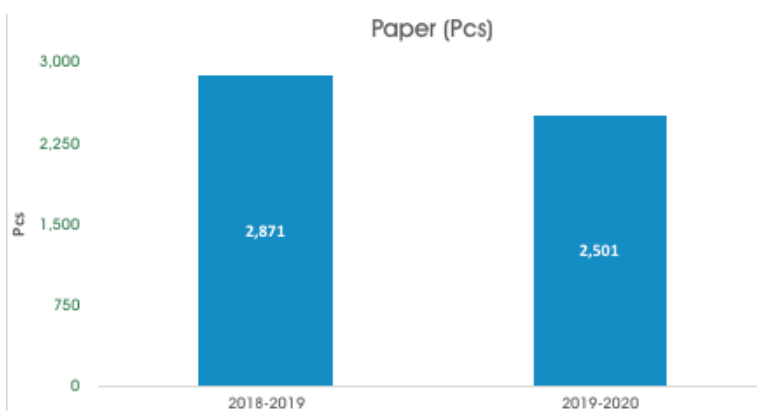
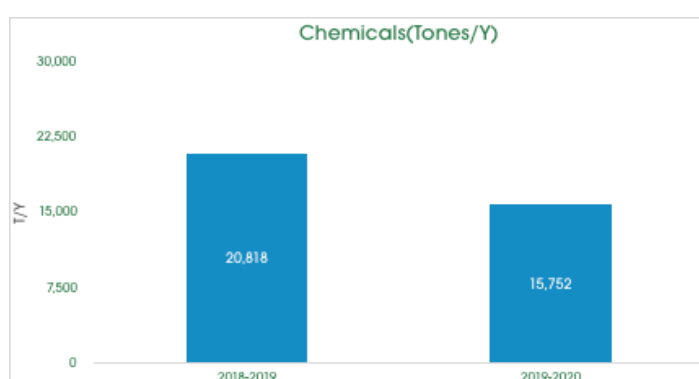
## Waste Management

### Material Consumption

*GRI 301: Materials*

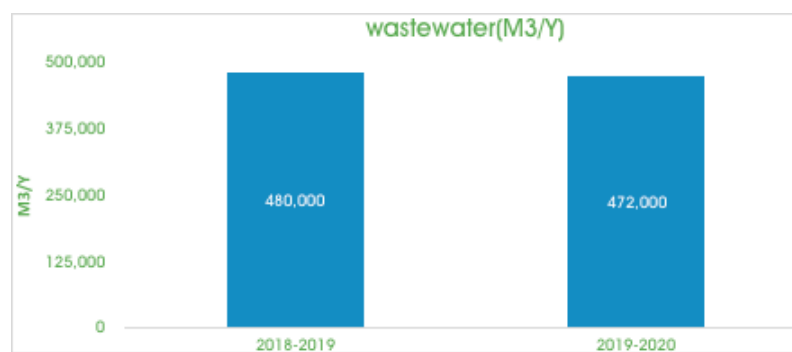
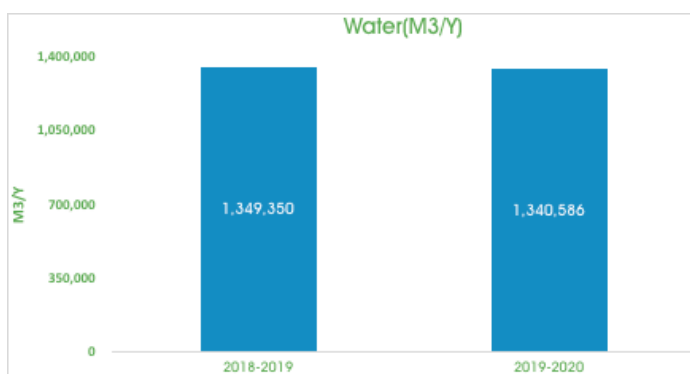
*GRI 301-1: Materials used by volume weight or volume*

As a result of the Corona virus and the decrease in the quantities of feeds this year compared to the previous year, led to a reduction in the quantities of operating chemicals and waste in AMOC.

