



LyondellBasell's Outside Counsel Expectations

Set forth below are our expectations for outside counsel. We expect firms, and legal professionals working on our matters, to:

- Achieve extraordinary **results** by defining objectives and driving to the desired outcome;
- Provide exceptional **service** by taking proactive steps, delivering practical advice, and communicating effectively;
- Offer outstanding **value** by being cost-disciplined, efficiently allocating resources, and aligning incentives; and
- Act with integrity, and demonstrate commitments to pro bono, public service, and diversity, equity, and inclusion ("DEI").

General Requirements for Every Matter

1. Act in accordance with the agreed engagement letter and our Billing Guidelines.
2. Have an in-depth conversation with us at the outset to discuss objectives, plan the work, determine appropriate staffing, and estimate costs.
3. Communicate frequently to prevent surprises. We expect to be timely informed of all developments.
4. Participate in periodic meetings to discuss our matters, these Outside Counsel Expectations, diversity and pro bono efforts, and other topics to ensure we both get the most out of our partnership.

Authority to Engage and Conflicts of Interest

5. Only the LYB Legal Department has the authority to retain and instruct outside counsel. If you are contacted by someone else at LYB regarding an engagement, call your LYB attorney contact.
6. Prior to being retained, identify, investigate, disclose, and resolve any potential conflicts of interest you may have. If it's a close call, disclose and discuss.

Budgeting and Billing

7. Review your bills to ensure they demonstrate value received for the cost. We expect value for each dollar we spend; don't charge us for time spent inefficiently or duplicative work.
8. We strongly encourage alternative billing arrangements with a focus on results, predictability and efficiency. If you are billing hourly, work with us to develop a realistic budget. Identify the anticipated events and assumptions on which the budget is based and review it regularly with us to ensure continued suitability and accuracy. Obtain prior approval to incur costs in excess of the budget.

9. Expenses must be reasonable and necessary, and should reflect actual disbursements without mark-up. Refer to LYB's billing guidelines for details.
10. Obtain prior approval before retaining any vendor on our behalf.

Invoice Submission

11. Invoices must be submitted electronically, and timely, as outlined by our Legal Services Billing Guidelines. Your billing department will receive the Legal Services Billing Guidelines separately to help with that process. Invoices not meeting our guidelines are subject to rejection.

Legal Research

12. Few legal issues are truly novel or unique, and one reason you were hired is your experience. We expect you to check within your firm as to whether similar research has been performed and could be utilized on our matter.
13. Promptly provide LYB with copies of research memos, if any, after the work is completed.

Media Inquiries

14. Report media inquiries to the LYB attorney who engaged you or the LYB Legal Department. You are not authorized to make statements to the media relating to LYB or any LYB matter on which you are working.

Diversity, Equity and Inclusion (DEI)

15. Diverse teams and differing perspectives improve the level of service that we receive from you and that we provide to the company. Take active steps to ensure that diverse attorneys are performing substantive work on our files.
16. For U.S. firms/offices, consider participating in the American Bar Association's Model Diversity Survey and the Minority Corporate Counsel Association's Law Firm Diversity Survey.
17. For U.S.-based timekeepers on LYB matters, consider reporting gender and race/ethnicity, veteran, LGBTQ+, and disability status, to the extent that information is available.
18. For non U.S.-based timekeepers, consider reporting gender information of those individuals who work on our matters.