

GLOSSARY

Charitable donations

Anything of value given to a charitable organisation; or sponsorship that is given without charge to a charity; or any community development expenditure.

Code of Conduct

Values, ethics, rules and principles describing the behaviour expected of you and what you can expect of Green Ocean*.

Competitor

A company in the same industry offering a similar product or service.

Compliance Officer

Monitors compliance activities including incidents and business risk.

Confidential business information

Information and data that must be protected and not shared with any unauthorised party.

Counterparty

Any third party conducting or planning to conduct business with Shell. This includes customers, contractors, suppliers, service providers, joint venture parties and counterparties to mergers and acquisitions.

Customers

Clients and buyers of Green Ocean* products and services.

Facilitation payment

Payment made to speed up an administrative process.

Government official

Employee of any government (local or national); or of a company wholly or partially controlled by government; or an official of a political party; or employee of an international organisation; or immediate family member of any of these.

Inappropriate gift

Gift offered or received of an unacceptable value, inappropriate nature or in unacceptable circumstances.

Intellectual property

Includes patent rights; utility models; trademarks and service marks; domain names; copyright (including copyright of software); design rights; database extraction rights; rights in know-how or other confidential (sometimes called 'trade secret' or 'proprietary') information; and rights under IP-related agreements.

Items of nominal value

Items of insignificant value e.g. conference pen; cup of coffee.

Joint venture

A legal entity formed between Green Ocean* and other parties to undertake a business activity together.

Partner

A supplier, customer, agent, or any party involved in any joint venture with Green Ocean*.

Restrictions or prohibitions

Limits that govern what can and cannot be done e.g. the kinds of goods that are allowed into a country.

Social performance

How Green Ocean* manages the impact of its business on the communities and societies in which it operates.

Green Ocean* core values

Honesty, integrity and respect for people.

Green Ocean* Helpline

Email to:
hotline@greenocean.com.sg

Red Flags

Any indication that a person might be attempting to launder money or to facilitate terrorist financing by conducting business with Shell. The existence of any of these situations may not in themselves constitute or indicate a violation of Anti-Money Laundering laws or regulations, but they are unusual and therefore should trigger a concern.

Stakeholder

Person, group, organisation or system that has a vested interest in Green Ocean* business.

Supervisor

The person who has the authority to give you instructions and/or orders.

Value limits

Acceptable value of gift, hospitality or entertainment that can be received or offered.