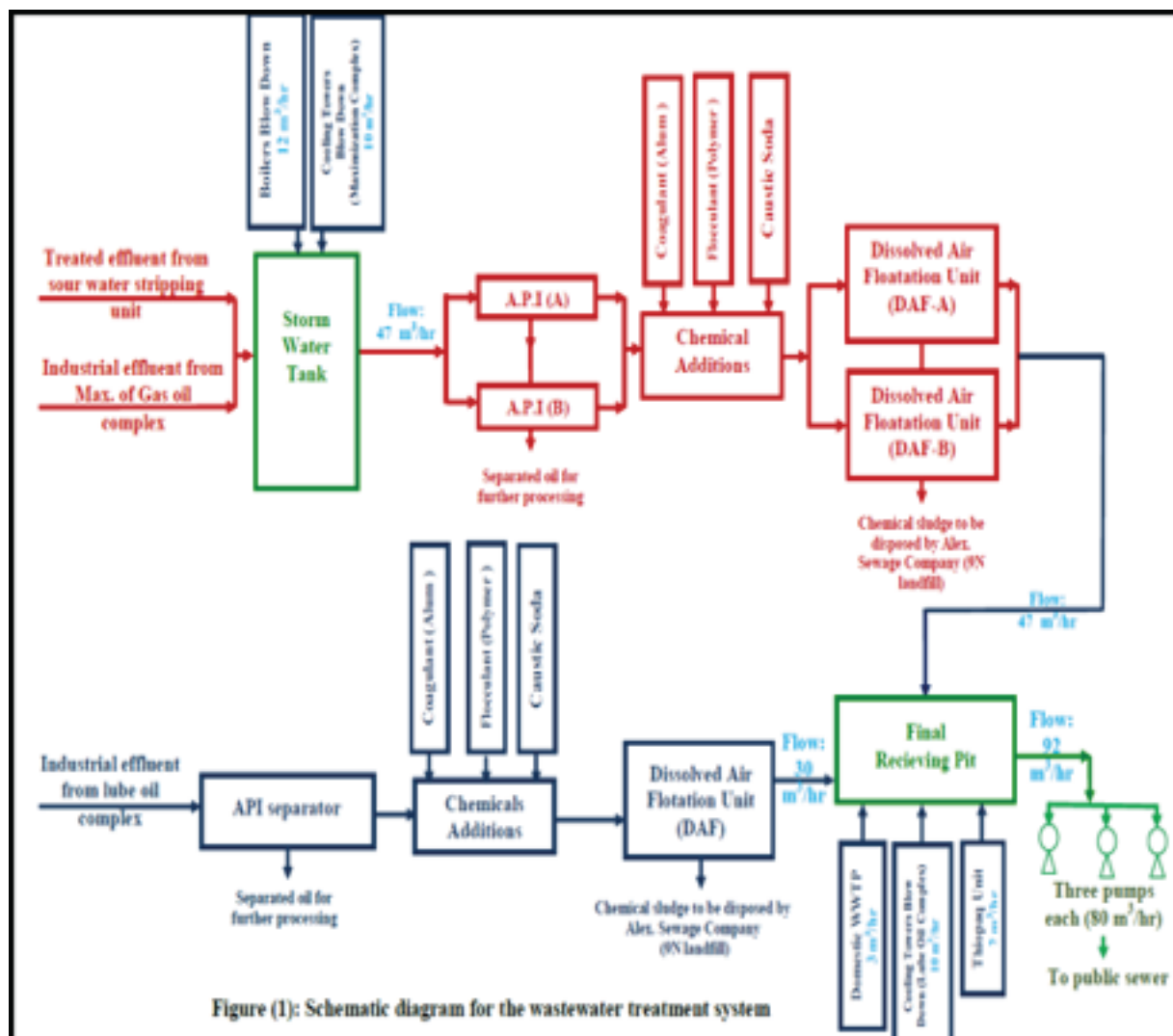


## Water consumption

*GRI (303-1, 3) Water consumption*



## GRI (302-1): waste treatment before drainage



## GAS WASTE:

### GRI (306-2): Waste by Type and disposal method

Snapshot measurements of released gases were made at the same time the first quarter of 2018/2019 and 2019/2020.

