

**Annex B - List of handover documents**

**CONTRACT HANDOVER FORM**

**FROM: PROCUREMENT (PCP)**

**TO: ICT Manager (PBO) HSE**  
**CC: HSE DEPT**

**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) \_\_\_\_\_  
PCP 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 (specify if its revision)	5000020951
Scope of Work	Provision of VMWare maintenance and purchase Licenses
Contractor Name (in full)	JAFFER BUSINESS SYSTEMS (PRIVATE) LIMITED
Contractor Representative Contact details	Mr. Rizwan Hussain Email: rizwan.hussain@jbs.live Telephone: +92-345-627-7767
Contract Value	US\$ 150,000/- equivalent to PKR 25,350,000/- (@ exchange rate of Oct 2021 i.e 169.00) Branch General & Kirthar
Start Date	01-Aug-2021
End Date	31-July-2024
Options if any	Three optional extensions of one year each i.e. (1+1+1), 15 days prior contract expiry
Notice for options if any	
Type (Blanked, P.O., S.A.)	Blanket (without any commitment)
Insurance Policies required (provide the list of applicable insurances and coverages required)	As per Art 12. Of the contract,  CONTRACTOR shall maintain all relevant insurances as per APPLICABLE LAW.
Compensation Scheme (explain Lump Sum, Price List, reimbursable, cost+ fee, discounts, volume discounts, if any)	Fixed unit prices, as per Appendix A of Contract 5000020951
SAP structure (line items) Itemized Y/N, availability of open line Y/N	No
Payment Terms	60 Days



Penalties, / Liquidated damages <i>(Explain thresholds and applicability)</i>	As per Art 23. 2.5% of CALL-OFF ORDER value to a maximum of 10%
HSE Requirements	HSE99-00-IN-GD-098-04
Respect for Human Rights (To specify Human Rights criticality as per Commodity code)	D
<b>Subcontracting</b> <u>Note for User:</u> Cascade subcontracting and total subcontracting not allowed	N/A
<b>Delivery Terms</b>	Exw
<b>Location</b>	ENI Karachi Office

<b>Contract Documents</b>		
	Applicable Y/N	Comments (if any)
Form of Agreement	Y	
Letter of Amendment no. 01	N	
General Conditions	Y	
Special Conditions	N	
Appendix "A"- "Compensation and Method of Application"	Y	
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)	Y	
Appendix "E" - "HSE-CR Guidelines	Y	
Appendix "F" OHHMS Guidelines	Y	
Appendix "G" Security Guidelines	Y	
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 and to HSE on 26/11/2021

PRO representative

Buyer's Name & Signature

Team Leader's Name & Signature

C&P Manager's Name & Signature

Receipt by:

CH representative

HSE representative

M Osama Farooqi  
Khalil Ur Rehman 26/11/21  
Alim Ur Rehman  
26/11/2021

Jahangir Akhtar

Sabir

## 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:

Name, Dept.

IAHA LATEEF  
ICT

Date: 14-Dec-2021

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
- Respect for Human Rights, as per Human Rights criticality defined in commodity code.

**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)**

**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)



GENERAL INFORMATION			
<b>Description:</b>	<b>VMWare Maintenance and Purchase of Licenses</b>		
<b>Contractor Name:</b>	<b>JAFFER BUSINESS SYSTEMS (PRIVATE) LIMITED</b>	<b>SAP code:</b>	213816
<b>Contractor Address:</b>	Citi Tower, 33-A, Block-6 P.E.C.H.S, Shahrah-e-Faisal, Karachi-75400 (Pakistan)		
<b>Buyer Name:</b>	M Osama Farooqi		
<b>Contract Manager Unit:</b>	ICT Manager (PBO)		
<b>Start Date</b>	01-08-2021	<b>End Date</b>	31-07-2024

**THIS PART IS INTENTIONALLY LEFT BLANK**  
**ORDER INCLUDES ALL OF THE FOLLOWING PAGES**

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**INDEX**

<b>1. DEFINITIONS AND INTERPRETATION.....</b>	<b>3</b>
<b>2. SCOPE OF WORK .....</b>	<b>3</b>
<b>3. CONTRACT DOCUMENTS AND PRIORITY .....</b>	<b>4</b>
<b>4. CONTRACT DURATION AND TERMINATION .....</b>	<b>4</b>
<b>5. KICK OFF MEETING .....</b>	<b>4</b>
<b>6. CONTRACTOR PERSONNEL (NOT APPLICABLE).....</b>	<b>4</b>
<b>7. SUBCONTRACTING (NOT APPLICABLE).....</b>	<b>4</b>
<b>8. KNOWLEDGE OF AREA OF OPERATIONS.....</b>	<b>4</b>
<b>9. DOCUMENTATION (NOT APPLICABLE).....</b>	<b>5</b>
<b>10. INSPECTION AND TESTING (NOT APPLICABLE) .....</b>	<b>5</b>
<b>11. QUALITY ASSURANCE (NOT APPLICABLE) .....</b>	<b>5</b>
<b>12. CALL-OFF ORDER PROCEDURE .....</b>	<b>5</b>
<b>13. ACCEPTANCE OF THE SERVICE.....</b>	<b>5</b>
<b>14. SERVICE ENTRY .....</b>	<b>6</b>
<b>15. INVOICING.....</b>	<b>6</b>
<b>16. PAYMENT.....</b>	<b>7</b>
<b>17. COMPANY REPRESENTATIVE .....</b>	<b>7</b>
<b>18. REPRESENTATION AND WARRANTIES .....</b>	<b>7</b>
<b>19. DEFECTS LIABILITY .....</b>	<b>7</b>
<b>20. LIMITATION ON LIABILITY.....</b>	<b>8</b>
<b>21. LIABILITIES AND INDEMNITIES.....</b>	<b>9</b>
<b>22. INSURANCE.....</b>	<b>9</b>
<b>23. LIQUIDATED DAMAGES.....</b>	<b>9</b>
<b>24. FINANCIAL SECURITY (NOT APPLICABLE).....</b>	<b>10</b>
<b>25. ANTIMAFIA LEGISLATION .....</b>	<b>10</b>
<b>26. NOTICES .....</b>	<b>10</b>
<b>27. REPRESENTATIVES OF THE PARTIES.....</b>	<b>10</b>
<b>28. SURVIVORSHIP .....</b>	<b>11</b>
<b>29. PRIVACY.....</b>	<b>11</b>



*[Handwritten signature]*

**Object**

**CONTRACT No. 5000020951**

**Subject: VMWare Maintenance and Purchase of Licenses**

**Form of Agreement**

With reference to your offer we, **Eni Pakistan Limited**, hereby award you, **JAFFER BUSINESS SYSTEMS (PRIVATE) LIMITED**, the subject agreement (hereinafter referred to as "the CONTRACT") on the following terms and conditions.

The CONTRACT is made by and between: the following PARTIES designated as "COMPANY" and "CONTRACTOR":

**COMPANY:**

**Eni Pakistan Limited**, a corporation existing under the laws of England and having its principal place of business at the following address:

**Address:**

5<sup>th</sup> Floor, The Forum, G-20, Block-9, Khayaban-e-Jami, Clifton, Karachi - 75600, Pakistan.

and

**CONTRACTOR:**

**JAFFER BUSINESS SYSTEMS (PRIVATE) LIMITED**, a corporation existing under the laws of Pakistan and having its principal place of business at the following address:

**Address:**

Citi Tower, 33-A, Block-6 P.E.C.H.S, Shahrah-e-Faisal, Karachi-75400 (Pakistan)

Tel no:(92-21) 34373111 (15 lines) Fax: (92-21) 34373083

The CONTRACT constitutes the entire agreement between the PARTIES with respect to the subject matter hereof and shall supersede and cancel all prior agreements or understandings, whether oral or written.

**1. DEFINITIONS AND INTERPRETATION**

In this FORM OF AGREEMENT, words and expressions shall have the same meanings as are assigned to them herein and in the General Conditions.

**2. SCOPE OF WORK**

1. The PARTIES agree that in consideration for the payments to be made by the COMPANY under the CONTRACT, CONTRACTOR hereby covenants to execute diligently and complete "**VMWare Maintenance and Purchase of Licenses**" as is more fully described in the **Appendix "D"** of the Services CONTRACT (the "**Scope of Work and Technical Specifications**") in accordance with the provisions of the CONTRACT.
2. On the basis that no minimum work commitment is guaranteed herein under, the SERVICES to be performed shall be requested from time to time by COMPANY's REPRESENTATIVE with a



**CALL-OFF ORDER** issued by COMPANY in accordance with the Article "**CALL-OFF ORDER**" of the General Conditions.

### **3. CONTRACT DOCUMENTS AND PRIORITY**

The following documents shall constitute the CONTRACT DOCUMENTS AND PRIORITY:

- This FORM OF AGREEMENT
- General Terms and Conditions
- Appendix "A" - "Compensation and Method of Application"
- Appendix "D" - "Scope of Work and Technical Specification"
- Appendix "E" - "HSE Guidelines"
- Appendix "F"- "OHHMS Guidelines"
- Appendix "G"- "Security-CR Guidelines"
- Appendix "B" - "Price Schedule /Price Lists" (where applicable)
- CALL-OFF ORDER (where applicable)

In the event of any conflict between the above documents, precedence shall be established in the order listed.

### **4. CONTRACT DURATION AND TERMINATION**

1. This CONTRACT shall become effective on 1<sup>ST</sup> of August 2021 (the "**EFFECTIVE DATE**") and shall continue in full force and effect for a period of Thirty-Six (36) months, subject to termination in accordance with the terms of the CONTRACT.
2. CONTRACTOR shall commence the provision of the SERVICE in accordance with the CONTRACT, on the date(s) set out in the CALL-OFF ORDER(S) (the "**COMMENCEMENT DATE**") and shall thereafter proceed with the SERVICE with due expedition and without delay, for the duration of this CONTRACT and in accordance with the provisions this CONTRACT.
3. CONTRACTOR acknowledges that the performance of the SERVICE is time critical and shall not assign to other works a priority which affects or interferes with the start, finish or timely performance of each part of the SERVICE in accordance with this CONTRACT.
4. COMPANY may extend the CONTRACT for 36 additional months, 12 months each, under the same terms and conditions as set forth in the CONTRACT, by giving written notice to CONTRACTOR at least 15 days before the expiration of the CONTRACT.

### **5. KICK OFF MEETING**

The PARTIES agree that a "Kick-off meeting" will be held, at a location and date designated by COMPANY, between COMPANY and CONTRACTOR within ten (10) days from Contract Execution date, during which the PARTIES will clarify all operational/technical/quality related aspects relevant to the performance of the SERVICE.

### **6. CONTRACTOR PERSONNEL (NOT APPLICABLE)**

### **7. SUBCONTRACTING (NOT APPLICABLE)**

### **8. KNOWLEDGE OF AREA OF OPERATIONS**

With reference to Article "Knowledge of area of operations" of the General Conditions, the PARTIES agree that the AREA OF OPERATIONS shall be ENI designated locations located in Pakistan.

**9. DOCUMENTATION (NOT APPLICABLE)**

**10. INSPECTION AND TESTING (NOT APPLICABLE)**

**11. QUALITY ASSURANCE (NOT APPLICABLE)**

**12. CALL-OFF ORDER PROCEDURE**

1. With reference to Article "CALL-OFF ORDER" of the General Conditions and on the basis that no minimum work commitment is guaranteed herein, the SERVICES to be performed shall be requested from time to time by COMPANY with a CALL-OFF ORDER signed by the authorized attorneys of both PARTIES.
2. COMPANY shall send to CONTRACTOR two originals of the CALL-OFF ORDER. As a minimum, and unless otherwise agreed between the PARTIES, the following information shall be provided in each CALL-OFF ORDER:
  - CONTRACT number;
  - CALL-OFF ORDER number;
  - Description of the SERVICES required;
  - Work/Service or Delivery location;
  - Commencement date;
  - Date of Completion;
  - Name of the COMPANY's representative to whom the CONTRACTOR shall report as described herein;
  - CALL-OFF ORDER amount;
  - Programs(s), time schedule(s) as well as any necessary instructions and directions in connection with the SERVICES;
3. CONTRACTOR shall sign the two (2) originals of the CALL-OFF ORDER and return both to COMPANY for countersignature. COMPANY shall sign and return one original to CONTRACTOR, retaining the other original for its records.
4. In the event that any of the information in a CALL-OFF ORDER requires to be changed for any reason, then either a CALL-OFF ORDER amendment or a new CALL-OFF ORDER shall be raised by COMPANY and issued to CONTRACTOR for signature process as described above.
5. Unless otherwise agreed between the PARTIES, in the event that CONTRACTOR provides SERVICES without the authority of a CALL-OFF ORDER as described above, then COMPANY reserves the right to refuse acceptance of those SERVICES by COMPANY, and COMPANY shall not be responsible for any costs arising from such a refusal.

**13. ACCEPTANCE OF THE SERVICE**

1. CONTRACTOR shall give COMPANY written notice of the completion of the SERVICES. Within fifteen (15) days of receiving such notice COMPANY shall notify CONTRACTOR of the acceptance of the SERVICES or the reasons for not accepting the SERVICES. The acceptance of the SERVICES or part thereof by COMPANY shall not be construed as COMPANY's agreement that the SERVICES or part thereof conforms to the requirements of the CONTRACT nor shall it represent or be construed as representing COMPANY's waiver of any warranty or guarantee or acceptance of any patent or latent defect in the SERVICES.
2. Until COMPANY has accepted the SERVICES, in the manner mentioned in par. 1 above, the SERVICES shall not be considered as accepted, either in whole or in part.



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#### **14. SERVICE ENTRY**

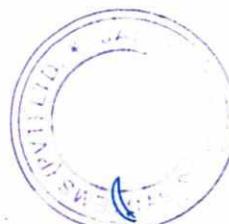
1. Save as otherwise stated in the CONTRACT, CONTRACTOR shall, at the end of each job or month, whichever comes first, submit to COMPANY a Service entry, in the form and number requested by COMPANY, covering the SERVICES performed in the month concerned by CONTRACTOR.
2. The Service entry shall quote:
  - a) number and date of the Service entry and, in where applicable number and date of CALL-OFF ORDER
  - b) reference number and date of issue of the CONTRACT;
  - c) code number allocated to CONTRACTOR as shown on the CONTRACT;
  - d) items billable as listed, numbered and described in the CONTRACT.
3. COMPANY shall check the Service entry and, if found in order, shall use best endeavours to promptly return it approved to CONTRACTOR. Such acceptance shall be treated as technical acceptance of the SERVICES.

#### **15. INVOICING**

1. Save as otherwise stated in the CONTRACT, CONTRACTOR shall submit a Pro-forma invoice along with all requisite supporting documents, including COMPANY's approved Service entry(s).
2. The original signed Pro-forma Invoice(s) containing the Service entry(s) and the Service Entry Sheet(s) (SES), duly certified by COMPANY's REPRESENTATIVE shall be returned to CONTRACTOR to serve as supporting documentation for invoicing purposes, within 30 days from the date of submission of the Pro-forma Invoice to the COMPANY.
3. After receipt of the above stated approvals for Service entry(s), Pro-forma Invoice(s) and other supporting documents from the COMPANY, CONTRACTOR will submit the valid and Final Invoice to the COMPANY's Finance department (attention: Accounts Payable).
4. In the event that COMPANY disputes a Pro-forma Invoice or a Final Invoice or part thereof, it may withhold processing/payment of that part and process/pay the non-disputed amounts. COMPANY shall notify the CONTRACTOR in writing of its reasons of dispute within 30 days from receiving the Pro-forma/Final Invoice. Alternatively the COMPANY may also opt to decide to reject the Pro-forma or Final Invoice after stating the reasons of rejection and instruct the CONTRACTOR to re-submit the Pro-forma or Final Invoice after making necessary corrections. Where CONTRACTOR disagrees with the disputed specification, he shall so notify the COMPANY within 30 days upon receipt of the same notification from the COMPANY. Upon resolution of a disputed Invoice, COMPANY shall pay the agreed amount within sixty (60) Days from the date of resolution of the dispute.
5. If on the completion of 30 days from date the COMPANY received a Pro-forma or a Final Invoice and no query is raised by the COMPANY, the invoice will be deemed acceptable and be sent forward for further processing/payment and in case of discrepancy is found later, amounts will be adjusted accordingly by means of credit note.
6. The PARTIES agree that Invoices shall not cover more than one CALL-OFF ORDER and shall be sent to the following address:

- Attention: Accounts Payable ([Enipak.accounts.payable@eni.com](mailto:Enipak.accounts.payable@eni.com))
- Address: Eni Pakistan Limited  
5th Floor, The Forum, G-20, Block 9  
Khayaban-e-Jami, Clifton  
Karachi-75600 (Pakistan)

Queries on status of invoice may be sent to:



- Attention: The Accounting Manager
- Fax No.: +92 21 35838493

#### **16. PAYMENT**

With reference to Article "Payment" of the General Conditions, the PARTIES agree that COMPANY will pay within Sixty (60) days of receipt of CONTRACTOR's invoice(s) USD, equivalent in Pakistani Rupees (PKR), as per exchange rate at the time of invoice submission along with the documentary evidence (SBP exchange rate) to the COMPANY Finance department and to the bank account opened in the name of the CONTRACTOR with details specified hereinafter:

Bank Name: Habib Metropolitan Bank Limited  
Bank Address: Main Branch, Corporate Banking Unit, 2nd Floor HBZ Plaza, I.I. Chundrigar Road, Karachi.  
Account Name: Jaffer Business System (Pvt.) Ltd.  
Account Number: 6-1-1-20311-714-490805  
SWIFT Code: MPBL PKKA 001  
IBAN Number: PK86 MPBL 0101 0271 4049 0805

In case of update of bank details, Contractor will submit revised bank details to Finance (Accounts Payable) on their letterhead signed by their authorized signatory.

#### **17. COMPANY REPRESENTATIVE**

1. COMPANY hereby appoints as its Representative:

Taha Lateef ICT Manager  
Email: [Taha.lateef@eni.com](mailto:Taha.lateef@eni.com)  
Tel no: 92-21-35879951

2. CONTRACTOR hereby appoints as its Representative:

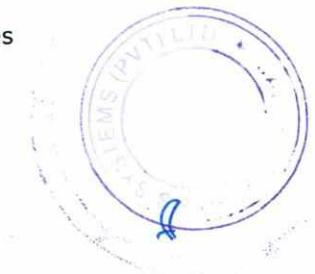
Rizwan Hussain  
Email: [rizwan.hussain@jbs.live](mailto:rizwan.hussain@jbs.live)  
Mobile No. +92 (345) 6277767 & +92 (300) 2030963

#### **18. REPRESENTATION AND WARRANTIES**

With reference to Article "Representation and warranties" of the General Conditions, the PARTIES agree to adhere in its entirety:

#### **19. DEFECTS LIABILITY**

1. CONTRACTOR shall promptly correct, repair, replace or reperform, at COMPANY's sole option and to COMPANY's satisfaction, the SERVICES or any part thereof deemed by COMPANY in its sole opinion to be defective at the sole expense of CONTRACTOR, so that said SERVICE become compliant with the requirements of the CONTRACT at the sole expense of CONTRACTOR and without prejudice to any date for the provision of the SERVICE agreed under the CONTRACT.
2. In addition to, and without prejudice to any rights and remedies that COMPANY may have under this CONTRACT or under APPLICABLE LAW, following receipt of any notice issued by COMPANY at any time and from time to time during the period of this CONTRACT and before the expiry of the

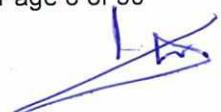


one month period (hereinafter "WARRANTY PERIOD"), CONTRACTOR shall promptly correct, repair, replace or reperform, at COMPANY's sole option and to COMPANY's satisfaction, the SERVICES or any part thereof deemed by COMPANY in its sole opinion to be defective at the sole expense of CONTRACTOR.

3. If CONTRACTOR fails to meet its obligations pursuant to par. 1 of this Article above within a month then COMPANY may decide either:
  - a) to carry out, or engage others to carry out, the necessary work of correction or reperformance at CONTRACTOR's expense provided that it does so in a reasonable manner and notifies CONTRACTOR of its intention so to do so. CONTRACTOR shall be liable to COMPANY for all costs and expenses reasonably incurred by COMPANY in connection with such correction or reperformance and COMPANY may deduct all such costs and expenses from the CONTRACT PRICE or recover them as a debt from CONTRACTOR at COMPANY's absolute and sole option. CONTRACTOR shall have no liability for any such correction or reperformance except as provided in this par..2 a); or
  - b) to determine and certify a reasonable deduction in any compensation payable to CONTRACTOR under this CONTRACT; or
  - c) to terminate this CONTRACT for material breach in accordance with Article "Contract duration and termination".
4. If CONTRACTOR makes or causes any correction, repair or replacement to or reperforms any part of the SERVICES pursuant to paragraph 1, the provisions of this Article shall apply for a period of twelve (12) calendar months from the date such correction, repair, replacement or reperformance was completed to COMPANY'S satisfaction.

