

GENERAL INSTRUCTION MANUAL

ISSUING ORG. PUBLIC RELATIONS DEPARTMENT

SUBJECT REVIEW AND APPROVAL OF INFORMATION FOR PUBLIC RELEASE

G. I. Number **Approved**
0850.006ISSUE DATE
05/10/2011REPLACES
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1 OF 8**Content:**

This instruction sets forth definitions, procedures and interdepartmental responsibility for the public release of information. The text includes:

1. Introduction
2. Purpose
3. Conditions
4. Procedures
5. Responsibilities
6. Attachments

1.0 Introduction:

1.1 Public Relations Department (PRD) is responsible for protecting and enhancing Saudi Aramco's corporate image and reputation. To fulfill that responsibility, PRD reviews informational materials produced by Saudi Aramco and its employees prior to their public release to ensure the content meets the following criteria: positively reflects the company's image of excellence, is produced in a professional manner in either English or Arabic, is consistent with the cultural norms of the Kingdom, does not endanger the security of our employees or facilities, and does not reveal confidential or proprietary information.

1.2 For PRD to fulfill this responsibility, all Saudi Aramco organizations are required to submit publications and other materials (both electronic and hard copy) as specified in Section 1.4 to PRD prior to their public release to ensure compliance with the standards stated herein.

1.3 For the purposes of this document, "publications" refers to written content in English or Arabic; visual content such as photographs, illustrations and video; and content delivered orally.

1.4 A publication is required to undergo PRD's review and approval prior to release if it is to be released to any audience outside Saudi Aramco or if it is to be distributed internally to an audience that extends beyond more than one department within the company, except where noted differently in this GI.

1.4.1 Examples of publications that are required to undergo PRD's review:

1.4.1.1 Articles, technical papers, posters, presentations, press releases and other informational materials for use both inside and outside of Saudi Aramco.

1.4.1.2 Publications that advertise a company organization and its role.

1.4.1.3 Regularly scheduled publications and once-only publications.

1.4.1.4 Publications targeted to other organizations within the company or outside groups.

1.4.1.5 Web content for posting on the Internet and Corporate Intranet.

1.4.1.6 Academic theses that are produced by company employees on topics related to the petroleum industry or Saudi Aramco or any of its affiliates, or that utilizes any company information.

1.4.1.7 Any publication produced and distributed by a Saudi Aramco organization, a self-directed group, a professional group or a support group that operates under the umbrella of Saudi Aramco or one of its organizations.

1.4.1.8 Publications printed in Saudi Aramco's print shop for any independent professional group supported by the company.

1.4.1.9 Speeches delivered to any external audience.

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2 OF 8**1.4.1.10** Corporate mass e-mail announcements.

1.5 Publications that are part of a Saudi Aramco organization's routine business activities are **not** required to be submitted for PRD's review and approval. Examples of routine publications include internal business reports and correspondence, business to business correspondence that is not intended for release to any third party, and any routine Web content (including electronic forms, electronic phone books and e-mail) that is not released outside the company or is business-to-business communication undertaken in such a way that it is not accessible to parties outside Saudi Aramco or outside the corresponding other business.

1.6 PRD review and approval is not required for participation in newsgroups, mailing lists, social networks and email discussions. When participating in such media, employees may disclose their affiliation with Saudi Aramco, but in doing so they shall not give the impression that they are representing, giving opinions, or otherwise making statements on behalf of Saudi Aramco unless appropriately authorized (explicitly or implicitly) to do so, and they agree to be bound by Company guidelines that protect the image of Saudi Aramco, as per GI 299.200.

2.0 Purpose:

2.1 The main goals of PRD's review and approval process are the following:

2.1.1 Ensure that no information is released that might endanger the safety and security of company employees and facilities.

2.1.2 Protect the company's image and reputation.

2.1.3 Ensure that company publications have a valid business purpose that justifies the resources used.

2.1.4 Conform to the laws, culture and values of the Kingdom of Saudi Arabia.

2.1.5 Prevent the release of confidential (i.e., employee records), sensitive (i.e., security systems), and/or proprietary information (i.e., industrial processes not yet patented).

3.0 Conditions:

3.1 All publications defined in Section 1.4 of this GI are covered by this GI.

3.2 Any publications, as defined in Section 1.4 of this GI, that contain technical content must be accompanied by an Intellectual Assets Management form (see Section 6.0 of this GI) signed by the Manager of the proponent organization.

