

**Annex B - List of handover documents**

**CONTRACT HANDOVER FORM (Contract Revision)**

**FROM: PRO**

**TO: CONTRACT HOLDER  
ICT Department (PNI)**

**SECTION 1**

**HANOVER MEETING (if applicable)**

**Y/N**

**N/A**

**Note: Significant Notes from Handover meeting needs to be mentioned)**

For contracts above 5,000,000 USD a handover meeting is requested

Handover Meeting date: (dd.mm.yyyy) \_\_\_\_\_  
PRO representative(s): (name, surname, signature) \_\_\_\_\_  
CH/CA representative(s): (name, surname, signature) \_\_\_\_\_  
HSE representative(s): (name, surname, signature) \_\_\_\_\_

**SECTION 2  
CONTRACT DATA AND HANOVER OF DOCUMENTS**

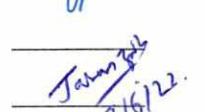
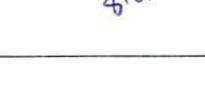
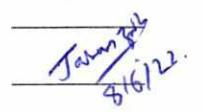
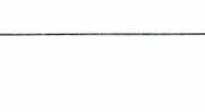
Contract No	5000012801 – Rev 02
Scope of Work	Satellite Internet Connection (Rigless)
Contractor Name (in full)	CLICKSAT PVT LTD
Contractor Representative Contact details	Taha Saiyed Email: <a href="mailto:taha.saiyed@clicksat.com.pk">taha.saiyed@clicksat.com.pk</a>
Contract Value	Total ACV: USD 90,000/-
Start Date	14-Jun-2018
End Date	30-Jun-2023
Options if any	No
Notice for options if any	
Type (Blanked, P.O., S.A.)	Blanked Order
Insurance Policies required <i>(provide the list of applicable insurances and coverages required)</i>	As per Form of Agreement of the original contract
Compensation Scheme <i>(explain Lump Sum, Price List, reimbursable, cost+ fee, discounts, volume discounts, if any)</i>	As per Form of Agreement of the original contract
SAP structure (line items) <i>Itemized Y/N, availability of open line Y/N</i>	No
Payment Terms	As per Form of Agreement of the original contract

Penalties, / Liquidated damages <i>(Explain thresholds and applicability)</i>	As per Form of Agreement of the original contract
HSE Requirements	Refer attached HSE guidelines HSE99-HO-IN-GD-056-00
<b>Subcontracting</b>  <u>Note for User:</u> Cascade subcontracting and total subcontracting not allowed	Not Applicable
<b>Delivery Terms</b>	As per each Call off requirement
<b>Location</b>	Branch General

Contract Documents		
	Applicable Y/N	Comments (if any)
Form of Agreement	N	
Letter of Revision-01	Y	Attached
General Conditions	N	
Special Conditions	N	
Appendix "A"- "Compensation and Method of Application"	N	
Appendix "C" Financial Guarantees - Specimen copy/ies of Advance Payment Bank Guarantee, Performance Bond or Parent Company Guarantee (where applicable)	N	
Appendix "D"- "Scope of Work and Technical Specification" (Revised)	N	
Appendix "E" - "HSE-CR Guidelines (where applicable)	Y	Refer attached HSE guidelines HSE99-HO-IN-GD-056-00
Appendix "F" Security Guidelines (where applicable)	N	
Appendix "L" - Logistics Guidelines (where applicable)	N	
Appendix "S" -Sub-Contracting Information"- List of Approved Subcontractors (where applicable)	N	
Call off Order specimen	N	
Appendix "B"- "Price Schedule/Price List" (where applicable)	N	
Any Other Documents	N	

The following contract information and documents are handed over from Procurement Dept. to Contract Holder on 31/05/2022

Handover Form – CONTRACT N° 5000012801 – Rev-02

PRO representative		
Buyer's Name & Signature	Muhammad Ali Iqbal	 31/5/22
Team Leader's Name & Signature	Khaliq ur Rehman	 31/5/22
C&P Manager's Name & Signature	Alim ur Rehman	 31/5/22
Receipt by:		
CH representative		 31/5/22
HSE representative		 31/5/22

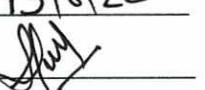
### Contract Holder Roles and Responsibilities

I hereby acknowledge that I have read and accept the role and responsibilities as a Contract Holder/Administrator below for all contracts used, under my authority as a requesting unit, relating to the procurement of goods and services. A Contract Holder/Administrator has responsibility to manage the Contract, including communication with the Contractor as necessary to ensure it is satisfactorily performed, and undertaking responsibility for the following:

Contract Holder Representative:

Date: 13/6/22

Name, Dept.

Sign: 

#### General:

- The Contract Holder shall ensure that Company's interests are protected through the administration of the contract.
- The Contract holder shall perform the role of Company Representative specified in the Contract.
- Raise Call-Off Orders in a timely manner before the start of the activities
- Monitor contract expiry date and financial validity and ensure timely action (minimum 6 months before expiry and before reaching 70% of ACV), if the duration or financial validity of the contract requires enhancement.
- Analyze Contractor deliverables and work progress measured against Contracts.
- Verify that HSE requirements are adhered to.
- Ensure implementation of Contractor management plans and procedures in compliance with the Contract including filing all the documentation concerning the Contract Management that, when required, shall be at disposal of Control Unit (internal and or external)

\*In case SOW requires CR manager signature replace HSE with Security & CR

- Conduct the evaluation of Contractor management practices and deliverables
- Maintain an effective working relationship with the Contractor to facilitate the efficient execution of the Contract.
- Continually review Contracts regarding their effectiveness and in case of ongoing activities continually review to ensure that present service is in line with that originally contemplated.
- Coordinate the verification of the required documentation and the issue of subcontractor's authorization or subcontractor activation approval, in case of Subcontracts already approved in the Contract.
  - Check if activities being subcontracted are listed in Contract among those that can be subcontracted.
  - Maximum limit of subcontractable activities has not been exceeded
  - There are no multi-tier subcontracts, unless specifically permitted by the Contract
  - Subcontractor is not listed in the Reference lists

- Subcontractor suitability with regard to the non-existence of any prohibitions/infiltrations attempts by mafia as provided by the Anti-Mafia legislation, where applicable
- Subcontractor is not listed in list of vendors with status "revoked" (Disqualified), "suspended", or "warning with authorization", by consulting C&P Vendor management unit.
- In case of negative feedback on subcontractor's performance, check for necessary investigations.
- Check that subcontract authorization request is complete and there are no anomalies in the documentation attached to it. Where required counterparty risk assessment is to be performed.
- In case of pre-approved subcontractor, Contract Holder has the responsibility to make sample checks on the declaration given by the contractor/supplier that he has checked that the requirements submitted by the subcontractor during bidding are still in place
- Ensure that Supplier/Contractor is complying with Insurance Requirements laid down in the Contract
- Ensure that Supplier/Contractor is complying with Bank or Parent Company Guarantees laid down in the Contract
- Check whether any liquidated damages/penalties or volume discounts provided for in the Contract are applicable
- Anticipate and manage any claims assessing their legitimacy and magnitude, and maintain a claim register
- Carry out the relevant checks on Variation Order Proposals and prepare the Variation Orders

**Administrative:**

- Ensure that all correspondence/documentation transmitted to or received from the Contractor have been reviewed/approved or received by all relevant personnel, for e.g. correspondence of a contractual or commercial nature to be reviewed by the C&P Dept. and if necessary by Legal Dept.
- Approve all invoices/vouchers in a timely manner in accordance with the clause stipulated in the Contract.

**Expediting and Inspection:**

- Perform all required expediting with Contractor/Supplier, final inspection and acceptance of all work required under the Contract.
- Ensure verification of the accuracy of the information reported on the delivery challan issued by the Contractor
- Request attendance at testing of goods delivered and/or work executed by the Contractor where required by the contract

**Performance Feedbacks**

Prepare and submit in VMS annual Feedback reports and at contract close-out on Contractor performance for Contracts falling under critical commodity codes in attachment A and having ACV more than Euro 450,000 in case of Open Contracts (Blanket Orders) and more than Euro 150,000 in case of Closed Contracts (Purchase orders). Feedback for subcontractors is to be prepared once subcontracted activity is completed in order to verify suitability for future use. In case of misconduct by subcontractor, a negative feedback is also to be recorded against the awarded Contractor.