## **20. LIMITATION ON LIABILITY**

1. CONTRACTOR's maximum aggregate liability pursuant to this CONTRACT whether arising from tort, breach of contract or any other cause of action shall be one hundred percent (100%) of the CONTRACT PRICE.
2. Notwithstanding provisions of the par.1 above, none of the following shall be considered in determining whether CONTRACTOR's aggregate liability has been reached:
  - a) correction or re-performance of any SERVICES free of charge to COMPANY and/or at CONTRACTOR's expense in accordance with this CONTRACT;
  - b) CONTRACTOR's indemnification obligations under Articles "Administrative and Anti-Corruption Liability", "Contractor Personnel", "Compliance with law, permits and authorizations", "Intellectual Property", "Taxes", "Customs Duties and fees", "Liabilities and Indemnities", "Insurance", "Defects Liability" of the General Conditions;
  - c) Liabilities with respect to loss or damage arising out of or connected with CONTRACTOR GROUP's fraud, GROSS NEGLIGENCE, WILFUL MISCONDUCT;
  - d) Insurance proceeds in respect of a claim under the CONTRACT;
  - e) CONTRACTOR's own costs and overheads in connection with the SERVICES;
  - f) Costs incurred by CONTRACTOR as a result of a dispute under this CONTRACT, including those in relation to legal, expert and other consultancy fees and arbitration expenses; or
  - g) any liquidated damages paid or payable by CONTRACTOR under this CONTRACT.



3. For purposes of clarity, par. 1 above shall act solely as a limit on CONTRACTOR's liability to COMPANY under this CONTRACT and not as an indemnity or guarantee of reimbursement by COMPANY to CONTRACTOR of any kind or nature.

## **21. LIABILITIES AND INDEMNITIES**

1. CONTRACTOR shall be liable for and shall defend, indemnify and hold harmless COMPANY GROUP from and against any and all INDEMNIFIED COSTS of whatever nature and howsoever caused, in respect of, or arising out of:
  - (a) injury, illness or death of any member of CONTRACTOR GROUP; and/or
  - (b) loss of, or damage to the property, owned, hired or leased, of any member of CONTRACTOR GROUP; and/or
  - (c) loss of, or damage to, the property, owned, hired or leased, of any member of COMPANY GROUP while under the care, custody, control, and/or protection and/or preservation of any member of CONTRACTOR GROUP, in accordance with the CONTRACT
  - (d) injury, illness or death of any member of COMPANY GROUP caused by CONTRACTOR GROUP.
2. COMPANY shall be liable for and shall defend, indemnify and hold harmless CONTRACTOR GROUP from and against any and all INDEMNIFIED COSTS of whatever nature and howsoever caused, in respect of, or arising out of:
  - (a) Subject to paragraph 1(d) of this Article, injury, illness or death of any member of COMPANY GROUP; and/or
  - (b) subject to paragraphs 1 (c) of this Article, loss of, or damage to the property, owned, hired or leased, of any member of COMPANY GROUP.

## **22. INSURANCE**

CONTRACTOR shall ensure all applicable insurance as per APPLICABLE LAW.

## **23. LIQUIDATED DAMAGES**

1. The PARTIES agree that if:
  1. CONTRACTOR fails to commence the SERVICES by the relevant COMMENCEMENT DATE, or,
  2. CONTRACTOR fails to deliver the TECHNICAL DOCUMENTATION and FINAL DOCUMENTATION in accordance with the term agreed in writing between the PARTIES, or
  3. CONTRACTOR fails to comply with the CONTRACT Schedule/or (if there is no CONTRACT schedule), [the completion dates in respect of the SERVICES"] or any extension thereof, for reasons other than FORCE MAJEURE or breach or default on the part of the COMPANY, then CONTRACTOR shall pay to COMPANY as liquidated damages and not as a penalty for each such failure to observe such obligation in accordance with its terms, the percentages of:

2.5% of CALL-OFF ORDER value to a maximum of 10%

for each week of delay or part thereof, calculated from the applicable contractual due date up to and including the actual date of commencement or delivery as the case may be, a maximum liability on the part of the CONTRACTOR, for each such failure to observe such obligation, not to exceed 10% of the CONTRACT PRICE

2. If the period of delay for each such failure to observe such obligation in accordance with its terms, exceeds 4 weeks, COMPANY may:
  - terminate the CONTRACT pursuant to Article "Contract duration and termination" of the General Conditions and engage the services of one or more THIRD PARTIES to complete the execution of the supply;



A handwritten signature in blue ink, appearing to read "Jaffer".

- agree with CONTRACTOR on a reduction in the CONTRACT PRICE to offset the effects of any damage resulting from a delay in completion of the SERVICES.
- 3. COMPANY may, without prejudice to any other method of recovery, deduct the amount of any liquidated damages from any monies due, or which become due, to the CONTRACTOR.

**24. FINANCIAL SECURITY (Not Applicable)**

**25. ANTIMAFIA LEGISLATION**

1. The CONTRACT validity is subject to CONTRACTOR and its SUBCONTRACTORS meeting and continuing to meet the requirements provided by the antimafia legislation in force.
2. For this purposes CONTRACTOR undertakes to promptly inform COMPANY of any changes in the CONTRACTOR's or SUBCONTRACTOR's corporate organization or of their Directors, occurred during performance of the CONTRACT, and submit copy of the documents evidencing the changes of the subjects involved in the verifications related to organized crime prevention.
3. If CONTRACTOR or its SUBCONTRACTORS, do not meet or cease to meet the above requirements, COMPANY shall be entitled to terminate the CONTRACT with immediate effect.
4. If the above requirements are no longer met by SUBCONTRACTORS, CONTRACTOR undertakes to immediately replace them with other SUBCONTRACTORS, subject to the prior approval by COMPANY. If CONTRACTOR fails to fulfil said obligation of replacement, COMPANY shall have the right to terminate the CONTRACT with immediate effect.

**26. NOTICES**

The addresses for notice, other than invoices, to be sent to each PARTY are as follows:

**COMPANY:**

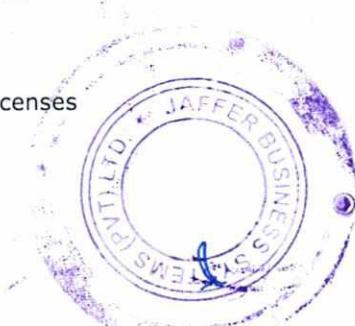
- Attention: Atif Khan, System & ICT Security Team Leader  
[Atif.khan@eni.com](mailto:Atif.khan@eni.com)
- Address: Eni Pakistan Limited  
5th Floor, The Forum, G-20, Block 9  
Khayaban-e-Jami, Clifton  
Karachi-75600 (Pakistan)

**CONTRACTOR:**

- Attention: Mr. Rizwan Hussain- Business Development Manager - Services
- Address: Citi Tower, 33-A, Block-6 P.E.C.H.S, Shahrah-e-Faisal, Karachi-75400.
- Tel. No.: +92 (21) 111-527-527, M: +92 (345) 6277767 & +92 (300) 2030963

**27. REPRESENTATIVES OF THE PARTIES**

1. COMPANY hereby appoints as its Representative:
  1. COMPANY REPRESENTATIVE:  
Taha Lateef ICT Manager  
Email: [Taha.lateef@eni.com](mailto:Taha.lateef@eni.com)  
Tel no: 92-21-35879951



CONTRACT ADMINISTRATOR:

Atif Khan, System & ICT Security Team Leader

Atif.khan@eni.com

CONTRACTOR hereby appoints as its Representative:

2. CONTRACTOR REPRESENTATIVE: Mr. Rizwan Hussain- Business Development Manager

Email: rizwan.hussain@jbs.live

Telephone: +92 (21) 111-527-527, M: +92 (345) 6277767 & +92 (300) 2030963

**28. SURVIVORSHIP**

Unless otherwise specifically stated elsewhere in the CONTRACT, those provisions of this CONTRACT which by their nature extend beyond completion of the SERVICES including, but not limited to, the provisions of Articles:

- Compliance with Law, Permits and Authorizations
- Defects Liability
- Liabilities and Indemnities
- Liquidated Damages
- Administrative and anti-corruption liability
- Representation and Warranties
- Financial security
- Taxes
- Insurance
- Audit and records
- Confidentiality
- Dispute Resolution
- Governing Law
- Title
- Survivorship
- Intellectual Property Rights
- Limitation of Liability

shall survive any expiration, cancellation or termination of this CONTRACT, or completion of the execution of the SERVICES.

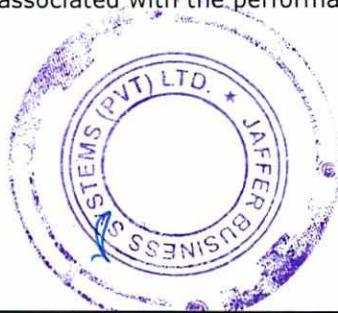
**29. PRIVACY**

The PARTIES acknowledge that: the COMPANY is the Data Controller (hereinafter the "Data Controller") and the CONTRACTOR possesses the experience, reliability, skills and facilities required to implement the technical and organizational measures required for being appointed as Data Processor in order to comply with data protection legislation under Regulation (EU) 2016/679 ("GDPR" or "General Data Protection Regulation"). This stated, the PARTIES agree that the CONTRACTOR is hereby designated by the Data Controller as Data Processor (hereinafter the "Data Processor"), under the applicable data protection law, with reference to the following:

- data processing activities: **SEE NOTE 1**
- type of data: **SEE NOTE 2**
- categories of data subjects: **SEE NOTE 3**

The CONTRACTOR, as Data Processor, guarantees that the processing of personal data related to the execution of the CONTRACT will be performed for lawful and transparent purposes, in accordance with the purposes of this CONTRACT and in accordance with the instructions issued by the Data Controller. The processing must not exceed these purposes and must be performed in accordance with the provisions of the applicable data protection law. In particular, the Data Processor agrees to:

- process the Data in a transparent and lawful way, in compliance with the applicable data protection law and for the sole purposes associated with the performance of this CONTRACT;



A handwritten signature in blue ink, appearing to read "Jaffer Business Systems".

- ensure that personal data processing is performed in accordance with the privacy information notice provided to the data subjects with respect to the processing performed for the performance of the CONTRACT and in full compliance with the consent expressed by them, where necessary, or of any other processing purposes permitted by law;
- ensure that the data processed is complete, up to date and does not exceed the scope of the processing, making sure, as far as possible, that anonymous data or suitable methods (e.g. pseudonymization) are used, so that the data subject is identified only when necessary;
- ensure that personal data is not disclosed to unauthorized third parties, except in cases where the data subject has given his/her consent or the disclosure is permitted by law (e.g. for the fulfilment of a contractual obligation with the data subject or legal requirements; in the context of internal communications for administrative and accounting reasons; to defend the rights of the Company in respect of a judgment or in pre-litigation);
- locate and designate the persons authorized to perform processing and provide them with the instructions, supervising each operation, ensuring they will maintain confidentiality and comply with the security measures adopted by the Data Processor under the applicable data protection law;
- adopt and implement the adequate security measures required under the applicable data protection law, as well as those imposed by any other legal provision or regulation while performing the duties referred to in the CONTRACT;
- allow the Data Controller, through a delegate or the Data Protection Officer ("DPO") appointed by the Data Controller, to exercise power of control and, for this purpose, send to the Data Controller, upon request, a report on how instructions were followed and the consequent measures adopted, and on the problems encountered during their application;
- adopt adequate technical and organizational measures to allow Data Subjects to exercise their rights as provided under the applicable data protection law, and facilitate the exercise of such rights within the limits of the Processor's area of responsibility, as identified in the CONTRACT. When requested by the Data Controller, the Data Processor must respond promptly to any requests submitted by Data Subjects, within the limits of the Processor's area of responsibility;
- cooperate with the Data Controller in the case of inquiries, inspections and any other request from the competent Supervisory Authority, and ensure general compliance with the regulations it has issued, within the limits of the Data Processor's area of responsibility;
- give the Data Controller all information with regard to any relevant issue under the applicable data protection law. The Processor is not authorized to make independent decisions in relation to data processing purposes and methods. If required by necessity or urgency, the Processor shall inform the Controller promptly to allow the latter to adopt the appropriate decisions. In any case, if the Data Controller's instructions, legislative and/or regulatory changes or the Supervisory Authority's provisions should involve additional costs and/or activities to be incurred by the Data Processor, each PARTY shall bear its own respective charges.
- promptly, or within 24 hours of receiving the notification, inform the Data Controller, or the DPO appointed by the Data Controller directly, as specified in the applicable data protection law, of any data breaches, suspected or actual (e.g. a breach of the security systems that results in the accidental or unlawful destruction, loss or alteration of the personal data transmitted, stored or otherwise processed, or the unauthorized disclosure or access to such data), that have occurred in the context of personal data processing performed in the execution of the CONTRACT;
- promptly, or within 24 hours of receiving the notification, inform the Data Controller, or the Data Controller's DPO directly, of every instance, complaint, appeal, report or request submitted by data subjects concerning the exercise of their rights to privacy, in accordance with the provisions of the applicable data protection law. The Data Processor must also connect with the Data Controller and provide all the information necessary to respond to requests directly forwarded by data subjects to the Data Controller in accordance with the provisions of the applicable data protection law.

If the CONTRACTOR intends to use external parties (SUBCONTRACTORS), having the required technical competence and expertise, for the performance of the activities referred to in the CONTRACT, they shall:

- give prior notice to the Data Controller and obtain its authorization;
- in all cases, conclude an agreement with the SUBCONTRACTORS that imposes the same obligations relating to personal data protection by which the CONTRACTOR is bound, and also



undertake to send a copy of the agreement signed with the SUBCONTRACTORS to the Data Controller, keeping an up-to-date list for it;

- if these parties are based in non-EU countries, the Data Processor undertakes to adopt all the measures specified in the applicable data protection law in order to ensure that the personal data processing performed on behalf of the Data Controller is performed with a level of protection that meets the protection standards provided for in the applicable national and European provisions and in accordance with these instructions.

If the SUBCONTRACTOR appointed as data processor infringes its obligations relating to data protection, the CONTRACTOR, as the original Data Processor, is fully liable to the Data Controller for the non-fulfilment of obligations by the SUBCONTRACTOR.

This appointment of the CONTRACTOR as Processor shall be effective for the entire duration of the CONTRACT and until termination of this CONTRACT for whatever reason.

In case of termination of the CONTRACT, and consequent termination of Personal Data processing by the CONTRACTOR, the latter, upon the decision of the Data Controller, must delete or return all the data and any existing copies of it, unless their storage is required by applicable law.

Additionally, the CONTRACTOR undertakes, in its own name and on behalf of its personnel or Persons in Charge of the Processing, to fulfil the confidentiality obligations for all data; these obligations shall survive the termination of the Data processing services by the CONTRACTOR.

**NOTE 1:** indicate one or more of the following processing activities: collection, recording, organization, structuring, retention, adaptation or modification, extraction, consultation, use, communication via transmission, dissemination or any other form in which it can be made available, comparison or interconnection, restriction, deletion or destruction.

**NOTE 2:** indicate one or more of the following types of data: ordinary personal data; special categories of personal data such as: sensitive data, judicial data, genetic data, biometric data; geolocation data.

**NOTE 3:** indicate one or more of the following categories of data subjects: clients, employees, third parties.

IN WITNESS whereof:

The PARTIES have signed this FORM OF AGREEMENT on the dates stated below.

For and on behalf of **COMPANY**

Signature

For and on behalf of **CONTRACTOR**

Signature

Name

PAOLO GIRAUDI  
MANAGING DIRECTOR

Name

Rizwan Hussain

Title

Title

BUSINESS DEVELOPMENT MANAGER

Date

27-10-2021

Date

27- OCT - 2021



**General Conditions**

**GENERAL CONDITIONS**

**Index**

<b>GENERAL PROVISIONS .....</b>	<b>15</b>
1. Definitions and interpretations .....	15
2. Variations .....	18
3. Administrative and anti-corruption liability .....	19
4. Confidentiality .....	21
5. Bankruptcy .....	22
6. Assignment of contract .....	23
7. Subcontracting .....	23
8. Force majeure .....	24
9. Governing law .....	25
10. Intellectual property rights .....	25
11. Contractor personnel .....	26
12. Compliance with law, permits and authorizations .....	27
13. Independent contractor .....	27
14. Audit and records .....	27
15. Waivers .....	28
16. Severability .....	28
17. Third parties .....	28
18. Entire agreement .....	28
19. Contract duration and termination .....	29
20. Dispute resolution .....	32
21. Taxes .....	33
22. Custom duties and fees .....	34
<b>EXECUTION OF SERVICES .....</b>	<b>35</b>
23. Call Off Order .....	35
<b>ECONOMIC SECTION .....</b>	<b>35</b>
24. Contract price .....	35
25. Invoicing .....	36
26. Payments .....	37
<b>HEALTH, SAFETY AND ENVIRONMENT .....</b>	<b>37</b>
27. Health, safety and environment .....	37
<b>COMMUNICATIONS AND CONTRACT MANAGEMENT .....</b>	<b>40</b>
28. Notices .....	40
29. Representatives of the parties .....	40
<b>WARRANTIES AND LIABILITIES .....</b>	<b>41</b>
30. Representations and warranties .....	41
31. Liabilities and Indemnities .....	43
32. Insurance .....	45
33. Liquidated damages .....	47
34. Financial security .....	47



## **GENERAL PROVISIONS**

### **1. Definitions and interpretations**

The following definitions when capitalized shall apply to this CONTRACT:

"AFFILIATE" means in relation to any legal entity, a legal entity which directly or indirectly controls, which is directly or indirectly controlled by, or which is directly or indirectly under common control with, another legal entity. For the purpose of this definition a legal entity is:

- a) directly controlled by another legal entity if such other legal entity legally or beneficially owns shares or any other form of ownership interest carrying more than fifty percent (50%) of the votes exercisable at a general meeting of the first mentioned legal entity or representing more than fifty percent (50%) of the capital of the first mentioned legal entity; and
- b) indirectly controlled by a legal entity ("the parent legal entity") if a series of legal entities, beginning with the parent legal entity and ending with the first mentioned legal entity, are so related that each legal entity of the series, except the parent legal entity, is directly controlled by one or more of the legal entities earlier in the series.

"APPLICABLE LAW" means any treaty, law, decree, order, regulation, decision, statute, ordinance, rule, directive, code or other document that has legal force according to the terms of any system of law, including, without limitation, local law, the laws of any other state or part thereof or international law, and which creates or purports to create any requirement or rule that may affect, restrict, prohibit or expressly allow the terms of this CONTRACT or any activity contemplated or carried out under this CONTRACT.

"APPROVAL" means a written notification by COMPANY to CONTRACTOR that a document, proposal or action is approved by COMPANY.

"APPROVE/APPROVED" means that COMPANY notifies/has notified CONTRACTOR by means of an APPROVAL that a document, proposal or action is approved by COMPANY.

"AREA OF OPERATIONS" means the location(s) or area(s) utilized in connection with the CONTRACT.

"BANK GUARANTEE" has the meaning specified in the Article "Financial security".

"CALL-OFF ORDER" means a COMPANY's written request to provide the SERVICES.

"COMPANY" means the legal entity designated as such in the FORM OF AGREEMENT.

"COMPANY GROUP" means:

- a. COMPANY and its AFFILIATES;
- b. PARTNERS;
- c. COMPANY's contractors (other than CONTRACTOR) and their sub-contractors; and
- d. the directors, officers, employees, consultants, advisors and agents of any legal entity listed in this definition other than CONTRACTOR; but shall not include any member of CONTRACTOR GROUP.

"COMPANY REPRESENTATIVE" means the person appointed by COMPANY in accordance with Article "Representatives of the parties".

"CONSEQUENTIAL LOSS" means any indirect, special or consequential losses and/or loss of production, loss of profit or anticipated profit, loss of revenue or anticipated revenue, business interruption, loss of use of facilities, loss of contract or other business opportunity, arising from or related to the performance of the CONTRACT.

"CONTRACT PRICE" means the full amount of any compensation to be paid by COMPANY to CONTRACTOR in accordance with this CONTRACT for all SERVICES provided hereunder.

VMWare Maintenance and Purchase Licenses

Page 15 of 50



14

"CONTRACT" means the FORM OF AGREEMENT and documents listed therein as forming the CONTRACT and any amendments, supplements and alterations thereto.

"CONTRACTOR" means the legal entity designated as such in the FORM OF AGREEMENT.

"CONTRACTOR GROUP" means:

- a. CONTRACTOR and its AFFILIATES;
- b. the participating companies in any joint venture with CONTRACTOR providing the SERVICES;
- c. SUBCONTRACTORS; and
- d. the directors, officers, employees, consultants, advisors and agents of any legal entity listed in this definition,

but shall not include any member of COMPANY GROUP.

"CONTRACTOR PERSONNEL" means the personnel to be furnished by CONTRACTOR GROUP under the CONTRACT.

"CONTRACTOR REPRESENTATIVE" means the person appointed by CONTRACTOR in accordance with Article "Representatives of the parties".

"EFFECTIVE DATE" means the date stated in the FORM OF AGREEMENT on which this CONTRACT comes into force.

"FCPA" means the U.S. Foreign Corrupt Practices Act of 1977, as may be amended from time to time.

"FINAL DOCUMENTATION" means all documentation whatsoever, drawings and data on electronic, optical and magnetic media related to the provision of the SERVICES, including but not limited to as built drawings, certificates of inspecting and/or certifying entities, descriptive and operating manuals and instructions, maintenance and safety manuals and instructions (with the necessary information and data to start-up, operate and maintain the related equipment including spare parts and special tools identification), to be provided by CONTRACTOR in accordance with the CONTRACT.

