

# Sustainability Plan 2015

## Trinidad & Tobago

Year End Report 2015





# Contents

Legal notice	1
Year End Report on actions of the Sustainability Plan 2015 for Trinidad & Tobago on December 31th, 2015	2
● Program 1 : Governance	2
● Program 2 : Human rights	3
● Program 3 : Labor practices	9
● Program 4 : Safety	16
● Program 5 : The Environment	19
● Program 6 : Fair Operating Practices: Anti-Corruption and Ethics	22
● Program 7 : Fair Operating Practices: Value chain	25
● Program 8 : Community involvement and development	29
Actions Index	33

## Legal Notice

This Sustainability Plan includes a set of actions which, in whole or in part, go beyond what is required by law and are aimed to contribute to sustainable development. Participating companies of Repsol Group have the firm intention to undertake and fulfill them. However, they reserve the right to modify, postpone or cancel their implementation without incurring liability, but undertake to publicly justify these possible cases.

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# Year End Report on actions of the Sustainability Plan 2015 for Repsol Trinidad & Tobago on December 31th, 2015

## Program 1

### Governance

<b>ACTION</b>	<b>Present in a meeting to all the different departments in the Trinidad &amp; Tobago Business Unit, a corporate responsibility overview and its legal implications.</b>
<b>DESCRIPTION</b>	The Corporate Responsibility overview that Legal Services will present to all the Trinidad & Tobago Business Unit during 2015, will be an excellent opportunity to provide to our Managers the legal implications that this corporate commitment represents, as part of our daily job.
<b>INDICATOR</b>	Number of contacted persons.
<b>EXECUTION YEAR</b>	2015
<b>CLOSING TO THE ACTION AS OF 31/12/2015</b>	
<b>STATUS</b>	Fulfilled
<b>CLOSING TEXT</b>	On november 2015, Legal Services presented an overview of Corporate Social Responsibility in Repsol to 78 permanent employees in the Trinidad and Tobago Business Unit.

**Program 2****Human rights****Business Relations**

<b>ACTION</b>	<b>Include ethical and human rights topics/issues in the annual meetings with contractors and suppliers.</b>
<b>DESCRIPTION</b>	We will create an avenue for discussions on ethics and human rights topics with contractors and suppliers during meetings in order to become more aware of any existing or possible situations. This would allow Repsol to take any necessary preventative or corrective measures if necessary.
<b>INDICATOR</b>	Number of people/number of contractors invited to the annual meeting.
<b>EXECUTION YEAR</b>	2015
<b>CLOSING TO THE ACTION AS OF 31/12/2015</b>	
<b>STATUS</b>	Fulfilled
<b>CLOSING TEXT</b>	We have distributed the Repsol Ethic Code of Conduct as well as the Human Rights Policy to contractors via the new and renewed contracts agreements and notified at the annual meetings. We held two general meetings with 50 contractors invited.

## Culture and Management Systems

<b>ACTION</b>	<b>Promote online human rights training to all Repsol employees in the Trinidad &amp; Tobago Business Unit (TTBU). Reinforce key messages of the human rights course via internal communication.</b>
<b>DESCRIPTION</b>	We will promote and emphasis via internal communication, visual notice board in lunch area and through meetings with the Line Managers, the importance of online human rights training to all Repsol employees in the TTBU.
<b>INDICATOR</b>	100% completion by TTBU employees. Four messages (email or other) to all employees.
<b>EXECUTION YEAR</b>	2015
<b>CLOSING TO THE ACTION AS OF 31/12/2015</b>	
<b>STATUS</b>	Fulfilled
<b>CLOSING TEXT</b>	The 100% of employees in the Trinidad & Tobago Business Unit have completed the online training on human rights between 2014 & 2015.

## Due diligence

<b>ACTION</b>	<b>Develop and implement an effective grievance mechanism in Trinidad &amp; Tobago Business Unit operations.</b>
<b>DESCRIPTION</b>	We will develop and implement a procedure that codifies the design and implementation of the grievance mechanism for TSP operating asset, and set out a detailed procedure to follow when dealing with grievances. Such procedure will follow the United Nation's Guiding Principles on Business and Human Rights, to systemize, record and respond to all the grievances that derive from persons affected by our operations.
<b>INDICATOR</b>	Develop the procedure to manage grievances. Implement training to people involved in the system.
<b>EXECUTION YEAR</b>	2015
<b>CLOSING TO THE ACTION AS OF 31/12/2015</b>	
<b>STATUS</b>	In progress
<b>CLOSING TEXT</b>	The Community Grievance Mechanism process for Repsol's operations in T&T started with an awareness and introduction training to over 20 employees, as well as the consolidation of the designed team. Two meetings were held with team in which we established a work plan as well as determined the most relevant categories for claims and grievances. In 2016, we will complete the definition and the procedure for communication and implementation.

