

## LyondellBasell's Outside Counsel Expectations

These Expectations outline how you and your firm should work with the Legal Department to deliver the best possible legal services. We judge ourselves and you by the same standards:

- Are we achieving extraordinary **results** by defining objectives and driving to the desired outcome?
- Are we providing exceptional **service** by taking proactive steps, delivering practical advice, and communicating effectively?
- Are we offering outstanding **value** by being cost-disciplined, efficiently allocating resources, and aligning incentives?
- Are we **aligned** to the same principles by acting with integrity, and demonstrating commitments to diversity, equity, and inclusion (“DEI”), pro bono, and public service?

### General Requirements for Every Matter

1. Read and sign our engagement letter. Make sure your team sees it and our Billing Guidelines.
2. Have an in-depth conversation with us at the outset to discuss objectives, plan the work, determine appropriate staffing (including staffing of diverse attorneys on the matter), and estimate costs.
3. Communicate frequently – we don’t like surprises and expect to be timely informed of all developments.
4. Participate in periodic meetings to discuss our matters, these guidelines, our collective 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 Legal Department has the authority to retain and instruct outside counsel. If you are contacted by someone else at LYB regarding an engagement, call the Legal Department.
6. Prior to being retained, we expect you to 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. A good practice is to provide a summary of the invoice explaining how the work advanced the objectives of the engagement and the progress made during the period.
8. We strongly encourage alternative billing arrangements. Be willing to have skin in the game and incentivize efficiency.

9. If you are billing hourly, work with us to develop a budget. Identify the anticipated events and assumptions on which the budget is based and reviewed it regularly with us to ensure continued suitability and accuracy. Obtain prior approval to incur costs in excess of the budget.
10. Don't nickel and dime us with expense charges and other silly stuff. If you need a list of what this means, we can give you one or you can look at your other clients' guidelines.
11. Get approval before retaining any vendor on our behalf.

#### **Invoice Submission**

12. Invoices must be electronically as outlined by our Legal Business Operations group. Your billing department will get a separate document to help with that process. Failure to follow that process reflects on your level of service.
13. Invoice us electronically and shortly after month-end. Failure to send invoices timely is a terrible way to run your business and interferes with our department budgeting and planning. Invoices not meeting our guidelines are subject to rejection.

#### **Legal Research**

14. 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. It will save you time, save us money, and make us all look good.
15. Promptly provide LYB with copies of research memos, if any, after the work is completed.

#### **Media Inquiries**

16. Report media inquiries to the 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**

17. DEI is embedded in our culture. Diverse teams and differing perspectives improve the level of service that we receive from you and that we provide to the company. We are committed to increasing representation of diverse employees at all levels within our organization and fostering an equitable and inclusive work environment. We expect all of our suppliers, including law firms, to foster, cultivate and preserve a culture of DEI.
18. For U.S. firms/offices, participate in the American Bar Association's Model Diversity Survey and the Minority Corporate Counsel Association's Law Firm Diversity Survey.
19. For U.S.-based timekeepers on LYB matters, report gender and race/ethnicity as well as veteran and LGBTQ+ status. Please inform us if members of your team have declined to provide the Firm with this information.
20. Take active steps to ensure that diverse attorneys are performing substantive work on our files.