"FORCE MAJEURE" means in respect of either PARTY, any event or occurrence whatsoever beyond the reasonable control of that PARTY, which delays, prevents or hinders that PARTY from performing any obligation imposed upon that PARTY under this CONTRACT, including to the extent such event or occurrence shall delay, prevent or hinder such PARTY from performing such obligation, war (declared or undeclared), terrorist activities, acts of sabotage, blockade, fire, lightning, Acts of God, national strikes (excluding those limited to CONTRACTOR GROUP), riots, insurrections, civil commotions, quarantine restrictions, epidemics, earthquakes, landslides, avalanches, floods, hurricanes, explosions and regulatory and administrative or similar action or delays to take actions of any governmental authority.

"FORM OF AGREEMENT" means either: (i) a document executed by both COMPANY and CONTRACTOR, or (ii) a letter of award executed by COMPANY and a letter of acceptance of executed by CONTRACTOR, as the case may be, which is a part of this CONTRACT and with respect to which these terms and conditions form part.

"GROSS NEGLIGENCE" means any act or failure to act (whether sole, joint or concurrent) by any person or entity which was in reckless disregard of or wanton indifference to, harmful, avoidable and reasonably foreseeable consequences.

"ICC RULES" means the rules of conciliation and arbitration of the International Chamber of Commerce.

"INDEMNIFIED COSTS" means any and all losses, damages, liabilities, claims, demands, actions, proceedings, payments, costs, expenses (including with no limitation legal costs, tribunal experts' and investigative fees), fines, penalties and interest.



*[Handwritten signature]*

"INTELLECTUAL PROPERTY RIGHTS" means all intellectual property rights, including but not limited to those concerning inventions, patents, utility models, registered designs and models, trademarks, service marks, domain names, applications for any of the foregoing (and the rights to apply for any of the foregoing), proprietary information and/or technical know-how, copyright, authorship, whether patentable or not, and any similar rights.

"INTERNATIONAL GOOD OIL FIELD PRACTICE" means all those uses and practices that are at the time in question then generally accepted in the international petroleum industry as good, safe, economical and efficient in exploring for, developing, producing, processing and transporting petroleum, hydrocarbons and associated by-products.

"PARENT COMPANY GUARANTEE" means the parent COMPANY guarantee as set out in the Article "Financial security".

"PARTNERS" means an entity or entities with whom COMPANY is or may from time to time be a party to a joint operating or joint venture agreement, unitization agreement or any other relevant agreement relating to the PROJECT or operations in relation to which the SERVICES are being provided.

"PARTY" means either COMPANY or CONTRACTOR and the expression "PARTIES" shall be construed accordingly.

"PROJECT" means the project where COMPANY is involved as better specified in the FORM OF AGREEMENT.

"SERVICES" means all the activities to be rendered by CONTRACTOR pursuant to the CONTRACT.

"SUBCONTRACTOR" means any person, including any vendor or supplier, with whom CONTRACTOR has entered into any contract to provide any such part of the SERVICES as detailed in the scope of work of the CONTRACT.

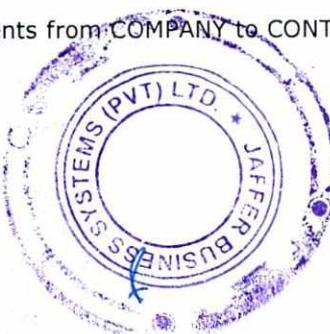
"TAXES" means any tax, national or local, levied or charged by any authority empowered to levy taxes, in relation to the performance of this CONTRACT including, but not limited to, profit tax, excess profit tax, withholding tax, income tax (whether in relation to physical or legal persons), value added tax, capital gains tax, any duty, including all customs duties and fees and all import and export taxes and duties, tariffs, transport tax, vehicle tax, sales tax or other ad valorem or consumption tax, stamp duty, equity or capital stock tax, foreign exchange tax, commission fee or duty, employee social security contributions or taxes, payroll and employment taxes, registration duties or taxes, environmental taxes or payments, any levy, fixed rental payment or any other rental or real estate tax including land lease payments, land tax and any land use compensation payment, impost, charge, fee or compulsory contribution, penalty, fine, or interest for late payment.

"TECHNICAL DOCUMENTATION" means all documents (whether written or electronic) including but not limited to drawings, designs and calculation data, process documents, technical indices, operation and maintenance manuals, electronically recorded and stored data including data files in native file format and any other documentation relating to the SERVICES to be provided by CONTRACTOR to COMPANY in accordance with this CONTRACT.

"THIRD PARTY" means any person other than a member of CONTRACTOR GROUP or COMPANY GROUP.

"VARIATION ORDER" means an order in writing issued by COMPANY to CONTRACTOR in accordance with Article "Variations".

"VAT" means value added tax as levied on payments from COMPANY to CONTRACTOR under this CONTRACT.



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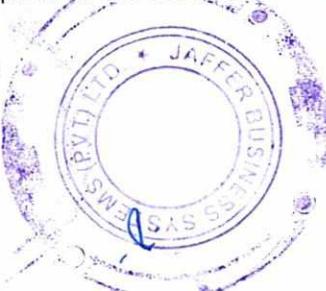
"WILFUL MISCONDUCT" means any act or failure to act (whether sole, joint or concurrent) by any person or entity which was in wilful disregard for harmful, avoidable and reasonably foreseeable consequences.

**Interpretations**

1. Words importing the singular include the plural and vice versa where the context so requires.
2. The headings in this CONTRACT are for convenience only and shall not be taken into consideration in the interpretation or construction of the CONTRACT.
3. References to Articles and Appendixes are references to Articles and Appendixes in this CONTRACT.
4. Unless specifically stated otherwise, all references to days shall mean calendar days.
5. Any reference to a code, law, statute, statutory provision, statutory instrument, order, regulation or other instrument of similar effect shall include any re-enactment or amendment thereof for the time being in force.
6. CONTRACTOR shall prepare all documents and shall conduct all communications with respect to this CONTRACT in the English language or other language defined in the FORM OF AGREEMENT.
7. For the purposes of this contract, the terms "CONTRACT" and "AGREEMENT" are synonyms, the terms "SUPPLIER" and "CONTRACTOR" are synonyms.

**2. Variations**

1. COMPANY shall have the right at any time during the term of this CONTRACT to require that CONTRACTOR makes any modifications in the SERVICES that COMPANY notifies.
2. CONTRACTOR may, at any time, submit to COMPANY a written proposal if it considers that an event is occurring (i) that may have a direct effect on the CONTRACT PRICE and/or any date specified in the CALL-OFF ORDER(for Blanket Order) or (ii) which (in the CONTRACTOR's opinion) will, if adopted, (a) accelerate completion, (b) reduce the cost to the COMPANY of executing, maintaining or operating the SERVICES, (c) improve the efficiency or value to the COMPANY of the completed SERVICES, or (d) otherwise be of benefit to the COMPANY.
3. CONTRACTOR shall promptly notify COMPANY of the direct effects on the CONTRACT PRICE and/or any date specified in the CALL-OFF ORDER (for Blanket Order), if any, of (i) the proposed modification pursuant to paragraph 1 of this Article, or (ii) the event or proposal pursuant to paragraph 2 of this Article. If COMPANY decides to proceed with such modifications and accepts such estimate of consequences, it shall issue to CONTRACTOR a VARIATION ORDER with a full description of the modifications and the consequent adjustments to CONTRACT PRICE and/or any date specified in the CALL-OFF ORDER (for Blanket Order), if any. CONTRACTOR shall sign and return such VARIATION ORDER to COMPANY as his acceptance of the requested variation and its terms. When signed, the VARIATION ORDER shall be deemed to take into account the full and final effects of the modifications referenced therein and CONTRACTOR hereby waives any and all claim that it may have in respect of any further consequences of the modification whether direct or indirect.
4. In any event, CONTRACTOR shall notify COMPANY of the event of proposal pursuant to paragraph 2 of this Article within ten (10) days and shall provide full details within thirty (30) days, failing which CONTRACTOR shall not be entitled to any amendment to the CONTRACT PRICE or any date specified in the CALL-OFF ORDER (for Blanket Order) and hereby waives its right to request a variation under this CONTRACT in respect thereof.
5. COMPANY shall have the right, at any time, without additional consent from CONTRACTOR, to order the omission of any sections or parts of the SERVICES and arrange for such SERVICES to



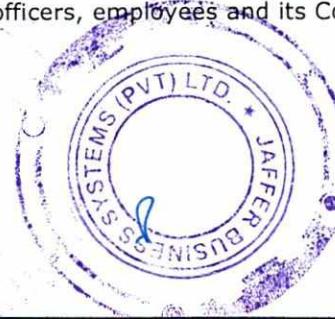
be executed by others. In such event, CONTRACTOR shall be entitled to the payment of that portion of the CONTRACT PRICE for the SERVICES omitted that it had performed up to the date of the variation but shall have no claim whatsoever against COMPANY for damages, loss of profit, opportunity or otherwise in respect of the omitted portion.

6. COMPANY shall have the right, without additional consent from CONTRACTOR, to (i) make final decisions on the interpretation of the terms with respect to which the SERVICES must be carried out and on matters where they may permit alternatives or are not specific, (ii) provide, designate or reject sources of services and materials that this CONTRACT requires CONTRACTOR to provide, and (iii) require CONTRACTOR to provide studies and/or cost estimates needed to ascertain the effects of proposed modifications. The expenses of such additional studies or work associated with the modifications to the SERVICES directed by COMPANY shall be included within the VARIATION ORDER.
7. During any period of notification or discussion of any modification, CONTRACTOR shall continue to carry out the SERVICES, unless otherwise notified by COMPANY.
8. No change to the CONTRACT PRICE or any date specified in the CALL-OFF ORDER (for Blanket Order) shall be permitted on account of additional work required to remedy defects, to correct errors, acts or omissions attributable to CONTRACTOR or SERVICES not in accordance with the CONTRACT or to carry out tests in excess of those specified in the CONTRACT if such additional tests are necessary because of defects, errors, acts or omissions attributable to CONTRACTOR.
9. CONTRACTOR shall not modify or alter any part of the SERVICES without APPROVAL and COMPANY shall not be liable or responsible for any unauthorized modification or for any cost or payment thereof. COMPANY may, at its option, require that CONTRACTOR, at CONTRACTOR's sole expense, withdraw, undo or remove any unauthorized modification.
10. The procedure concerning modifications in the SERVICES is set out in COMPANY's Contract Coordination Procedure/Variation Procedure attached.

**3. Administrative and anti-corruption liability, corporate social responsibility and human rights**

**Administrative and Anti-Corruption Liability –**

1. CONTRACTOR represents and warrants that it has reviewed and understood: (a) the general standards of transparency of the sensitive activities related to the Model 231 pursuant to Legislative Decree 231/2001 and the Eni's Supplier Code of Conduct, adopted by the COMPANY; (b) the Anti-Corruption Management System Guideline of COMPANY. CONTRACTOR takes note that each of the documents under (a) to (b) above are available on the website: [www.eni.com](http://www.eni.com) and undertakes to comply with the principles contained therein.
2. With reference to the activities covered by or related to the CONTRACT:
  - 2.1 CONTRACTOR undertakes to comply with, and shall cause its directors, officers, employees, and collaborators engaged by the CONTRACTOR in the execution of the CONTRACT (for such to be intended consultants, advisors, agents and equivalent figures – hereinafter the "Collaborators") to comply with, APPLICABLE LAWS including, without limitation, laws aimed at combating and punishing corruption such as the FCPA, the UK Bribery Act 2010, the Italian Legislative Decree no. 231 dated 8th June 2001 and Italian Anti-Mafia and any other applicable anti-corruption laws in force worldwide, as well as international anti-corruption treaties such as the Organization for Economic Cooperation and Development Convention on Combating Bribery of Foreign Public Officials in International Business Transactions and the United Nations Convention against Corruption ("Anti-Corruption Laws").
  - 2.2 CONTRACTOR represents and warrants that it has issued and implemented governance policies aimed at preventing its directors, officers, employees and its Collaborators from



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committing, or attempting to commit, any conduct sanctioned under Italian Legislative Decree 231 dated 8th June 2001, as well as any conduct in violation of the Anti-Corruption Laws, and undertakes to maintain and ensure the implementation of these policies for the entire duration of the CONTRACT.

2.3 CONTRACTOR represents and warrants that it has no conflicts of interests and undertakes promptly to report to COMPANY if any such situation should arise during the performance of and in relation to the CONTRACT. For the purpose of this CONTRACT, conflict of interest means any situation referring to the CONTRACTOR that may interfere with the ability of COMPANY and its directors, officers, employees and Collaborators to make impartial decisions in the latter's interest.

2.4 CONTRACTOR undertakes to:

- a. accurately and transparently record in its accounting books any amount received or paid in relation to the CONTRACT;
- b. not subject its people to working conditions, methods of surveillance or degrading housing situations in violation of APPLICABLE LAW. COMPANY reserves the right to carry out inspections and audits in the event that it becomes aware of circumstantial information that reasonably infers the violation of the provisions contained in this sub letter b. To this end, CONTRACTOR agrees to provide COMPANY with all the information related to the performance of the CONTRACT in the manner to be agreed by the PARTIES.
- c. promptly inform COMPANY of any information relating to pending investigations, proceedings, sanctions or decisions against CONTRACTOR and each direct owner of CONTRACTOR, each member of the Board of Directors, managing director, general director, or equivalent figure - even if not definitive - related to conduct contrary to the Anti-Corruption laws;
- d. promptly inform COMPANY of any request or demand for any undue payment of money or other advantage received by CONTRACTOR in relation to the CONTRACT.

3. The PARTIES hereby agree that any breach, even partial, by CONTRACTOR of the representations, warranties and/or undertakings in this Article, which may be reasonably expected to result in adverse consequences for COMPANY, constitutes a material breach of the CONTRACT and shall entitle COMPANY to terminate the CONTRACT with immediate effect.
4. In the event of any formal findings by any relevant authority, including judicial, obtained also from any media, evidencing any such breach, COMPANY shall have the right, pending the relevant verifications or findings, to suspend, in whole or in part, the performance of the CONTRACT. CONTRACTOR shall not be entitled to any payment during such period of suspension.
5. CONTRACTOR shall indemnify and hold harmless COMPANY from any INDEMNIFIED COSTS arising from or consequential to any breach by CONTRACTOR of the representations, warranties and undertakings in this Article.
6. CONTRACTOR warrants and undertakes that any SUBCONTRACTORS must comply with any and all obligations attributed to the CONTRACTOR in this Article, as if it was applicable directly to such SUBCONTRACTORS.

7. Corporate Social Responsibility and Human Rights

7.1 . CONTRACTOR represents and warrants that it has reviewed and understood a) Eni's Statement on respect for human rights and b) Eni's Slavery and Human Trafficking Statement, available on the website [www.eni.com](http://www.eni.com), and that it operates in line with the principles contained therein.

7.2. CONTRACTOR represents and warrants that it complies with APPLICABLE LAW and international best practices and guidelines aimed at preventing and contrasting

violations of human rights, including among others the a) United Nations Guiding Principles on Business and Human Rights, the OECD Guidelines for multinational enterprises, b) the ILO Declaration on fundamental principles and rights at work, c) the US Global Magnitsky Act and related executive orders and d) the Council Regulation (EU) 2020/1998 of 7 December 2020 concerning restrictive measures against serious human rights violations and abuses.

7.3. CONTRACTOR represents and warrants that it shall respect, and shall cause its directors, officers, employees, and Collaborators engaged by the CONTRACTOR in the execution of the CONTRACT to respect, human rights and shall make its best effort to avoid violating or contributing to violating human rights.

#### **4. Confidentiality**

1. All technical, financial and commercial information concerning this CONTRACT and exchanged, in writing or otherwise, by and between the PARTIES in performing any provision of this CONTRACT shall be deemed confidential by CONTRACTOR GROUP, and CONTRACTOR shall take all necessary and reasonable steps to prevent the disclosure of the received information to any other person.
2. CONTRACTOR's obligations under the present Article do not preclude disclosure of confidential information where CONTRACTOR can demonstrate by written evidence that:
  - a. the information was already or has subsequently entered the public realm through no fault of CONTRACTOR,
  - b. CONTRACTOR already possessed that information at the time of receipt from COMPANY or has since received it from another person that is not subject to this duty of confidence, or
  - c. the confidential information is required by APPLICABLE LAW or this CONTRACT to be disclosed to a public authority or in a court of law or arbitral proceeding, provided that CONTRACTOR provides prior notice of such disclosure to COMPANY.
3. CONTRACTOR's obligations under paragraph 1 of this Article do not preclude a disclosure to the extent necessary and which is made strictly for the purpose of the performance by CONTRACTOR of its obligations under the CONTRACT and for no other purpose whatsoever to:
  - a. its auditors,
  - b. its AFFILIATEs,
  - c. its directors, officers, employees, consultants, advisors, agents or SUBCONTRACTORS (the "PARTIES CONCERNED")provided that CONTRACTOR shall ensure that the recipient under points a. to c. above signs a confidentiality undertaking at least as stringent as provisions contained in this Article.
4. CONTRACTOR shall not, and shall ensure that all members of CONTRACTOR GROUP and/or the PARTIES CONCERNED shall not:
  - a. publish any press release, announcement, advertisement or reference to the SERVICES or to this CONTRACT in any way (including the award of same), or
  - b. provide any information to any newspaper, trade journal, publication or radio or television broadcasting body, or the agents or reporters of such concerns on any matters related to the SERVICES or this CONTRACTwithout prior COMPANY APPROVAL. Any proposed release, announcement, advertisement or reference shall be submitted to COMPANY for its review prior to any publication or release for publication.
5. The obligations of confidentiality under this Article "Confidentiality" shall continue in force for a period of five (5) years from the date of termination of the CONTRACT.
6. Moreover, CONTRACTOR undertakes, on its behalf and on behalf of the PARTIES CONCERNED, to respect the rules of conduct for the protection of confidentiality of Inside Information (hereinafter "INSIDE INFORMATION"), as provided by the applicable legislation.  
To this end, provided that (i) under this CONTRACT, CONTRACTOR could become aware of INSIDE INFORMATION - as defined by art. 7 of EU Regulation No. 596/2014 on market abuse (the "MAR") - transmitted in any form, regarding directly or indirectly COMPANY; (ii) if it



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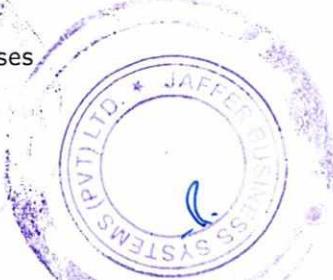
becomes aware of such INSIDE INFORMATION, under the terms and conditions provided for by the above mentioned legislation , CONTRACTOR would be entered in the COMPANY "Insider List" (i.e. Register of Persons with Access to INSIDE INFORMATION of COMPANY) and should establish its own Register for the aforementioned INSIDE INFORMATION, taking all reasonable measures to ensure that all persons listed in its own Register acknowledge, in writing, that they have been informed of the associated legal obligations and are aware of the applicable sanctions.

In particular, in relation to INSIDE INFORMATION, the CONTRACTOR undertakes, on its behalf and on behalf of the PARTIES CONCERNED:

- a. to treat the INSIDE INFORMATION as strictly confidential, keep it secret and not disclose it or make it known to unauthorized persons, except for specific request to that effect by the competent authorities. In such case, CONTRACTOR shall inform the COMPANY and agree on the modalities of communication of INSIDE INFORMATION to the said authorities;
- b. to refrain- ensuring that the PARTIES CONCERNED will refrain too - from using the contents of INSIDE INFORMATION, from reproducing or taking extracts or summaries thereof, for purposes other than lawful and authorized ones relevant to the performance of this CONTRACT;
- c. to adopt all measures reasonably possible to ensure and protect, in whole and in part, in any form and in any case, the confidentiality of the INSIDE INFORMATION, in relation to anyone. In particular, CONTRACTOR undertakes to limit the disclosure of INSIDE INFORMATION within its own organization to those PARTIES CONCERNED whose roles justify their having knowledge of the INSIDE INFORMATION and only to extent necessary for the performance of this CONTRACT; also, CONTRACTOR:
  - declares that it has implemented appropriate tools in order to ensure the confidentiality of INSIDE INFORMATION;
  - undertakes to treat such INSIDE INFORMATION with a degree of confidentiality, diligence and caution that meet those required by the applicable legislation and its own regulations on the processing of its own confidential information and INSIDE INFORMATION. Should INSIDE INFORMATION be transmitted, in full or in part, to PARTIES CONCERNED, for lawful and authorized purposes, CONTRACTOR undertakes to inform them of the obligations arising out of this CONTRACT and obtain from them an analogous confidentiality undertaking, if no legal, statutory or contractual obligations of a similar nature exist;
- d. acknowledges that INSIDE INFORMATION must be managed in compliance with the obligations required by laws and by regulations, including the Italian Financial Conduct Authority (Consob) communications on the matter;
- e. acknowledges that the above commitments, arising from the legislation on market abuse, are binding until the INSIDE INFORMATION maintains its inside nature. However, CONTRACTOR and the PARTIES CONCERNED, as well as people belonging to its own organization, agree to keep confidential the INSIDE INFORMATION acquired during the performance of the CONTRACT.

## **5. Bankruptcy**

1. If a petition in bankruptcy is filed by or against CONTRACTOR or a receiver is appointed for any part of CONTRACTOR's assets provided by CONTRACTOR pursuant to the CONTRACT or for a substantial part of any of CONTRACTOR's other assets or an assignment is made of any part of CONTRACTOR's assets for the benefit of its creditors, or process of Court or authority is levied or enforced upon or issued out against any substantial part of CONTRACTOR's assets and such process is not discharged within a reasonable time, or an action is taken under the laws of the country where CONTRACTOR is domiciled or any other event occurs which would materially impair CONTRACTOR's ability to fulfill its obligations hereunder, CONTRACTOR shall promptly notify COMPANY of such petition, receiver's appointment, assignment, process, action, or defined event, and COMPANY may at its option, terminate the CONTRACT in accordance with the paragraph "Termination for cause" of the Article "Contract duration and termination".
2. In any case COMPANY may forthwith terminate the CONTRACT if CONTRACTOR fails to notify COMPANY as aforesaid.