3.3 No publication as defined in Section 1.4 of this GI may be released, inside or outside the Company, without the review and approval of PRD.

3.5 Review standards for English publications are based on American Standard English. The latest editions of Webster's New World College Dictionary and the AP Stylebook determine acceptable spelling, grammar and writing style. Exceptions for writing style are made for articles and technical papers that will be published in outside publications.

3.6 Review standards for Arabic publications are based on Standard Arabic.

3.7 Publications that use Saudi Aramco's corporate identity elements (i.e., logo) are also subject to Review & Approval by PRD. For more information, see GI 0850.003.

3.8 Any interaction with mass media (i.e., external newspapers, TV, radio) requires the involvement of PRD. For more information, see GI 850.012.

3.9 PRD, at its discretion, may require prior to release, a higher level of approval authority, depending on the nature of a publication's content.

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3 OF 8**4.0 Procedures:**

4.1 Publication of any new publication (e.g., newsletter) that will be released regularly, or the creation of an Internet Web site, must be approved in advance through the following process:

4.1.1 The proponent organization must produce a justification document, describing the objectives of the publication, the resources (money and hours of manpower), circulation, target audience, and impact on the organization if the publication is not approved.

4.1.2 In the case of self-directed groups, the group's director must sign the document. The justification document must be signed by the proponent organization's Manager or above. In the case of an Internet Web site, the proponent organization's Senior VP must also approve.

4.1.3 The signed justification document must be submitted to PRD's Internal PR Division's Cross-Business Line Unit's Review & Approval (R&A) Editor.

4.1.4 The R&A Editor will assess the submitted document using the Publication Guidelines. The R&A Editor has five business days from the date of receipt to complete the review.

4.1.5 The R&A Editor will submit recommendations to the PRD Manager, who will approve or reject the submission. The PRD Manager has five business days (from the date of receipt from the R&A Editor) to make a decision and notify the R&A Editor.

4.1.6 Upon receipt of the PRD Manager's decision, the R&A Editor has two business days to notify the proponent.

4.2 Any publication that has not been approved must cease publication. Any Internet Web content that has not been approved must be removed from the Corporate Intranet or Internet — with the exception of Corporate-approved Intranet discussion boards that focus on business-related topics and take reasonable steps to protect confidential and proprietary information.

4.3 All launch-approved publications must be submitted to PRD's R&A Editor for review and approval of content.

4.3.1 The R&A Editor has 15 business days from the date of receipt to complete the review.

4.3.2 According to the Ministry of Petroleum and Mineral Resources, publications carrying hydrocarbon-related content may be approved only provided the following has been ensured:

4.3.2.1 No production data.

4.3.2.2 No reservoir parameters.

4.3.2.3 No reserves.

4.3.2.4 No actual locations given in longitude or latitude coordinates.

4.3.2.5 No well numbers.

4.3.3 The publication of dollar costs or earnings that exceed one million dollars (U.S.) requires the following:

4.3.3.1 Anything over \$1 million — the Proponent VP's approval and the PRD Manager's approval.

4.3.3.2 Anything over \$1 billion — the Proponent Senior VP's approval and the PRD Manager's approval.

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4.3.4 PRD, at its discretion, may withhold approval if there is a concern that the information released could be used by others to harm the Company's employees or disrupt its industrial processes, or in any way does not meet the goals specified in Section 2.1 of this GI. The following procedure is followed:

4.3.4.1 The Proponent is notified of the concern, and after removal of the offending material, may resubmit the document for review and approval.

4.3.4.2 If the entire document poses a concern, the proponent may simply withdraw the request and refrain from releasing the publication.

4.3.4.3 If the proponent still wants to release the document, then the proponent must follow the guidelines as stated in GI 710.002, Classification of Sensitive Information.

4.3.5 PRD will correct English and Arabic grammar and ensure consistency in writing style. The proponent may be consulted on questions of content. PRD editors have final say in all grammar and writing style changes.

4.4 Press releases issued by Saudi Aramco or third parties referencing Saudi Aramco, must be reviewed and approved by PRD, and then the content must be reviewed and approved in writing by the Proponent's VP before final approval from PRD.