Feedback should cover the following aspects:

- Punctuality
- Quality of supplied goods and services
- Behavior
- HSE
- Completion of delivery or work
- Any non-compliance/cost modification

**Close-Out**

Initiate and coordinate the Contract close Out after Contract work/ Services completion. For contracts with ACV > US\$ 5,000,000) prepare and submit contract close out report to C&P department.

**Special Notes from Handover Meeting (for contracts above US\$ 5,000,000)**



Handover Form – CONTRACT N° 5000012801 – Rev-02



**Attachment A list of critical commodity codes**

Commodity Class	Descrizione estesa EN	Characterized	Business criticity	HSE criticity
LL02AC06	FIXED AND MOBILE SCAFFOLDING	NO	C	A
LL03AB01	APPLICATION OF INSULATING AND SOUND-PROOF COVERINGS	NO	B	A
LL04AC07	EPC CENTRAL PROCESSING OIL / GAS SEP SUM UP TO 40 ML €	NO	A	A
SS01AD02	SERVICES MANAGEMENT, SUPERVISION, CARE WORK ON PROJECTS	NO	C	B
SS01BA01	FEASIBILITY STUDIES, BASIC ENGINEERING AND FEED	YES	B	C
SS01BA02	DETAILED AND EXECUTIVE ENGINEERING	YES	B	C
SS02BA01	SEISMIC DATA ACQUISITION	YES	A	A
SS03AA10	VIDEO-INSPECTION AND RELINING OF PIPE	NO	B	C
SS03AB05	HYDRODYNAMIC WASHING	NO	C	A
SS04BC01	SOFTWARE PACKAGES SERVICES	YES	B	C
SS05BA01	OFFSHORE RIGS – FLOATERS	YES	A	A
SS05BA02	OFFSHORE RIGS – JACK-UP	YES	A	A
SS05BA04	ONSHORE RIGS	YES	A	A
SS05BB05	CEMENTING (SERVICES, EQUIPMENT AND PRODUCTS)	YES	A	A
SS05BB07	COILED TUBING SERVICE AND NITROGEN/FLUIDS PUMPING SERVICE	YES	A	A
SS05BB11	DRILLING&COMPLETION FLUIDS SERVICE (PRODUCT, EQUIPM. RENTAL)	YES	B	A
SS05BB12	DRILLING (VERTICAL & DEVIATED) - MWD LWD SERVICE	YES	A	A
SS05BB19	LINER HANGER (SERVICES, EQUIPMENT AND PRODUCTS)	YES	A	A
SS05BB29	TUBULAR RUNNING (SERVICES AND EQUIPMENT)	YES	B	A
SS05BB33	SURFACE WELL TESTING	YES	A	A
SS06AC01	CIVIL WORKS MAINTENANCE (ONSHORE)	NO	B	A
SS06BA01	MAINTENANCE MACHINERY	YES	B	A
SS06BA02	MAINTENANCE MECHANICAL SYSTEMS AND EQUIPMENT	YES	B	A
SS06BB01	MAINTENANCE OF ELECTRO-INSTRUMENT SYSTEMS	YES	B	A
SS08AA03	RADIOCOMMUNICATION INFRASTRUCTURE AND SERVICES	NO	C	C
SS08AA04	TLC NETWORK SERVICES - NETWORK SERVICES	NO	C	C
SS12AA01	OPERATION AND MAINTENANCE SERVICES	NO	A	A

Above list is applicable for following Tender/Contract with economical value:

1. Above € 450,000 in case of Open Contracts (Blanket Orders)
2. Above € 150,000 in case of Closed Contracts (Purchase Orders)



Handover Form – CONTRACT N° 5000012801 – Rev-02







Blanket Order: 5000012801 Rev-02

**Eni Pakistan Limited**

5th Floor, The Forum, G-20, Block-9,  
Khayaban-e-Jami, Clifton,  
Karachi-75600, Pakistan  
PABX : (92-21) 3587 9951  
Fax : (92-21) 3583 8394-5

GENERAL INFORMATION			
<b>Description:</b>	<b>Provision of Satellite Internet Connection (Rigless)</b>		
<b>Contractor Name:</b>	Clicksat (Pvt) Ltd.	<b>SAP code:</b>	527405
<b>Contractor Address:</b>	D-23, Block 2, Clifton, Karachi.		
<b>Buyer Name:</b>	Muhammad Ali Iqbal		
<b>Contract Manager Unit:</b>	ICT INFRASTRUCTURE (PNI) – ICT Manager		
<b>Start Date:</b>	<b>14-Jun-2018</b>	<b>End Date:</b>	<b>30-Jun-2023</b>

**THIS PART IS INTENTIONALLY LEFT BLANK**

**ORDER INCLUDES ALL OF THE FOLLOWING PAGES**

Clicksat Satelite Internet  
Supplier No D-23, KDA Scheme No 5  
Dharki Road, Clifton, Karachi, Pakistan



**Object**

Amendment-02 - Satellite Internet Connection (Rigless)

**Letter of Revision-02 Dated 21<sup>st</sup> February 2022**

**Contract-5000012801 for "Satellite Internet Connection (Rigless)" between Eni Pakistan Ltd. (the "COMPANY") and Clicksat (Pvt) Ltd (the "CONTRACTOR")**

**Whereas:**

COMPANY and CONTRACTOR entered into a CONTRACT with an EFFECTIVE DATE Jun 14, 2018 whereby CONTRACTOR provides "Satellite Internet Connection (Rigless)".

**Now therefore it is agreed as follows:**

1. Reference to Article 3 of Form of Agreement, the Contract is being extended 1 Year and 17 Days from 14-Jun-2022 to 30-Jun-2023 on same rates as specified in the original contract.
2. The following document attached to this Amendment-01 shall replace and supersede the ones originally attached to the contract:
  - a. Appendix E – HSE Guidelines for ICT Support Services at Eni Pakistan locations

**This Amendment- 02 will become effective from 14 June 2022.**

Save as specifically provided for herein all terms and conditions of the CONTRACT as amended shall remain the same in full force and effect and shall be known as the CONTRACT.

In witness whereof COMPANY and CONTRACTOR have signed this Amendment-02 on the date stated below.

**For and on behalf of COMPANY**

Signature: \_\_\_\_\_

Name: \_\_\_\_\_ PAOLO GIRAUDI

MANAGING DIRECTOR

Title: \_\_\_\_\_

Date: 01 - 03 - 2022

**For and on behalf of CONTRACTOR**

Signature: \_\_\_\_\_

Name: \_\_\_\_\_ Shabir Salmaan

Company Secretary

Click Sat Private Limited

Banglow No D-23, KDA Scheme No.5

Clifton Block-2, Karachi-Pakistan

Title: \_\_\_\_\_

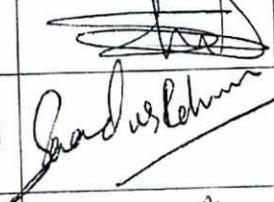
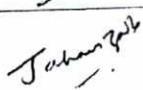
Date: 04 - 03 - 2022

.....End of Amendment-02.....



eni  
Eni Pakistan Limited

## HSE GUIDELINES FOR ICT SUPPORT SERVICES

Activity	Name	Designation	Date	Signature
Prepared by	Syed Asad Abbas	Senior HSE Officer (Contracts & Projects)	27-08-2021	
Reviewed by	Saad ur Rehman	Senior Coordinator (HSE Operations)	27-08-2021	
Approved by	Jahanzaib Akhtar	HSE Manager	27-08-2021	

H S E 9 9 - H O - I N - G D - 0 5 6 - 0 0

The copy, once printed out, becomes an uncontrolled document; before using it, please verify the revision status of the document.



