

**GENERAL INSTRUCTION MANUAL**ISSUING ORG. **PUBLIC RELATIONS DEPARTMENT**SUBJECT **PAYMENT FOR SPECIAL SERVICES**ISSUE DATE  
07-11-07REPLACES  
04-03-07APPROVAL  
JFDPAGE NO.  
1 OF 14

**CONTENT:** This General Instruction (GI) outlines the procedures for making payments to employees and other individuals for special services. The text of this Instruction includes:

1. Glossary
2. Payment Originating Organization
3. Payment Currency and Mode
4. Nature of Special Services
5. Responsibilities

**1 GLOSSARY:****1.1 ABBREVIATIONS & ACRONYMS**

AI	Accounting Instruction
E&PAD	Exhibits & Public Activities Division
GI	General Instruction
MPD	Media Production Division.
P&MRD	Publications and Media Relations Division
PRD	Public Relations Department
SA	Saudi Aramco
OAD	Operations Accounting Department

**1.2 SAUDI ARAMCO FORMS USED**

SA-60	Payment Authorization
-------	-----------------------

**1.3 REFERENCE TO OTHER GI/AI'S**

GI 211.070	Cash Disbursement Forms
AI 707	Payment to Contractors and Vendors

**2 PAYMENT ORIGINATING ORGANIZATION**

- 2.1 The division, or unit responsible for the activity for which the employee, employee's dependent, or others to be paid, initiates the payment document for the special services described in Section 4 below.
- 2.2 There may be situations where services of a publication/media production freelancer or outreach volunteer may be required by P&MRD, E&PAD, or MPD, depending on the nature of event. Under such circumstances, payment authorization (form SA-60) for the freelancer and/or volunteer may be approved by the Division Head within PRD which receives the services.
- 2.3 This GI is primarily for the use of Public Relations Department. However, on exception basis and subject to the prior written approval of the relevant Division Head (or his delegate), Company organizations may utilize this GI to pay for special services. Public Relations Department will ensure (as part of the approval process) that organizations do not utilize this GI as a means of circumventing established Company contracting or purchasing procedures.

**GENERAL INSTRUCTION MANUAL**ISSUING ORG. **PUBLIC RELATIONS DEPARTMENT**SUBJECT **PAYMENT FOR SPECIAL SERVICES**ISSUE DATE  
07-11-07REPLACES  
04-03-07APPROVAL  
JFDPAGE NO.  
2 OF 14

2.4 Payment forms will be processed in accordance with GI 211.070.

**3 PAYMENT CURRENCY AND MODE:**

- 3.1 Payments for special services are normally made in Saudi Riyals.
- 3.2. Payments can also be made in a foreign currency if the payee is based outside the Kingdom. The rates mentioned in this GI will be converted at the applicable Saudi Aramco's official exchange rate.
- 3.3 If a payment is due to a \$/£ payroll employee, and if such payment is to be made through the payroll, then the Saudi Riyal amount will be converted to the appropriate currency at Saudi Aramco's official exchange rate, and included in the employee's paycheck.

**4 NATURE OF SPECIAL SERVICES:**

Special services are those services performed by an individual voluntarily, for which the payment of a fee is authorized by Company policy. All Payments authorization will be processed by OAD. Special services for which payments are currently authorized include:

- Company Publications & Media Relations Services
- Media Production Services
- Saudi Aramco Exhibit Services
- Other Miscellaneous Special Services

**4.1 COMPANY PUBLICATIONS AND MEDIA RELATIONS SERVICES**

Definitions and rates of various categories are established, administered and controlled by the Public Relations Department, subject to the approval of the Manager, Public Relations. Form SA-60 is used to pay for such services.

Saudi Aramco Public Relations employees and ASC/AOC Public Affairs employees (hereafter "PRD employees"), whose job description calls for researching and writing articles, should not be compensated for articles researched and written as part of their regular jobs. Any PRD employee may be compensated for articles researched and written on his or her own time for Saudi Aramco publications on topics which are essentially different from those covered in articles they have produced in their jobs. Chief Editors of these publications shall not be additionally compensated for stories under their supervision.

In addition, PRD employees may be compensated for various extra assignments outside their immediate job-description areas, such as writing for Saudi Aramco Web sites and handling media relations activities. Any extra-job compensation to PRD employees requires prior written approval of the Director, P&MRD.