ACTION	<b>Strengthen the existing communication channels related to the Code of Ethic and Conduct among Trinidad &amp; Tobago Business Unit (TTBU) employees.</b>
DESCRIPTION	We will reinforce communication channels for employees within Trinidad & Tobago Business Unit (TTBU) by using various methods of communication and capturing information/complaints in secure and private methods.
INDICATOR	Reinstate suggestion boxes in both Towers and Heliport / Anonymous online survey. At least two email communications throughout 2015 about boxes and usage. Record and present grievances to BU for further action plan. Communicate to Persons & Organization team on the communication channels implemented in TTBU.
EXECUTION YEAR	2015
<b>CLOSING TO THE ACTION AS OF 31/12/2015</b>	
STATUS	Fulfilled
CLOSING TEXT	We have implemented other communication methods which have proven to be more effective within the TTBU. For example: Frequent Department meetings in order to share and receive topics related to the BU.

## Security

<b>ACTION</b>	<b>Create and implement a plan for Trinidad &amp; Tobago Business Unit on the "Voluntary Principles on Security and Human Rights" initiative.</b>
<b>DESCRIPTION</b>	We will develop and implement a plan for increasing awareness of our private security providers about the "Voluntary Principles of Security and Human Rights".
<b>INDICATOR</b>	<p>Create plan for increasing awareness levels of Private Security Contractors, hired by Repsol, in Trinidad and Tobago about the "Voluntary Principles on Security and Human Rights".</p> <p>Prepare information on "Voluntary Principles on Security and Human Rights" to share with the Security Contractors.</p> <p>The Security Contractors have included a module on the "Voluntary Principles on Security and Human Rights" in their Security Officer training.</p>
<b>EXECUTION YEAR</b>	2015
<b>CLOSING TO THE ACTION AS OF 31/12/2015</b>	
<b>STATUS</b>	Fulfilled
<b>CLOSING TEXT</b>	We have checked the level of awareness on "Voluntary Principles on Security and Human Rights" (VPSHR) of security providers and the deployed officers on VPs and provided necessary information. We have found out that one provider was already training his officers on the VPs who were satisfied with the training module used. We have given information to the other provider who was not familiar with the VPs. Finally, the security officers understand their responsibilities regarding people's human rights.

<b>ACTION</b>	<b>Impart awareness on human rights issues for private security contractors.</b>
<b>DESCRIPTION</b>	We will reinforce the importance of security officer compliance with the UN principles and Repsol's policies on human rights in carrying out their duties.
<b>INDICATOR</b>	Number of security companies contacted.
<b>EXECUTION YEAR</b>	2015
<b>CLOSING TO THE ACTION AS OF 31/12/2015</b>	
<b>STATUS</b>	In progress
<b>CLOSING TEXT</b>	We have developed a presentation on the "Voluntary Principles on Security and Human Rights" (VPSHR) and presented it to two groups: The American Chamber of Commerce (AMCHAM) Security Committee and the Energy Sector Security Initiative Operations Committee (ESSI). This was well received at both forums, but especially by the AMCHAM Security Committee, most of whom members are private operators in the non-petroleum business sector.

**Program 3****Labor practices****Culture, Development and Management systems**

<b>ACTION</b>	<b>Communicate through internal channels the People &amp; Organization (P&amp;O) Policies to all employees within the Trinidad &amp; Tobago Business Unit (TTBU) for 2015.</b>
<b>DESCRIPTION</b>	We will reinforce communication about People & Organization (P&O) Policies through our internal emails and digital noticeboards within the lunch room. We will review for example: recruitment and selection, development, various allowances, work place attire.
<b>INDICATOR</b>	At least three email communications throughout 2015.
<b>EXECUTION YEAR</b>	2015
<b>CLOSING TO THE ACTION AS OF 31/12/2015</b>	
<b>STATUS</b>	Fulfilled
<b>CLOSING TEXT</b>	We have sent eight different types of policy communications throughout 2015, such as: Work Attire Salary Review, No Smoking on platform, ISOS App., Policies - Providing Transportation, Policies - Fair and Transparent Recruitment & Selection Process, Benefits of the Employee Assistance Program and Development Space.