Type	2018/2019	2019/2020	Source
Hydrocarbons	70.2 mg/m <sup>3</sup>	80.3mg/m <sup>3</sup>	Production units
Carbon monoxide	41.5 mg/m <sup>3</sup>	21.3 mg/m <sup>3</sup>	Furnaces chimneys
Nitrogen dioxide	64 mg/m <sup>3</sup>	49.6 mg/m <sup>3</sup>	Furnaces chimneys
Solid particles	6.4 mg/m <sup>3</sup>	6.2 mg/m <sup>3</sup>	Furnaces chimneys

## Liquid waste

Type	2018/2019	2019/2020	Way of discharge
AMOC's vehicles used oil waste	Varies according to consumption	varies according to consumption	Replaced in gas stations outside AMOC
AMOC's production units lubricant and oils waste	36 ton/year	36 ton/year	Recycled and reused as feedstock or fuel
Machines cleaning process and maintenance waste	2 ton/year	2 ton/year	Buried in Nasrya cemetery
Laboratories waste (analysis samples)	37 ton/year	37 ton/year	Discharged by the oil water separator facility
Organic solvents waste	Varies according to consumption	Varies according to consumption	Restored by the restoring units of AMOC
Barrels with dangerous material residue	Varies according to consumption	Varies according to consumption	Swept by Nitrogen after discharging and restored by the supplier
Industrial drainage	480.000 m <sup>3</sup> /y	472.000 m <sup>3</sup> /y	Discharged to the city sewage

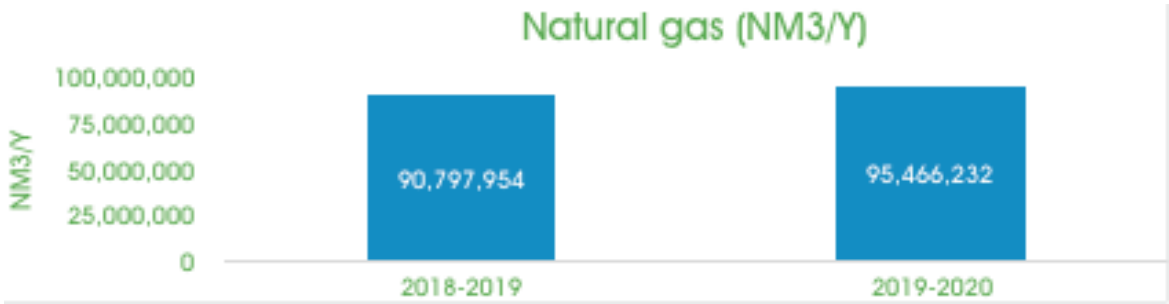
## Solid waste

Type	2018/2019	2019/2020	Way of discharge
Used activated carbon	2 ton/year	2 ton/year	Buried in Nasrya cemetery
Dangerous materials containers	Varies according to consumption	Varies according to consumption	Buried in Nasrya cemetery
Electrical waste containing batteries	110 kilograms Fluorescent lamps 4 batteries/ year	60-80 kilograms Fluorescent lamps 4 batteries/ year	Buried in Nasrya cemetery
Ion exchange resins	5.5 ton/5years	5.5 ton/5years	Buried in Nasrya cemetery
Barrels with dangerous material residue	Varies according to consumption	Varies according to consumption	Swept by Nitrogen after discharging and restored by the supplier
Solid sludge	Varies	Varies	City sewage
Catalyst waste molybdenum oxide- cobalt oxide - nickel oxide- Zeolite)	70 ton/3years	70 ton/3years	Buried in Nasrya cemetery
Isolating Asbestos waste	109 kilograms/year	100 kilograms/year	Buried in Nasrya cemetery
Medical waste			Nahdet masr company