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## 1. INTRODUCTION

This document is being issued with the Letter of Invitation to Tender and Contract Document to provide the Support Services to Information & Communication Technology (ICT) department as per provided Scope of Work in Karachi Office and Field locations. It sets out the requirements for Health, Safety and Environment (HSE) that the bidders are expected to meet and the final CONTRACT awardee is expected to implement as a minimum acceptable standard during execution of this activity.

### 1.1 Scope and Objectives

The document is intended as guidelines for the bidders to prepare their bid in manner that will allow Eni Pakistan (herein after referred as COMPANY) to objectively evaluate their capabilities to meet minimum COMPANY HSE Standards. It does not absolve the bidders from their own HSE responsibilities and is not universal in nature.

CONTRACTOR shall provide suitable evidence to demonstrate for having a management system conforming to the COMPANY'S Health, Safety and Environment Standards and provide sufficient information along with necessary supporting documentation against each of the requirement of this document to show their capabilities for carrying out the scope of Contract. They shall also demonstrate their commitment in writing where necessary and required for complying with all conditions of this document.

CONTRACTOR, if fails to submit any of the documentation and / or evidence of having appropriate HSE system against any of the conditions of this document, shall be awarded negative grading during HSE evaluation of their bids which may result into disqualification of their bids / proposals.

COMPANY gives prime importance to HSE performance of its operations and expects same during execution of the service by the CONTRACTOR or relevant Sub CONTRACTOR. In order to ensure excellence in the HSE performance under this Contract, COMPANY expects the CONTRACTOR to maintain a robust HSE system fulfilling all the health, safety and environment conditions as stipulated in this document. Guideline will be applicable on Contractor & Sub Contractors.

### 1.2 Contract Mode

According to categorisation of Contract Modes in HSE Opi - Eni HSE Instruction for Contract Management within the Natural Resources General Division (opi\_hse\_019\_eni\_spa\_NR\_r02) all support services at office and associated facilities contract is falling in **Mode-1**.

## 2. HSE POLICY & COMMITMENT

### 2.1 HSE Policy

CONTRACTOR will acknowledge COMPANY commitment to HSE Policy and its implementation and affirm that it has read and understood COMPANY HSE Policy (**Annexure- B**) and shall apply this policy during execution of job under this CONTRACT.

CONTRACTOR shall outline its scheme for the dissemination of COMPANY'S HSE policy to its employees at all levels.

CONTRACTOR and Sub Contractor shall affirm that it has written HSE Policy of its own signed by its top management and that its policy is widely communicated and understood among its employees.



## 2.2 Responsibility for HSE Compliance

CONTRACTOR shall be responsible, through its own organization and his sub-CONTRACTOR for applying all HSE measures which have been required to be implemented during performance of its job under this CONTRACT viz-a-viz the compliance to national laws and regulations, industry best practices, COMPANY HSE Requirements as stipulated in this document and such other requirements to which COMPANY subscribes to and which are applicable to the scope of work being undertaken.

CONTRACTOR shall carry out the work in such a manner so as to prevent accidents/incidents and shall avoid such actions and practices which jeopardize the health and safety of personnel, assets and the integrity of environment.

COMPANY is ISO-14001, 39001 & ISO 45001 certified & gives prime importance to fulfill and implement the requirements of these standards through its own & contracted activities. Hence CONTRACTOR is expected to implement and comply with all requirements of these standards.

CONTRACTOR shall be responsible for assigning trained & appropriate human resources having all competency and experience required for the performance of specific job under this CONTRACT.

CONTRACTOR shall possess all necessary equipment needed to carry out the work (appropriate for work environment) including the safety devices, personal and collective protection devices.

CONTRACTOR shall be responsible to assign or sublet the work to COMPANY approved Sub Contractors', if contractor intend to use new Sub contractor, it is subjected to evaluation and prior approval by COMPANY.

CONTRACTOR / Sub Contractor shall be responsible to comply /follow the Changes, if suggested by Company, in Policies/ Procedures / Guidelines during the entire execution period of contract at its own cost.

CONTRACTOR shall plan all actions, controls and inspections aimed at ensuring that HSE guidelines are implemented, applying the measures as defined in its own HSE Manual and applicable COMPANY HSE Procedures.

In case of non-compliance by the CONTRACTOR / Sub Contractor and / or its failure to meet any of the conditions as laid in this document or in COMPANY Policies & Procedures during performance of any of the activity under the Contract, COMPANY can use its own and/or 3<sup>rd</sup> party resources for meeting such requirements and shall charge the cost of such services back to the CONTRACTOR.

CONTRACTOR and Sub Contractor should be aware of HSE Disciplinary Policy attached as Annexure -A.

## 2.3 Interface with Company

CONTRACTOR and Sub Contractor shall, within the context of this work, identify a senior management person tasked to interface with COMPANY representative. The person shall hold sufficient authority to manage the entire CONTRACT and to organize the work, taking care that all information to and from the COMPANY is transmitted correctly.



## 2.4. CONTRACTOR Organization

CONTRACTOR shall produce an organization chart in the form of a block diagram, which will indicate all the positions and functions including any external organizations (Sub vendor / sub-contractors) involved in carrying out the various activities covered by the Contract. It should also include the connections existing between the contractor's site organization and the head office. Hence shall provide the names and relevant professional profiles of the key positions.

## 2.5. CONTRACTOR Site In-charge

The following responsibilities will be allocated to the CONTRACTOR Site In-charge:

- Ensuring that HSE Policy and procedures are implemented;
- Should be aware of ISO-14001:2015 & ISO-45001:2018 /OHSAS-18001:2007;
- Participate in Site HSE meetings and ensure that toolbox talks are regularly conducted;
- Identifying and communicating all hazards within contractor's area of responsibility;
- Ensuring safe execution of the work scope;
- Supervising personnel;
- Reporting personnel work hours;
- Reporting accidents/incidents to the COMPANY representative;
- Emergency Management and Response.

## 2.6. HSE Monitoring / Supervision

For each contractor or subcontractor team operating in a specific work area, the following requirements shall be applied:

- Assignment of a foreman who will be appointed as HSE focal point, when the team to be mobilized to execute the Contract comprises of less than 15 persons, for each workplace, assuming all responsibilities otherwise assigned to the HSE Supervisor such as safety inspections, safety meetings, hazard identification and control, risk assessment and permit to work management (preparation and use).
- Assignment of an HSE supervisor to support the foreman, if the team comprises more than 15 workers.

## 2 PERSONNEL AND TRAINING

All CONTRACTOR personnel involved for the performance of this scope of work shall follow the following:

### 3.1 Age Limit

- **For General Staff**

The maximum allowable age limit is 60 years and any individual less than 18 years shall not be allowed to work as an employee.

In extreme cases when the contractor intend to deploy the technical persons over 60 years of age must have Special Cardiac fitness certificate for carrying out the nature of job one is intended to be involved in, shall also get COMPANY Doctor's approval prior to the start of job.

### 3.2 Awareness & Training

CONTRACTOR shall be responsible for ensuring that all the personnel to be involved in the intended scope of work have requisite HSE awareness, HSE trainings, technical training and experience for carrying out specific job and CONTRACTOR'S own HSE policy and procedures and shall provide relevant certificates if so required. It also includes job related trainings required by



law or as best industrial practices, COMPANY HSE guidelines and CONTRACTOR own Policies and procedures.

#### a) HSE Trainings & Certifications

**Team Leaders and Supervisors / Superintendents / Coordinators** in addition to the training and qualifications required to professionally perform their work shall also be formally trained and qualified in a number of HSE subjects such as:

- Hazard recognition & Risk evaluation
- Safety Supervision;
- Incident Investigation;
- Permit to Work of the COMPANY where the activity will be performed
- First Aid (Basic)
- Firefighting (Basic)

**HSE Supervisor** shall be formally (certified by subjects authorized to provide training in HSE matters) trained and qualified in a number of HSE subjects such as:

- Hazard recognition & Risk evaluation
- Safety Supervision;
- Incident Investigation;
- Permit to Work of the COMPANY where the activity will be performed
- First Aid (Advance)
- Firefighting (Advance)

#### 3.2.1 HSE Induction

CONTRACTOR shall ensure that all arrivals to the work site receives a comprehensive HSE induction briefing by COMPANY field HSE personnel immediately upon arrival at the work site and before these new arrivals commence the work. The induction may include but not limited to activity associated hazards, emergency response procedure, accident/ incident reporting & investigation procedure, available facilities at site, permit to work system, environmental management (waste management, oil spill etc.)