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3. If all or any part of the provision of the SERVICES is terminated, for reasons set forth in this Article "Bankruptcy", COMPANY shall pay CONTRACTOR in accordance with paragraph "Termination for Cause" of Article "Contract duration and termination"; said payment shall represent full and final payment for all SERVICES completed and for complete termination of the CONTRACT.

#### **6. Assignment of contract**

##### **1. Assignment by COMPANY**

COMPANY may freely assign this CONTRACT in part or in full (or any interest therein including the assignment of credit) to any person.

##### **2. Assignment by CONTRACTOR**

CONTRACTOR may not assign this CONTRACT in part or in full (or any interest therein including the assignment of credit) without COMPANY's prior APPROVAL.

#### **7. Subcontracting**

1. Any SUBCONTRACTORS listed in the CONTRACT for the provision of specific parts of the SERVICES are deemed to be APPROVED for those parts of the activities shown against their name.
2. After the EFFECTIVE DATE, CONTRACTOR may request authorization to subcontract certain parts of the SERVICES and shall supply COMPANY with all information and documentation required by COMPANY in respect thereof.
3. CONTRACTOR shall not subcontract the whole of the SERVICES. CONTRACTOR shall not subcontract any part of the SERVICES without prior APPROVAL, and COMPANY reserves its right to refuse to approve, without justifying such refusal, and within its complete discretion. A "multi-tier" subcontracting is not allowed unless expressly APPROVED by COMPANY.
4. Notwithstanding COMPANY's APPROVAL, use of SUBCONTRACTORS by CONTRACTOR shall not relieve CONTRACTOR of any liability or obligation under this CONTRACT and the CONTRACTOR shall be liable for all acts, work, omissions and defaults of any of its SUBCONTRACTORS, its directors, officers, employees, consultants, advisers and agents as fully as if they were the acts, works, omissions or defaults of the CONTRACTOR.
5. CONTRACTOR shall comply with and shall ensure its SUBCONTRACTORS comply with APPLICABLE LAW, including but not limited to that relating to social security, national insurance, remuneration provisions and the terms and conditions contained in the national and territorial collective labour agreements in force in the sector and in the area where the activities are performed.
6. CONTRACTOR shall coordinate all SUBCONTRACTORS working at COMPANY's site, in particular in relation to Health, Safety, Environment and Radiation Protection aspects.
7. CONTRACTOR shall ensure that its SUBCONTRACTORS comply with the provisions of Article "Administrative and anti-corruption liability" and that each SUBCONTRACTOR have viewed and acknowledged the documents referenced therein.
8. CONTRACTOR shall ensure that each of its SUBCONTRACTORS accepts that a failure by a SUBCONTRACTOR to comply with the requirements of this Article shall be considered a material breach of its contract with CONTRACTOR and grounds for termination thereof and COMPANY may: (i) terminate the CONTRACT for material breach, (ii) discontinue the provision of SERVICES performed by the SUBCONTRACTOR that failed to comply and/or (iii) instruct CONTRACTOR to terminate the subcontract and ensure that SUBCONTRACTOR ceases performance of the activities and clears the site from persons and materials/equipment under its responsibility. In each case, charging CONTRACTOR with any extra direct costs resulting therefrom.

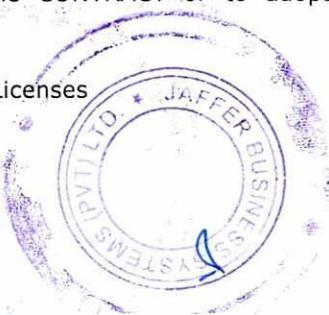


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9. No subcontract shall bind or purport to bind COMPANY or any other member of COMPANY GROUP. Nevertheless, CONTRACTOR shall ensure that any SUBCONTRACTOR shall be bound to observe the provisions of this CONTRACT that would be applicable to such SUBCONTRACTOR as if it directly provided the SERVICES. CONTRACTOR shall ensure that any and all warranties and guarantees given by any SUBCONTRACTORS shall comply with the requirements prescribed herein.
10. CONTRACTOR shall ensure that the terms of any subcontract shall be equivalent to the obligations of this CONTRACT and COMPANY shall be entitled to review any proposed or executed subcontract upon demand though such verification shall not extend to the details of pricing structure, to the make-up of its rates and prices, nor to the related documents.
11. **Ancillary subcontractors.** Any person, including any vendor or supplier, with whom CONTRACTOR has entered into any contract to provide any work, service or goods, which are functionally connected to the SERVICES, but not specifically detailed in the CONTRACT scope of work, are considered ancillary subcontractors and therefore shall not be subject to COMPANY APPROVAL. CONTRACTOR represents, covenants and guarantees that each of its ancillary subcontractors is fully capable and experienced to carry out the subcontracted parts of activities and shall do so in accordance with the CONTRACT and all other related information provided by COMPANY, in particular for those related to health, safety and environment protection.  
CONTRACTOR shall:
- o communicate to COMPANY the name of the ancillary subcontractor, the amount and the purpose of the assigned activities;
  - o ensure that all the requirements applying to the ancillary subcontractor continue to be met for the entire duration of the ancillary subcontractor's involvement and to provide evidence of this to COMPANY upon request;
  - o send to COMPANY, at least quarterly, an updated "Reporting on ancillary subcontracts" Form, with evidence of the checks carried out by CONTRACTOR in relation to maintenance by the ancillary subcontractor of the requirements applicable to it according to the CONTRACT.
- CONTRACTOR undertakes to comply with respect to each of its ancillary subcontractor with the obligations, as applicable to SUBCONTRACTORS, as prescribed in paragraphs 4 to 10 of this Article "Subcontracting".

## **8. Force majeure**

1. To the extent that a PARTY is fully or partially delayed, prevented or hindered by an event of FORCE MAJEURE from performing any obligation under this CONTRACT (other than an obligation to make payment), despite the exercise of reasonable diligence by the affected PARTY, the failure to perform shall be excused by the occurrence of such event of FORCE MAJEURE.
2. Without limiting the events that do not constitute FORCE MAJEURE, the following events or circumstances shall not constitute FORCE MAJEURE, unless the affected PARTY can clearly demonstrate that such event was otherwise caused by an event which would qualify as FORCE MAJEURE:
  - a. late delivery to CONTRACTOR of machinery, equipment, spare parts or consumables;
  - b. a delay in the performance of any SUBCONTRACTOR or another person (other than COMPANY);
  - c. normal wear and tear of, and random flaws in, materials and equipment or breakdowns in equipment;
  - d. unavailability of funds;
  - e. seasonal adverse weather conditions;
  - f. any event or circumstance which could reasonably have been foreseen, prevented or guarded against by the affected PARTY;
  - g. any event or circumstance resulting from a failure by the affected PARTY to comply with the requirements of the CONTRACT or to adopt INTERNATIONAL GOOD OIL FIELD PRACTICE;



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- h. mechanical breakdown of CONTRACTOR's plant or factory or equipment;
  - i. strikes or labour disturbances by CONTRACTOR PERSONNEL.
3. A PARTY claiming that its performance is excused by an event of FORCE MAJEURE shall, promptly after the occurrence of such event of FORCE MAJEURE, notify the other PARTY (and, as soon as reasonably possible thereafter, provide such other PARTY with satisfactory supporting evidence) of the nature, date of inception and expected duration of such event of FORCE MAJEURE and the extent to which the PARTY expects that the event will delay, prevent or hinder the PARTY from performing its obligations under this CONTRACT. The notifying PARTY shall thereafter use its best efforts to eliminate such event of FORCE MAJEURE and mitigate its effects.
  4. If the performance of a substantial or significant part of either PARTY's obligations under this CONTRACT is delayed, prevented or hindered for a period of thirty (30) consecutive days as a result of any event of FORCE MAJEURE, the PARTIES shall meet to agree the criteria to be adopted for continuation or termination of this CONTRACT.
  5. A PARTY that has properly invoked an event of FORCE MAJEURE shall promptly notify the other PARTY of termination of any such event of FORCE MAJEURE, whereupon performance of this CONTRACT shall recommence. Notwithstanding any other provision of this CONTRACT, during the period of any such non performance each PARTY shall be liable for and bear all of its own costs, expenses, losses and damages suffered and incurred as a result of a circumstance or event of FORCE MAJEURE and the period of any such non performance, together with such period as may be necessary for the restoration of any damage, shall be added to the time allowed in this CONTRACT for the performance excused by the event of FORCE MAJEURE.
  6. It is agreed by the PARTIES that the security conditions prevailing on the AREA OF OPERATIONS on the CONTRACT signing date shall not constitute a condition of FORCE MAJEURE for either PARTY. The PARTIES also agree that the political and security conditions generally prevailing in the Islamic Republic of Pakistan on the CONTRACT signing date shall not constitute a condition of FORCE MAJEURE for either PARTY.
- 9. Governing law**
- All questions arising out of or related to the CONTRACT, including but not limited to its validity, interpretation, performance or breach shall be governed by the Laws of England and Wales.
- 10. Intellectual property rights**
1. The PARTIES agree that any and all INTELLECTUAL PROPERTY RIGHTS, if any, related to any result (included but not limited to invention, discovery, improvement), patentable or not, in any way made, conceived or developed by CONTRACTOR under the CONTRACT and/or, achieved, derived from, related to, connected with the provision of the SERVICES by CONTRACTOR and/or acquired by CONTRACTOR from any other person pursuant to the performance of the CONTRACT (hereinafter "the RESULTS"), shall be the exclusive property of COMPANY. It is understood and agreed that all INTELLECTUAL PROPERTY RIGHTS in the RESULTS shall be exclusively owned by COMPANY. No licenses, expressed or implied, are or shall be granted to CONTRACTOR as a result of the provision of the SERVICES.
  2. Upon COMPANY'S request, CONTRACTOR shall provide any necessary document, evidence, required paper and furnish all reasonable assistance to COMPANY to vest in COMPANY the full and exclusive ownership of the RESULTS.
  3. CONTRACTOR declares and warrants that the methods and processes used by it to provide the SERVICES shall not infringe the INTELLECTUAL PROPERTY RIGHTS of any other person and CONTRACTOR shall immediately notify COMPANY if it causes or becomes aware of any infringement or alleged infringement under this Article, or any matter that may reasonably be expected to give rise to a claim for infringement. In such event COMPANY shall have the right to



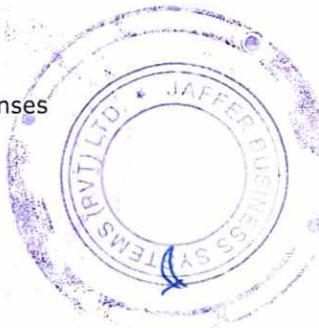
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require CONTRACTOR, at no cost to COMPANY, to amend or alter the SERVICES or its performance thereof so as to avoid actual, alleged or potential infringement.

4. CONTRACTOR shall be liable for and shall defend, indemnify, and hold harmless COMPANY GROUP from and against any and all INDEMNIFIED COSTS of whatever nature and howsoever caused in respect of, or arising out of, any alleged infringement of any patent or proprietary or protected right, or any other INTELLECTUAL PROPERTY RIGHTS arising out of or in connection with the performance of the obligations by CONTRACTOR under the CONTRACT. Without prejudice to the above, CONTRACTOR shall not be held liable for the infringement of INTELLECTUAL PROPERTY RIGHTS caused:
  - a. by the use by COMPANY of SERVICES in combination with goods and/or services not supplied by the CONTRACTOR, provided such use is not set in the CONTRACT;
  - b. when the SERVICES have been modified, designed and/or produced on the basis of specific requests of COMPANY;
  - c. by unauthorized additions or modifications by COMPANY to the SERVICES;
  - d. where the use by COMPANY of the SERVICES does not correspond to the CONTRACTOR'S standards and specifications provided under the CONTRACT.

**11. Contractor personnel**

1. CONTRACTOR shall at its own cost provide all CONTRACTOR PERSONNEL required for the provision of the SERVICES and shall at all times be responsible for the acts or failures to act of such CONTRACTOR PERSONNEL.
2. CONTRACTOR shall employ only such CONTRACTOR PERSONNEL as are properly trained, qualified, fit, skilled and experienced in their respective disciplines to provide the SERVICES and to perform the tasks assigned to them in a timely and efficient manner. CONTRACTOR shall be responsible to COMPANY for any costs arising from the failure to supply CONTRACTOR PERSONNEL that are properly trained, qualified, fit, skilled and experienced in their respective disciplines to provide the SERVICES.
3. Use of CONTRACTOR PERSONNEL by CONTRACTOR shall not relieve CONTRACTOR of any liability or obligation under this CONTRACT and the CONTRACTOR shall be liable for all acts, work, omissions and defaults of any of the CONTRACTOR PERSONNEL as if they were the acts, works, omissions or defaults of CONTRACTOR.
4. CONTRACTOR shall ensure that CONTRACTOR PERSONNEL comply with all reasonable instructions of COMPANY.
5. CONTRACTOR shall ensure that a sufficient number of CONTRACTOR PERSONNEL, shall be sufficiently conversant and literate in the English language or other language defined in the FORM OF AGREEMENT to enable COMPANY REPRESENTATIVE to issue instructions and to receive verbal and written reports therein.
6. CONTRACTOR shall be responsible for the payment of CONTRACTOR PERSONNEL salaries, allowances, travel, accommodation and meal expenses, holiday and sickness costs and any other related expenses whatsoever arising from the employment or contracting of CONTRACTOR PERSONNEL and any other costs and expenses whatsoever associated with the employment or contracting of CONTRACTOR PERSONNEL, including, but not limited to, administrative costs and CONTRACTOR shall be liable for and shall defend, indemnify and hold harmless COMPANY GROUP from and against any and all INDEMNIFIED COSTS arising out of or in connection with any breach by CONTRACTOR under this paragraph 6.
7. CONTRACTOR shall obtain and shall be responsible for meeting all relevant costs, for all visas, work permits and other documents required for CONTRACTOR PERSONNEL in accordance with APPLICABLE LAW.



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8. Any overtime worked by the CONTRACTOR PERSONNEL during the provision of the SERVICES shall be at no extra charge to COMPANY.
9. Where COMPANY concludes that any CONTRACTOR PERSONNEL does not possess the technical knowledge or skills necessary for the efficient provision of the SERVICES or that the behavior of any CONTRACTOR PERSONNEL is disruptive or undesirable in any manner, COMPANY may so notify CONTRACTOR in writing and CONTRACTOR shall take any corrective measures required by COMPANY including the removal and replacement of such CONTRACTOR PERSONNEL.
10. Should COMPANY require the removal of any CONTRACTOR PERSONNEL:
  - a. Such CONTRACTOR PERSONNEL shall be removed forthwith and shall not be again employed in the provision of the SERVICES without prior APPROVAL.
  - b. CONTRACTOR shall as soon as practicable replace any such CONTRACTOR PERSONNEL with a competent APPROVED substitute, and
  - c. CONTRACTOR shall bear all costs and expenses associated with such removal and replacement.

**12. Compliance with law, permits and authorizations**

1. CONTRACTOR shall comply with, and shall ensure that CONTRACTOR GROUP shall comply with, all APPLICABLE LAW and, subject to Article "Liabilities and Indemnities", CONTRACTOR shall be liable for and shall defend, indemnify and hold harmless COMPANY GROUP from and against any and all INDEMNIFIED COSTS arising out of or in connection with any breach by CONTRACTOR GROUP of APPLICABLE LAW.
2. CONTRACTOR shall, at its own cost, obtain in due time and maintain throughout the duration of this CONTRACT, all approvals, permits, authorizations, licenses and clearances required for the provision of the SERVICES and which are required by APPLICABLE LAW to be obtained by CONTRACTOR.
3. When so requested by COMPANY, CONTRACTOR shall assist COMPANY in obtaining such approvals, permits, authorizations, licenses and clearances related to the SERVICES which may only be obtained by COMPANY and shall provide COMPANY with all information as COMPANY may require.
4. CONTRACTOR shall ensure that the provision of SERVICES shall not be started without the requisite approvals, permits, authorizations, licenses and clearances being obtained from the relevant authorities.

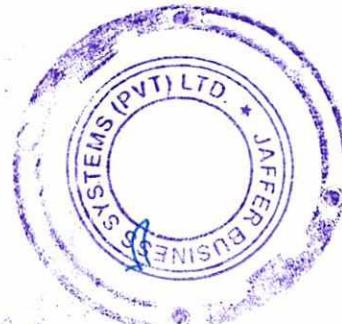
**13. Independent contractor**

1. CONTRACTOR shall be an independent CONTRACTOR with respect to the provision of the SERVICES with exclusive control over its equipment, materials and CONTRACTOR PERSONNEL and neither CONTRACTOR nor anyone employed by CONTRACTOR shall be deemed for any purpose to be the employee, agent, servant, borrowed servant or Representative of COMPANY in the provision of any SERVICES hereunder.
2. COMPANY shall have no direction or control of CONTRACTOR PERSONNEL. The SERVICES shall be APPROVED by COMPANY and be subject to the general right of inspection of COMPANY to secure the satisfactory completion thereof. The actual performance and supervision of the activities under the CONTRACT shall be by CONTRACTOR, but COMPANY or its COMPANY REPRESENTATIVE, shall have full and complete access to the operations to determine whether SERVICES are being provided by CONTRACTOR in accordance with all provisions of the CONTRACT and for reasons otherwise stated in the CONTRACT. No provisions herein shall be construed as creating a partnership, joint venture or other association whereby COMPANY and CONTRACTOR would be jointly liable as partners or co-ventures.

**14. Audit and records**

VMware Maintenance and Purchase Licenses

Page 27 of 50



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1. CONTRACTOR shall maintain true and complete records of all its activities under or relevant to this CONTRACT.
2. At all times during the performance of the CONTRACT, CONTRACTOR shall provide COMPANY with accurate and complete information with respect to the provision of SERVICES and the events affecting the provision of the SERVICES. CONTRACTOR shall make available to COMPANY REPRESENTATIVE all relevant planning and reporting documents and shall comply with the reporting requirements in accordance with the CONTRACT.
3. CONTRACTOR agrees to retain all pertinent books and records, including but not limited to payroll records, accounting records, payment records, invoices, time reports, travel and entertainment expense reports, relating to the SERVICES for a 5 (five)-year period, or any other longer period as may be required under APPLICABLE LAW, commencing from the earlier of the date when: (i) the performance of the SERVICES was completed or (ii) the CONTRACT terminated and for any additional period as may be necessary to permit COMPANY to complete any audit commenced within such period or required under APPLICABLE LAW. Representatives and auditors of COMPANY shall have access at any time, upon reasonable notice, during normal hours to the books and records maintained by CONTRACTOR, and to any work sites, relating to the provision of any of the SERVICES performed hereunder, and shall have the right to copy and audit such books and records.
4. CONTRACTOR shall obtain equivalent rights of audit to those specified above from all SUBCONTRACTORS and shall cause such rights to extend to COMPANY.

#### **15. Waivers**

1. No failure, delay or negligence on the part of a PARTY to enforce any of the terms and conditions of this CONTRACT or to insist upon the strict performance or observance thereof shall constitute a waiver, except where expressly stated to be such in writing by such PARTY.
2. No approval, consent, inspection, instruction or recommendation on the part of one PARTY shall in any way affect the liability of the other PARTY to perform its obligations strictly in accordance with the terms of this CONTRACT.

#### **16. Severability**

If, at any time one or more of the provisions of this CONTRACT, either by themselves or jointly not being of a fundamental nature, becomes invalid, illegal or unenforceable in any respect, the validity, legality and enforceability of the remaining provisions hereof shall not in any way be affected or impaired thereby.

#### **17. Third parties**

Except as otherwise specifically set forth in this CONTRACT:

- a. nothing expressed or referred to in this CONTRACT shall be construed to give any person or legal entity, other than the PARTIES any right, remedy or claim under or with respect to this CONTRACT or any provision of this CONTRACT; and
- b. this CONTRACT and all of its provisions are for the sole and exclusive benefit of the PARTIES. No person or legal entity other than the PARTIES shall have any rights under the Contracts (Rights of Third Parties) Act 1999 to enforce any term of this CONTRACT.

#### **18. Entire agreement**

This CONTRACT constitutes the entire agreement between the PARTIES in respect of the subject matter and supersedes all prior correspondence, negotiations, understandings, discussions and



agreements, either written or oral, between the PARTIES with respect to its subject matter. This CONTRACT may not be altered, amended or modified except where agreed by the PARTIES in the form of a supplemental written agreement signed by both PARTIES. It is agreed and understood that any alteration, amendment or modification of the CONTRACT contained in e-mail exchanges or correspondence between the PARTIES shall not be effective unless and until reduced in the form of such a supplemental written agreement signed by both PARTIES.

**19. Contract duration and termination**

1. Duration

The EFFECTIVE DATE, duration and any extension(s) shall be specified in the FORM OF AGREEMENT.

2. Termination procedure

2.1. Any termination shall become effective as of the date and in the manner specified in the notice of termination. Termination of the CONTRACT shall be without prejudice to any claim, right, obligation or liability already made, accrued or incurred (as the case may be) by either PARTY prior to the date of such termination or which may be specified or implied to remain in force thereafter.