**GENERAL INSTRUCTION MANUAL**ISSUING ORG. **PUBLIC RELATIONS DEPARTMENT**ISSUE DATE  
07-11-07REPLACES  
04-03-07SUBJECT **PAYMENT FOR SPECIAL SERVICES**APPROVAL  
JFDPAGE NO.  
3 OF 14

If payment is made before publication for a freelancer's work, documentation must be maintained on file after publication to provide proof of publication. If a freelancer is assigned work that is not published, payment will still be made for the assigned work per rates in this GI.

For special, unanticipated services not explicitly contained in 4.1, payment rate can be approved on an ad hoc basis by the manager, Public Relations Department, at the recommendation of Director, P&MRD.

**4.1.1 Contributions to the Arabian Sun and Al-Qafilah Weeklies**

- a) All payments to contributors must be on a prearranged basis.
- b) Lists of names, tabular material, routine notices, or material disseminated through normal Company channels shall not be considered for payment.
- c) Articles written by proponent staff as part of their normal work shall not be considered for payment.
- d) Qualifying items, such as articles, recipes and research papers will be assessed by the publication's unit Supervisor as follows:

<b><u>Assessment</u></b>	<b><u>Maximum Points</u></b>
Articles 1,500+ words	4
Articles 1,000 to 1,499 words	3
Articles, 500 to 999 words	2
Articles less than 500 words	1
Requires major research	3
Requires moderate research	2
Requires minimum research	0-1
Writing high quality	3
Writing medium quality	2
Writing low quality	0-1

Individually shall be paid, utilizing the following pay categories.

<b><u>CATEGORY</u></b>	<b><u>TOTAL POINTS</u></b>	<b><u>AMOUNT</u></b>
I	9-10	SR 2,000
II	7-8	SR 1,500
III	5-6	SR 1,000
IV	4	SR 500
V	3	SR 250

**4.1.2 Contributions to Saudi Aramco Magazines**

Items such as articles, poems and research papers for these magazines will be assessed by the publication's unit Supervisor as follows:

**GENERAL INSTRUCTION MANUAL**ISSUING ORG. **PUBLIC RELATIONS DEPARTMENT**SUBJECT **PAYMENT FOR SPECIAL SERVICES****Assessment****Maximum Points**

Articles 1,500+ words	4
Articles 1,000 to 1,499 words	3
Articles less than 500 words	2
Requires major research	3
Requires moderate research	2
Requires minimum research	0-1
Writing high quality	3
Writing medium quality	2
Writing low quality	0-1
"Name writer"	5

Individually shall be paid, utilizing the following pay categories.

<b><u>CATEGORY</u></b>	<b><u>TOTAL POINTS</u></b>	<b><u>AMOUNT</u></b>
I	14-15	SR 10,000
II	11-13	SR 7,000
III	9-10	SR 4,000
IV	7-8	SR 2,500
V	5-6	SR 1,000
VI	4	SR 500

4.1.3 Proof-reading Services for Saudi Aramco Publications

Proofreading rate will be SR 41 per page.

4.1.4 Interviews and Panel Discussions

Interviewees and panelists shall be paid at the rate determined by the Director of P&MRD within the Discretionary range of SR 100 to SR 5000.

4.1.5 Works of Art

- a) This category includes creative concepts, drawings, paintings, illustrations, diagrams, graphs, cartoons, and pieces of calligraphy.
- b) It is limited to those works of art that are made especially for the use of Saudi Aramco publications and PRD activities, either by a special request or as accepted contributions.
- c) Each of these works of art will be assessed by the publication's unit Supervisor and payment will be determined by utilizing the following categories, which are established through a point-assessment schedule:

**GENERAL INSTRUCTION MANUAL**ISSUING ORG. **PUBLIC RELATIONS DEPARTMENT**SUBJECT **PAYMENT FOR SPECIAL SERVICES****4.4.5.1 Creative concepts**

This category includes creative concept development for Web sites, CD projects, special Saudi Aramco campaigns, advertising, posters and other miscellaneous public relations materials.

**Assessment****Maximum Points**

Complete concept development for major company project	3
Complete concept development for project of moderate size	2
Concept development for small project	1
High quality	3
Medium quality	2
Low quality	1
Concept adopted	1

Individually shall be paid, utilizing the following pay categories.