#### 3.2.2 Tool BOX Talks

CONTRACTOR shall be responsible to ensure that before starting each activity tool box talk should be conducted specific to the activity, all hazards and controls should be discussed in tool box talk and all personnel to be involved in the intended job should participate in the TBT, records should be maintained and present whenever demanded by COMPANY during entire period of contract.

#### 3.2.3 Basic Firefighting

At each work site, CONTRACTOR shall ensure that at least one person for each 25 people has received training on Firefighting training from accredited 3<sup>rd</sup> party training providing company / institute and is in possession of a valid certificate from the same institute. CONTRACTOR shall issue formal letter of appointment for the role of firefighting to all Firefighters. CONTRACTOR shall be required to maintain the rotation of staff and ensure the availability of trained firefighters as per standard. CONTRACTOR shall provide the list of certified fire fighters along with their designations and their working areas. CONTRACTOR shall also be required to arrange refresher as advised by COMPANY and maintain the record of training and produce the same whenever demanded by COMPANY during entire period of contract.



#### 4. HSE REQUIREMENTS FOR SUBCONTRACTOR

In the tender documentation shall be anticipated the obligations that Contractor will be requested to grant and subscribe concerning its qualification, proposal and management of any Subcontractors, and specifically concerning the respect of the Contract's.

Subcontractor HSE Minimum Requirements are mentioned in **Annexure H**. Contractor shall provide for each Subcontractor "Contractor declaration about Subcontractor HSE requirements" as per **Annexure I** and "Subcontractor declaration about Subcontractor HSE requirements "as per **Annexure J** during post-award phase.

#### 5. LEGAL AND OTHER REQUIREMENTS

CONTRACTOR shall be responsible to comply with all relevant National, Provincial and Local Laws and Regulations as well as COMPANY policies, procedures and international laws pertaining to scope and nature of work while carrying out any of the job under the Contract.

CONTRACTOR shall comply with all relevant and applicable local laws and regulations, international conventions and agreements and such other requirements to which COMPANY (and/or country under whose boundaries the work is to be carried out) subscribes and are applicable to the nature and scope of work to be undertaken.

COMPANY will update list of laws as and when it comes to know of laws impacting operations, however the contractor is obliged to be aware of, and abide by all applicable laws and regulations with respect to onshore operations in Pakistan.

##### 5.1. Employees Working Hours

All the requirements of Pakistan Mines Act, 1923 and such other regulations and standards to which CONTRACTOR subscribes shall be applicable to CONTRACTOR and its sub-CONTRACTOR viz-a-viz the rules for working hours and compensation to the workforce for the performance of any work under the Contract.

In case of overtime and/or daily working hours, no body shall be allowed to work for more than "12" hours a day including the period for rest, meal etc.

All public holidays compensated as overtime / compensatory leave.

The staff working in rotational cycle for the performance of their duties will have such arrangement of cycle as to not exceed and / or violate the basic principle of compensation for extra daily / shift working hours and overstaying due to the rotational cycle.

COMPANY has the right to audit CONTRACTOR records with prior notice (by giving a 48 hrs. notice) to ensure that all laws and regulations pertaining to employees working hours and leaves are appropriately complied.

Contractor shall ensure that working hours for drivers are followed according to the Eni Logistics Management Procedure / Eni Land Transportation Manual.

##### 5.2. Staff Rota System (for field Staff)

CONTRACTOR shall implement, for its entire staff working under this Contract, the rotational cycle at the maximum stretch of 45 days on site following 15 days paid leave. The maximum allowable rotational cycle ratio shall be 3:1

##### 5.3. Termination & Suspension

Any infringements by CONTRACTOR manpower identified by COMPANY of its HSE regulations and standards shall be dealt as per Eni HSE Disciplinary Policy (Annexure: A)



If CONTRACTOR does not implement remedial action within agreed terms, COMPANY has the right to suspend & terminate the CONTRACT forthwith.

#### **5.4. Alcohol & Narcotics**

CONTRACTOR will acknowledge COMPANY'S firm commitment towards the implementation of Drugs & Alcohol policy (**Annexure-C**).

CONTRACTOR shall affirm that it has read and understood COMPANY'S Drugs & Alcohol policy and shall abide by this policy during execution of job under this contract.

CONTRACTOR manpower is required to comply with COMPANY Drugs and Alcohol Policy (**Annexure-C**). Based on that policy / program, it shall be ensured that personnel do not, at any time, while traveling to or from or at the work, have in their possession or under influence of any contraband or alcoholic liquor, drug or other intoxicating substances.

COMPANY reserves a right to subject all personnel deployed in the services of COMPANY to drug test at any time without prior notice.

#### **5.5. Weapons, Arms & Ammunition**

All firearms, ammunition, knives or any other type of weapons are completely prohibited at all COMPANY premises. This also applies to CONTRACTOR when they are on COMPANY'S premises or have been deployed for working under Eni Pakistan Limited contracts. Only security staff can keep arms as per COMPANY security policy.

#### **5.6. Audits & Inspections**

COMPANY reserves the right to carry out HSE audits and inspections as necessary and CONTRACTOR will cooperate in those inspections / audits.

The following audits and inspections may be carried out by the COMPANY:

- Occupational Health, Safety & Environment Management System Audits
- CONTRACTOR shall implement Eni HSE Golden rules

#### **5.7. Pets**

CONTRACTOR and sub-CONTRACTOR personnel shall not be allowed to keep pets or other animals in their camps or on their work sites and shall not indulge in any activity of game and hunting of animals in COMPANY'S concession.

#### **5.8. Eni Health and Safety Golden Rules (e-Gruvis)**

CONTRACTOR shall implement and follow the Eni HSE Golden Rules applicable to its scope of work and level of compliance to Golden Rule related to the activity might be evaluated. Scoring is the following

0 = Serious Deviation

1= Major Deviation

2= Improvement Required

3= Meets Requirements

4= Exceeds Requirements

Eni Health and Safety Golden Rules are as follows

- 1. Driving Safety**
- 2. Management of Change**
- 3. Lifting operation**
- 4. Fire Safety**



5. Work at Height
6. Energized Systems
7. Excavation Safety
8. Permit to Work
9. Health Management
10. Personal Protective Equipment
11. Confined Space Entry
12. Toxic Gases

## 6. PERSONAL PROTECTIVE EQUIPMENT

CONTRACTOR shall be responsible to provide & ensure that all personnel at work site wear proper and Minimum **ANSI/BS** or equivalent standard Personal Protective Equipment (PPE) relevant to their nature of job. This requires:

- Assessment of the type and quantity of PPE required
- Issuance of required PPE to all staff
- Storage of sufficient quantity of PPE at site to cover visitors and general usage
- Continues on-site monitoring program to ensure effectiveness of PPE

All persons engaged in operations where they are exposed to risk of injury or disease shall use suitable protective clothing and equipment. Such clothing and equipment shall depend on nature of job and hazards to which one is exposed to.

CONTRACTOR shall ensure that all personnel and visitors shall wear such equipment in the appropriate circumstances, even if not actively engaged upon the work.

## 7. EQUIPMENT & TOOLS

CONTRACTOR shall carry out inspection of all equipment and tools by CONTRACTOR competent personal on pre-defined period (Monthly) considering the criticality & usage of equipment (or base on Risk Assessment) and place inspection tags with date and signature to ensure the fitness of equipment & tools used during execution of services. CONTRACTOR should maintain its record to define the next inspection date and present the record whenever demanded by COMPANY during entire period of contract. In case of any legal or other requirement CONTRACTOR shall be required arrange 3<sup>rd</sup> Party Certification of Equipment.