2.2. On receipt of a notice of termination, CONTRACTOR shall, unless otherwise directed by such notice, immediately discontinue the provision of the SERVICES and shall, if so requested, use its reasonable efforts to cancel all existing commitments upon terms satisfactory to COMPANY and shall thereafter (provide<sup>1</sup>/perform<sup>2</sup>) only such portion of the SERVICES as may be necessary to preserve and protect the part of the SERVICES being provided

*add in case of services performed at COMPANY premises:*

*and to protect COMPANY's property located on site or in transit thereto.*

2.3. In the event of termination of this CONTRACT, COMPANY may require the assignment of subcontracts to COMPANY.

3. Early Termination

3.1. COMPANY at its sole discretion may terminate, even partially, for any reason and at any time the CONTRACT by giving written notice thereof to CONTRACTOR.

3.2. If the CONTRACT is terminated by COMPANY pursuant to paragraph 3.1 above, CONTRACTOR shall be entitled to the reimbursement of the CONTRACT PRICE for that portion of the SERVICES provided in accordance with the CONTRACT up to the date of termination, evaluated at the rates and prices provided for in the CONTRACT, and

*add in case of services performed at COMPANY premises:*

*the duly documented cost of any goods already purchased by CONTRACTOR and any unbreakable commitments made in good faith by CONTRACTOR and authorized by COMPANY for services or materials required for the provision of the SERVICES*

*add in case of services performed at COMPANY premises:*

*and reasonable documented demobilization expenses to be agreed between the PARTIES.*

<sup>1</sup> For Services performed outside COMPANY premises

<sup>2</sup> For Services performed at COMPANY premises both onshore and offshore



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3.3. Upon such termination, title to and possession of all work, incorporated or to be incorporated in, or deliverable documents related to the SERVICES shall pass to and vest in COMPANY on a "where is, as is" basis.

4. **Termination for Cause**

4.1. Without prejudice to the other provisions of the CONTRACT, COMPANY shall be entitled to terminate the CONTRACT in the following cases:

- a. CONTRACTOR has not commenced the provision of the SERVICES by within the dates or terms set forth in the CONTRACT unless relevant liquidated damages, if any, are applied by COMPANY. It being understood that if COMPANY elects to apply such liquidated damages and they are not duly paid by CONTRACTOR or become exhausted, COMPANY shall have the right to terminate the CONTRACT in accordance with this clause;
- b. CONTRACTOR fails to provide the SERVICES in accordance with the terms of the CONTRACT; in particular CONTRACTOR PERSONNEL and/or equipment and/or materials do not meet the requirements indicated, or does not repair or replace malfunctioning equipment and/or materials or parts;
- c. CONTRACTOR fails to remedy defects such that the SERVICES are wholly in accordance with this CONTRACT;
- d. CONTRACTOR delays in sending the TECHNICAL DOCUMENTATION or FINAL DOCUMENTATION to COMPANY or such documentation results not to be new, free from defects, suitable and fit for carrying out the purpose for which they are intended and in accordance with this CONTRACT;
- e. CONTRACTOR is in material breach of the CONTRACT;
- f. CONTRACTOR becomes insolvent, bankrupt or any other circumstance in Article "Bankruptcy" exists;
- g. CONTRACTOR dissolves, liquidates or terminates its corporate existence, other than by merger, sale, acquisition or re-organization into an AFFILIATE, or an order is made by a court or an effective resolution is passed for the dissolution, liquidation or winding up of CONTRACTOR;
- h. CONTRACTOR is taken over by any other person such that the other person acquires more than fifty percent (50%) of such shares or other ownership interest in CONTRACTOR and where such other person did not control over fifty percent (50%) of such shares or ownership interest at the EFFECTIVE DATE, or CONTRACTOR merges with another person and is not the surviving entity, in either case without first obtaining the written consent of the COMPANY.
- i. CONTRACTOR assigns the CONTRACT or sub-contracts provision of the SERVICES, or any part thereof, without COMPANY's prior APPROVAL;
- j. CONTRACTOR fails to comply with APPLICABLE LAW, including but not limited to insurance, salaries, wages and social security contributions for its personnel, and safety legislation;
- k. CONTRACTOR makes variations to the scope of CONTRACT, without COMPANY's APPROVAL;
- l. CONTRACTOR suspends the performance of the SERVICES in the event of arbitration, except as allowed in Article "Dispute Resolution";
- m. CONTRACTOR fails to meet any HSE-CR or Quality Assurance and environmental requirements during the provision of the SERVICES;
- n. in the event that any certifications or declaration submitted or produced by the CONTRACTOR in relation to the award or performance of the CONTRACT prove at any time to be irregular or invalid;



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o. CONTRACTOR fails to secure within the stated time period or to maintain the BANK GUARANTEE or PARENT COMPANY GUARANTEE.

p. in any other case expressly stated in the CONTRACT also if not listed by this Article.

4.2. If COMPANY considers that one of the aforesaid causes of termination exists, except for paragraphs 4.1. f), g) or h), it may by written notice thereof to CONTRACTOR require CONTRACTOR to commence the remedy of the breach as soon as reasonably possible, but in any event no later than five (5) days after receipt of COMPANY's notice, and/or to agree with COMPANY within such five (5) days period a plan to remedy and/or remove the breach within a reasonable period determined by COMPANY. If no such plan is agreed with the COMPANY, CONTRACTOR shall remedy and/or remove such breach within a period of fifteen (15) days of receipt of COMPANY's notice.

4.3. If, CONTRACTOR

- i has failed to commenced to remedy the breach within five (5) days after receipt of COMPANY's notice; or
- ii the CONTRACTOR has failed to comply with the remedy plan, or
- iii upon the expiry of the fifteen (15) days of receipt of COMPANY's notice such cause has not been remedied or removed; or
- iv if the circumstances of paragraphs 4.1. f), g) or h) exist,

COMPANY may terminate the CONTRACT forthwith and in the event of termination COMPANY shall be entitled to (i) be reimbursed, within sixty (60) days of receipt by CONTRACTOR of the relevant debit note, for all reasonable documented direct damages incurred in connection with such termination and/or (ii) set-off such damages against any payments due to CONTRACTOR in accordance with this paragraph and/or (iii) recover any such damages as a debt. Subject to the foregoing, COMPANY shall pay to CONTRACTOR a part of CONTRACT PRICE relating to the portion of SERVICES provided in accordance with the CONTRACT up to the date of termination evaluated at the rates and prices provided for in the CONTRACT, excluding any demobilization fees.

4.4. Furthermore, any failure by CONTRACTOR to comply with the obligation to notify to COMPANY of any update or variation in the information provided by CONTRACTOR during the tender stage regarding the Trust Companies and the identity of the physical persons ultimate beneficiaries, which failure is likely to negatively affect the COMPANY, shall constitute a material breach of the CONTRACT and shall entitle COMPANY to terminate the CONTRACT with cause in accordance with this Article.

## 5. Termination for Force Majeure

Without prejudice to the other provisions of the CONTRACT, COMPANY shall be entitled to terminate the CONTRACT if FORCE MAJEURE events persist for a period in excess of thirty (30) consecutive days. COMPANY shall pay to CONTRACTOR a part of CONTRACT PRICE relating to the portion of SERVICES performed in accordance with the CONTRACT up to the date of FORCE MAJEURE and then each PARTY shall be liable for and bear all of its own costs, expenses, losses and damages suffered and incurred as a result of a circumstance or event of FORCE MAJEURE.

## 6. Suspension

6.1. COMPANY may, at any time and, for any reason, suspend the provision of the SERVICES or any part thereof by written notice to CONTRACTOR. Unless instructed otherwise by COMPANY, upon receipt of such notice, CONTRACTOR shall immediately discontinue the provision of the part of the SERVICES affected by the suspension and continue to provide the other parts of the SERVICES.



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- 6.2. CONTRACTOR shall promptly resume provision of the SERVICES upon written notice from COMPANY.
- 6.3. Where COMPANY suspends the provision of the SERVICES under the paragraph 6.1, CONTRACTOR shall be entitled to compensation for any costs incurred during the period of suspension with respect to maintaining its CONTRACTOR PERSONNEL and/or equipment and any other reasonable costs of demobilization or remobilization and safeguarding the SERVICES, evaluated at the rates and prices provided for in this CONTRACT or where no rates or prices are established, as shall be agreed between the PARTIES. CONTRACTOR shall take all reasonable measures to mitigate such costs during the period of suspension.
- 6.4. Without prejudice, but in addition to COMPANY's right of discretionary termination provided for under paragraph "Early termination" above, if operations are suspended under this paragraph "Suspension" for a period of thirty (30) consecutive days, the PARTIES shall meet to discuss the various alternatives available, including without limitation amendment of this CONTRACT, continued suspension of performance, and termination of this CONTRACT.

## **20. Dispute resolution**

1. COMPANY and CONTRACTOR shall use their best efforts to resolve any dispute or claim which may arise under the CONTRACT in an amicable manner. Failing an amicable settlement within a reasonable time, but not exceeding sixty (60) days, then the PARTIES may seek to settle the dispute by mediation, provided that COMPANY has agreed in its sole discretion to proceed with this option. If mediation fails within a reasonable time, but not exceeding sixty (60) days, or if COMPANY has not agreed to settle the dispute by mediation any dispute or claim arising out of or in relation to the CONTRACT shall be finally settled by arbitration under the ICC RULES in force on the time of commencement of arbitration by three (3) arbitrators appointed in accordance with ICC RULES. The cost of such arbitration shall be borne as determined by the arbitrators. Unless otherwise mutually agreed, arbitration hearings shall be held in London, UK. The language of the arbitration shall be English. The award shall be final and binding on the PARTIES and may be enforced in any court or competent jurisdiction.
2. Performance of this CONTRACT shall continue during proceedings contemplated by this Article unless COMPANY orders suspension or the PARTIES agree otherwise and no payment due or payable by COMPANY or CONTRACTOR shall be withheld on account of any arbitration proceedings.
3. Notwithstanding paragraph 1 of this Article, where COMPANY concludes in its absolute and sole discretion that any dispute with CONTRACTOR involves or may involve a related dispute with another member of COMPANY GROUP or CONTRACTOR GROUP, COMPANY shall (to the extent that it is contractually entitled to do so under any other relevant contract or, where it is not so entitled, has obtained the consent of the other relevant person or persons) be entitled to insist on the consolidation of all disputes or potential disputes into one (1) proceeding before the International Chamber of Commerce and CONTRACTOR hereby consents to any such consolidation of disputes. In the event that COMPANY exercises its right under this paragraph 3, (a) the dispute shall be resolved by three (3) arbitrators in accordance with ICC RULES and all three (3) shall be appointed by the International Chamber of Commerce; and (b) notwithstanding confidentiality obligations under this CONTRACT or any other relevant contract, the parties to the dispute shall be obliged to disclose or make available any and all information relevant to the consolidated proceeding (except where such information is protected by solicitor-client privilege or an analogous privilege under any APPLICABLE LAW), provided that they may only do so for the sole purpose of the proceeding itself and shall then be obliged to maintain the confidentiality of any information disclosed by any party in the course of the proceeding as if such information were confidential information under Article "Confidentiality" of this CONTRACT and may not then, without the consent of COMPANY and any disclosing party, further disclose such information for any purpose not directly related to the proceeding, except as allowed by Article "Confidentiality".



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4. Any dispute under this CONTRACT and any award, order or directive issued by the International Chamber of Commerce shall be kept strictly confidential by CONTRACTOR and may only be published or disclosed with COMPANY's consent.

**21. Taxes**

1. Except as otherwise stated in this Article, CONTRACTOR shall bear and be liable for all TAXES, existing at the time of the CONTRACT award or during the term of the CONTRACT, that are assessed or levied on CONTRACTOR arising from or consequent to the CONTRACT and/or its performance by CONTRACTOR and shall, at its own expense, pay all such TAXES in accordance with APPLICABLE LAW and CONTRACTOR hereby agrees to be liable for and shall defend, indemnify and hold harmless COMPANY from and against any and all INDEMNIFIED COSTS arising out of or in connection with any assessment or levy made in respect of any of the aforesaid TAXES. CONTRACTOR agrees to require the same agreements from any of its SUBCONTRACTOR and to be liable for, and indemnify COMPANY from, any breach of such agreements by such SUBCONTRACTOR.
2. CONTRACTOR also agrees to comply with all applicable federal and provincial fiscal requirements under the Pakistan jurisdiction, including but not limited to filing of requisite monthly and annual fiscal tax returns wherever applicable, payment of all taxes and the making available to the fiscal authorities of all information and documentation called for thereby from time to time. If applicable pursuant to APPLICABLE LAW, CONTRACTOR agrees to register with all requisite governmental authorities and fiscal authorities prior to conducting the SERVICE hereunder.
3. COMPANY shall deduct Withholding Tax, on all amounts payable under the CONTRACT wherever required by the fiscal laws and/or Bilateral Treaties and on the request of the CONTRACTOR, it shall forward the relevant withholding or deducting certificate or certificates as soon as reasonably practicable in respect of such tax withheld or deducted so that the CONTRACTOR or its Affiliate is then able to seek to obtain credit against tax liabilities of the CONTRACTOR or its Affiliate from any relevant taxing authority or government authority the amount so withheld or deducted in accordance with the APPLICABLE LAW. In respect of the above, the following provisions shall also apply:
  - (i) COMPANY shall use all reasonable endeavours to obtain the relevant withholding or deducting certificate or certificates in a form which the CONTRACTOR can utilize in order to enable it to recover or obtain credit from the relevant taxing authority or other government authority the amount so withheld or deducted.
  - (ii) In the event that CONTRACTOR is eligible for any exemption due to application of Bilateral Income Tax Treaties and application of fiscal laws, then, in that case, the CONTRACTOR will be responsible to inform the COMPANY (in writing) at the time of award of CONTRACT, shall submit valid exemption certificate from relevant taxing authority at the time of submission of its invoices to the COMPANY and shall clearly mention on its invoices the reason for non-deduction of tax. If however, the CONTRACTOR is unable to obtain the exemption certificate, then, on the request and cost of the CONTRACTOR, the COMPANY shall use all reasonable endeavour to obtain the relevant exemption certificate from the relevant taxing authority as permissible under APPLICABLE LAW. In case, the exemption certificate is not granted or refused by the relevant taxing authority due to any reason, then, in such case the COMPANY shall withhold tax as per the APPLICABLE LAW. If CONTRACTOR has failed to properly fulfil its obligations to justify such exemption and COMPANY is subsequently penalized by any tax authority, CONTRACTOR shall be liable for and shall indemnify against all INDEMNIFIED COSTS of whatever nature and howsoever caused arising therefrom or consequent thereto.
  - (iii) In the event that CONTRACTOR is eligible for any reduced rate due to application of Bilateral Income Tax Treaties and application of fiscal laws, then, in that case, the CONTRACTOR will be responsible to inform the COMPANY (in writing) at the time of award of CONTRACT, shall submit relevant clause of the Treaty, SRO at the time of submission of its invoices to the COMPANY and shall clearly mention on its invoices the reason for deduction of tax at reduced rates. If CONTRACTOR has failed to properly fulfill its obligations to justify such reduced rate and COMPANY is subsequently penalized by any tax authority, CONTRACTOR shall be liable for and shall indemnify against all INDEMNIFIED COSTS of whatever nature and howsoever caused arising therefrom or consequent thereto.



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INDEMNIFIED COSTS of whatever nature and howsoever caused arising therefrom or consequent thereto.

- (iv) No gross-up of the CONTRACT prices or of the invoices will be allowed to cater for Withholding Taxes. The CONTRACTOR will also be solely responsible for its ability or inability to recover tax credit from the fiscal authorities of the relevant country.
- 4. "Withholding Tax" for the purposes of this Article means any fee, tax, charge or deduction imposed by the fiscal authorities in the country of tax residence of COMPANY on any sum payable by COMPANY to the CONTRACTOR, as the case may be, for the fees payable under this Article.
- 5. All charges provided under this CONTRACT are exclusive of VAT and, to the extent that VAT is chargeable, then COMPANY shall, against delivery of a valid VAT invoice together with supporting breakdown of services provided and expenses incurred, in addition to any amounts due to the CONTRACTOR under this CONTRACT, pay to the CONTRACTOR such VAT.
- 6. Registration with Sindh Revenue Board (SRB)  
With effect from 01 July 2011, the "Sindh Sales Tax on Services Act 2011" has been made applicable to the services provided by the contractors in the province of Sindh. In this respect, the COMPANY will require a Certificate of Registration of the CONTRACTOR in respect of its registration with Sindh Revenue Board (SRB). In case, the CONTRACTOR is not liable to be registered with SRB, then the CONTRACTOR would be required to demonstrate to the COMPANY the relevant clause in "Sindh Sales Tax on Services Act, 2011" under which it is not liable to be registered.

## **22. Custom duties and fees**

- 1. CONTRACTOR assumes full and exclusive liability for the payment of any and all customs and excise duties, stamp duties, invoice, sales and use taxes, agents/handlers' fees and other charges relating to the import/export and transportation of equipment, machinery, materials, instruments, tools and whatever items, goods and spares to be used by CONTRACTOR GROUP for the purpose of provision of the SERVICES and any and all taxes, duties, levies and imposts levied against or on account of the property and equipment of any of them and import/export duties and related levies on household effects and ancillary items for the personal use of CONTRACTOR GROUP.
- 2. CONTRACTOR shall be liable for and shall defend, indemnify and hold COMPANY harmless from and against any and all INDEMNIFIED COSTS in respect of or arising out of any failure to comply with paragraph 1 above.
- 3. Without prejudice to the generality of paragraph 1 above, CONTRACTOR, if requiring the import of items to be furnished for the performance of the SERVICES, shall deal with such imports (and shall ensure that each SUBCONTRACTOR shall similarly do so) in conformance with any legal, regulatory or contractual provisions which may grant COMPANY concessionary duties rates or exemption from local customs duties (including sales taxes and other surcharges in relation thereto and license and import/ export authorization fees) on imports of items required for the performance of the SERVICES. CONTRACTOR acknowledges that COMPANY does not warrant the availability of any concessionary rate/exemption:
  - a. CONTRACTOR shall indicate in its import applications that all such items are to be used by CONTRACTOR for COMPANY's PROJECT and shall comply with such directions of COMPANY as are necessary to gain such concessionary rate/exemption (including but not limited to the provision of such documentation as may be required by COMPANY pursuant to any such legal, regulatory or contractual provision);
  - b. notwithstanding the foregoing, CONTRACTOR shall be liable for and shall defend, indemnify and hold COMPANY harmless from and against any and all INDEMNIFIED COSTS in respect of or arising out of any failure to gain such concessionary rate/exemption; provided that COMPANY agrees to use all reasonable endeavours to assist CONTRACTOR matters in relation thereto;



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- c. if governmental permits for the importation of CONTRACTOR's equipment and other items contemplated by this Article include the obligation to re-export, CONTRACTOR shall comply with such obligations in a timely manner and CONTRACTOR shall reimburse COMPANY for and indemnify COMPANY against duties or charges or fines arising from its failure to so comply. In any event unless specifically authorized otherwise, all items not being part of the permanent SERVICES must be re-exported upon termination or completion of the SERVICES;
- d. on termination of this CONTRACT, CONTRACTOR shall (i) to remove all equipment and material not being part of the permanent SERVICES from the site forthwith and (ii) notify any applicable customs or fiscal authorities immediately of such fact.

**23. Knowledge of area of operations**

CONTRACTOR declares and represents that it is fully acquainted in all respects with the political, fiscal and logistics situation, climatic and environmental conditions existing in the area where the SERVICES are to be rendered or/and in which the result of the SERVICES be used and that it has evaluated all costs and risks connected therewith, and CONTRACTOR is solely responsible for any misunderstandings and/or inaccuracies from whatever sources, in connection with the aforesaid information including correct interpretation of the data provided by COMPANY.

**EXECUTION OF SERVICES**

**24. Call Off Order**

- 1. The performance of any SERVICES under the CONTRACT will be requested in writing by COMPANY to CONTRACTOR with a CALL-OFF ORDER, signed by a person authorized to do so by COMPANY, which shall be the only document which formally authorizes CONTRACTOR to perform any one of the SERVICES.
- 2. The CALL-OFF ORDER shall specify the particulars of performance of the SERVICES and contain all the information needed by CONTRACTOR to identify the nature of the SERVICES, as well as all reference documents and specifications for the performance of the SERVICES and shall state any additional HSE-CR and Quality requirements to be met.
- 3. COMPANY is entitled to change the performance schedules of the SERVICES of each CALL-OFF ORDER as a result of any external factors which, by affecting some types of said SERVICES, will make it necessary to change the schedules, in particular with regard to times.
- 4. The CALL-OFF ORDER procedure is detailed in the FORM OF AGREEMENT.

**ECONOMIC SECTION**

**25. Contract price**

- 1. In consideration for the satisfactory performance of this CONTRACT in accordance with its terms, COMPANY shall pay CONTRACTOR the CONTRACT PRICE in the amounts set out in and in the manner stipulated in Appendix "A" of the CONTRACT - "Compensation and Methods of Application".
- 2. CONTRACT PRICE adjustments due to variations shall be taken into consideration for determination of the final CONTRACT PRICE, and for modification of the amount of the guarantees as may be provided under the CONTRACT.