<b><u>CATEGORY</u></b>	<b><u>TOTAL POINTS</u></b>	<b><u>AMOUNT</u></b>
I	7	SR 50,000
II	6	SR 25,000
III	5	SR 10,000
IV	4	SR 5,000
V	2-3	Up to SR 1000

**4.1.5.2 Illustrations, drawings and paintings****Assessment****Maximum Points**

Complex art	3
Moderately complex art	2
Simple art	1
High quality	3
Medium quality	2
Routine quality	0-1

<b><u>CATEGORY</u></b>	<b><u>TOTAL POINTS</u></b>	<b><u>AMOUNT</u></b>
I	6	SR 2,000
II	5	SR 1,000
III	4	SR 800
IV	3	SR 500
V	2	SR 200

**GENERAL INSTRUCTION MANUAL**ISSUING ORG. **PUBLIC RELATIONS DEPARTMENT**SUBJECT **PAYMENT FOR SPECIAL SERVICES****221.990**ISSUE DATE  
07-11-07REPLACES  
04-03-07APPROVAL  
JFDPAGE NO.  
6 OF 14**4.1.5.3 Graphs and diagrams**

<b><u>Assessment</u></b>	<b><u>Maximum Points</u></b>
Complex, very high quality	4
Moderately complex, high quality	3
Normal, routine quality	2
Very simple	1

<b><u>CATEGORY</u></b>	<b><u>TOTAL POINTS</u></b>	<b><u>AMOUNT</u></b>
I	4	SR 2,000
II	3	SR 1,000
III	2	SR 800
IV	1	SR 300

**4.1.5.4 Cartoons – per individual cartoon**

<b><u>Assessment</u></b>	<b><u>Maximum Points</u></b>
Difficult, high quality	4
Moderately difficult, high quality	3
Moderately difficult, medium quality	2
Simple	1

<b><u>CATEGORY</u></b>	<b><u>TOTAL POINTS</u></b>	<b><u>AMOUNT</u></b>
I	4	SR 1,000
II	3	SR 700
III	2	SR 400
IV	1	SR 150

**4.1.5.5 Calligraphy – per individual piece of calligraphy**

<b><u>Assessment</u></b>	<b><u>Maximum Points</u></b>
Difficult, high quality	4
Moderately difficult, high quality	3
Moderately difficult, medium quality	2
Simple	1

<b><u>CATEGORY</u></b>	<b><u>TOTAL POINTS</u></b>	<b><u>AMOUNT</u></b>
I	4	SR 1,000
II	3	SR 700
III	2	SR 400
IV	1	SR 150

**GENERAL INSTRUCTION MANUAL**ISSUING ORG. **PUBLIC RELATIONS DEPARTMENT**ISSUE DATE  
07-11-07REPLACES  
04-03-07SUBJECT **PAYMENT FOR SPECIAL SERVICES**APPROVAL  
JFDPAGE NO.  
7 OF 14**4.1.6 Editing and rewrite**

Items are paid for by the article or item, depending on quality and difficulty as assessed by the Supervisor of the publications unit as follows:

<b><u>Assessment</u></b>	<b><u>Maximum Points</u></b>
Articles 2,000+ words	4
Articles 1,000 to 1,999 words	3
Articles 500 to 999 words	2
Requires extensive edit/rewrite	3
Requires moderate edit/rewrite	2
Requires routine edit/rewrite	0-1
High quality	3
Medium quality	2
Low quality	0-1

Individual will be paid, utilizing the following pay categories.

<b><u>CATEGORY</u></b>	<b><u>TOTAL POINTS</u></b>	<b><u>AMOUNT</u></b>
I	9-10	SR 2,500
II	7-8	SR 1,000
III	5-6	SR 750
IV	4	SR 500
V	3	SR 300

**4.1.7 Translations**

The rate for translations, depending on quality, difficulty and speed of delivery required, as assessed by the Supervisor of the publication's unit, ranges from 75 halalas to SR 1.50 per word.

**NOTE:** Saudi Aramco translators may be compensated for freelance translations on their own time that are not part of their assigned work.

**4.1.8 Photographs**

Photographs published in Arabian Sun and Al-Qafilah weeklies and Dimensions, Al-Hasad and Al-Qafilah magazines will be assessed by the Supervisor of the publication's unit as follows.

**4.4.8.1 Arabian Sun and Al-Qafilah Weeklies**

<b><u>Assessment</u></b>	<b><u>Maximum Points</u></b>
Excellent quality photo	3
Medium quality photo	2
Routine quality photo	1

Individual will be paid, utilizing the following pay categories.

