

# ROSBAN OILFIELD SERVICE LIMITED - LOCAL CONTENT PLAN

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## 1. Rosban Facilities and Capital Investment

In line with Rosban's vision of achieving the position as a leader in the indigenous oilfield services industry, and aiming to grow the local content component, the company plans to invest in equipment and infrastructural development in Takoradi between Q1 2018 and Q4 2022.

Rosban plans to acquire 2000 square meters of land in Takoradi, ready to store any material for this or any other contract. We intend to make (500,000 USD investment). The plan is to develop this area to accommodate underwater inspection equipment, store tools as well as feature services in one single location. Specific areas of investment are listed below:

- a) Land Investment: 250.000USD
- b) Civil works and office space: 25.000USD
- c) Storage containers: 5.000 USD
- d) Backup generators: 20.000 USD
- e) Office supply, Logistics and IT equipment's: 25.000 USD
- f) Handling equipment – 16 tons forklift: 170.000 USD

### 1.1 TRACE Certification

Rosban believes in and demonstrates integrity in all our engagements with employees, clients and all other stakeholders. We uphold global anti-corruption standards and we have successfully undergone the globally recognised TRACE anti-corruption program for TRACE CERTIFICATION.

We commit to:

- a. Honesty and maintaining ethical conduct
- b. Ensuring compliance with laws and regulations
- c. Value employee and stakeholder dignity and safety at all times

## 2. Technology Transfer Program

Rosban is committed to optimize the partnership with Welaptega by training Ghanaian professionals in underwater inspection processes. Welaptega is the world's lead innovator in offshore asset inspection, engineering, and integrity. The company has over 20 years history in developing and pioneering technologies and services that operators of FPSOs and other offshore facilities rely on for risk-based integrity engineering, mooring fitness for purpose assessment (MFPA), and Class and FUMA insurance compliance. This technology transfer objective will be pursued through a host of activities aimed at strengthening local human capacity and infrastructure installation and training. The partnership shall provide access to information and procedures for mutual benefit. The plan is to have technology transferred to our local station and employees by the end of this contract.

### 3. Recruitment Programme

Rosban places a high premium on its human resource since it represents the backbone of any institution. Our recruitment policy is essentially informed by our current operating strategy. Our Human Resource department identifies the required number of personnel, category of employees, the needed skills, qualification and personality levels that best fit the organization, to enable us meet our organizational goals.

- a. External adverts are put out describing vacant position, job description, needed skills and required number of years' experience.
- b. Applicants are then assessed fairly in relation to their knowledge of their role, numeric, problem solving and logical reasoning abilities.
- c. High scoring applicants are shortlisted, screened and interviewed.
- d. A practical hands-on examination usually concludes the selection process; activities include role play, practical demonstration where applicable and solving case studies.
- e. Best selected candidates are allowed to undergo pre-hiring checks: reference (includes education, character and work), medical, personal history and police clearance checks.
- f. All new hires undergo an induction programme, during which employees are made to understand the policies governing recruitment, performance, compensation, training & development, career development, culture, philosophy and core values of the organization. In addition, employees are made to understand the codes of ethics and confidentiality clauses.
- g. Finally, new hires are introduced to supervisors to take them through job description, personal and team targets.

New hires are monitored half way through their probationary periods to assess performance and correct any weaknesses.

Successful completion of 6 months is sealed with a confirmation letter for regular employees. The above procedure is for both temporary and permanent employment categories.

#### 4. Social Development Plan

Rosban seeks to ensure that a healthy balance between its economic objectives and the welfare of the society and environment is maintained. We place a value on outstanding corporate citizenship because we believe in giving back to our society, more so as we are proudly Ghanaian. We are developing a plan to create a Corporate Social Responsibility (CSR) desk within our HR department to handle intervention projects and activities.

##### 4.1 Social Development Table

ACTIVITY	TIME FRAME	BUDGET
DONATION TO ORPHANAGE-TAKORADI	2 <sup>ND</sup> QUARTER 2019	GHC 5,000.00
HOSPITAL WARD RENOVATION	3 <sup>RD</sup> – 4 <sup>TH</sup> QUARTER 2020	GHC 10,000.00
SCHOOL DONATION	3 <sup>RD</sup> – 4 <sup>TH</sup> QUARTER 2021	GHC 8,000.00

## 5. Healthy, Safety and Environment

Rosban attaches the greatest importance to the health, safety and welfare of its employees as well as the environment we operate in. We believe that our human resource is the most vital of all, hence our immense commitment to safeguarding the health and safety issues. We require the active commitment and accountability for HSE from all employees and contractors. The Company strives to meet the highest possible standards in respect to health, safety and environmental conditions, adhering to relevant legal requirements in addition to the Company's own stringent set of internal policies.

Rosban seeks to implement the following guiding principles in the execution of the Company's activities:

- a. Avoid/Minimize injury and ill health to employees and sub-contractors and other persons involved in the Company business activities.
- b. Avoid/Minimize damage to property negative impacts on the environment and improve sustainable development in all processes. All operations shall first explore alternatives for resources and energy.
- c. Comply with appropriate legal requirements as well as voluntary Company requirements, with due consideration for health, safety and the environment at all times.
- d. Promote a culture of continued improvement and responsibility shared by all Company employees.
- e. Provide training to achieve the highest possible HSE standards for all our employees.
- f. Encourage and offer support to all employees in matters of Health, Safety and the Environment.
- g. Provide employees with such information, instruction, training and supervision as is necessary to secure their and others continued health and safety at work.
- h. Maintain safe and healthy working conditions, provide and maintain Company equipment and machinery, ensure the safe storage and use of substances and ensure correct PPE and training is provided.
- i. Adopt a systematic approach to continually improve our standards by monitoring and analyzing our activities on a continuous basis.

- j. Periodically review the policy, dependent on legislation or HSE developments with a clear aim to progressively improve the company's HSE performance

We fully commit to meeting all environmental rules and regulations in the industry and to strive to protect our environment through sound management practices and decisions.