3. Except as otherwise stipulated in this CONTRACT, the sums set out in the CONTRACT shall remain fixed and not be subject to any adjustment or escalation during the term of this CONTRACT.
4. No extra charges shall be effective unless agreed in writing and signed by COMPANY
5. CONTRACTOR has properly evaluated all costs and contingencies necessary for the completion of the performance of the SERVICES in accordance with the terms of the CONTRACT and CONTRACTOR undertakes to make no claims whatsoever including, inter alia, requests for variations, for price adjustments and/or time extensions based on its failure sufficiently to evaluate such costs and contingencies or for its reliance on COMPANY supplied information and data and CONTRACTOR hereby waives any right to demand any such additional compensation howsoever arising.

**26. Invoicing**

1. After the completion of each milestone event detailed in the applicable Appendix or any such time as stipulated in the CONTRACT, CONTRACTOR may send to COMPANY an invoice within the time period specified in the FORM OF AGREEMENT in respect of such relevant milestone or such other time period detailed in the applicable Appendix. Unless otherwise requested by COMPANY, one original shall be submitted in the form requested by COMPANY accompanied by such certification and documentation as COMPANY may request.
2. Each invoice shall include the following information:
  - a) reference number and date of issue of this CONTRACT;
  - b) name, address and Federal/Provincial Sales Registration Number (if applicable) and National Tax Number of the CONTRACTOR;
  - c) the code number allocated to CONTRACTOR as shown on this CONTRACT;
  - d) serial number and date of issue of the invoice;
  - e) items billable as listed, numbered and described in the applicable Appendix, including tariff heading and other details of the service;
  - f) the VAT rate and amount including equivalent amount in Pakistani Rupee (PKR) (where applicable) and/or Federal/Provincial Sales Tax Number ("STRN") (where applicable);
  - g) amount excluding and including VAT mentioning equivalent amounts in PKR;
  - h) a copy of the relevant APPROVED acceptance/milestone payment certificate;
  - i) method of transport used;
  - j) Bank details of the CONTRACTOR;
  - k) COMPANY's National Tax Number (NTN) and General Sales Tax Number (GST) which are as follows:
    - National Tax Number (NTN): 0823414-7
    - General Sales Tax Number (GST): 12-00-2711-011-91
3. The COMPANY may require a separate sales tax invoice from the CONTRACTOR exclusively in PKR containing all the particulars as prescribed under the APPLICABLE LAW.
4. All invoices submitted by CONTRACTOR to COMPANY shall be accompanied by such documents, records, lien waivers, receipts, APPROVED time sheets or other evidence as COMPANY may request to support charges contained therein and CONTRACTOR shall ensure that all such documents, records, lien waivers, receipts, APPROVED time sheets or other evidence shall truly reflect the facts about the activities, milestones and transactions to which they pertain and that COMPANY may rely upon these as being complete and accurate.

5. The PARTIES agree that invoices shall not cover more than one CALL-OFF ORDER (for Blanket Order) and shall be sent to the address specified in Article "Invoicing" of the FORM OF AGREEMENT.

**27. Payments**

1. Subject to the APPROVAL by COMPANY of CONTRACTOR's invoice, the invoice shall be paid within the term specified in the FORM OF AGREEMENT, in the currency indicated in Appendix A - "Compensation and Method of Application", to CONTRACTOR's designated bank account, details of which are set out in Article "Payment" of the FORM OF AGREEMENT, which bank account shall be opened, maintained and operated by CONTRACTOR either in the country of the provision of the SERVICES or the country of incorporation. Payment under this CONTRACT shall be made only to this account opened in the name of CONTRACTOR.
2. COMPANY shall have the right to withhold payment with respect to any item it disputes until agreement is reached with CONTRACTOR or the dispute over such item is otherwise settled. COMPANY shall pay the undisputed part of disputed invoice and shall notify the CONTRACTOR of the reasons for any dispute as soon as reasonably practicable. Any adjustment or credit due for any such item shall be documented in the month succeeding the month in which the dispute is settled. To the extent that COMPANY prevails in the dispute, CONTRACTOR shall not be entitled to interest on such payments withheld.
3. COMPANY shall have the right to withhold from payments due to CONTRACTOR reasonable amounts to cover probable claims that may be made against any member of COMPANY GROUP or against the property of any such members by any person, arising out of performance under this CONTRACT, and COMPANY shall have the right to make reasonable settlements of such claims.
4. In addition to any other remedy available to it, COMPANY may set-off against payments due to CONTRACTOR hereunder any amount due and owing or claimed in good faith to be due and owing to COMPANY by CONTRACTOR hereunder for any reason.
5. Any payment made by COMPANY hereunder, including the final billing under this CONTRACT, shall not prevent COMPANY from filing claims or prejudice its right to recover the amount of such claims however they may have arisen, or constitute a waiver by COMPANY of any of its rights under this CONTRACT or APPLICABLE LAW. Without prejudice to the generality of the foregoing, COMPANY may recover any sums paid to CONTRACTOR by mistake of law or fact.
6. During the execution of the CONTRACT or after its expiry, however within the timeframe set in Article 14.3 audit and records, COMPANY may require proof that all payments due by CONTRACTOR have been done regularly and as needed. If required by COMPANY, proof may include ad-hoc evidences (including but not limited to signed declaration by the employees of CONTRACTOR that payments have been received, signed declaration by SUBCONTRACTORS etc). In case full proof of execution of payments is not submitted, inclusive of any reasonable proof COMPANY deems necessary, COMPANY may withhold payments to CONTRACTOR up until full proof is received. Withholding of payment is in addition to the rights of termination that shall accrue to the Company in such an event as specified in the CONTRACT.

In addition to payment withholding, COMPANY may deduct any costs or expenses incurred as a consequence of it being involved in any authoritative or legal action due to Contractor's non-compliance, regardless of any defense raised by the Contractor.

**HEALTH, SAFETY AND ENVIRONMENT**

**28. Health, safety and environment**

VMWare Maintenance and Purchase Licenses

Page 37 of 50



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1. CONTRACTOR shall apply proactive health, safety and environmental management systems and risk management processes, in accordance with APPLICABLE LAW and INTERNATIONAL GOOD OIL FIELD PRACTICE (add in case of services performed at COMPANY premises only: and shall comply with Appendix "E" – "HSE-CR Requirements" of this CONTRACT and any additional requirements advised by COMPANY from time to time.)
2. Within seven (7) days of the EFFECTIVE DATE, CONTRACTOR shall submit to COMPANY for APPROVAL a detailed health, safety and environmental management plan which complies with the requirements of this Article and which regulates those requirements set out in Appendix "E" and, specifically, its own rules/programs on the following:
  - safe driving rules (e.g. installation of IVMS In-Vehicle Monitoring System devices);
  - certification/inspection tags of working, safety or emergency equipment;
  - identification of critical / non routine jobs vs non-critical tasks
  - fitness certificates for workers assigned to critical/non routine jobs (including SUBCONTRACTORS' personnel);
  - PPEs (Personal Protective Equipment) assigned to these workers;
  - training certificates for these workers;
  - competence assurance records for these workers;
  - health surveillance program for these workers;
  - Permit-to-Work System for critical / non-routine jobs in the Country's official languages (as are required by COMPANY);
  - HSE organization proportionate to the job and competence;
  - control, inspection and follow-up records on contractual HSE requisites;
  - control of access (badges) for workers and visitors;
  - provisions for working hours and night shifts;
  - firefighting and emergency services on site (24h/24h);
  - material safety data sheets, in the Country's official languages, as are required by COMPANY
  - lights, guards, marks, signals and fences in place;
  - alcohol and drug abuse policy.
3. Within twenty (20) days of receipt of such management plan, COMPANY REPRESENTATIVE shall either APPROVE the same or notify CONTRACTOR of changes required to obtain APPROVAL. In the latter event, CONTRACTOR shall promptly modify and resubmit the plan. This process shall continue until APPROVAL is given by COMPANY REPRESENTATIVE. At all times during the performance of the CONTRACT, in relation to the activities to be carried out in the COMPANY's site, CONTRACTOR shall demonstrate to have enforced and to have required SUBCONTRACTORS to enforce, CONTRACTOR's detailed health, safety and environmental management plan referred to in paragraph 2 of this Article which complies with the requirements stated above.)
4. CONTRACTOR shall take, at its expense, all actions necessary to protect all persons from any exposure to, or hazard from, hazardous material under the care, custody, control, protection and/or preservation of CONTRACTOR GROUP and shall adopt all measures needed to reduce, as low as reasonably possible, any injury or damage to people or property.
5. CONTRACTOR shall take all reasonable steps to protect the environment from damage resulting from the provision of SERVICES and shall not, under any circumstances, cause or permit, in connection with the provision of SERVICES, the discharge, emission or release of any hazardous substance or material:
  - a) except in compliance with APPLICABLE LAW, and/or
  - b) in excess of limits established by APPLICABLE LAW and shall immediately report any such discharges, emissions or releases to COMPANY.
6. During the performance of any SERVICES, CONTRACTOR shall keep the AREA OF OPERATIONS and its surroundings tidy, clean and reasonably free from all unnecessary obstructions and shall clear away and remove from the AREA OF OPERATIONS any wreckage or waste attributable to CONTRACTOR GROUP. Upon completion of any parts of the SERVICES, CONTRACTOR, after receiving APPROVAL, shall promptly remove or have removed from AREA OF OPERATIONS all



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temporary works and surplus materials not to be used during the later stages of the SERVICES. Upon completion of SERVICES, CONTRACTOR shall leave the AREA OF OPERATIONS ready for use, in a clean and safe condition, including proper disposal of all CONTRACTOR's equipment, temporary works, unused materials and surplus materials not to be used during the later stages of the SERVICES. If CONTRACTOR fails to satisfy the above requirements, COMPANY shall, at any time following appropriate notification to CONTRACTOR, have the right to perform (or have performed) clean-up operations at CONTRACTOR's expense. CONTRACTOR shall pay and be responsible for the control, disposal and/or removal of, including but not limited to, any liquid or non-liquid pollutant or waste materials, crude oil, natural gas, motor oils, lubricants, motor fuel, pipe dope, paints, solvents, garbage and/or sewage, where found, that is or has been discharged, seeped, spilled, blown out or leaked from CONTRACTOR GROUP property or the SERVICES.

7. CONTRACTOR shall provide any material safety data sheets as are required by COMPANY and shall comply with all applicable hazardous material procedures APPROVED and shall obtain or arrange at its expense all identification numbers, permits, applications and other things required in connection with the relevant activities under this CONTRACT.
8. CONTRACTOR shall inform COMPANY forthwith of any injury to, or accident involving, CONTRACTOR PERSONNEL or CONTRACTOR GROUP property connected with the provisions of the SERVICES and shall provide on a monthly basis, COMPANY REPRESENTATIVE, with the overall number of worked hours at the workplace, the causes, reasons and circumstances of each occurred injury or accident and CONTRACTOR's remedial measures in respect thereof.
9. CONTRACTOR shall ensure that where any CONTRACTOR PERSONNEL observes or becomes aware of practices that are not in compliance with this Article, such CONTRACTOR PERSONNEL shall (a) direct that such practices be corrected so as to comply with this Article (b) notify COMPANY of such practice and (c) where directed by COMPANY to correct any practice so as to comply with this Article, CONTRACTOR PERSONNEL shall immediately comply.
10. With respect to the performance of the activities under this CONTRACT, CONTRACTOR represents and warrants to have given and implemented instructions to its directors, officers, employees, consultants, SUBCONTRACTORS and/or agents that such persons must comply with the requirements of this Article.
11. CONTRACTOR shall ensure that each of its SUBCONTRACTORS accepts in writing, copied to COMPANY: (i) the obligations stated in this Article as if they applied directly thereto, mutatis mutandis, in particular the compliance of the SUBCONTRACTOR with APPLICABLE LAW, INTERNATIONAL GOOD OILFIELD PRACTICE, the requirements of Appendix "E", including the HSE Disciplinary Procedure and any regulations, procedures or guidelines adopted by COMPANY on site and (ii) that the non-fulfilment by SUBCONTRACTOR of those regulations will be considered a material breach by SUBCONTRACTOR of its contract with CONTRACTOR and grounds for termination in whole or in part and CONTRACTOR shall comply with COMPANY's instructions in respect thereof, (iii) that SUBCONTRACTORS must be able to evidence to COMPANY, the existence and enforcement of its own detailed health, safety and environmental management plan, which complies with the requirements of this Article and which regulates those requirements set out in Appendix "E", and (iv) that CONTRACTOR, and, at COMPANY's discretion, COMPANY may perform any inspections on the SUBCONTRACTOR and its activities during work hours, as it sees fit.
12. Without relieving CONTRACTOR of any of its obligations, COMPANY may take part, to any degree it deems necessary, in the control and removal of any hazardous material, pollution, contamination or environmental risk which is the responsibility of CONTRACTOR under this CONTRACT or APPLICABLE LAW.
13. COMPANY reserves the right to perform, directly or indirectly, at COMPANY's site, at any time during the term of this CONTRACT any and all reviews, inspections and tests which COMPANY from time to time believes in its sole opinion are appropriate, and to obtain from CONTRACTOR any relevant documentation thereto. If any review, inspections and/or tests show that any part of the provision of the SERVICES has not been performed in accordance with this Article,



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CONTRACTOR, whether notified or not by COMPANY, shall immediately correct the defects and shall repeat the review inspection and/or tests until the defects have been put right and the defective item complies with the CONTRACT. In addition, COMPANY may at its own discretion enforce actions provided in Appendix "E".

14. Failure by CONTRACTOR to comply with the requirements of this Article shall entitle COMPANY to:
  - a) terminate the CONTRACT for material breach;
  - b) discontinue, in whole or in part, the provision of SERVICES charging CONTRACTOR with any extra costs to COMPANY resulting therefrom, and;
  - c) enforce the HSE Disciplinary Procedure set out in Appendix "E".

## **COMMUNICATIONS AND CONTRACT MANAGEMENT**

### **29. Notices**

All notices, other than invoices to be given with respect to the CONTRACT, shall be considered as given to COMPANY and to CONTRACTOR, respectively, if given in writing and delivered personally or sent by registered mail or certified mail, return receipt requested, or by fax to the address and to the attention of the relevant PARTY set out in the FORM OF AGREEMENT and to the attention of that PARTY's representative appointed in accordance with Article "Representatives of the parties". Such notices shall be effective when delivered personally or when placed in the mail if mailed in the manner provided above.

### **30. Representatives of the parties**

1. Subject to paragraph 9 of this Article, COMPANY shall by notice in writing appoint one COMPANY REPRESENTATIVE who has the authority to represent and bind COMPANY to any course of action under this CONTRACT.
2. COMPANY REPRESENTATIVE shall notify CONTRACTOR of all information, instructions and decisions of COMPANY made in connection with the performance of the CONTRACT.
3. Except as otherwise stated in this CONTRACT, only COMPANY REPRESENTATIVE shall be authorized to receive on behalf of COMPANY notifications, information and decisions of CONTRACTOR under the provisions of the CONTRACT.
4. The presence of COMPANY REPRESENTATIVE or any of COMPANY GROUP's personnel shall in no way relieve CONTRACTOR of its obligations and liabilities under the CONTRACT.
5. CONTRACTOR shall appoint in writing a CONTRACTOR REPRESENTATIVE who shall be a suitably qualified professional, having the experience and capability necessary to represent CONTRACTOR in the performance of the CONTRACT and who is authorized to represent and bind CONTRACTOR in any course of action in connection with the CONTRACT.
6. CONTRACTOR REPRESENTATIVE shall notify COMPANY of all information, instructions and decisions of CONTRACTOR made in connection with the performance of this CONTRACT.
7. Except as otherwise stated in this CONTRACT, only CONTRACTOR REPRESENTATIVE shall be authorized to receive on behalf of CONTRACTOR notifications, information and decisions of COMPANY under the provisions of this CONTRACT.
8. Either PARTY may change its respective representatives under the present Article at any time at its sole discretion by notice in writing to the other PARTY.



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9. Neither COMPANY REPRESENTATIVE nor CONTRACTOR REPRESENTATIVE or their respective assistants shall be empowered to change, alter or vary the terms and conditions of this CONTRACT or to waive any of the rights, duties and liabilities of the PARTIES.

### **WARRANTIES AND LIABILITIES**

#### **31. Representations and warranties**

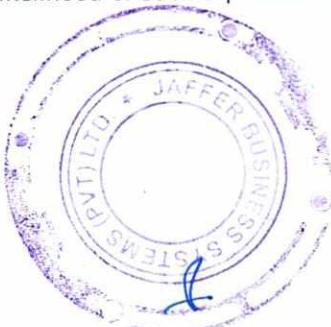
1. COMPANY represents and warrants that:
  - a. it is a COMPANY duly organized and validly existing under the laws of the country specified in the FORM OF AGREEMENT;
  - b. it is authorized to enter into this CONTRACT and has received all necessary approvals to do so and that it has, and shall continue to have, during the term of this CONTRACT, all necessary licenses, permits, consents and authorizations to perform the obligations under the CONTRACT;
  - c. this CONTRACT has been duly authorized and executed by COMPANY and constitutes valid and legally binding obligations of COMPANY, enforceable in accordance with their terms; and
  - d. compliance with the terms of this CONTRACT will not result in any violation of (i) any of COMPANY's memorandum of association, articles of association, certificate of incorporation, by-laws or equivalent constitutive documents, (ii) any provision contained in any agreement or instrument to which COMPANY is a party or by which COMPANY or its assets are bound or (iii) or any statute, law, rule, regulation, judgement, decree or order applicable to COMPANY.
2. CONTRACTOR represents and warrants that:
  - a. it is a COMPANY duly organized and validly existing under the laws of the country of specified in the FORM OF AGREEMENT;
  - b. it is authorized to enter into this CONTRACT and has received all necessary approvals to do so and that it has, and shall continue to have, during the term of this CONTRACT, all necessary licenses, permits, consents and authorizations to perform the obligations under the CONTRACT;
  - c. this CONTRACT has been duly authorized and executed by CONTRACTOR and constitutes valid and legally binding obligations of CONTRACTOR, enforceable in accordance with their terms;
  - d. compliance with the terms of this CONTRACT shall not result in any violation of (i) any of CONTRACTOR's memorandum of association, articles of association, certificate of incorporation, by-laws or equivalent constitutive documents, (ii) any provision contained in any agreement or instrument to which CONTRACTOR is a party or by which CONTRACTOR or its assets are bound or (iii) or any statute, law, rule, regulation, judgement, decree or order applicable to CONTRACTOR;
  - e. during the term of this CONTRACT, CONTRACTOR shall comply with all APPLICABLE LAW and with (whether APPLICABLE LAW or not) anti-corruption legislation, the Anti-Terrorism, Crime and Security Act 2001, the FCPA, and the OECD Convention on Combating Bribery of Foreign Public Officials in International Business Transactions. CONTRACTOR shall not (a) pay, promise to pay, or offer any fee, commission, material remuneration or other thing of value to or for the benefit of any government official, political party or official thereof or candidate for political office in order to corruptly influence an act or decision of such person



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in his or her official capacity, cause such person to act or fail to act in violation of his or her lawful duty or cause such person to influence an act or decision of the government, for the purpose of assisting any member of CONTRACTOR GROUP to obtain or retain business or gain any improper advantage, or (b) otherwise violate the FCPA or any other anti-corruption laws applicable to CONTRACTOR GROUP;

- f. in connection with this CONTRACT, all transactions, including but not limited to the disposition of assets, the incurring of liabilities, the recording of expenses and the documenting of contractual arrangements undertaken by CONTRACTOR shall be recorded by CONTRACTOR in compliance with APPLICABLE LAW and shall in reasonable detail accurately and fairly reflect the transactions (including the purpose of each transaction and the person with whom it was concluded) in CONTRACTOR's books and records;
- g. in connection with this CONTRACT, CONTRACTOR shall not retain or pay any agent, SUBCONTRACTOR, or consultant if CONTRACTOR knows that, or has reason to believe that, circumstances exist which make it likely that such agent, SUBCONTRACTOR or consultant will engage in conduct that would violate any provision of paragraph 2 (e) above when such agent, SUBCONTRACTOR or consultant were a party to this CONTRACT. CONTRACTOR shall take reasonable precautions to require its agents, SUBCONTRACTORS and consultants to comply with the obligations in paragraph 2 (e) as above;
- h. in connection with this CONTRACT, CONTRACTOR shall (a) enact and maintain appropriate compliance policies to implement the provisions of above paragraphs 2 (e) to 2 (g) inclusive, including arranging for appropriate training of CONTRACTOR PERSONNEL regarding their obligations to adhere to the standards of conduct set forth in such policies and (b) require all members of CONTRACTOR GROUP to comply with the obligations assumed by CONTRACTOR in paragraphs 2 (e) to 2 (g) inclusive as if they were directly applicable thereto. This effort shall include, but not be limited to, establishing reasonable precautions to prevent such members of CONTRACTOR GROUP from receiving entertainment or gifts, payments, loans, or other things of value from government officials or making, promising or offering entertainment or gifts, payments, loans, or other things of value to COMPANY's directors, officers, employees, consultants, advisors or agents, or government officials, in violation of APPLICABLE LAW, including, without limitation, anti-corruption laws;
- i. CONTRACTOR shall design, execute and complete the SERVICES in accordance with this CONTRACT and INTERNATIONAL GOOD OIL FIELD PRACTICE;
- j. CONTRACTOR shall apply its relevant technical knowledge and organizational experience in providing the SERVICES with all skill and care utilizing sound engineering practices;
- k. CONTRACTOR shall provide the SERVICES in a diligent, good and workmanlike manner without interruption to completion;
- l. CONTRACTOR shall consult with and advise COMPANY and keep it informed with respect to all matters arising in connection with this CONTRACT and at all times co-operate with COMPANY and COMPANY REPRESENTATIVE
- m. CONTRACTOR shall notify COMPANY immediately of any impending or actual stoppages of any activity under the CONTRACT as above, industrial disputes or other matters affecting or likely to affect the performance of this CONTRACT and in such circumstance CONTRACTOR shall provide, in an expeditious manner, details of how it shall overcome the delay;
- n. it is solvent and that no bankruptcy, insolvency or receivership proceeding has been commenced against CONTRACTOR and that it is aware of no basis upon which a reasonable person would expect there to be any likelihood of such a proceeding during the term of this CONTRACT;



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- o. CONTRACTOR shall ensure that the whole design of the SERVICES is adequate, suitable and fit for the purpose of this CONTRACT;
- p. CONTRACTOR shall co-ordinate and properly execute the provision of SERVICES in co-ordination with other contractors, if any;
- q. CONTRACTOR shall prepare and maintain all TECHNICAL DOCUMENTATION and FINAL DOCUMENTATION required by COMPANY;
- r. CONTRACTOR shall remedy any defects such that the SERVICES are wholly in accordance with this CONTRACT;
- s. CONTRACTOR shall ensure that any TECHNICAL DOCUMENTATION and FINAL DOCUMENTATION shall be free from defects, suitable and wholly in accordance with this CONTRACT;
- t. CONTRACTOR shall provide competent superintendence, labour, materials, equipment and all services whether temporary or permanent and all other things of whatever nature required in and for the provision of SERVICES;
- u. CONTRACTOR shall obtain from its SUBCONTRACTORS for assignment to COMPANY the best possible warranties and guarantees with respect to the provision of SERVICES in terms at least as favourable as the requirements of the CONTRACT. In the event that CONTRACTOR obtains more favourable guarantees and warranties from its SUBCONTRACTORS than those stated in this Article, such guarantees and warranties shall be assigned to COMPANY;

### **32. Liabilities and Indemnities**

CONTRACTOR shall be liable for and shall defend, indemnify and hold harmless COMPANY GROUP from and against any and all INDEMNIFIED COSTS of whatever nature and howsoever caused, in respect of, or arising out of:

injury, illness or death of any member of CONTRACTOR GROUP; and/or  
loss of, or damage to the property, owned, hired or leased, of any member of CONTRACTOR GROUP; and/or  
loss of, or damage to, the property, owned, hired or leased, of any member of COMPANY GROUP while under the care, custody, control, and/or protection and/or preservation of any member of CONTRACTOR GROUP, in accordance with the CONTRACT.

