

**GENERAL INSTRUCTION MANUAL**

ISSUING ORG. PUBLIC RELATIONS DEPARTMENT

ISSUE DATE  
02/11/2007REPLACES  
NEWSUBJECT REVIEW AND APPROVAL OF SAUDI ARAMCO INTRANET WEB  
CONTENT AND WEB SITESAPPROVAL  
MAJPAGE NO.  
1 OF 4**Content:**

This General Instruction sets forth definitions, procedures and interdepartmental responsibility for Saudi Aramco Intranet Web content and Web sites located on the Saudi Aramco Corporate Intranet. This General Instruction includes:

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

**1.0 Introduction**

- 1.1** The Public Relations Department (PRD) has the responsibility to review and approve Corporate Communications, as stated in GI 850.006.
- 1.2** For the purposes of this document, Intranet Web content is defined as all text, images, graphics, hyperlinks, audio and video content displayed electronically on the Saudi Aramco Intranet. The Saudi Aramco Intranet is defined as the Saudi Aramco network owned or managed by Saudi Aramco, using Web technology, and logically isolated from the Internet. An Intranet Web site is defined as a group of web pages on the Intranet that are accessible from the same URL. The Saudi Aramco Intranet is designed to be limited to only those individuals granted access to Company information and online services by Information Technology pursuant to SA-9595 (Saudi Aramco Computer Use Policy), SA-9696 (Computer Use Agreement (Non-employee) and the Saudi Aramco Information Protection Manual (Version 3.0, published by the Information Protection Division).
- 1.3** This General Instruction does not apply to web content contained on Saudi Aramco Internet sites or the Saudi Aramco Corporate Extranet. These sites are available to the general public and/or outside vendors and contractors. Internet refers to the worldwide collection of networks available to users both inside and outside Saudi Aramco. The Corporate Extranet refers to Company online information and services that are available to predefined audiences through the World Wide Web. Web Content published on the internet or Corporate Extranet is governed by GI 299.210 (Saudi Aramco Internet Use), GI 710.002 (Classification of Sensitive Information) and GI 850.006 (Review & Approval of Saudi Aramco Publications and Articles). Intranet Web content accessible from the Internet will also be governed by the same GIs.
- 1.4** All Intranet Web sites must be published, reviewed, and approved at the department level or higher. No individuals, groups, divisions, or sub-parts of any department are authorized to maintain their own independent Intranet Web sites. Exemptions to this restriction may be granted by the Senior VP of the business line for the requesting organization. Exemptions may be granted to Intranet Web sites for specialized programs, campaigns, or for other purposes which will result in a benefit to the Company.
- 1.5** Intranet Web content must satisfy the following requirements:
- 1.5.1 Satisfy the department's business objective.
  - 1.5.2 Have an identifiable target audience inside Saudi Aramco.
  - 1.5.3 Present a clear message.
  - 1.5.4 Use appropriate formatting to convey the message.
  - 1.5.5 Contain current information.

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1.5.6 Conform to the laws of the Kingdom of Saudi Arabia and to all Saudi Aramco policies promoting the culture and traditions of the Kingdom.

**1.6** Saudi Aramco Intranet Web sites are subject to the following requirements:

1.6.1 Intranet Web sites must be evaluated annually by the sponsoring department head to determine if the Intranet Web site is a justifiable expense and fills the department's objectives.

1.6.2 Intranet Web sites must conform to guidelines for information architecture of the Corporate Intranet, e.g., navigation system and layout guidelines, etc.

1.6.3 All Intranet Web sites must be hosted on Saudi Aramco IT servers.

**2.0 Purpose**

**2.1** The main goals of the Intranet Web content review and approval process are the following:

2.1.1 To ensure that no information is released that might endanger the safety and security of Company personnel, communities, and facilities.

2.1.2 To protect the Company's image, reputation and goodwill.

2.1.4 To prevent the release of confidential (e.g., employee records), sensitive (e.g., security systems), trade secrets, or proprietary information (e.g., industrial processes not yet patented). According to GI-710.002, sensitive information or company sensitive information is defined as information that because of its nature or content must not be disclosed without proper authorization. Improper disclosure of sensitive information could have a negative financial or competitive impact on the Company, impair its operational effectiveness, impact its image/reputation or disclose information of a private personal nature. This information is designated as "Restricted," "Confidential," or "Government Confidential" and may only be disclosed to authorized users. For questions about classification, please contact Industrial Security Planning & Special Security Services Division (ISP&SSD).