4.4.1 Saudi Aramco First Party Press Release Procedures

4.4.1.1 The proponent must submit to PRD a document approved by his/her Manager or the document must originate from within PRD.

4.4.1.2 A tracking number is assigned by the R&A Editor and the content is reviewed and approved by both the R&A Editor and the International Media Relations Unit (IMRU). The Division Head of PRD's Domestic PR Division is also sent a copy of the press release. If a VP (or above) is quoted, that VP must provide approval for the English version. If an Arabic translation is required, the press release is sent by the proponent for translation and the resulting translation is edited by the proponent, and then reviewed by Domestic Media Relations Unit (DMRU). Law Department may be asked to review the press release if there are legal concerns about the content.

4.4.1.3 Approved by PRD Manager – Confirmed by IMRU and/or DMRU, who then sends a confirmation e-mail to the R&A Editor for the unit's records.

4.4.1.4 Approved by VP SAA – Confirmed by IMRU and/or DMRU, who then sends a confirmation e-mail to the R&A Editor for the unit's records.

4.4.1.5 For an international press release, the R&A Editor sends the press release to E-Publishing Group (EPG), which posts the press release online, where the media regularly checks for news from Saudi Aramco. EPG sends a confirmation e-mail to IMRU, DMRU, and R&A Editor) to confirm the posting.

4.4.1.6 For a domestic press release, DMRU sends the Arabic press release directly to the local media. DMRU sends a confirmation e-mail to the R&A Editor to confirm the posting.

4.4.2 Third Party Press Release Procedures

4.4.2.1 Submit to PRD, to IMRU, DMRU or R&A Editor.

4.4.2.2 A tracking number is assigned by the R&A Editor, and the content is reviewed and approved by both the R&A Editor and IMRU Rep (for English press releases) or DMRU (for Arabic press releases), whichever is appropriate. If the third party press release is poorly written, it will be returned to the third party without review. The press release will only be reviewed if it is resubmitted with writing that is both comprehensible and logical

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in organization. If an Arabic translation is required, the proponent must have the third party provide the translation and edit it for clarity, and then it will be reviewed by DMRU. The Division Head for PRD's Domestic PR Division is also sent a copy of the press release. If a Saudi Aramco employee is quoted, that employee must provide approval. Law Department may be asked to review the press release if there are legal concerns.

4.4.2.3 Returned for approval by Proponent VP – The third party must identify a proponent in the department that works with the third party, or the rep from that department who originally submitted the press release is designated the proponent. The proponent sends the press release to his/her VP, and then the proponent forwards the VP response to the R&A Editor. If substantive changes are made, the press release must be sent back to the VP for his approval.

4.4.2.4 Final approval by PRD – The R&A Editor sends approval to the proponent and IMRU and/or DMRU as appropriate. The proponent is also advised that if an English press release will be translated and released in Arabic, the Arabic version must be sent to PRD for its review and approval prior to release.

4.4.2.5 The third party may send out the approved press release – Proponent forwards approval and final press release to the third party. Proponent also notifies PRD of the expected date and time of release by the vendor.

4.5 Technical content (e.g., posters, papers, presentations, etc.) is approved by PRD according to the following:

4.5.1 The submission can be reviewed but final approval is conditional on submission of a completed and signed Intellectual Assets Management (IAM) form to ensure that proprietary information will not be released and that management approval has been granted.

4.5.2 The copyright to the submission is owned by Saudi Aramco.

4.6 PowerPoint Presentations must use a Corporate Compliant Template.

4.7 The use of copyrighted material — in any format — not owned by Saudi Aramco, must be accompanied by documented permission from the copyright owner.

5.0 Responsibilities

5.1 PRD is responsible for managing all corporate messaging and ensuring that compliance and quality standards are met to protect the Company's employees, facilities and image.

5.2 The Proponent organization is responsible for knowing the guidelines for the review and approval of information prior to its release.

5.3 Proponent Manager or above signature authority is required for the submission of a request to develop or launch a new publication.

5.4 The R&A Editor is responsible for review and approval of any materials submitted to PRD for review as required in Section 1.4 of this GI.

5.5 The PRD Manager is responsible for the approval or rejection of any request for launching a new publication, based on the submitted justification document and the recommendation of the R&A Editor, and for approval or rejection of the release of any materials for reasons specified in this GI.