### 7.1. General

- The equipment and tools are to be maintained in a professional manner as dictated by legal and industry standards
- Locations of such equipment & Tools must be clearly marked and they should be readily accessible to all persons
- All users of tools and equipment are being trained, experienced and where necessary, licensed and certified. All should have the basic knowledge about procedures to be followed in the event of fire
- Every power-driven machine should be provided with adequate means, immediately accessible and readily identifiable to the operator, of stopping it quickly, and preventing it being started again. In the case Power Hand tools, this shall be of an automatic or "dead-man-switch" type
- All defected tools should be immediately removed from site



#### a) Electrical Equipment

- Electrical hand-held equipment shall be appropriately connected to an external supply with Earth Leakage Circuit Breaker (ELCB).
- All accessories and connections will be intrinsically safe (If there is a chance of presence of flammable gases in the atmosphere).
- Contractor should ensure that all portable equipment is disconnected from the power supply when not in use or during the maintenance
- All flexible cables shall be of industrial grade, in good and safe working condition. Taped joints in cables shall not be permitted and plugs will always be used in power sockets. The cables shall be protected against damage, no splice allowed in power cables

### 8. PERMIT TO WORK

CONTRACTOR shall ensure proper implementation of COMPANY Permit to work system which may include the following nature of jobs, not limited to:

- Hot jobs
- Cold jobs
- Working at heights
- Electrical jobs
- All PTW forms shall follow a formal numbering/ registration system.
- All PTW form sections shall be properly filled in.
- All PTW forms shall be formally closed on time.

### 9. CAMP HSE REQUIREMENTS

CONTRACTOR should follow the standards and rules established by COMPANY.

### 10. ENVIRONMENTAL GUIDELINES

Eni Pakistan is an ISO 14001 certified and all CONTRACTORS are expected to buy in to our vision and life cycle philosophy on Environmental Management and work with us on achieving the goals. CONTRACTOR shall pay consideration to the environment by acting to preserve air, water, animal & plant life and proper waste management as per COMPANY Integrated Waste Management Procedure. Carcinogenic Material shall not be used at COMPANY Sites.

### 11. EMERGENCY RESPONSE PLAN & MEDEVAC

A situation arising out of sudden and unexpected incident(s) at a location that warrants immediate response in order to mitigate the impact of damage caused to people, asset and environment due to that incident and bring the location back to the normal state. An emergency can turn into a major incident and crisis if not managed properly.

The CONTRACTOR shall be required to follow the applicable site emergency Response Plan / Procedure.

In case of serious injury or illness, Medevac by air/ road will be arranged by COMPANY at the cost of the CONTRACTOR.



## **12. INCIDENT/ACCIDENT INVESTIGATION & REPORTING**

- CONTRACTOR shall report all accidents and incidents immediately to the COMPANY according to COMPANY'S Incident Reporting & Investigation Procedure;
- CONTRACTOR will be required to implement corrective measures that arise from the accident investigation



## Annexure– A: HSE DISCIPLINARY POLICY



### Eni Pakistan Limited HSE DISCIPLINARY POLICY

*In executing all contracted jobs, Contractors are committed to apply and require their Subcontractors to apply the following:*

- The Country Laws for Safety, Health and Environment Protection
- The Company Contractual Requirements and Obligations
- The Company "HSE Policy"
- The Company "Driving Policy"
- The Company "Sustainability Policy"
- The Company "Smoking Policy"
- The Company "Drug and Alcohol Policy"
- The Company "HIV-AIDS Policy"

*Any violation committed by Contractors and Subcontractors to the above listed requirements is subjected to disciplinary actions as dictated in this document and in the Contract; all the relevant expenses will, under contractual general terms, be fully charged to the Contractors and Subcontractors themselves.*

*In addition, as a consequence of violations committed by Contractors and their Subcontractors, and the disciplinary measures adopted in this respect, Company Representative keeps the right to formally issue negative feed-backs that will affect the Contractor's integrated qualification rating and that of its Subcontractor should the latter be submitted to the Company's qualification process.*

*On the contrary, should Contractor proactively comply with the Company HSE Integrated Management System principles and requirements to an extent that its own HSE System is aligned with OHSAS 18001 and ISO 14001 standards, Company will send a positive feed-back to eni that will positively affect the Contractor's integrated rating.*

#### a) Worker's dismissal

*a1) Contractor, having informed the Company Representative, will remove the worker/s and/or Supervisor/s from the workplace immediately*

*or*

*a2) the Company Representative, being Contractor inactive, will dismiss the worker/s and/or Supervisor/s from the workplace immediately*

*It is applied when:*

1. Contractor/Subcontractor (C/S) worker has omitted to report potentially dangerous occurrences from a safety, health and environment point of view or defective/inadequate tools and equipments;
2. C/S worker has removed safety control devices and warning signs;
3. C/S worker acts beyond his mandate;
4. C/S worker is irregular or works without Country permit;
5. C/S worker has carried out permitted works without work permit or in conflict with permit-to work prescriptions;
6. C/S supervisor has required workers to return to work under situations of relevant and immediate risk;
7. C/S worker does not comply with direct superior or Company Representative instructions;

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8. C/S worker has carried out his job with equipments or in presence of chemicals without adoption of due precautions;
9. C/S worker has omitted to don personal protective equipment provided by his Employer;
10. C/S worker/supervisor has omitted to inform Company on every injury, incident or significant near miss;
11. C/S worker is without fit-for-work certificate;
12. C/S worker omits to display his identity badge;
13. C/S supervisor's competence is not formally substantiated;

In the occurrence of situations under points 1 to 10, the disciplinary action remains active until Contract validity has expired; in these cases, Company reserves all rights to implement further actions/measures. In the occurrence of situations under points 11 to 13, the disciplinary action remains active until a safe condition, as was prior to the violation, is restored.

#### **b) Interruption of contracted activities**

b1) Contractor, having informed the Company Representative, is requested to interrupt activities until safe, healthy, environmentally sound and secure conditions are restored

or

b2) the Company Representative, being Contractor inactive, will stop activities until safe, healthy, environmentally sound and secure conditions are restored

It is applied when:

1. Contractor/Subcontractor (C/S) supervisor omits supervision;
2. C/S supervisor's lack of training and competence has been ascertained;
3. C/S management omits to organize a firefighting/emergency team, including first aiders;
4. C/S management has omitted to designate members of the emergency team and to submit the relevant training certificates to the Company;
5. C/S management has omitted to define and provide personal protective equipment that are suitable for the activity to be performed at the workplace;
6. C/S management has omitted to designate an HSE function assigned to the activities to be carried out at the workplace, and to ensure his training and competence are adequate;
7. C/S management utilizes at workplace equipment/plants that do not meet safety norms and standards (i.e. unsuitable for the hazardous area classification, unsuitable for the activity that they are intended for, uncertified or with expired certification, visibly poor from a maintenance point of view);
8. C/S management do not implement actions finalized to protection of the environment (soil, underground water, surface water etc.) when performing activities that may potentially cause impacts;
9. C/S workforce acts in conflict with environmentally sound practices, with implication for the environment itself and for health of workers and the public.

#### **c) Sending a letter to Contractor Management**

Company will send a letter of complaint to Contractor Management and, in parallel, a negative feed-back to eni aimed at updating the status of Contractor integrated qualification rating.

Feed-back will affect Contractor ratings, even in case the Vendor List is country-specific.

Activities covered by the Contract will be suspended until Contractor Management has replied with a formal Action Plan that Company and, eventually, eni have considered to be suitable and effective.

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*It is applied when:*

1. Situations like those described in a) and b) are recurrent and Contractor omits to provide information as per points a1) and b1);
2. There is evidence that the Contractor/Subcontractor (C/S) Management has omitted to deliver HSE training to its employees;
3. C/S Management has deliberately omitted to cooperate with Company and other Contractors in safety matters;
4. C/S Management has deliberately omitted to provide information about risks originated from Contractor's activity that can interfere with Company and other Contractors' activities;
5. Contractor Management has omitted to verify that its Subcontractors are fit-for-work in the activities assigned to them;
6. C/S Management omits to deliver suitable information to workers exposed to major risks;
7. C/S Management has omitted to assign the execution of hazardous works to demonstrably expert workers and to carry out a medical surveillance program for them;
8. C/S Management has assigned duties/workloads to workers that are irrespective of their fitness-to-work profile;
9. C/S Management does not report either injuries with more than 1 day out of work occurred at Company site or extended prognosis and close-out certificates;
10. There is no evidence that Contractor Management has carried out at least one HSE meeting with all staff and Subcontractors in order to discuss risks and training programs connected with the specific Contract;
11. C/S Management has omitted to provide all workers with identity badge;
12. C/S Management does not submit data for elaboration of injury trends (worked hours, average workforce, etc.) on a monthly basis.

