



**TOTALENERGIES MARKETING GHANA PLC**

**April 1, 2026**

**Attention: To whom it may concern**

Dear Partner,

**HAPPY EASTER FROM TOTALENERGIES MARKETING GHANA PLC**

As we approach the Easter season, the Staff and Management of TotalEnergies Marketing Ghana PLC wish to express our sincere gratitude for your continued partnership. We truly value the collaboration between our teams and appreciate your continued trust in us.

Easter is a time for reflection, renewal, and appreciation, and we hope this holiday season brings you, your team, and your family a well-deserved break filled with peace, joy, and prosperity. As we celebrate, we reaffirm our commitment to upholding the highest standards of integrity, transparency, and ethical conduct in all business dealings. Our internal policy on Gifts and Hospitality ensures our relationships are based on merit and professional performance.

We wish to remind you and your team that, gifts and/or hospitality offered to any staff of TotalEnergies Marketing Ghana PLC must:

- be legal, offered openly and transparently.
- be consistent with normal business practices and respond to a clearly defined business or professional reason.
- not be in the form of cash or cash equivalents (e.g., mobile money, bank transfers).
- be reasonable, appropriate and of low value, for instance, gifts such as branded items.

Remember, gifts and/or hospitality should not be offered to a staff member for work that is part of his/her duties at TotalEnergies Marketing Ghana PLC. Under no circumstances should gifts and/or hospitality compromise the ethics of the relationships we have with you as our partner.

We appreciate your commitment, along with that of your employees, to the daily implementation of these rules. Should you need further clarification on our Gifts and Hospitality Policy, please contact our Compliance Officer on:

- **Email:** [alexis.rouxelin@totalenergies.com](mailto:alexis.rouxelin@totalenergies.com)
- **Mobile phone number:** **0244342244**

On behalf of Staff and Management of TotalEnergies Marketing Ghana PLC, I wish you, your teams, and your families a safe, restful, peaceful, and joyous Easter break.

Best regards,

**For TotalEnergies Marketing Ghana PLC**

**Daniel MAYIEKA**

**(Managing Director)**