<b>ACTION</b>	<b>Impart awareness on the Labour Risk Policy to contract holders of the Trinidad &amp; Tobago Business Unit (TTBU).</b>
<b>DESCRIPTION</b>	We will reinforce the importance of the contract compliance with contract holders and ensure that all contract holders complete the Labour Risk Survey.
<b>INDICATOR</b>	One workshop in 2015 to present Labour Risk in the Business Unit. E-mails to contract holders to complete surveys at least once per year. Business Unit presentation.
<b>EXECUTION YEAR</b>	2015
<b>CLOSING TO THE ACTION AS OF 31/12/2015</b>	
<b>STATUS</b>	Fulfilled
<b>CLOSING TEXT</b>	An email has been sent from Madrid at the end of June, informing about the Labour Risk surveys. We have held three meetings to present Labour Risk Policy to contract holders within the Business Unit and two emails have been sent to them within 2015 in order to inform them to complete surveys at least once per year. We have also held the Business Unit presentation.

<b>ACTION</b>	<b>Provide training (technical, human resources and generic) to employees within the Trinidad &amp; Tobago Business Unit (TTBU) that is relevant to the employee and Company needs.</b>
<b>DESCRIPTION</b>	We will promote to the Trinidad & Tobago Business Unit (TTBU), via internal communications, various online training available. We will continue to review training needs based on request received.
<b>INDICATOR</b>	Present quarterly to BU hours of training completed.
<b>EXECUTION YEAR</b>	2015
<b>CLOSING TO THE ACTION AS OF 31/12/2015</b>	
<b>STATUS</b>	Fulfilled
<b>CLOSING TEXT</b>	A total of 26 in-house training sessions were successfully completed as we reiterated our commitment to employees continuous training and development. 215 people received training in 2015 (97% of staff). 164 employees completed online training for a total of 2.126 hours.

## Health employees

<b>ACTION</b>	<b>Promote employee's health &amp; raise awareness on health lifestyle choices.</b>
<b>DESCRIPTION</b>	We will promote healthy choices for employees via emails, directing employees to healthy eating, exercising, medical awareness and checks.
<b>INDICATOR</b>	Send at least eight health communications throughout 2015.
<b>EXECUTION YEAR</b>	2015
<b>CLOSING TO THE ACTION AS OF 31/12/2015</b>	
<b>STATUS</b>	Fulfilled
<b>CLOSING TEXT</b>	We have sent eight emails via health watch to employees throughout 2015. Some of the subjects mentioned were: Health eating habits; living an active life; taking care of my posture; jump rope workouts; what can I do to avoid a heart attack or stroke; smoke free workplace; quit smoking; managing stress; preventing colorectal cancer; H1N1; flu prevention.

## Promotion of Diversity and Balance

<b>ACTION</b>	<b>Analyze the feasibility of a differently-abled program within our Trinidad &amp; Tobago Business Unit (TTBU).</b>
<b>DESCRIPTION</b>	We will review the resources required and potential positions that can be adapt to the program. We will also review the program established in other Business Units in order to develop a plan locally.
<b>INDICATOR</b>	Present results to all employees at Townhall or via email communication.
<b>EXECUTION YEAR</b>	2015
<b>CLOSING TO THE ACTION AS OF 31/12/2015</b>	
<b>STATUS</b>	In progress
<b>CLOSING TEXT</b>	In March 2015, a People & Organization representative met with people in Madrid to discuss the process and the possibility of implementating a differently-abled program in T&T. We have identified local organisations who can provide support with the sensitizing of employees. We also reviewed the english translation of the online sensitisation training ("Superando Barreras"). Finally, we contacted Madrid in July 2015 to determine the next step in the process. This initiative will continue in 2016.

<b>ACTION</b>	<b>Communicate the status of the Climate Action Plan for the Trinidad &amp; Tobago Business Unit (TTBU) employees through BU meetings, department meetings and internal communication.</b>
<b>DESCRIPTION</b>	We will communicate the status of the climate action projects within the action plan and show work progress to TTBU employees through internal communication.
<b>INDICATOR</b>	Completion of at least 80% of climate action plan in TTBU.
<b>EXECUTION YEAR</b>	2015
<b>CLOSING TO THE ACTION AS OF 31/12/2015</b>	
<b>STATUS</b>	Fulfilled
<b>CLOSING TEXT</b>	We have completed the first, second and third quarter updates and communicated it via email and digital signage to employees. People & Organization representatives met with Line Managers in order to review the climate progress for each department and supported various initiatives. Several meetings with the Business Unit (BU) were held in order to communicate the status. The final BU presentation will be held in January 2016.

