



TRADE COMPLIANCE

MOTIVA

To: All schedulers, traders, and heads of trading

Action: Ensure your business communications are in compliance with our Code of Conduct and the STL Regulatory Handbook

Hello STL and happy new year! Starting in 2021, the Trade Compliance team will be providing you with monthly updates and reminders to help protect you and keep Motiva in compliance with federal regulations. Please watch for and read these important communications from our team.

As many of us have been working remotely for several months, please remember the importance of maintaining professional communications at all times. Motiva STL staff should always act in accordance with Motiva's [Code of Conduct](#) and the [STL Regulatory Compliance Handbook](#), whether working remotely or from a Motiva location.

Please communicate clearly and professionally at all times. Remember the following:

- You represent Motiva in every email, instant message, and phone call you make and through every in-person communication you have, internally and externally.
- Your communications are company property. They are discoverable and not private.
- Never intentionally or recklessly mislead the recipient or fail to disclose material facts where required to do so.
- Never use language that could give rise to concerns of market abuse.
- If you think you have sent something that could be misinterpreted, please correct and clarify.
- Employees are not allowed to use personal email accounts and other personal apps or social media for work communications.

If you have any questions, please contact your manager, Motiva Legal, or the Trade Compliance Team: [Kristen Bauer](#), [Jay Michals](#), and [Lorena Gonzales](#), or MotivaRegulatoryCompliance@motiva.com.