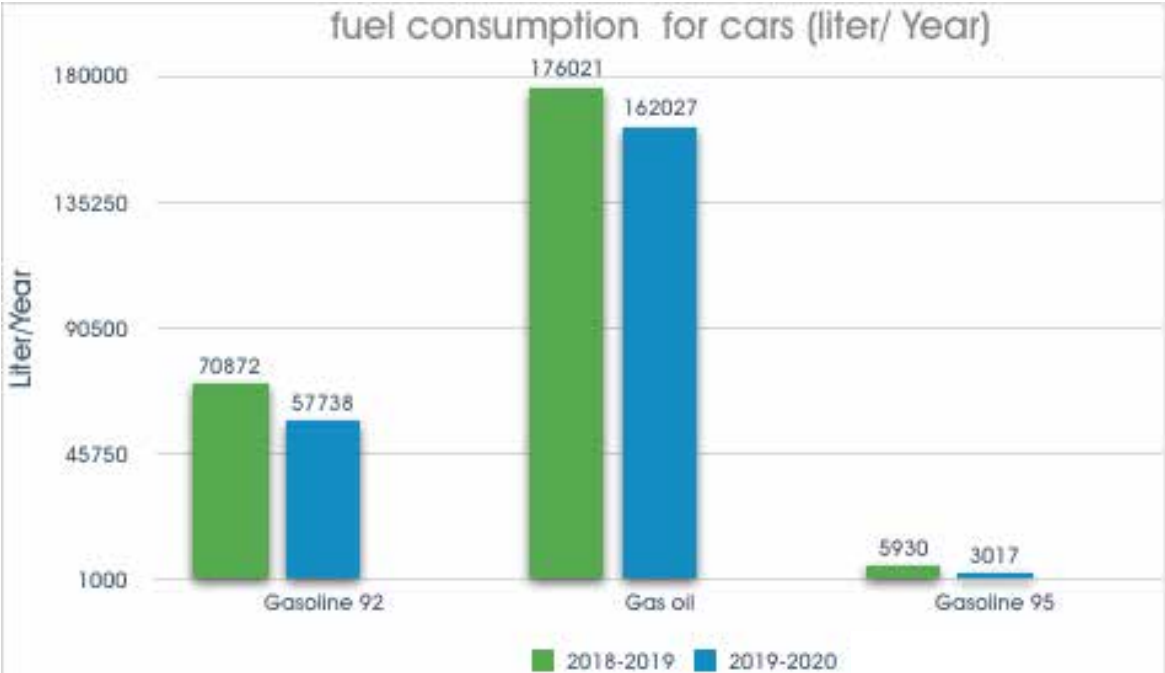


Energy consumption

- GRI 303. Energy
- GRI 302-1 Energy consumption inside the organization
- GRI 305 Emissions
- GRI 305-2 Energy indirect (scope 2) GHG emissions



Energy consumption outside the organization



- GRI (302-4): Energy savings as a result of the company's energy saving initiatives and projects
- GRI 305-2 Energy consumption outside the organization

## AMOC initiatives for Energy management & Environment

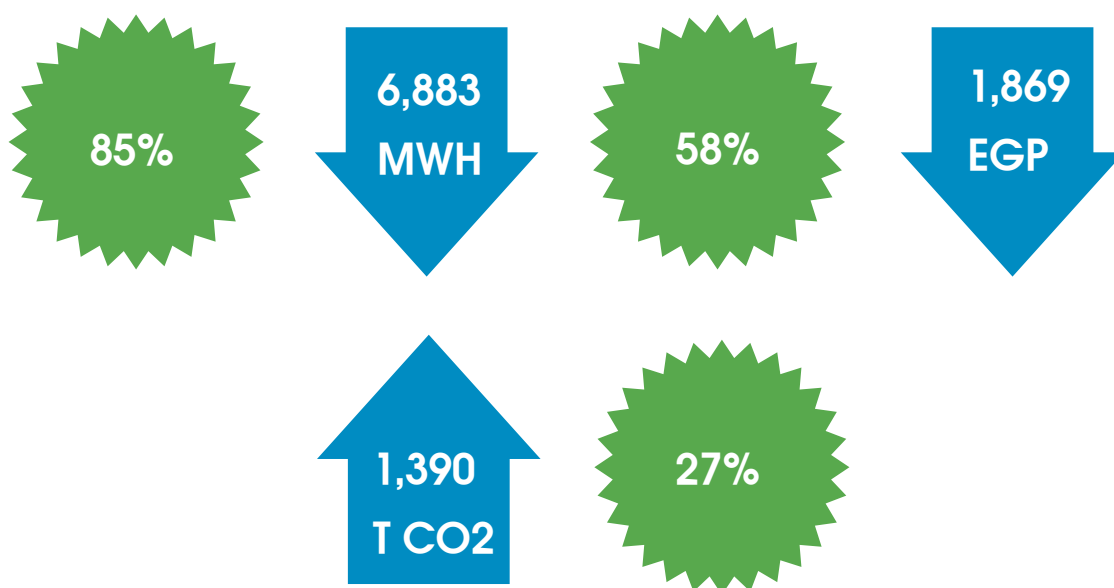
AMOC Objective is to reduce fuel gas consumption by 2% and reduce electrical consumption by 3 % by the end of 2023 which will lead to reducing the Carbon Foot Print by 6,540 T Co2.