2.1.5 To require the presentation of corporate communications on the Intranet to conform to uniform guidelines and policies.

2.1.6 To impose accountability on departmental and business line heads for the web content of any Intranet Web site sponsored by their organization.

**3.0 Conditions**

**3.1** This GI governs and is applicable to all Saudi Aramco Intranet Web content and Intranet Web sites.

**3.2** Where this GI and GI 710.002 conflict, the latter will prevail.

**3.2** New Intranet Web sites must be approved by the proponent department head prior to deploying the site to production. All Intranet Web sites under the proponent department must be reviewed every six (6) months by the proponent department manager, or his delegate, to assure compliance with this GI.

**3.3** No sensitive, confidential, or proprietary information, or trade secrets, as defined in GI 710.002, can be published without appropriate access control (defined as the network services that can be used, and how they are used) in any Intranet Web site.

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**3.4** All Intranet Web sites should conform to the Corporate Intranet layout and design standards, and use graphics that are essential for messaging. This is to enhance the corporate internal image and save users time in finding the information.

**4.0 Procedures**

**4.1** The Proponent Manager is responsible for all Intranet Web site content released, published or provided by his department. Managers shall be guided by the following:

4.1.1 Intranet Web content may not mention dollar costs or earnings that equal or exceed \$1 million (US) for completed projects without PRD Manager approval. Contract costs are not to be publicly disclosed.

4.1.2 The Proponent Manager is responsible for ensuring that all reasonable efforts are made to prevent the release of sensitive information, as defined in GI 710.002, and that Intranet Web content conforms to the standards stated in GI 850.006.

4.1.3 PRD, at the proponent's request, will review the Arabic and English content for grammar, consistency in writing style and overall Intranet Web site structure, presentation, and appearance. The proponent may be consulted on questions of content.

4.1.4 Where concern may arise of potential legal issues, it is the responsibility of the Intranet Web content owner or his delegate or the Information Protection Division (IPD) reviewer, or the PRD reviewer, to seek advice and assistance from the Law Department.

**5.0 Responsibilities**

**5.1** PRD is responsible for managing all Corporate Messaging and setting and communicating content standards.

**5.2** IPD is responsible for performing spot checks on Intranet Web sites to ensure compliance with existing Information Protection policies and standards.

5.2.1 Access Control Functions are defined as the organizations involved in the monitoring and review of Intranet Web sites to ensure they comply with existing Saudi Aramco information protection policies and standards.

5.2.2 The unauthorized release or disclosure of sensitive information published on an Intranet Web site will be referred to the Corporate Security Services Division for investigation.

**5.3** The Proponent Organization is responsible for adhering to the guidelines for Intranet Web content. The Proponent Organization is also responsible for performing spot checks on Intranet Web content under its control to ensure compliance with this GI.

**5.4** Departmental Intranet Web site content is the responsibility of the Department's Manager.

**5.5** General Manager-level Intranet Web site content is the responsibility of the General Manager.

**5.6** Admin Area Intranet Web site content is the responsibility of the area's Executive Director or Vice President.

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4 OF 4**5.7** Business Line Intranet Web site content is the responsibility of the line's Senior Vice President.**Approve:** \_\_\_\_\_**Mustafa A. Jalali, Vice President**  
**Saudi Aramco Affairs****Concur:** \_\_\_\_\_**Abdulrahman F. Al-Wuhaib, Vice President**  
**Information Technology****Concur:** \_\_\_\_\_**Ziyad A. Shiha, Manager,**  
**Public Relations Department****Concur:** \_\_\_\_\_**Maan A. Al-Mubarak, Administrator,**  
**Information Protection Division****Concur:** \_\_\_\_\_**Mr. Abdullah M. Al-Ghamdi, Executive Director,**  
**Safety & Industrial Security Admin Area****Concur:** \_\_\_\_\_**David R. Cherrington, Special Counsel,**  
**Law Department**