**GENERAL INSTRUCTION MANUAL**ISSUING ORG. **PUBLIC RELATIONS DEPARTMENT**SUBJECT **PAYMENT FOR SPECIAL SERVICES****CATEGORY    TOTAL POINTS    AMOUNT**

I	3	SR 200*
II	2	SR 100*
III	1	SR 75*

\* If more than one photograph by an individual photographer is used with the same article, the fee for one photo will be at the full single photo rate and the others will be at half the single photo rate.

**4.1.8.2 Dimensions, Al-Hasad and Al-Qafilah Magazines****Assessment****Maximum Points**

Excellent quality photo for *Dimensions, Al-Qafilah*  
and or any new publication (magazines)

5

Medium quality photo

4

Good quality photo

3

Routine quality photo

1-2

Professional Photographs (by professional free-lance photographers)

3

**CATEGORY    TOTAL POINTS    AMOUNT**

I	5	Up to SR 3,000*
II	4	SR 1,000*
III	3	SR 650*
IV	2	SR 450*
V	1	SR 300*

\* If more than one photograph by an individual photographer is used with the same article, the fee for one photo will be at the full single photo rate and the others will be at half the single photo rate.

**4.1.9 Miscellaneous**

Per-project compensation rates, not including expenses (for travel tickets, etc.), for a variety of miscellaneous services are listed below. Rates can be negotiated with freelancers up to the maximum, with final written approval of the Director, Publications & Media Relations. Actual determination of the applicable pay category or payment within the maximum allowable shall be established through a point-assessment schedule particular to each of the services listed below, and the compensation shall be initially determined or negotiated by appropriate unit Supervisor:

**4.1.9.1 Book & Brochure Writing****Assessment****Maximum Points**

Major, complex project (over 176 pages, with significant challenges)

6



**GENERAL INSTRUCTION MANUAL**ISSUING ORG. **PUBLIC RELATIONS DEPARTMENT**SUBJECT **PAYMENT FOR SPECIAL SERVICES**ISSUE DATE  
07-11-07REPLACES  
04-03-07APPROVAL  
JFDPAGE NO.  
9 OF 14

Moderate project (51 to 175 pages), with significant challenges	5
Simple publication project (under 50 pages)	4
Complex brochures	3
Moderately complex brochures	2
Simple brochures	1

<u>CATEGORY</u>	<u>TOTAL POINTS</u>	<u>AMOUNT</u>
I	6	SR 50,000
II	5	SR 20,000
III	4	SR 10,000
IV	3	SR 5,000
V	2	SR 3,000
VI	1	SR 1,500

**4.1.9.2 Research, surveys, studies**

<u>Assessment</u>	<u>Maximum Points</u>
Complex project	5
Moderately complex project	4
Routine project	3
Simple, medium-term project	2
Simple, short-term project	1

<u>CATEGORY</u>	<u>TOTAL POINTS</u>	<u>AMOUNT</u>
I	5	SR 30,000
II	4	SR 10,000
III	3	SR 5,000
IV	2	SR 3,000
V	1	SR 1,500

**4.1.9.3 Seminars and professional presentations**

<u>Assessment</u>	<u>Maximum Points</u>
Very well-known and widely respected professional lecturer or presenter who generally commands fee higher than SR 10,000	5
Top professional lecturer or presenter, respected in his field, who has prepared a detailed, comprehensive program	4
Professional lecturer or presenter who has prepared a detailed, comprehensive program	3
Lecturer or presenter with simple program	2

**GENERAL INSTRUCTION MANUAL**ISSUING ORG. **PUBLIC RELATIONS DEPARTMENT**SUBJECT **PAYMENT FOR SPECIAL SERVICES**ISSUE DATE  
07-11-07REPLACES  
04-03-07APPROVAL  
JFDPAGE NO.  
10 OF 14

<u>CATEGORY</u>	<u>TOTAL POINTS</u>	<u>AMOUNT</u>
I	5	SR 10,000+*
II	4	SR 10,000
III	3	SR 5,000
IV	2	SR 2,000

\* Payment amount must be authorized by PRD Manager

4.1.9.4 Other Miscellaneous items4.4.9.4.1 Editorial Board members

SR 4,000/project

4.1.9.4.2 News monitoring

SR 75/hour

4.1.9.4.3 General assistance on campaigns and other initiatives and activities

SR 100/hour

4.1.9.4.4 Media relations assistance

SR 1,000/day

4.1.9.4.5 Judging committees

Each judging committee member shall be paid at the rate determined by the GS of PD within the following guidelines:

- a) If the judging committee is in session for one day only the payment of each member should range between a minimum of SR 400 and a maximum of SR 600.
- b) If the judging committee is in session for more than one day the payment of each member of the committee should range between a minimum of SR 300 and a maximum of SR 500 per day.
- c) If a special judging committee is formed of executive government officials, VIPs or highly renowned scholars, a special rate should be set for each member of the committee by the Manager, Public Relations Department. However, the rate should not exceed SR 1,500 per day if the committee is in session for one day, or SR 1,000 per

**GENERAL INSTRUCTION MANUAL**ISSUING ORG. **PUBLIC RELATIONS DEPARTMENT**SUBJECT **PAYMENT FOR SPECIAL SERVICES**ISSUE DATE  
07-11-07REPLACES  
04-03-07APPROVAL  
JFDPAGE NO.  
11 OF 14

day if the committee is in session for more than one day.

- d) The total payment of any judging committee member should not exceed SR 5,000 for the session of that particular committee. Exceptions to this guideline have to be signed by a higher approval authority.

4.1.9.4.6 Puzzles for publication

SR 400/puzzle

4.1.9.4.7 Quizzes

SR 10,000/quiz

NOTE

- 1 All material paid for according to this GI becomes Saudi Aramco's property and part of Company files unless otherwise specifically stated.
- 2 Some artists, photographers and/or writers may have, or act like, commercial institutions and would execute their jobs (i.e. artwork, photography assignments, and write-ups) on contractual basis. These are to be handled as services contractors and paid in accordance with AIM 707.

**4.2 MEDIA PRODUCTION SERVICES**

4.2.1 Establishment of Rates. Rate for television/radio announcing, music recording, acting, make-up artist etc. (for film/video productions) are established by MPD, subject to recommendation of the Director, MPD and approval of the Manager - PRD.

4.2.2 Payment. Payment shall be made based on the following established rates:

<u>TYPE OF ACTIVITY</u>	<u>RATE</u>
a) Adult Professional Acting	SR 375 per working hour
b) Adult Amateur Acting:	
Speaking Part	SR 250 per working hour
Non-speaking Part	SR 130 per working hour
c) Child Amateur Acting:	
Speaking Part	SR 125 per working hour
Non-speaking Part	SR 85 per working hour
d) Make-up Artist	SR 250 per individual

**GENERAL INSTRUCTION MANUAL**ISSUING ORG. **PUBLIC RELATIONS DEPARTMENT**SUBJECT **PAYMENT FOR SPECIAL SERVICES****TYPE OF ACTIVITY****RATE**

- |                      |   |
|----------------------|---|
| e) Editing:          |   |
| TV/Theater           | SR 250 per completed hour                           |
| Censorship Audio     | SR 200 per completed hour                           |
| f) Censorship Review | SR 175 per reviewed hour                            |
| g) Narration         | First hour or part of it SR 800                     |
|                      | Each additional hour or                             |
|                      | Part of the hour there of SR.200                    |
| h) Announcing: Radio | SR 300 First hour or part of it; SR 200 every other |
| Adult Professional   | hour  |
| Adult Amateur        | SR 200 First hour or part of it; SR 100 every other |
| Child                | hour  |
|                      | SR 100 First hour or part of it; SR 75 every other  |
|                      | hour  |
| i) Music Recording   | SR 250 for each musician, and                       |
|                      | SR 500 for the conductor                            |
| j) Set-Design/Set-   |   |
| construction         | SR 150 per hour excluding materials                 |
| k) Typing            | SR 25 per correct completed page                    |

**NOTE:** Payment shall be made to an employee only if the work is done **out of**  
**Company work hours.**

**4.3 EXHIBITS & PUBLIC ACTIVITIES DIVISION SERVICES:**

This covers payment to individuals hired by E&PAD from outside the Division or the Company to perform tasks on special occasions such as Eid holidays, summer programs, outreach programs, and other special events. The following guidelines should be noted when reimbursing such individuals:

- Rates for E&PAD services are established subject to the approval of the manager PRD or his delegate.
- Where a range of fees is specified (Section 4.3.2.3), the level of reimbursement is to be decided and approved by E&PAD Director.
- Any task not specified below should be paid at the rate specified in 4.3.3 "Miscellaneous E&PAD Services".