<b>ACTION</b>	<b>Streamline the process/procedure for unionised employees when being selected to act in positions offshore at a higher level.</b>
<b>DESCRIPTION</b>	We will clearly define the steps involved in the process and implement guidelines to assist in the selection method of employees for acting positions offshore. We will communicate the process to offshore employees via oral and written communication so there is a higher level of transparency of the process.
<b>INDICATOR</b>	Number of union employees acting per year. Communication Campaign - Crew A&B.
<b>EXECUTION YEAR</b>	2015
<b>CLOSING TO THE ACTION AS OF 31/12/2015</b>	
<b>STATUS</b>	In progress
<b>CLOSING TEXT</b>	We have conducted a meeting with the People & Organization (P&O) department in February 2015 to determine and agree upon the most suitable guidelines to be utilised when selecting offshore employees to act in higher positions. We have done a presentation and sent it to the P&O Manager also. We have selected six persons to act in higher level posts. Guidelines will be fully communicated and implemented to offshore employees by the end of the first trimester of 2016.

## Program 4

# Safety

## Culture and Management Systems

<b>ACTION</b>	<b>Train employee and contractor staff in the Target Zero Accidents Training Course which aims to improve upon HSE Culture within the organization.</b>
<b>DESCRIPTION</b>	Target Zero Accidents is a course which guides persons through a series of exercises with a goal of changing their outlook of safety culture in the workplace and at home. The content and structure of the course creates an environment which encourages persons to take responsibility and internalize their own safety through introspection and the creation of a personal action plan. Throughout the course, it is reiterated that safety should include work and home activities. The overall Safety Culture of the organization is expected to improve.
<b>INDICATOR</b>	Results of HSE section Climate Survey
<b>EXECUTION YEAR</b>	2015
<b>CLOSING TO THE ACTION AS OF 31/12/2015</b>	
<b>STATUS</b>	Fulfilled
<b>CLOSING TEXT</b>	In 2015, we have trained 129 Repsol staff and contractors in target zero accidents. The next climate survey is scheduled to be conducted in 2016. Upon completion of this survey, we will evaluate the status of the HSE Culture within the organization, in order to determine whether there have been any improvements.

## Risks Management

<b>ACTION</b>	<b>Carry out a quantitative risk assessment for all crew change transportation options to our offshore TSP asset.</b>
<b>DESCRIPTION</b>	We will conduct a quantitative project risk assessment of the crew change options transportations for our TSP offshore operations, and present results for informed decision making.
<b>INDICATOR</b>	The final quantitative risk assessment report. The implementation of controls for the selected crew change option. Select the option with a risk as low as reasonably practicable.
<b>EXECUTION YEAR</b>	2015
<b>CLOSING TO THE ACTION AS OF 31/12/2015</b>	
<b>STATUS</b>	Fulfilled
<b>CLOSING TEXT</b>	We have conducted and completed the Quantitative Risk Assessment Report for the Crew Change Options within 2015. In this report, we have examined various options for Crew Change and chosen the best one, with a risk as low as reasonably practicable.

<b>ACTION</b>	<b>Implement the "Safe Systems of Work" e-learning tool and transition to an electronic Permit to Work System.</b>
<b>DESCRIPTION</b>	"Safe Systems of Work" is the mechanism by which hazards and risks are identified and managed at Repsol's facilities. This is accomplished through the utilization of the permit to work system which formally documents the hazards and control measures to be implemented to maintain a safe work environment. The "Safe Systems of Work" e-learning tool is to improve the accessibility of the training for personnel involved in activities at the offshore locations increasing efficiency with regards to time and cost. The electronic permit to work system will be a paperless initiative that seeks to improve the efficiency of executing the relevant permit to work documents in keeping with Repsol's values of transparency and responsibility.
<b>INDICATOR</b>	Number of non-conformances generated in weekly audits.
<b>EXECUTION YEAR</b>	2015
<b>CLOSING TO THE ACTION AS OF 31/12/2015</b>	
<b>STATUS</b>	In progress
<b>CLOSING TEXT</b>	The "Safe Systems of Work" was developed and implemented in the Business Unit. However, Madrid is currently conducting an exercise whereby they are determining the best tool for the electronic Permit to Work (e-PTW) system. We are currently awaiting their feedback on the best tool to be used for this action. e-PTW action is committed to be finalized in the 2016 Sustainability Plan.