**d) Formal summons of Contractor to the eni E&P Division Head Office**

Company will formally summon Contractor Management to the eni Head Office for a meeting that can be attended by the Vice president of the Professional Area of the Contract Owner, the HSE Vice president and the Qualification Department of the eni Procurement Directorate where Contractor receives a warning about the real possibility that its entire business with eni worldwide may be jeopardized.

*It is applied when:*

1. Situations like those described in c) are recurrent;
2. Contractor Management has omitted to organize at least one HSE meeting with all staff and Subcontractors in order to discuss risks and training programs connected with the specific Contract

Paolo Giraudi  
Managing Director  
April 2021

  
Company Secretary  
Click Sat Private Limited  
Banglow No D-23, KDA Scheme No 5  
Clifton Block-2 Karachi-Pakistan

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Annexure– B: HSE POLICY

**Eni Pakistan Limited**  
**HSE POLICY**

Eni is an energy company & in conducting its business, in line with eni code of ethics, procedures and sustainability principles, Eni Pakistan will promote and pursue excellence in:

- Providing a safe and healthy workplace with focus on prevention of work-related injury and ill health to its workforce, contractors, visitors and people who are or could be impacted by its activities;
- Protection and promotion of human rights, the socio-economic development of local communities;
- Protection of environment, prevention of pollution and conservation of biodiversity and ecosystems;
- Continual improvement of quality of processes, services and products of its activities and operations; as essential elements to ensure the sustainability of the Company's business

**Eni Pakistan Limited is committed to:**

- Achieving continual improvement in Health, Safety, Environment and its business processes in line with strategic goals and objectives, through measuring and analyzing its Performance aiming for technological excellence, including energy efficiency in every field of activity;
- Achieving continual improvement in HSE Integrated Management System through implementation of Health, Safety and Environmental protocols for all its projects and operational activities.
- Comply with all relevant regulations and laws enforced domestically and internationally and other HSE requirements where it operates;
- Establishing authority, responsibility and accountability for HSE within organisational line management and promoting the full involvement of all employees and contractors in translating the HSE policy into practice in the management of all HSE aspects relevant to its activities and observance of human rights;
- Establishing implementation of Environmental Responsibility of complete life cycle, including Geological /Geophysical surveys, Drilling, Engineering and Construction activities, Production and Restoration
- Identifying the hazards, evaluating and mitigating the risks and impacts associated with all its activities to achieve objectives by formal documentation; by adopting the most advanced principles and best practices, by implementing all practicable measures to ensure working conditions are safe and healthy; Reinforcing integrated risk management in decision making of company; providing necessary resources; devising way to deal with conflicting objectives; defining measurement and reporting within the company's performance indicators;
- Establishing mechanism to ensure consultation and participation of workers at all applicable levels, in the development, planning, implementation, performance evaluation and actions for improvement of HSE Integrated Management System.
- Developing and maintaining knowledge throughout the organization, by communication of information and through education and training of its staff;
- Establishing the selection and management processes for purchase, supply and contracting of goods and services so that suppliers' and contractors' HSE standards are consistent with its own;
- Clearly defining & effectively communicating the Principles of Corporate Social Responsibility; Communicating to the stakeholders its HSE standards and working with them to identify requirements and address these in a cooperative manner;
- Developing, maintaining and testing effective contingency plans;
- Conserving Biodiversity and Ecosystem by not conducting oil and gas exploration and development activities within the boundaries of Natural Sites included in the UNESCO World Heritage List (as of May 31, 2019)

Eni is a dynamic policy document and is revised as often as necessary, in this manner we aim to go

beyond legal compliance to become a Health, Safety and Environment leader in our industry.

Statement of Policy: Click Sat Private Limited

**Paolo Giraudi**  
Managing Director  
April 2021

**Company Secretary**  
**Click Sat Private Limited**  
Banglow No. D-23, KDA Scheme No.5  
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## Annexure-C: DRUGS & ALCOHOL POLICY



### Eni Pakistan Limited DRUGS & ALCOHOL POLICY

The abuse of drugs and alcohol or other substances are incompatible with a safe and productive work environment. The objective of this present policy is to define basic requirements to mitigate possible impacts on the business from substance abuse. Compliance with this policy is a condition for employment and access to Company premises <sup>(1)</sup> and facilities during or other than normal working hours.

The following measures must be respected in compliance to this policy:

The possession, consumption or distribution of drugs or misuse of other substances, while on Company provided premises or while engaged on Company business, is prohibited.

Controlled use of medicines is admitted only under medical prescription and after the authorization of the Company Doctor.

The possession and/or consumption of alcohol on Company premises is prohibited, except management's duly approved social gatherings in specified areas (other than Company premises) where alcohol may be used under the national laws and regulations.

Regarding the consumption of alcohol, employees on assignments abroad and in jurisdictions in which they are not considered citizens, must maintain a behavior in compliance with Company's Code of Ethics and consistent with the protection of Company's reputation whether during or other than normal working hours.

No individual shall report to work, be on the job or be at Company premises under the influence of prohibited substances. Any Supervisor, Line Manager or Site Manager having reasonable cause <sup>(2)</sup> to suspect an employee is intoxicated whilst on duty may request a comprehensive medical examination to be conducted. If an employee refuses to a medical examination, he will be directly considered under the influence of drugs or alcohol.

Eni Pakistan reserves its rights to carry out drugs and alcohol testing at work location(s) during working hours in a non-discriminatory, confidential and random basis in order to enforce this policy.

The violation of any of the above statements constitutes a serious offence which may result in disciplinary action against the offending individual.

This policy applies to all employees, contractors and visitors, while they are present on the Company premises. Eni Pakistan shall provide procedures and guidelines for handling alcohol and drugs related incidents.

<sup>(1)</sup> The Company premises include the offices, all field locations, vehicles, aircrafts and other means of transportation arranged by Company for any official assignment.

<sup>(2)</sup> Inappropriate behaviour is considered as a reasonable cause to suspect an individual under the influence of alcohol.

Paolo Giraudi  
Managing Director  
April 2021

Company Secretary  
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**Annexure- D: SMOKING POLICY**



**Eni Pakistan Limited**  
**SMOKING POLICY**

*Eni Pakistan in recognition of Health, Safety & Environment concerns is committed to provide and maintain a safe working environment for employees and contractors without risk to their health. Eni Pakistan prohibits the smoking or carrying a lit substance that may be smoked in all indoor or enclosed facilities.*

*Smoking is one of the leading causes of certain diseases and premature loss of life. There is clear evidence that active and passive smoking causes a range of serious illnesses including cancer and cardiovascular diseases.*

*Eni Pakistan respects the national laws and commits to protect all its employees, contractors and visitors from exposure to tobacco smoke at its facilities.*

*It is the policy of Eni Pakistan that all of our workplaces and vehicles are smoke-free that also includes smoke produced from electronic smoking devices and all employees and contractors have the right to work in a smoke-free environment. Thus any type of Smoking is prohibited throughout Eni Pakistan's workplaces including vehicles used for company business.*

*The purpose of this policy is not to take away the individual's right to smoke but to restrict smoking in the workplace.*

*Smoking is permitted only in the areas specifically designated and posted as smoking areas at each facility or location. No one is allowed to smoke along any path way or walk way leading to or from the designated smoking area. Smokers must ensure safe disposal of cigarette ends and other waste smoking materials*

*The smoking restrictions do not apply in the case of individual residential buildings and houses owned or managed by the Company.*

*All employees, contractors and visitors shall comply with this policy.*

Paolo Giraudi  
Managing Director  
April 2021

  
Company Secretary  
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## Annexure- E: DRIVING POLICY