**4.3.1 Painting**

This category includes paint on children's faces or hands using simple painting tools, application of henna designs on children's hands, pottery painting classes and the production of works of art in the form of murals covering whole walls by either amateur or professional artists. In this category E&PAD hire individuals to do the work per hour

**GENERAL INSTRUCTION MANUAL**ISSUING ORG. **PUBLIC RELATIONS DEPARTMENT**SUBJECT **PAYMENT FOR SPECIAL SERVICES**ISSUE DATE  
07-11-07REPLACES  
04-03-07APPROVAL  
JFDPAGE NO.  
13 OF 14

because the occasions of Eid, summer, and special events are sometimes short or long.

<b><u>CATEGORY</u></b>	<b><u>RATE (PER WORKING HOUR)</u></b>
Adult Professional	SR100
Adult Amateur	SR75
Child Amateur	SR50

**4.3.2 Story Telling/ Acting/ Presentation/ Narration**

E&PAD hires individuals to read stories for children or act live on the exhibit stage or related activities not including any form of acting. They also develop their own video shows and interactive video games either through MPD or through contractors in the USA. E&PAD hires professionals and amateur script narrators and actors to perform work related to these programs. These programs are used at Saudi Aramco Exhibit in Dhahran or in Saudi Aramco traveling exhibit participating in national or international exhibitions. Rates in these categories are as follows: -

**4.3.2.1 Story Telling**

This category involves reading stories or related activities not including any form of acting

<b><u>CATEGORY</u></b>	<b><u>RATE (PER WORKING HOUR)</u></b>
Adult Professional	SR 300
Adult Amateur	SR 175
Child Amateur	SR 75

**4.3.2.2 Acting**

This category involves appearances in Saudi Aramco Production.

<b><u>CATEGORY</u></b>	<b><u>SPEAKING PART RATE *</u></b>	<b><u>NON SPEAKING PART RATE *</u></b>
Adult Professional	SR 300	SR 200
Adult Amateur	SR 180	SR 100
Child Amateur	SR 100	SR 75

\*(PER WORKING HOUR)

**4.3.2.3 Presentations / narrations**

This category covers any presentations / narration's made by non-employees of Saudi Aramco, speakers or presenters during or outside working hours.

**GENERAL INSTRUCTION MANUAL**ISSUING ORG. **PUBLIC RELATIONS DEPARTMENT**SUBJECT **PAYMENT FOR SPECIAL SERVICES****CATEGORY****MINIMUM SR****MAXIMUM SR**

Adult Professional

SR 1500

SR 6000

Adult Amateur

SR 900

SR 3750

Child Amateur

SR 350

SR 2000

\*

**4.3.3 Volunteers**

Services of paid volunteers will be either on a temporary basis, such as for a specific event or project or on a pre-determined basis where ongoing support is required, such as being a docent for the Heritage Gallery. Selection of the volunteers will be made by the Director – Exhibits & Public Activities Division and in accordance with PRD's internal procedure. These volunteers will be paid at the following rates:

**CATEGORY****RATE (PER WORKING HOUR)**

Professional

SR 45

Amateur

SR 35

Except for the position of docent, under no circumstances should this section of the GI be utilized to retain volunteers on continuous long term basis in lieu of regular (or contracted) personnel. If required, the volunteers may be provided Saudi Aramco network ID for the duration that they are with the Heritage Gallery.

**4.3.4 MISCELLANEOUS E&PAD SERVICES**

This category includes all work carried out as assistant to E&PAD personnel during a program, acting as an assistant to any of the above mentioned craft categories or any work carried out which is not specifically mentioned above.

**CATEGORY****RATE (PER WORKING HOUR)**

Adult Professional

SR 175

Adult Amateur

SR 95

Child Amateur

SR 40

**5.0****RESPONSIBILITIES**

5.1 Free-lancers are responsible for ensuring the timely delivery of contributed materials in an acceptable format.

5.2 The Division Heads should ensure that all freelancers, volunteers, artists, and others whose services are procured under this GI are made aware of the need to promote the appropriate image of Saudi Aramco, especially those who are required to interact with the public.

Approved: \_\_\_\_\_

JAMIL F. ALDANDANY, Manager  
Public Relations Department