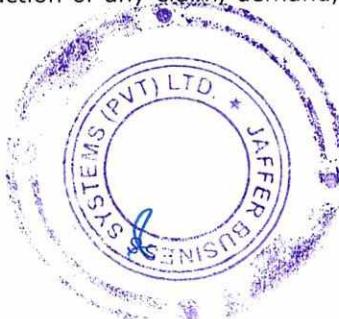
COMPANY shall be liable for and shall defend, indemnify and hold harmless CONTRACTOR GROUP from and against any and all INDEMNIFIED COSTS of whatever nature and howsoever caused, in respect of, or arising out of:

injury, illness or death of any member of COMPANY GROUP; and/or  
subject to paragraphs 1(c) of this Article, loss of, or damage to the property, owned, hired or leased, of any member of COMPANY GROUP.

*Subject to paragraphs 5 and 6 of this Article,) CONTRACTOR shall be liable for and shall defend, indemnify and hold harmless COMPANY GROUP from and against any and all INDEMNIFIED COSTS in respect of or arising out of injury, illness or death to a THIRD PARTY and/or loss or damage to the property, owned, hired or leased of a THIRD PARTY, caused by any member of CONTRACTOR GROUP, including damage resulting and/or arising from defects and/or deficiencies in the SERVICES performed under this CONTRACT.*

CONTRACTOR shall be liable for and shall defend, indemnify and hold harmless COMPANY GROUP from and against any and all INDEMNIFIED COSTS in respect of or arising out of:

any payment demanded by any authority, which payment is not otherwise expressly reimbursable under this CONTRACT, and which is in satisfaction of any claim, demand, loss, cause of action, liability or expense of CONTRACTOR;



any claim brought against any member of COMPANY GROUP by any member of CONTRACTOR GROUP (other than CONTRACTOR);  
debts or claims due from CONTRACTOR GROUP;  
any failure to bring to COMPANY's attention forthwith any matter which, in the opinion of CONTRACTOR, appears to be an error or omission in or violation of this CONTRACT or conflicts with APPLICABLE LAW.

Subject to paragraph 1 of this Article, COMPANY shall be liable for and shall defend, indemnify, and hold harmless the CONTRACTOR GROUP from and against any INDEMNIFIED COSTS of whatsoever nature arising from pollution and or contamination emanating from (i) the reservoir and/or (ii) any property of any member of COMPANY GROUP except when under the care, custody, control, protection and/or preservation of CONTRACTOR GROUP.

Subject to paragraph 2 of this Article, CONTRACTOR shall be liable for and shall defend, indemnify and hold harmless COMPANY GROUP from and against any INDEMNIFIED COSTS of whatsoever nature arising from pollution and/or contamination occurring on the premises of, emanating from the property of, or under the care, custody, control, protection and/or preservation of, any member of CONTRACTOR GROUP (including any marine vessel) and/or from the SERVICES.

CONTRACTOR shall be responsible for (i) removal and, when appropriate, marking and lighting of any wreck or debris arising from or relating to the performance of the SERVICES, and/or (ii) proper control, removal, transportation and disposal of or otherwise management of waste (including hazardous waste) under the care, custody, control, protection and/or preservation of CONTRACTOR GROUP or arising from the performance of the CONTRACT and CONTRACTOR shall defend, indemnify and hold harmless COMPANY GROUP in respect of all INDEMNIFIED COSTS arising out of, or relating to, the foregoing.

Without prejudice to the provisions of this Article, CONTRACTOR shall be liable for and defend, indemnify and hold harmless COMPANY GROUP against any INDEMNIFIED COSTS of whatsoever nature arising from liens, attachments or claims by any person in connection with or arising out of the performance of this CONTRACT and COMPANY may withhold or deduct the amount arising out of such lien, attachment or claim from any payment due to CONTRACTOR or recover such sum as a debt.

CONTRACTOR shall, at CONTRACTOR's cost, be liable for and shall defend, indemnify and hold harmless COMPANY GROUP against any and all INDEMNIFIED COSTS in respect of or arising out of any matter set out in relation to liabilities which CONTRACTOR has assumed under the CONTRACT. Notwithstanding, COMPANY shall at all times have the right to be represented by its own counsel and to participate in the defence of any action relating to such infringement in which it may be a defendant or may give instructions to CONTRACTOR. Where CONTRACTOR fails to carry out any action required by COMPANY in relation to the foregoing, COMPANY may take any such action on its own behalf and shall be entitled to full reimbursement for any resulting costs from CONTRACTOR. Should CONTRACTOR be prevented from performing any part of the SERVICES hereunder by reason of legal proceedings based upon such claim, COMPANY shall be relieved of its obligation to make payment for such part of the SERVICES not performed as a result thereof. Without prejudice to the foregoing, COMPANY shall have the right to instruct CONTRACTOR to refrain from taking any action under this paragraph 10 and in such case CONTRACTOR shall only be liable to COMPANY for the actual amount of the claim to be demonstrated by CONTRACTOR and legal costs incurred by COMPANY, unless the CONTRACTOR demonstrates that the CONTRACTOR GROUP were not responsible (directly or indirectly) for such matter.

All exclusions and indemnities given under this Article "Liabilities and Indemnities" shall apply irrespective of cause, except as otherwise stated in this Article "Liabilities and Indemnities", and notwithstanding the negligence or breach of duty (whether statutory or otherwise) of the indemnified PARTY or any other entity or party and shall apply irrespective of any claims in tort, under this CONTRACT or APPLICABLE LAW. However, the exclusion of liability and indemnities shall not apply and may not be relied on (i) by COMPANY GROUP to the extent that any claim or liability was caused by its GROSS NEGLIGENCE or WILFUL MISCONDUCT or fraud or (ii) by CONTRACTOR GROUP to the extent that any claim or liability was caused by its GROSS NEGLIGENCE or WILFUL MISCONDUCT or fraud.



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Notwithstanding any provision to the contrary elsewhere in the CONTRACT and except to the extent of any agreed (i) liquidated damages, (ii) any predetermined termination fees and/or (iii) interests for late payment provided for in the CONTRACT, (i) neither COMPANY nor COMPANY GROUP, shall under any circumstances, be liable to CONTRACTOR or CONTRACTOR GROUP for CONSEQUENTIAL LOSS of any member of CONTRACTOR GROUP, and CONTRACTOR hereby waives any claim it may at any time have against COMPANY GROUP in respect of any such damages, and (ii) neither CONTRACTOR nor CONTRACTOR GROUP, shall under any circumstances, be liable to COMPANY or COMPANY GROUP for CONSEQUENTIAL LOSS of any member of COMPANY GROUP and COMPANY hereby waives any claim it may at any time have against CONTRACTOR GROUP in respect of any such damages, provided however, that such waivers shall not extend to any claim in respect of any fees, charges or other amounts due under this CONTRACT.

**33. Insurance**

1. Without limiting any of its obligations under this CONTRACT or APPLICABLE LAW, CONTRACTOR shall maintain or cause to be maintained, throughout the term of the CONTRACT, with insurers with a minimum Standard & Poor's rating of "BBB" or equivalent or other reputable insurers acceptable to COMPANY (in case of Pakistan insurers acceptable to COMPANY, with a minimum PACRA and/or JCR-VIS rating "AA+"), and shall pay for the following insurance policies:
  - a. Workmen's compensation insurance, or any similar compensation, covering personal injury to, or death of, employees of the CONTRACTOR engaged in the performance of this CONTRACT as required by APPLICABLE LAW or under each job contract.

Where workmen compensation insurance, or any similar compensation, is not required by APPLICABLE LAW or under each job contract, CONTRACTOR shall nevertheless place, maintain, and provide evidence of, adequate insurance policies covering personal injury to, or death of, employees of the CONTRACTOR engaged in the performance of this CONTRACT;
  - b. Employers liability insurance to be maintained at the minimum value of United States Dollars Ten Million (US\$10,000,000.00) or such amount as required by APPLICABLE LAW, whichever is the greater for any one occurrence. This coverage shall be applicable when CONTRACTOR PERSONNEL travel abroad even if the transport is provided by COMPANY. Claims formulated by employees of CONTRACTOR against COMPANY GROUP shall be treated as claims against CONTRACTOR and compensated by such insurance;
  - c. General Third Party Liability Insurance covering legal and contractual liabilities of CONTRACTOR under this CONTRACT and APPLICABLE LAW with a combined single limit of not less than United States Dollars Fifteen Million (US\$15,000,000.00) for any one occurrence;
  - d. If the performance of the CONTRACT requires the use of any motor vehicles, Third Party and Passenger Liability insurance and other motor insurance in the amount not less than United States Dollars Five Million (US\$5,000,000.00) or such amount as is required by APPLICABLE LAW, whichever is the greater, for any one occurrence;
  - e. If the performance of the CONTRACT requires CONTRACTOR GROUP to use or supply aircrafts, Aircraft liability insurance covering all contemplated uses of such aircraft, including passenger liability, in an amount not less than United States Dollars Fifty Million (US\$50,000,000.00) for any one occurrence;
  - f. Such further insurances, if any, as required by APPLICABLE LAW.
2. Costs of all insurances listed above, with the exception of any further insurance that may be required by COMPANY after signature of the CONTRACT, are included in the price offer.



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3. Policies relating to the insurance requirements set out in this Article shall not be cancelled or materially altered during the term of this CONTRACT without thirty (30) days prior written notice to COMPANY, and only provided that the insurance coverage required by this CONTRACT is maintained.
4. The insurance policies and amounts indicated in this Article shall not be construed as limiting or restricting in any manner whatsoever the liability of CONTRACTOR under the CONTRACT nor imposing any liability on COMPANY with respect to any amount in excess of the amount set forth. To the extent of the liabilities under this CONTRACT, any deductibles from cover under any of the insurance policies specified in this Article shall be borne by CONTRACTOR in the event of a claim.
5. To the extent of CONTRACTOR's liabilities under this CONTRACT, all insurances that are required to be maintained by CONTRACTOR GROUP by this Article shall contain provisions that (i) the relevant insurers shall have no right of subrogation against any member of COMPANY GROUP or their respective insurers and (ii) COMPANY is additionally insured under the policies, with the exception of the workmen's compensation and Third Party and Passengers insurance. With regard to Employer's Liability, an Indemnity to Principal *in lieu* of additional insured status is acceptable.
6. Within ten (10) days of the signature of the CONTRACT or before the commencement of relevant operations (or the date of amendment of any policy) CONTRACTOR shall furnish to COMPANY, certificates, issued by the insurance carriers, evidencing that all insurance requirements under this CONTRACT are in full force and effect and fully compliant with the requirements of this Article. Such certificates shall:
  - a. show the effective and expiry dates of all the policies;
  - b. show the liability limits;
  - c. provide evidence that all policies are compliant with the requirements set in this Article;
  - d. to the extent required under the paragraph 5 of this Article, state that COMPANY is additionally insured under the policy, and the subrogation rights are waived in favor of COMPANY GROUP and its respective insurers.
7. The furnishing of certificates by CONTRACTOR shall not be interpreted to mean that COMPANY is assuming any responsibility for the correctness of the policies to which the certificates relate and/or that CONTRACTOR has complied with all its obligations under the CONTRACT.
8. In the event that (i) CONTRACTOR fails to maintain any of the insurance policies required by this Article or (ii) COMPANY is not able to recover under the insurances referred to in Article "Insurance" as a result of any act, neglect, error or omission on the part of any member of CONTRACTOR GROUP (whether occurring before or after the inception of the relevant insurance policy) including, without limitation, any misrepresentation, non-disclosure, want of due diligence or breach of any declaration or warranty contained in the relevant insurance policy, CONTRACTOR shall be liable for and shall defend, indemnify and hold harmless COMPANY GROUP from and against any and all INDEMNIFIED COSTS arising out of or resulting from such failures, in accordance with CONTRACTOR's liabilities under this CONTRACT and APPLICABLE LAW.

Additionally, should CONTRACTOR fail to maintain the insurance coverage required by this Article, COMPANY reserves the right to terminate this CONTRACT for cause provided always that CONTRACTOR's liabilities stated in this CONTRACT remain unchanged. However, CONTRACTOR shall not be liable for the failure by COMPANY to convey to any insurers information provided by CONTRACTOR.

9. CONTRACTOR shall require any SUBCONTRACTOR utilized by CONTRACTOR in the performance of the CONTRACT to carry insurance of the types and amounts required by this Article or APPLICABLE LAW in connection with activities engaged in by that SUBCONTRACTOR and, as a minimum, any insurance required by APPLICABLE LAW. Upon the request of COMPANY, CONTRACTOR shall furnish COMPANY with insurance certificates evidencing coverage for each member of CONTRACTOR GROUP.
10. Those insurances which members of CONTRACTOR GROUP are required to maintain by this CONTRACT or APPLICABLE LAW shall always be construed as primary insurance without any right of contribution from any insurance taken out by the COMPANY.

**34. Liquidated damages**

1. All amounts of liquidated damages set out in the CONTRACT are agreed as a genuine pre-estimate of the losses which may be sustained by COMPANY in the event that the CONTRACTOR fails in its respective obligations under the CONTRACT, and not as a penalty.
2. The provisions of liquidated damages set out in the CONTRACT shall be the COMPANY's sole and exclusive financial remedy in the event CONTRACTOR fails to achieve the respective obligations for which liquidated damages are applied in accordance with the CONTRACT.
3. In circumstances where any liquidated damages are successfully challenged by CONTRACTOR as constituting a penalty or otherwise cannot be enforced against the CONTRACTOR, the PARTIES agree that CONTRACTOR's liability to the COMPANY will instead be for general damages at law.

**35. Financial security**

1. Where required under the CONTRACT, CONTRACTOR shall obtain and deliver to COMPANY by the EFFECTIVE DATE a bank guarantee in the form attached to the CONTRACT (the "BANK GUARANTEE") and in the amount specified in the FORM OF AGREEMENT and shall maintain the BANK GUARANTEE, as security for the proper performance of this CONTRACT by CONTRACTOR, which shall remain in full force and effect and be held by COMPANY until the date specified in the CONTRACT or until all outstanding financial matters have been settled, whichever is the later. The BANK GUARANTEE may be drawn by COMPANY upon COMPANY's first written demand stating that CONTRACTOR has not fulfilled its obligations under the CONTRACT, notwithstanding any contest or other disagreement by CONTRACTOR. The BANK GUARANTEE shall be provided by a primary bank with a minimum Standard & Poor's rating "BBB" or equivalent, or other reputable banks acceptable to COMPANY. All costs of complying with the requirements of this paragraph 1 shall be borne by CONTRACTOR.
2. Where required under the CONTRACT, CONTRACTOR shall obtain and deliver to COMPANY by the EFFECTIVE DATE a parent COMPANY guarantee, in the form attached to the CONTRACT ("PARENT COMPANY GUARANTEE"), as a security for the proper performance of the CONTRACT by CONTRACTOR, which shall remain in full force and effect and be held by COMPANY until the end date of the CONTRACT. The PARENT COMPANY GUARANTEE may be drawn by COMPANY's first written demand stating that CONTRACTOR has not fulfilled its obligations under this CONTRACT notwithstanding any contestation by CONTRACTOR. The parent COMPANY providing the PARENT COMPANY GUARANTEE shall be subject to prior APPROVAL of COMPANY and all costs of complying with requirements of this paragraph 2 shall be borne by CONTRACTOR.
3. COMPANY shall not be under any obligation to make any payment to CONTRACTOR until such time as COMPANY has received (i) an acceptable BANK GUARANTEE (ii) an acceptable PARENT COMPANY GUARANTEE in accordance with this Article "Financial security" and (iii) certificates of insurance as required by Article "Insurances".



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**APPENDIX A - COMPENSATION AND METHOD OF APPLICATION**

**INDEX**

- 1. GENERAL**
- 2. COMPENSATION SCHEME**

**1. GENERAL**

- 1.1. For the due and proper performance and the full completion of the SERVICES in accordance with the CONTRACT, CONTRACTOR shall be compensated solely by means of the prices and rates contained within this Appendix A.
- 1.2. COMPANY will not pay for any cost not included by CONTRACTOR in the prices and rates explicitly mentioned in this Appendix A, unless mutually agreed to the contrary between PARTIES.
- 1.3. All prices and rates set forth within this Appendix A are US\$, however, CONTRACTOR shall be paid in PKR equivalent to US\$ prevailing exchange rate within 60 Days from invoice receipt date to COMPANY.
- 1.4. All prices and rates set forth within this Appendix A shall remain fixed and unchangeable for the whole duration of the CONTRACT and shall be subject neither to any adjustment nor to any escalation and currency fluctuation, unless stated specifically otherwise herein.
- 1.5. The unit rates set out in this Appendix A shall be valid in the event COMPANY increases or decreases the quantity of SERVICES ordered.
- 1.6. The rates detailed within this Appendix A shall include all costs associated with the provision of all necessary permits and licenses, as well as to keep all of them up to date and valid along the duration of the CONTRACT.
- 1.7. All taxes, fees, licenses, permits, charges and contributions raised by law and/or exacted, levied, or assessed on CONTRACTOR by any governmental authority incidental to the performance of the SERVICES and/or furnishing of equipment and/or materials by CONTRACTOR under the CONTRACT, excluding Value Added Tax ("VAT"), if applicable. VAT, if applicable, shall be mentioned separately. No additional amount will be paid to CONTRACTOR for or on account of CONTRACTOR's payments of or liability for any such taxes, fees, licenses and charges. With reference to Article "Taxes" of the General Terms and Conditions of the CONTRACT, COMPANY shall deduct Withholding Tax, on all amounts payable under the CONTRACT wherever required by the fiscal laws and/or Bilateral Treaties. No gross-up of the CONTRACT prices or of the invoices will be allowed to cater for Withholding Taxes.



**2. COMPENSATION SCHEME**

S No.	Description	Qty	Rates In USD		
			Year 1 Unit Rate US\$	Year 2 Unit Rate US\$	Year 3 Unit Rate US\$
<b>Maintenance &amp; Support of VM Ware</b>					
1	Basic Support Coverage Promotion: VMware Infrastructure Midsize Acceleration Kit for 6 processors (Includes 1 Virtual Center Foundation, VI Enterprise for 6 Processors, and 30 PSO on	1	7,490	8,614	9,906
2	Production Support Coverage VMware View 5 Premier Bundle: 10 Pack	1		2,404	
3	Production Support Coverage VMware View 5 Premier Bundle: 10 Pack	1		2,404	
4	Production Support Coverage VMware vSphere 6 Enterprise Plus for 1 processor	1	1,518.33	1,476.16	2,008.16
5	Production Support Coverage VMware vSphere 6 Enterprise Plus for 1 processor	1	1,518.50	1,746.50	2,008.50
6	Production Support Coverage VMware vSphere 6 Enterprise Plus for 1 processor	1	1,518.50	1,746.50	2,008.50
7	Production Support Coverage VMware vSphere 6 Enterprise Plus for 1 processor	1	1,518	1,746	2,008
8	Production Support Coverage VMware vCenter Server 7 Standard for vSphere 6	1	2,608	2,999	3,449
9	Local Support (Resident Engineer, etc.) Monthly rates	1	406.25	467.16	537.25
<b>VM Ware License upgrade and purchase</b>					
1	Production Support converge VMWare vSphere 7 Enterprise Plus for 2 processors	1	8,269	9,509.50	10,936
2	Production Support Subscription VMWare vSphere 7 Enterprise Plus for 2 processors	1	2,134	2,454	2,822
3	Production Support converge VMWare vphare 7 Enterprise Plus for 1 processor	1	4,135	4,755	5,468
4	Production Support/Subscription VMWare vSphere 7 Enterprise Plus for 1 processor	1	1,067	1,227	1,411
5	Vmware vRealize Operations 7 Advanced Per CPU 1 year	Optional	3,146	3,618	4,161
6	Production Support/Subscription VMware vRealize Operations 7 Advanced Per CPU 1 year	Optional	842	968	1,113
7	VMware NSX Data Center Advanced per Processor	Optional	6,097	7,012	8,064
8	Production Support/Subscription for VMware NSX Data Center Advanced per Processor for 1 Year	Optional	1,631	1,957	2,349

**Note:**

1. To ensure business continuity the provision is being added to procure/renewal of other VM Ware Licenses not covered in the list above at documented actuals.
2. CONTRACT HOLDER will request CONTRACTOR to provide rates for required VM Ware Licenses and upon verification of rates with maximum discounts CONTRACT HOLDER will issue Call-Off Order accordingly.