**Program 5**

## The Environment

### Biodiversity

<b>ACTION</b>	<b>Assess the positive and negative impacts of offshore operations on the environment through marine environmental monitoring.</b>
<b>DESCRIPTION</b>	We will conduct, at least once a year, periodic marine environmental monitoring, in order to assess the positive and negative impacts of the offshore operations. This includes water quality, sediment quality, quality and quantity of benthic fauna (organisms that live in the sediment of the sea floor) and phytoplankton. Through these activities, Repsol meets its internal and legal requirements for environmental management.
<b>INDICATOR</b>	Results of the report.
<b>EXECUTION YEAR</b>	2015
<b>CLOSING TO THE ACTION AS OF 31/12/2015</b>	
<b>STATUS</b>	Fulfilled
<b>CLOSING TEXT</b>	We have completed the 2015 TSP biodiversity project and the post-drilling monitoring exercises, which have shown that the drilling campaign from the TSP drilling program from 2014 did not have a negative impact on the receiving environment.

## Climate Change

<b>ACTION</b>	<b>Identify two potential projects within our Trinidad and Tobago Business Unit (TTBU) that could result in reduction of CO2 emissions.</b>
<b>DESCRIPTION</b>	We will identify two potential projects to reduce CO2 emissions in the Trinidad and Tobago Business Unit (TTBU).
<b>INDICATOR</b>	Number of accepted CO2 reduction projects. Quantification of reduction of CO2 emissions.
<b>EXECUTION YEAR</b>	2015
<b>CLOSING TO THE ACTION AS OF 31/12/2015</b>	
<b>STATUS</b>	Fulfilled
<b>CLOSING TEXT</b>	We have proposed two projects for the reduction of CO2 emissions by the Trinidad & Tobago Business Unit, which have been accepted by Madrid. Additionally, it was found that, since the implementation of these projects, there has been a reduction in CO2 emissions.

## Environmental risks and impact Management

<b>ACTION</b>	<b>Communicate Repsol's initiatives on water pollution reduction to partners (JOV &amp; Operator).</b>
<b>DESCRIPTION</b>	We will share Repsol's initiatives and actions on the water pollution reduction with our partners.
<b>INDICATOR</b>	Number of partners. Actions taken.
<b>EXECUTION YEAR</b>	2015
<b>CLOSING TO THE ACTION AS OF 31/12/2015</b>	
<b>STATUS</b>	Fulfilled
<b>CLOSING TEXT</b>	We have made communications at the three technical and Operating committee meetings held with partners, Petrotrin and National Gas Company (NGC), where the water pollution initiatives were discussed thoroughly. The Operator's recommendations for the cleaning of separators and wemco units which impacts on water pollution in the TSP fields were supported.

## Program 6

# Fair Operating Practices: Anti-Corruption and Ethics

## Business Relations

<b>ACTION</b>	<b>Contribute proactively to EITI initiative and Trinidad &amp; Tobago EITI working group.</b>
<b>DESCRIPTION</b>	<p>The Extractive Industry Transparency Initiative (EITI) reporting template must be complete with the following information: 1) Tax Payments to BIR; 2) Tax Payments to Ministry of Energy; 3) Production Data; and 4) Social Expenditure and Infrastructure Payments.</p> <p>We undertake to provide this information in keeping with the deadlines agreed with the EITI working group.</p>
<b>INDICATOR</b>	Provided hours/reports submitted to EITI.
<b>EXECUTION YEAR</b>	2015
<b>CLOSING TO THE ACTION AS OF 31/12/2015</b>	
<b>STATUS</b>	Fulfilled
<b>CLOSING TEXT</b>	<p>On July 8, 2015, we submitted the 2013 EITI report for Repsol Exploration and Production (E&amp;P) in Trinidad and Tobago Ltd to the administrators (BDO) with the following information: 1) Tax Payments to BIR; 2) Tax Payments to Ministry of Energy; 3) Production Data; 4) Social expenditure and infrastructure payments. Also, on October 2, this TTEITI report was officially launched with a presentation to the Minister of Energy, Ms Nicole Olliverre.</p>