**Eni Pakistan Limited**

### **DRIVING POLICY**

The objective of present policy is to improve health and safety of Eni Pakistan, contractors, suppliers and third party drivers and all employees and personnel during job related journeys, promoting risk prevention in reducing the causes of accidents and fatalities. In line with Eni Pakistan Management commitment, the following measures must be implemented to ensure full compliance with local and international legal requirements:

- All vehicles shall comply with the Minimum Vehicles Requirements (MVR), as set out in Eni's Land Transportation Manual
- Vehicle and driver shall have all the necessary legal documentation
- Drivers shall possess valid Defensive Driving Certification
- Seat belts must be fastened during the travel by driver and passengers (No body shall be allowed to sit on open space / decks of the vehicles)
- Driver is not allowed to start driving unless all passengers are seated and have fastened their seat belts
- Driver must always have Company and/or contractor's emergency telephone numbers card
- Speed limits as well as safe distances from the front vehicle must be maintained
- Driver is not allowed to use portable radio equipment or mobile phones while driving or refilling in petrol stations. In case of receiving a service call or if communication is needed, the driver must stop the vehicle in a safe area before answering the call
- Usage of drugs or alcohol is strictly prohibited for drivers
- Daily driving shall be maximum 9 hours a day with a dispensation of 10 hours a day twice a week at most
- Weekly driving hours; a) driver is not allowed to drive more than 90 hours in a consecutive two-week period and b) during brief breaks dedicated to rest (45 minutes after 4.5 hours consecutive or 25 minutes every 2 hours) it is absolutely forbidden to work (load or unload goods, do repair work etc.)
- Regular daily rest; a) has to be at least an uninterrupted period of 11 hours b) can be reduced to 9 hours three times a week at the most c) it is also possible to fraction the rest into two moments: the first one shall be 3 hours long at least and the second one shall be 9 hours without interruptions and d) there shall be a period of normal and reduced rest every 24 hours
- driver can take a pause suspending duty in case of temporary disease or drowsiness; all these duty suspensions must be recorded on the daily duty form
- Additionally, IVMS monitoring and data analysis shall be carried out and feedback shall be shared with drivers
- Smoking is strictly prohibited inside vehicles
- Driving with inappropriate shoes like slippers, sandals or with barefoot is not allowed
- Driver must ensure that a high-visibility light reflecting jacket is available in the vehicle and he wears it when getting out from vehicle on road stopping
- Special care must be taken in case of driving on extreme environment conditions
- Vehicles used for Company business must be maintained strictly in accordance with the recommendations of the manufacturer whether the maintenance is routine or emergency
- All Accidents/Incidents shall be formally reported according to Company Accidents/Incidents' Reporting procedure to prevent recurrence

Driver has the duty to report any violation of driving policy occurred on behalf of passengers, and he is authorized to cancel/stop the journey in case of major violation. Passengers too, may report any violation of driving policy and procedures, traffic regulations or vehicle non-conformities they deemed have occurred while they were being transported.

**Paolo Giraudi**  
**Managing Director**  
April 2021

  
**Company Secretary**  
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Annexure- F: HIV/ AIDS POLICY



**Eni Pakistan Limited**  
**HIV / AIDS POLICY**

Eni Pakistan recognizes the magnitude and severity of the development of HIV<sup>(1)</sup>/ AIDS<sup>(2)</sup> epidemic worldwide and its prevalence in Pakistan; and seeks to minimize the impact on human rights and the socio-economic consequences to the company and its employees.

Eni Pakistan is committed to comprehensive management of HIV/AIDS at workplace. The Policy is also aimed at focusing on aspects of HIV/AIDS which, if not carefully addressed may impact negatively on the business and/or well being of the employee(s).

Eni is fully committed to protect its employees' health through promotion of health awareness, encourage behaviour changes where necessary as well as ensure that all employees are treated with the necessary dignity, fairness and equality.

The key principles of this policy are:

- Eni will not and does not discriminate against employee(s) having, perceived as having, living with or otherwise affected by HIV or AIDS
- HIV/AIDS screening should not be required for job applicants or persons in employment
- The gender dimensions of HIV/AIDS should be recognized, i.e. its health effect and consequences on male and female, particularly in reproductive age
- HIV and AIDS are dealt with highest level of confidentiality as medical conditions, in accordance with applicable laws and Company policies
- Should an employee wish to disclose that he/she is HIV positive, appropriate management through the company's Occupational Health & Medical Support programmes will be offered
- HIV/AIDS education and awareness will be made available to all employees including contractors

All personnel of the Company and Contractors are required to be fully aware of this Policy and to comply in their activities

<sup>(1)</sup>HIV: Human Immunodeficiency Virus, <sup>(2)</sup>AIDS: Acquired Immunodeficiency Syndrome

Paolo Giraudi  
Managing Director  
April 2021

  
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## Annexure- G: SUSTAINABILITY POLICY



### **Eni Pakistan Limited** **SUSTAINABILITY POLICY**

#### **Vision**

*Creating sustainable value, ethical corporate behaviour, building human capacity and promoting technological innovation.*

#### **Mission**

*It is our goal to apply sustainable development principles and transparent behaviour in the conduct of our business activities. We seek to understand the social, environmental and ethical implications of our business, engage with Stakeholders in order to eliminate or mitigate any negative social and environmental impacts, enhance positive impacts to ensure that we fulfil our ethical responsibility to Communities, wider Stakeholders and the Pakistani society on the basis of sound business principles.*

#### **Values**

*We are committed to:*

1. *Operating in compliance with Eni Code of Ethics, acting in accordance with laws, rules of fair competition, honesty, integrity, transparency and good faith, with due respect of the legitimate interests of our Stakeholders, Employees, Shareholders, Customers, Commercial and Financial Partners, Communities and legitimate Institutions, Governments and their Agencies.*
2. *Operate within the framework of eni's Guidelines on Protection and Promotion of Human Rights. We reject all forms of discrimination of forced and child labour and corruption. We seek to safeguard dignity, health and safety of all persons in the workplace.*
3. *Conduct our business and acting in the respect of cultural, religious and ethnic heritage traditions of Communities. As a socially responsible Company, we are committed to contribute to the promotion of the quality of life and of the socio-economic development of the Communities in which we operate, in line with the International Conventions on Sustainable Development.*
4. *Work in partnership with Stakeholders to meet our Vision and acting in collaboration with the Government.*
5. *Reduce the local environmental impact of operations, in coherence with Eni's global environmental strategy, by improving performances and implementing initiatives for biodiversity, conservation and resources recovery.*
6. *Conservation of biodiversity and ecosystems by;*
  - *not conducting oil and gas exploration and development activities within the boundaries of Natural Sites included in the UNESCO World Heritage List (as of May 31, 2019)*
  - *implement management model in compliance with Eni Biodiversity and Ecosystem Services (BES) policy at all Eni Pakistan fields*
  - *promote with our partners the development and adoption of good management practices in line with Eni BES Policy*

*These principles are integrated into the Company business plan, supply and service contracts. All personnel of the Company and Suppliers are required to be fully aware of this Policy and to comply in their activities.*

**Paolo Giraudi**  
Managing Director  
April 2021

  
**Company Secretary**  
**Click Sat Private Limited**  
Banglow No D-23, KDA Scheme No.5  
Gffen Block-2, Karachi-Pakistan

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## Annexure- H: SUBCONTRACTOR HSE MINIMUM REQUIREMENTS

