

CLOUD PLATFORM FOR INTERNAL COMPLIANCE AND ETHICS

SCOPE OF WORK

1. Introduction

Company is a joint venture incorporated joint venture with headquarters in Italy operating in Mozambique under a governmental concession to explore and exploit a gas field in northern Mozambique.

In this regard, this document aims to give technical specifications and main features of the services that will be provided to .

2. Scope of Work

To comply with the model 231 to make available a Whistleblowing Hotline as well as the need for a more secure Compliance Management tool, Company has identified the need to have a cloud platform for Compliance and Ethics.

Whereas Contractor is required to provide a cloud platform for Compliance and Ethics, which includes:

1. Interface

- Tailored interface (incorporating company Logos and colors)
- Clean and accessible to all company employees and counterparts
- Accessible by all MRV staff via SSO (Single Signing On)
- Displayed in English and allowing translations to Portuguese and Italian as required.

2. Whistleblowing Hotline:

- Easy to use reporting line.
- At least 3 methods of intake (call, email & web)
- Increase response rate from anonymous reporters
- Receive anonymous notifications in real-time.
- Multilingual

3. Case Manager:

- Unlimited admin licenses via SSO (Single Signing On)
- Case + Investigation management solution
- Root Case Analysis
- Case Input
- Smart Routing

4. Policy Manager:

- Provide policy updates
- Just-in-time messaging & reminders
- HR data feed triggers rules-based campaigns
- Training to compliment and reinforce policies/SOPs
- Send documents and other policies
- Combine content delivery with campaigns

- Reduce system fatigue
- Translate interface into multiple languages
- Access-anywhere library

5. Disclosure Manager:

- Send targeted questionnaires
- Allow employees to review previous disclosures
- Retain responses
- Use the questionnaires for a variety of certifications.
- Admins have clearance rights
- Escalate or rope in managers

6. Data Management (statistics) :

- Web and Proxy Intake Channel
- Employee Scorecard
- generate data analytics and reporting tools that are able to collect, compare and analyze employees' data