<b>ACTION</b>	<b>Include the new Corporate Responsibility Clause in Human Rights and Anti-Corruption within all T&amp;T Contracts.</b>
<b>DESCRIPTION</b>	Legal Services will work with Purchasing & Contracts in order to establish this corporate standard before the end of 2015.
<b>INDICATOR</b>	Number of modified contracts.
<b>EXECUTION YEAR</b>	2015
<b>CLOSING TO THE ACTION AS OF 31/12/2015</b>	
<b>STATUS</b>	Fulfilled
<b>CLOSING TEXT</b>	Based on a review done in December 2nd 2015, we confirm that we have included the Corporate Responsibility Clause in Human Rights in all Amendments to 53 Contracts during 2015, and this clause will be included in all new contracts as draft agreed with Legal.

## Culture and Management Systems

<b>ACTION</b>	<b>Impart awareness on Repsol's Ethic &amp; Conduct Code and Human Rights Policy to contractors (suppliers).</b>
<b>DESCRIPTION</b>	We will disseminate "Suppliers Ethics and Conduct Code" (Norm 00-00464NO) and Corporate Responsibility Clause In Human Rights Policy to all suppliers. This will be provided in the RFQ/Tender phase and incorporated into the Contracts or Terms and Conditions of Procurement which suppliers must agree to accept before being engaged in services/supply of materials.
<b>INDICATOR</b>	Number of people contacted/hours of contact/etc.
<b>EXECUTION YEAR</b>	2015
<b>CLOSING TO THE ACTION AS OF 31/12/2015</b>	
<b>STATUS</b>	Unfulfilled
<b>CLOSING TEXT</b>	We are going to continue this action for 2016 with a possible new wording : "to follow up with suppliers on the importance of Ethic & Conduct Code and Human Rights and inform of their avenues to advise on any issues regarding topics".

**Program 7****Fair Operating Practices: Value chain****Partners**

<b>ACTION</b>	<b>Communicate Repsol's commitments and policies on Code of Conduct and Ethics and human rights to partners (JOV &amp; Operator).</b>
<b>DESCRIPTION</b>	We will communicate the commitments and policies adopted and practiced in respect of Code of Conduct and Ethics, and Human rights to Partners.
<b>INDICATOR</b>	Number of partners. Actions taken.
<b>EXECUTION YEAR</b>	2015
<b>CLOSING TO THE ACTION AS OF 31/12/2015</b>	
<b>STATUS</b>	Fulfilled
<b>CLOSING TEXT</b>	We have shared Repsol's policies on Code of Conduct and Ethics as well as human rights with partners for their information and reference, and they have given us feedback and acknowledgement of the policy.

## Suppliers and contractors

ACTION	<b>Conduct monthly video conference meetings with TSP Asset to improve the communication process and address any issues or concerns employees may have and give and receive feedback.</b>
DESCRIPTION	We will conduct monthly video conference meetings with both Repsol employees and contractors in our three platforms, to address any issues or concerns, and give and receive feedback, in an effort to improve both our communication process and level of transparency. Our aim is to answer all questions or concerns at the meetings, and if we need to get any additional information that may not be available at that moment, we will committ to answer it the following day.
INDICATOR	12 video conferences per year.
EXECUTION YEAR	2015
<b>CLOSING TO THE ACTION AS OF 31/12/2015</b>	
STATUS	Fulfilled
CLOSING TEXT	In 2015,we have held 11 video conferences between the Onshore & Offshore Asset Team. This forum allowed important presentations from areas such as HSE, Logistics, Production, and Maintenance to be communicated on a monthly basis to employees, allowing them to give and receive feedback. As a result, employees feel now more informed and involved, as the communication process has improved and there is a higher level of transparency.

<b>ACTION</b>	<b>Contribute to an increase in health, safety and environmental awareness by our onshore contractors.</b>
DESCRIPTION	We will set up workshops to sensitize onshore contractors to HSE policies and standards, all the areas involved within the BU working together.
INDICATOR	Assist in setting up the workshop to sensitize onshore contractors to HSE Policies.
EXECUTION YEAR	2015
<b>CLOSING TO THE ACTION AS OF 31/12/2015</b>	
STATUS	Fulfilled
CLOSING TEXT	We have assisted in setting up the workshop to sensitize onshore contractors to HSE Policies and have sent five Prisma Lite emails to all employees.