List of HSE on/off Requirements	Description of the requirement
<b>Documentation of the Risk Assessment</b>	<p>The Subcontractor:</p> <ul style="list-style-type: none"><li>• Shall sign for acceptance and transmit to the Contractor the documentation concerning the Company's Risk Assessments received by the Contractor (DUVRI, in the case of applicability of Legislative Decree 81/2008 Art.26; PSC, in case of applicability of Legislative Decree 81 / 2008 Title IV; DSSC, in case of applicability of Legislative Decree 624/1996);</li><li>• Shall draw up, sign and transmit to the Contractor its specific Risk Assessment (POS in the case of PSC, DSS in the case of DSSC) concerning the activities to be performed according to the working / environmental / social conditions existing during contract execution.</li></ul> <p>This documentation shall be duly signed, and the Contractor shall verify the compliance to its Risk Assessment. After such verification, Contractor will forward the entire set of Risk Assessments to the Company, who in turn will be able to carry out the necessary checks and verifications.</p>
<b>Draft of the HSE Plan relevant to contract activities</b>	The Subcontractor must develop an HSE Plan concerning the activities to be performed according to the working / environmental / social conditions existing during contract execution. This duly signed documentation will be sent to the Contractor who will forward it to the Company.
<b>Contract SOW HSE Organization</b>	The Subcontractor must define its own HSE organizational structure concerning the activities to be performed according to the working / environmental / social conditions existing during contract execution. This duly signed documentation will be sent to the Contractor who will forward it to the Company.
<b>HSE Personnel Competences (qualifications and training)</b>	The Subcontractor must transmit to the Contractor the evidence of the skills and qualifications of all its HSE personnel (Managers, Coordinators, Supervisors, Technicians) who will be employed / deployed for the execution of the contract, in compliance with the specific HSE requirements in contract no. .... This duly signed documentation will be sent to the Contractor who will forward it to the Company.
<b>Discipline Supervisors / Superintendents /</b>	The Subcontractor must transmit to the Contractor the evidence of the skills and qualifications of all its Technical personnel such as Coordinators, Superintendents, Supervisors, Technicians who will be employed / deployed for the execution of the



<b>Coordinators Competences (qualifications and training)</b>	contract, in compliance with the specific HSE requirements in contract no. .... This duly signed documentation will be sent to the Contractor who will forward it to the Company.
<b>List of PPE*</b>	The Subcontractor must transmit to the Contractor the list of PPE to be used during contract execution along with relevant certifications of compliance to the standards reference for the listed PPE, in compliance with the specific HSE requirements in contract no. .... This duly signed documentation will be sent to the Contractor who will forward it to the Company.



**Annexure- I: TEMPLATE OF “CONTRACTOR DECLARATION ABOUT SUBCONTRACTOR HSE REQUIREMENTS- PRE AWARD””**

[Company Name]  
[Company Address]

**Declaration as per art. 47 of DPR 445/2000**

[internal note for procurement: insert above declaration for contract in Italian Law,  
alternatively delete and insert the Bona Fide statement for Common Law]

**BONA FIDE STATEMENT (Common Law)**

**Subject:** Ref. Tender No. .... (the "Tender"). Bidder's declaration of the request of compliance to Subcontractor's HSE requirements from Subcontractors appointed in the event of Contract's award, subject to Client's authorization. Workplace: .....

The undersigned....., as legal representative of ....., as bidder in the Tender (the "Bidder"), acting on its name and/or on behalf of the members of the association of undertakings/consortium/joint venture (if any) which duly empowered the Bidder, hereby

**DECLARES**

- (i) under his own responsibility that, in case of award of the contract to be assigned following the tender, the company (or the companies) to be identified as Subcontractor (as defined in the draft of the Contract attached to the ITT, to be considered as integral part of the ITT set of documents) shall respect the minimum HSE requirements set forth in "Annexure H - Subcontractor HSE minimum requirements" duly signed and attached to this declaration, of which it shall be considered as integral part. The same company will sign the declaration referred to in "Annexure K - Subcontractor declaration of compliance with HSE requirements"

The Bidder  
(acting on its behalf and/or duly empowered to sign  
in case of temporary association of undertakings/JV/consortium)

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**Annexes:**

- "Annexure H- Subcontractor HSE minimum requirements"
- ID card/passport of the person who sign the declaration



**Annexure- J: TEMPLATE OF “CONTRACTOR DECLARATION ABOUT SUBCONTRACTOR HSE REQUIREMENTS- POST AWARD”**

[Company Name]  
[Company Address]

**Declaration as per art. 47 of DPR 445/2000 (Italian Law)**

[internal note for procurement: insert above declaration for contract in Italian Law,  
alternatively delete and insert the Bona Fide statement for Common Law]

**BONA FIDE STATEMENT (Common Law)**

**Subject:** Ref. Contract No. .... (the "Contract"). Contractor's declaration about compliance of its Subcontractor(s) with HSE requirements Workplace:  
.....

The undersigned....., as legal representative of ....., based in ....., VAT number....., acting on its name and/or on behalf of the members of the association of undertakings/consortium/joint venture (if any), duly empowered by them as the Contractor, hereby

**DECLARES**

under his own responsibility that the company ..... as Subcontractor (as defined in the Contract) covered by the Contract respect the minimum HSE requirements set forth in "Annexure H - Subcontractor HSE minimum requirements" duly signed and attached to this declaration, of which it shall be considered as integral part.

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**Annexes:**

- "Annexure H - Subcontractor HSE minimum requirements"
- ID card/passport of the person who sign the declaration



**Annexure- K: TEMPLATE OF “SUBCONTRACTOR DECLARATION ABOUT  
SUBCONTRACTOR HSE REQUIREMENTS- POST AWARD”**

[Company Name]  
[Company Address]

**Declaration as per art. 47 of DPR 445/2000 (Italian Law)**  
[internal note for procurement: insert above declaration for contract in Italian Law,  
alternatively delete and insert the Bona Fide statement for Common Law]

**BONA FIDE STATEMENT (Common Law)**

**Subject:** Ref. Contract No. .... (the "Contract"). Contractor's declaration about compliance of its Subcontractor(s) with HSE requirements Workplace:

The undersigned....., as legal representative of ....., based in ....., VAT number....., acting on its name and/or on behalf of the members of the association of undertakings/consortium/joint venture (if any), duly empowered by them as the Contractor, hereby

**DECLARES**

under his own responsibility that the company ..... as Subcontractor (as defined in the Contract) covered by the Contract respect the minimum HSE requirements set forth in "Annexure H - Subcontractor HSE minimum requirements" duly signed and attached to this declaration, of which it shall be considered as integral part.

**Annexes:**

- "Annexure H - Subcontractor HSE minimum requirements"
- ID card/passport of the person who sign the declaration



**Annexure- L: INFORMATION / DOCUMENTS REQUIREMENTS**

**a) Bidding Stage**

All bidders should supply enough information to enable the COMPANY to objectively evaluate their commitment to adhere to and comply with COMPANY HSE standards and guidelines. The information shall include but not limited to the following:

**Standard Documents:**

1. CONTRACTOR'S organization chart with details of key personnel
2. CONTRACTOR'S HSE Policy
3. CONTRACTOR'S HSE Manual
4. Hazard identification and Risk Assessment Procedure
5. Accident Reporting & Investigation Procedure
6. CONTRACTOR'S OHSAS 18001: 2007 / ISO 45001:2018 and ISO 14001:2015 Certifications (provide certificate copy if company certified).
7. CONTRACTOR'S HSE and Trade Supervisors Personnel qualification and HSE training record.
8. Details of CONTRACTOR'S dedicated personnel who will hold sufficient authority to manage the entire Contract and to organize the work and site
9. CONTRACTOR'S policy on use of PPE
10. CONTRACTOR'S HSE Statistics for last 3 years
11. LTIFR (Lost Time Injury Frequency) for a significant time (at least 3 years);
12. LTIFR target for the current year
13. TRIR (Total Recordable Injuries Rate) for a significant time (at least 3 years);
14. CONTRACTOR'S total experience to provide similar services.
15. Other Safe Operating Procedures (SOPs) applicable to the scope of this contract.
16. Any other additional information CONTRACTOR deems useful in this respect.

**Commitments:**

1. All bidders shall confirm for complying to all COMPANY HSE policies and procedures applicable to this Contract
2. Abide COMPANY policy regarding Alcohol & Narcotics and Weapons, Arms & Ammunition

**b) Requirements on Contract Award**

1. CONTRACTOR to prepare all agreed Procedures before initiating any physical activity.

**c) Requirements during Execution of Work**

1. CONTRACTOR shall report all accidents and incidents to the COMPANY.
2. Contractor shall be responsible to provide the all information which COMPANY required during the entire execution period of contract.