This objective is to be reached through studying a group of opportunities for reducing energy consumption by the Energy team and applying the applicable and gainful ones

## AMOC Targets for Energy Management System (ENMS) 2020-2021

AMOC plan to save 8,060MWH from Electricity and natural gas.

AMOC plan to save 3,238,035 LE & reduce 5,230 Tones CO2 from Electricity and natural gas.



Initiative / Project	Type of energy	2019-2020 Planned	2019-2020 Achieved	Unit of measurement
Two new high efficiency air compressors installation in utility area	ELECTRICITY	75,949.2	75,949.2	KW.Hr.
Variable speed high efficiency cooling chiller in wax molding unit	ELECTRICITY	55,0500	55,0500	KW.Hr.
New Inverter type energy saving HVAC air conditioning units	ELECTRICITY	20,998.2	20,998.2	KW.Hr.

Initiative / Project	Type of energy	2019-2020 Planned	2019-2020 Achieved	Unit of measurement
"Fuel oil circulation Stop"	Steam, electric	-	300,000	EGP

### 1- Zero liquid discharge

- . Concerns the installation of a wastewater treatment plant with a design capacity of 100 m3/h and 80 m3/h normal operation, with the purpose of recycling most of the water as Demi water to reach Near Zero Liquid discharge (NZLD).
- . The project is a turnkey project that includes the design, supply, installation, supervision, commissioning of the wastewater treatment plant and all civil works. Including sufficient training for AMOC's ZLD team.

### Project objective:

1. Remove the pollutants "sulfides and phenolic compounds" from industrial wastewater to comply with Law No.93/62 and its Decree No.44/2000.
2. Highest possible recovery percentage (up to 80%) for use as Boilers feed water "Demi water"  
Reject stream from ZLD must also comply with Law No.93 /62 and its Decree No.44/2000.

### 2-Fixing the steam and condensate network

The criteria of fixing the issue of the steam and condensate network problem was assigned to Forbes Marshall (Indian company), which summarized the problem as follows:

- Steam over production "over the real need" by about 14%.
- Inability to recover about 54% of condensate.

Therefore, the Forbes Marshall's audit report had been issued the following:

- a) Understand the entire steam and condensate distribution system of AMOC.
- b) Account the overall steam and condensate mass balance.
- c) Identify the root cause of failure and recommend best suited solution for improvement.
- d) Find out the steam saving potential and the area of major steam loss (U100&U200).

The solution proposed by Forbes Marshall will be implemented in the region (U-100/200) during the second quarter of the financial year (2020/2021)

## Covid 19 pandemic

Decisions were taken to manage the immediate impact of this pandemic and its consequences

How AMOC management faced COVID 19 crisis

COVID-19 pandemic has shattered oil demand, sunk prices and posed a significant threat to oil industry.

Consequently, AMOC tried to reduce the impact of the pandemic through the following:

- . Communicating and collaborating with customers
- . Continuous assessment to inventories
- . Search globally for markets that can absorb the produced quantities and compensate the gap between supply and demand due to COVID-19 and the lockdown all over the world.
- . Avoid shortage in chemical operation some action were taken such as:
  1. Applying risk analysis for each additive supply, tenders were issued earlier than its usual date speeding the process of chemical supplying.
  2. Providing more vendors from various countries to ease the trading movement.
  3. Adjusting the safety stock for all chemicals to be sufficient for 6 months.
- . Create more than one Scenario to manage working in such crisis.
- . Using video conferences in meetings and learning courses, to reduce the probability of infection.
- . By increasing health awareness for all workers

## GRI Content Index – Table of Content

GRI content index is clearly presented and the references for all disclosures included align with the appropriate sections in the body of the report.

GRI 102-55

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