<b>ACTION</b>	<b>Distribute Repsol's "Providers Conduct Code" to all existing contractors and suppliers.</b>
DESCRIPTION	We will ensure that contractors and suppliers are aware of and abide Repsol's existing Code of Conduct for suppliers.
INDICATOR	Number of suppliers/contractors who received the code.
EXECUTION YEAR	2015
<b>CLOSING TO THE ACTION AS OF 31/12/2015</b>	
STATUS	Fulfilled
CLOSING TEXT	During 2015, we have executed all contracts with the Conduct Code for providers and we have distributed documents during tender process.

**Program 8****Community involvement and development****Community involvement & Dialogue**

<b>ACTION</b>	<b>Communicate Repsol's Corporate Responsibility Plans to all our Stakeholders.</b>
<b>DESCRIPTION</b>	We will develop a communication plan focused on communicating Repsol's Social Investment projects. In 2015, we will focus on developing and implementing a local website to insure external access to all communication initiatives committed in the plan.
<b>INDICATOR</b>	Implementation of the local website. Development of the communication plan.
<b>EXECUTION YEAR</b>	2015
<b>CLOSING TO THE ACTION AS OF 31/12/2015</b>	
<b>STATUS</b>	Fulfilled
<b>CLOSING TEXT</b>	We have communicated the Sustainability Plan 2015 for Trinidad and Tobago to all staff and over 225 external stakeholders, including contractors, government, civic society representatives such as Transparency Institute (local Chapter), Chambers, NGOs and CBOs within our fence line communities. The implementation of the local website was paused due to the integration of Talisman and the need to understand first how the websites of all countries are going to operate.

## Social Investment

ACTION	<b>Implement an after school sports programme in all primary schools in the Mayaro and Guayaguayare environs.</b>
DESCRIPTION	We will implement an after school sports programme (football & cricket) in the six government primary schools in the Mayaro and Guayaguayare community, with the objective of providing extra curriculum activities for children in order to have them occupied and, at the same time, inculcate discipline and team values, among other values.
INDICATOR	Implementation of after school football and cricket activities in six primary schools. Implement two Summer Sports Camps in the community for approximately 100 children. Number of successful participants/attendees.
EXECUTION YEAR	2015
<b>CLOSING TO THE ACTION AS OF 31/12/2015</b>	
STATUS	Fulfilled
CLOSING TEXT	We have successfully implemented Repsol's Sports Vacation Camp 2015 in August and December 2015, with a total of three camps executed in diferent locations of the fence line community, with the participation of 300 students. We are happy to report that the initiative was very well accepted by students and parents.

ACTION	<b>Implement an agriculture production program in primary schools in the Company's fence line community using greenhouse technology.</b>
DESCRIPTION	We will promote the participation of students at primary education level, using the greenhouse technology with the objective of creating an interest for the field of agriculture for future professional interest. At the same time, it will allow us to set the foundation for the future of food production/security in the country.
INDICATOR	Implementation of greenhouses in two primary schools in the community of Mayaro and Guayaguayare. Increased production among greenhouse farmers.
EXECUTION YEAR	2015
<b>CLOSING TO THE ACTION AS OF 31/12/2015</b>	
STATUS	Fulfilled
CLOSING TEXT	We are committed to contribute toward the diversification of the economy in T&T and for this, we have engaged in a Greenhouse program within our fence line community, which includes training of farmers in greenhouse technology locally and nationally; construction of greenhouse units for farmers in the community; contraction of small greenhouse units in primary schools to stimulate the production of food at an early age. We have harvest a total of 5000 lbs among five units.

ACTION	<b>Strengthen the company's commitment to quality primary education within the government schools in its fence line community.</b>
DESCRIPTION	We will fortify the company's social investment initiative in the primary schools within our fence line community, to insure quality education for all students, helping them achieve higher academic performance.
INDICATOR	Number of students in intervention schools scoring above average in SEA.
EXECUTION YEAR	2015
<b>CLOSING TO THE ACTION AS OF 31/12/2015</b>	
STATUS	Fulfilled
CLOSING TEXT	We have developed the Backpack Project, which provides school supplies to 150 most needy students in the community of Mayaro & Guayaguayare. Repsol's contribution to the Homework Center in Mafeking enables teachers to stay in two hours afterschool time, to help 68 students with academic challenges in their school work and additional lessons in key subjects. Arrangements also include the facility of a remedial tutor to help those students in need of one on one assistance.