SAUDI ARABIAN OIL COMPANY (Saudi Aramco)

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**Tareq M. Al-Ghamdi, Manager,
Public Relations Department**

6.0 Attachments

6.1 Intellectual Assets Management Form

* CHANGE

** ADDITION

NEW INSTRUCTION ☐

COMPLETE REVISION ☐

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PUBLICATION/PRESENTATION APPROVAL FORM

Intellectual Assets Management/Technology Program, Public Relations

IAM Tracking#: _____ PRD Tracking #: _____

Please complete the entire form

Title of Paper/Presentation: _____

Author(s): _____

Journal/Conference/Workshop/Course Title/Location: _____

Dates: _____

If you answer false or yes to any of these questions, you will need to forward this document to IAM/TMD. Please send a hard copy of the original document with this form to: Intellectual Assets Management/TMD; Building 2298, Room A112, Dhahran. Fax: 872-6140. Please allow at least 5 days for proper review. If faster review is needed, justification must be provided.

1. This abstract/paper/presentation/article/poster, etc., contains no information on Intellectual Properties (*copyrights, trade secrets, patents, etc.).

☐**TRUE**☐**FALSE** (Send to IAM)

2. This abstract/paper/presentation/article/poster, etc., does not provide any information relating to a novel process, plant or piece of equipment developed by Saudi Aramco, or a novel modification or improvement by Saudi Aramco on the mentioned items.

☐**TRUE**☐**FALSE** (Send to IAM)

3. I have not applied for, nor am I in the process of applying for a patent relating to any of the information contained in the abstract/paper/presentation/article/poster, etc.

☐**TRUE**☐**FALSE** (Send to IAM)

4. Based on the disclosure of this Publication (methods, results, data, software, details, etc.) to be released by you, do you believe that parties outside Saudi Aramco will be able to develop their own methods, software, techniques, trade secrets or other intellectual properties using this information?

☐**YES** (Send to IAM)☐**NO**

5. Can the proposed information (technology, methods, results, data, software, details, etc.) be used/ deployed internally by other departments and operations within Saudi Aramco?

☐**YES** (Send to IAM)☐**NO**

If the answer is yes, please disclose where: _____

6. This document incorporates information obtained or developed in collaboration with a Third (external) Party, namely: _____

☐**YES** (Send to IAM)☐**NO**

If the answer is yes, do you have permission from the external party to publish? _____

7. Have you presented/published this or related work elsewhere previously? If so, provide the following information: Date: _____ Where: Publication/Conference: _____

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8. **As per GI 710.002 CLASSIFICATION OF SENSITIVE INFORMATION**, you are required to classify the content of your submission. **Please check the sentence that applies:**

- ☐ **A. Public Information** - Intended for general distribution. Please see GI 710.002 for detailed explanation.
- ☐ **B. Company General Use Information** - Distributed on a need-to-know basis to Company employees, and or consultants to satisfy business requirements.
- ☐ **C. Restricted Information** - Above plus, if leaked, it could negatively impact the Company's operational effectiveness.
- ☐ **D. Confidential Information** - Above plus, if leaked, can result in financial loss, provide improper advantage to a competitor or contractor, or negatively impact customer confidence or the Company's business reputation.
- ☐ **E. Government Confidential Information** - Security oriented information important to the vital interests or security of the Kingdom, requiring special attention to prevent unauthorized disclosure.

9. Please sign the Declaration below:

We acknowledge that we have an obligation to protect Saudi Aramco's intellectual properties (IP), which include patents, trade secrets, Company "know-how" or copyrightable materials.* We understand that the public disclosure of the IP of Saudi Aramco contained in the attached abstract/paper/presentation/article/poster, etc., in any form will prejudice the granting of a patent for an invention.

Principal Author's Signature: _____ Date: _____

Phone #: _____ Business Line: _____ Admin Area: _____

Name: _____ Date: _____ Department: _____

Manager's Signature: _____

IAM Reviewer Comments and Input:

Approved ☐ Not Approved ☐

IAM/TM Signature: _____ Title: _____

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Please send the completed (signed) form to (Phil) embletpj or (Bill) bradwe0a.

Would you like your paper considered for publication in the *Saudi Aramco Journal of Technology*?

☐ ****YES** or ☐ **NO**

**** If yes, please contact William Bradshaw by e-mail at bradwe0a or call 873-5803.**

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