# Actions Index

Legal notice	1
Year End Report on actions of the Sustainability Plan 2015 for Trinidad & Tobago on December 31th, 2015	2
<b>Program 1: Governance</b>	2
Present in a meeting to all the different departments in the Trinidad & Tobago Business Unit, a Corporate Responsibility overview and its legal implications.	
<b>Program 2: Human rights</b>	3
Business Relations	
Include ethical and human rights topics/issues in the annual meetings with contractors and suppliers.	
Culture and Management Systems	4
Promote online human rights training to all Repsol employees in the Trinidad & Tobago Business Unit (TTBU). Reinforce key messages of the human rights course via Internal Communication.	
Due diligence	5
Develop and implement an effective grievance mechanism in Trinidad & Tobago Business Unit operations.	
Strengthen the existing communication channels related to the Code of Ethic and Conduct among Trinidad & Tobago Business Unit (TTBU) employees.	6
Security	7
Create and implement a plan for Trinidad & Tobago Business Unit on the "Voluntary Principles on Security and Human Rights" initiative.	

Impart awareness on Human rights issues for private security contractors.	8
<b>Program 3: Labor practices</b>	9
Culture, Development and Management systems	
Communicate through internal channels the People & Organization (P&O) Policies to all employees within the Trinidad & Tobago Business Unit (TTBU) for 2015.	
Impart awareness of the Labour Risk Policy to contract holders of the Trinidad & Tobago Business Unit (TTBU).	10
Provide training (technical, human resources and generic) to employees within the Trinidad & Tobago Business Unit (TTBU) that is relevant to the employee & Company needs.	11
Health employees	12
Promote employee health & raise awareness of health lifestyle choices.	
Promotion of Diversity and Balance	13
Analyze the feasibility of a differently-abled program within our Trinidad & Tobago Business Unit (TTBU).	
Communicate the status of the Climate Action Plan for the Trinidad & Tobago Business Unit (TTBU) employees through BU meetings, department meetings and internal communication.	14
Streamline the process/procedure for Unionised employees when being selected to act in positions offshore at a higher level.	15
<b>Program 4: Safety</b>	16
Culture and Management Systems	
Train employee and contractor staff in the Target Zero Accidents Training Course which aims to improve upon HSE Culture within the organization.	
Risks Management	17
Carry out a quantitative risk assessment for all crew change transportation options to our offshore TSP asset.	
Implement the Safe Systems of Work e-learning tool and transition to an electronic Permit to Work System.	18
<b>Program 5: The Environment</b>	19
Biodiversity	
Assess the positive and negative impacts of offshore operations on the environment through marine environmental monitoring.	

Climate Change	20
Identify two potential projects within our Trinidad and Tobago Business Unit (T&TBU) that could result in reduction of CO2 emissions.	
Environmental risks and impact Management	21
Communicate to Partners (JOV & Operator) Repsol's initiatives on water pollution reduction.	
<b>Program 6: Fair Operating Practices: Anti-Corruption and Ethics</b>	<b>22</b>
Business Relations	
Contribute proactively to EITI initiative and Trinidad & Tobago EITI working group.	
Include the new Corporate Responsibility Clause in Human Rights and Anti-Corruption within all T&T Contracts.	23
Culture and Management Systems	24
Impart awareness of Repsol's Ethic & Conduct Code and Human Rights policy to contractors (suppliers).	
<b>Program 7: Fair Operating Practices: Value chain</b>	<b>25</b>
Partners	
Communicate to Partners (JOV & Operator) Repsol's commitments and policies on Code of Conduct and Ethics and Human Rights.	
Suppliers and contractors	26
Conduct monthly video conference meetings with TSP Asset to improve the communication process and address any issues or concerns employees may have and give and receive feedback.	
Contribute to an increase in health, safety, environmental awareness by our onshore contractors.	27
Distribute Repsol's "Providers Conduct Code" to all existing contractors and suppliers.	28
<b>Program 8: Community involvement and development</b>	<b>29</b>
Community involvement & Dialogue	
Communicate Repsol's Corporate Responsibility Plans to all our Stakeholders.	

Social Investment	30
Implement an after school sports programme in all primary schools in the Mayaro Guayaguayare environs.	
Implement an agriculture production program in primary schools in the company's fenceline community using greenhouse technology.	31
Strengthen the company's commitment to quality primary education within the government schools in its fence line community.	32
Actions Index	33