**ATTACHMENTS**

**Appendix "D" - "Scope of Work and Technical Specification"**

Refer to the attached Scope of Work and Technical Specifications.

**Appendix "E" - "HSE Guidelines"**

Refer to the attached HSE Guidelines

**Appendix "F" - "OHHMS Guidelines"**

Refer to the attached OHHMS Guidelines

**Appendix "G" - "Security Guidelines"**

Refer to the attached Security Guidelines

**Company Policies and Manuals**

- 1."eni Code of Ethics"
- 2."Model 231"
- 3."MSG Anti-Corruption"
- 4."eni Guidelines for the Protection and Promotion of Human Rights".

The documents from point 1 to 4 are retrievable at the following websites:  
<https://eprocurement.eni.it> (section Suppliers>Tender>Company Policies & Models).





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## Scope Of Work

### VMware Software Purchase & Maintenance

Date created : 28/04/2021  
Date revised :  
Revision :

TITLE : Scope of Work – VMware Software Purchase & Maintenance  
PROJECT :  
PHASE :

Prepared by : Atif Khan

..... Department: ICT

Approved by : Taha Lateef

..... Department: ICT

*Atif Khan*  
*Taha Lateef*  
*01-June-2021*





Eni

## Scope Of Work

### VMware Software Purchase & Maintenance

#### TABLE OF CONTENTS

Introduction .....	4
Objective.....	5
Scope of work .....	6
Distribution and intended audience.....	8
Definitions , Acronyms and Abbreviations .....	8
General Definitions .....	8
Nature of Service Required.....	9
1.1 VMware Support Services.....	9
1.2 License Management .....	9
1.3 Software Upgrades .....	9
1.4 Maintenance & Support.....	9
1.5 Resident Engineer .....	10
Minimum Requirement/Minimum Qualification Criteria .....	10
Locations to be covered by the Contract.....	11
Coverage, Response Times and Priority Levels .....	11
Contract Duration .....	11





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## Scope Of Work

### VMware Software Purchase & Maintenance

Revision:






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## Scope Of Work

### VMware Software Purchase & Maintenance

#### Introduction

This document is a brief and abstract requirement for VMware purchase & maintenance. Eni Pakistan Limited is using VMware products since last 14 years.

Whilst Eni Pakistan has been constantly increasing virtual servers and reduce physical hardware servers. Virtual server directly connected with SAN storage for providing faster access of data. Server virtualization has been a game-changing technology for IT system, providing efficiencies and capabilities that just aren't possible when constrained within a physical world. While server virtualization has continued to mature and advance itself





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## Scope Of Work

### VMware Software Purchase & Maintenance

#### Objective

We are using VMware software on virtualizing Eni Pakistan servers. Currently, we have active Esxi host servers and VDI servers in Eni Pakistan for Windows, Linux and other application environment.

The primary objective of this document is to achieve the maximum benefits in terms of purchase and support from the provider for Eni Pakistan.





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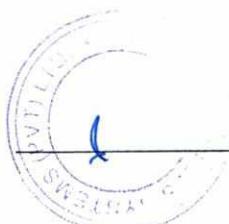
## Scope Of Work

### VMware Software Purchase & Maintenance

#### Scope of work

Purchase and Maintenance required VMware software for next three year including License, product upgrades & Technical support etc.

Following shall be covered under the contract:





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## Scope Of Work

### VMware Software Purchase & Maintenance

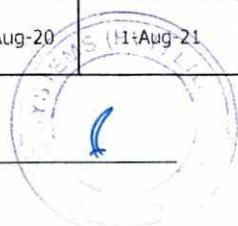
#### VMWare Licenses and Support

The table below lists the information for the maintenance of the existing Vmware licenses.

Renewal of maintenance for the current maintenance term is required.

#### Vmware Renewal\*

S.NO	Account Number	Service	Covered Item	Qty	Current Maintenance Period
					Start Date End Date
1	113440388	Basic Support/Subscription VMware Infrastructure Midsize Acceleration Kit for 6 Processors	Promotion: VMware Infrastructure Midsize Acceleration Kit for 6 processors (Includes 1 VirtualCenter Foundation, VI Enterprise for 6 Processors, and 30 PSO on initial purchases)(Training credits)Not valid for renewals.	1	2-Aug-20 1-Aug-21
2	113440388	Production Support/Subscription for VMware Horizon 8 Enterprise : 10 Pack (CCU)	VMware Horizon View Enterprise Edition: 10 Pack (CCU)	1	27-Jan-21 17-Apr-22
3	917036928	Production Support/Subscription for VMware Horizon 8 Enterprise : 10 Pack (CCU)	VMware Horizon View Enterprise Edition: 10 Pack (CCU)	1	27-Jan-21 3-May-22
4	113440388	Production Support/Subscription for VMware View Premier Bundle - 10 Pack	VMware View 5 Premier Bundle: 10 Pack	1	2-Aug-20 1-Aug-21
5	113440388	Production Support/Subscription for VMware View Premier Bundle - 10 Pack	VMware View 5 Premier Bundle: 10 Pack	1	2-Aug-20 1-Aug-21
6	113440388	Production Support/Subscription for VMware Horizon View Standard Edition: 10 Pack	VMware vCenter Server 6 Standard for Horizon	1	2-Aug-20 1-Aug-21
7	113440388	Production Support/Subscription VMware vCenter Server 6 Standard for vSphere 6 (Per Instance)	VMware vCenter Server 6 Standard for vSphere 6 (Per Instance)	1	2-Aug-20 1-Aug-21
8	113440388	Production Support/Subscription VMware vSphere 6 Enterprise Plus for 1 processor	VMware vSphere 6 Enterprise Plus for 1 processor	6	2-Aug-20 1-Aug-21
9	806883641	Production Support/Subscription VMware vSphere 6 Enterprise Plus for 1 processor	VMware vSphere 6 Enterprise Plus for 1 processor	2	2-Aug-20 1-Aug-21
10	371924794	Production Support/Subscription for VMware vSphere 6 Enterprise Plus for 1 processor	VMware vSphere 6 Enterprise Plus for 1 processor	2	2-Aug-20 1-Aug-21
11	438259937	Production Support/Subscription VMware vSphere 7 Enterprise Plus for 1 processor	VMware vSphere 7 Enterprise Plus for 1 processor	1	2-Aug-20 1-Aug-21





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## Scope Of Work

### VMware Software Purchase & Maintenance

12	438259937	Production Support/Subscription VMware vSphere 7 Enterprise Plus for 1 processor	VMware vSphere 7 Enterprise Plus for 1 processor	1	24-Dec-20	23-Dec-21
13	113440388	Production Subscription for VMware vSAN 6 Enterprise for 1 processor for 1 year	VMware vSAN 6 Enterprise for 1 processor	1	9-Aug-20	8-Aug-21

\* Please note that the bidder should include the local support in their price quoted for the software license maintenance

S.#	ITEM DESCRIPTION	QTY
	<b>VMware licenses Upgrade\Purchase</b>	
1	Production Support Coverage VMware vSphere 7 Enterprise Plus for 2 processor	2
2	Production Support/Subscription VMware vSphere 7 Enterprise Plus for 2 processor	2
3	Production Support Coverage VMware vSphere 7 Enterprise Plus for 1 processor	1
4	Production Support/Subscription VMware vSphere 7 Enterprise Plus for 1 processor	1
5	Upgrade VMware Horizon 7 Standard : 10 Pack CCU (Advanced )	1
6	VMware Horizon 7 Advanced : 10 Pack CCU	1
7	Production Support/Subscription for VMware Horizon 7 Advance	1
8	Upgrade VMware Horizon 7 Standard : 10 Pack CCU (Enterprise )	1
9	VMware Horizon 7 Enterprise: 10 Pack CCU	1
10	Production Support/Subscription for VMware Horizon 7 Enterprise	1
11	Vmware vRealize Operations 7 Advanced Per CPU 1 year	1
12	Production Support/Subscription VMware vRealize Operations 7 Advanced Per CPU 1 year	1
13	VMware NSX Data Center Advanced per Processor	1
14	Production Support/Subscription for VMware NSX Data Center Advanced per Processor for 1 Year	1

COMPANY can buy or upgrade any vmware solution/application by issuing CALL OFF

#### Distribution and intended audience

Procurement, ICT and suppliers.

#### Definitions , Acronyms and Abbreviations

##### General Definitions

COMPANY is eni Pakistan



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## Scope Of Work

### VMware Software Purchase & Maintenance

#### Nature of Service Required

##### 1.1 VMware Support Services

- CONTRACTOR during the execution of the CONTRACT may be requested through a dedicated CALL OFF/WORK ORDER as better explained in the Contractual terms and conditions to provide technical support on need basis for VMware Software Installations & Configuration on new & existing environment. The subject support may be extended (always through a dedicated CALL OFF/WORK ORDER for the provision of additional technical support during COMPANY's critical operational and maintenance activities etc.

##### 1.2 License Management

CONTRACTOR shall be responsible to provide the software license in case:

- License are expiring & new licenses are required to ensure business continuity
- The application is upgraded to new version.

##### 1.3 Software Upgrades

CONTRACTOR shall be responsible to periodically send the latest release of SW either through CD/DVD /USB or provide access to the support site for downloading the application online.

##### 1.4 Maintenance & Support

CONTRACTOR shall be responsible to provide:

- *Telephonic Support* – if required to answer clarifications, questions made by the IT teams about the program usage.
- *Customer electronic support* – CONTRACTOR shall assist the company through emails, support portals for resolving the issues encountered.
- *Remote Assistance* – through internet if the technical and service mode proposed by the CONTRACTOR is acceptable to the company and in any case comply with the safety policies of the company.
- *Problem Solving* – Solve any possible non-functioning problem if the program provides wrong results and when it is jointly ascertained by the parties involved that the problem is due to defect in the program release.



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## Scope Of Work

### VMware Software Purchase & Maintenance

#### 1.5 Resident Engineer

Contractor will be responsible to provide a Resident Engineer during office hours at Eni Pakistan. Resident Engineer should meet the criteria stated in Terms & Condition below. Contractor will share the profile of Resident Engineer which will be finalized upon mutual agreement. Resident Engineer must be Windows and VMware certified with a Bachelors Degree in Computer Science/ IT or any relevant Field and should have 3-5 years of relevant experience.

The supplier has to assign one full-time Residential Engineer for Enipak system management and monitoring jobs on a quarterly basis if required.

Main roles of the Resident Engineer will be as follows:

Datacenter, management

Server, monitoring

Support Coordination with other vendor

New installation and its documentation

Inventory management

Server Configuration & Management

Should have Hands-on experience in Product, BackupExec, Unix and Windows Server environment, VM Ware Virtual Machines, etc.

The profile of required R.E must be at least MCP & VMware certified with 3 to 5 years experience in the same capacity.

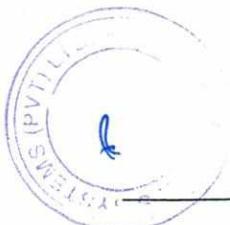
Residential Engineer will be responsible to provide support to install SSL & SSH certificates and patch management services

Residential Engineer will be responsible to manage Anti Virus licenses and signature of Advanced Malware Protection, URL filtering.

#### Minimum Requirement/Minimum Qualification Criteria

The following are the minimum requirements for vendor eligibility for tender:

- Bidder must be an authorized distributor of VMware in Pakistan.  
Enterprise Partner (Confirmation of Back to Back Support with Principal)





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## Scope Of Work

### VMware Software Purchase & Maintenance

#### Locations to be covered by the Contract

##### I. Eni Pakistan (Khi – Office)

Eni Pakistan  
5th Floor, The Forum, G-20  
Block-9 Khayaban-e-Jami  
Clifton, Karachi-75600,

##### II. COMPANY Bhit Field Location

#### Coverage, Response Times and Priority Levels

Business hours at Eni Pakistan are normally 8:30am to 5:00pm Monday to Thursday & Friday until 5:30pm.

CONTRACTOR shall be responsible to provide '24/7 online technical Support.

The CONTRACTOR's support phone line should be active and the mailbox monitored during these times.

#### Contract Duration

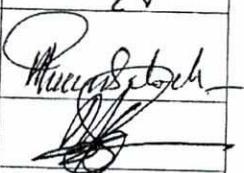
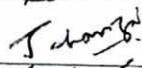
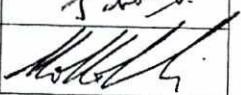
Commencement Date: 1<sup>st</sup> August 2021

End Date: 31<sup>st</sup> July 2024



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## HSE - CR GUIDELINES FOR ICT SUPPORT SERVICES AT Eni PAKISTAN LOCATIONS

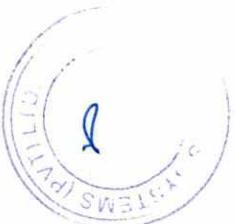
Activity	Name	Designation	Date	Signature
Prepared by	Zulfiqar Ali	Sr. HSE Officer (Contracts & Projects)	20-02-20	
	Zulfiqar Baloch	Sr. Officer Land & Community Relations	26-02-20	
Reviewed by	Mohammad Qasim	Team Leader Community Management	26-02-20	
	Jahanzaib Akhtar	Sr. Coordinator (HSE Operations)	26-02-20	
Approved by	Matteo Missiroli	HSE-CR Manager	27-02-20	

H | S | E | 9 | 9 | - | 0 | 0 | - | I | N | - | G | D | - | 0 | 9 | 8 | - | 0 | 2 | 7 |



## CONTENTS

1. INTRODUCTION.....	4
2. HSE POLICY AND COMMITMENT .....	4
3. PERSONNEL .....	8
4. HSE REQUIRMENTS FOR SUBCONTRACTOR .....	10
5. LEGAL AND OTHER REQUIREMENTS.....	10
6. KICK OFF & PRE - MOB MEETING.....	13
7. PERSONAL PROTECTIVE EQUIPMENT .....	14
8. EQUIPMENTS & TOOLS .....	15
9. JOURNEY MANAGEMENT & DRIVING.....	16
10. PERMIT TO WORK .....	18
11. FALL PROTECTION.....	19
12. CAMP HSE REQUIREMENT .....	19
13. ENVIRONMENTAL GUIDELINES .....	19
14. EMERGENCY RESPONSE PLAN .....	19
15. INCIDENT / ACCIDENT INVESTIGATION & REPORTING .....	19
16. COMMUNITY RELATION GUIDLINES .....	20



### **List of ANNEXES**

Annexure: A. Eni Pakistan HSE Disciplinary Policy .....	23
Annexure: B. Eni Pakistan HSE Policy .....	26
Annexure: C. Eni Pakistan Drug & Alcohol Policy .....	27
Annexure: D. Eni Pakistan No Smoking Policy.....	28
Annexure: E. Eni Pakistan Driving Policy .....	29
Annexure: F. Eni Pakistan HIV Policy .....	30
Annexure: G. Eni Pakistan Sustainability Policy .....	31
Annexure : H. Subcontractor HSE minimum requirements .....	32
Annexure : I. Declaration about subcontractor HSE requirements.....	33
Annexure : J. Contractor declaration about Subcontractor HSE requirements.....	34
Annexure : K. Subcontractor declaration about Subcontractor HSE requirements .....	35
Annexure: L. Information / Documents Required.....	36





Eni Pakistan Limited

HSE-CR Guidelines for ICT Support Services

Date of Release February, 2020

Page 4 of 39

## 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 at Eni Pakistan Locations as per provided Scope of Work.

It sets out the requirements for Health, Safety, Environment and Community Relations (HSE & CR) 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 CONTRACTOR to prepare their bid in a 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.

## 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 its Sub Contractor will acknowledge Company's strong commitment to HSE and affirm that it has written HSE Policy of its own duly signed by its top management and that its policy is widely communicated and understood among its employees and sub- contractors.

## 2.2 Responsibility for HSE Compliance

CONTRACTOR shall be responsible, through its own organization and its sub-CONTRACTOR, for applying all HSE-CR 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-CR 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 & OHSAS-18001 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 shall develop and implement Management of Change Procedure for their activities.

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

### **2.3 Interface with the COMPANY**

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.

#### **2.4.1 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 OHSAS 18001, ISO 14001 & ISO 39001
- 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.

#### **2.4.2 HSE Monitoring /Supervision**

When the team to be mobilized to execute the contract comprises of **less than 15 persons**, for each workplace, at least one (1) Resource shall be nominated and act as HSE focal point assuming all responsibilities otherwise assigned to the HSE Supervisor such as safety verifications, safety meetings, hazard identification and control, risk assessment and permit to work management (preparation and use).

For the execution of these contract when the total number of resources mobilized, for each workplace, is **equal or greater than 15 persons**; at least one (1) HSE Supervisor shall be considered as part of the team

#### 2.4.3 HSE Trainings & Certifications

- a) **Focal Person:** In addition to the training and qualifications required to professionally perform their work and to being conversant with operations environment, shall also be formally trained and qualified in a number of HSE subjects (certified by subjects authorized to provide training in HSE matters), such as:
  - Hazard recognition & risk evaluation
  - Safety Supervision
  - Permit to Work
  - First Aid ( Basic)
  - Work at Height
  - Control of Hazardous energy (LOTO)
  - Electrical Hazard (LT/HT Competent Person) – if one or more workers in the team carry out electrical activities
- b) **HSE Supervisor** shall be formally (certified by subjects authorized to provide training in HSE matters) trained and qualified in a number of following trainings would include but not limited to:
  - Hazard recognition & Risk evaluation;
  - Chemical Hazards and Safety Data Sheet
  - Electrical Hazard (LT/HT Competent Person)
  - Permit to Work
  - First Aid ( Basic)
  - Work at Height
  - Control of Hazardous energy (LOTO)
  - Electrical Hazard (LT/HT Competent Person) – if one or more workers in the team carry out electrical activities

#### Recognized/accepted Training and Certificating Bodies

Training/Qualification	Recognized/accepted Certificating Body	Alternative Certificating Body
Hazard Recognition	IOSH or third party (also online or distance learning) affiliate to IOSH IADC or third party (also online or distance learning) affiliate to IADC	Any third party, also online or distance learning
Safety Supervision	IOSH or third party (also online or distance learning) affiliate to IOSH, OSHA Academy	Any third party, also online or distance learning
Chemical Hazards and Safety Data Sheet	Any third party (also online or distance learning) affiliate to COSHH	
Electrical Hazard	Competent Person: PES (Italy), H2B2 (France)	Any third party
Work at Height	Any third party (also online or distance learning)	
First Aid	OPITO or third party (also online or distance learning ) affiliate to OPITO	Any third party, also online or distance learning, not affiliate to OPITO
Fire Fighting	OPITO or third party (also online or distance learning ) affiliate to OPITO	Any third party, also online or distance learning, not affiliate to OPITO
Control of Hazardous energy (LOTO)	Any third party (also online or distance learning)	

### 3. PERSONNEL

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.

- **For Drivers:**

Contractor shall follow **Eni Land Transportation Manual / Eni logistics Management Procedure.**

### **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) Awareness**

CONTRACTOR shall be responsible for maintaining and enhancing the HSE awareness of all personnel including arranging Tool Box Talks (for travelling in desert & hilly areas, road conditions and community sensitive areas), short training courses and emergency drills. CONTRACTOR shall be required to maintain records and present whenever demanded by COMPANY during entire period of contract.

#### **b) Trainings**

All mandatory training should be conducted by accredited 3<sup>rd</sup> party training providing company and these trainings would include but not limited to:

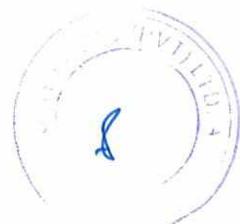
1. Basic First aid Training
2. Basic Firefighting Training
3. Defensive Driving Training for all drivers and operators
4. Lifting Equipment Operation Training (If required)
5. And other professional trainings

Some well reputed training service providing companies/ institutes are enlisted for contractors' ease but CONTRACTOR is not bound to obtain the services only from.

1. Max-Train International
2. SGS Pakistan
3. AKUH

#### **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 First Aid

At each work site, CONTRACTOR shall ensure that at least **one** person for each **20** people has received training on First Aid & Casualty Handling techniques from accredited 3<sup>rd</sup> Party training providing company/ institute and is in possession of a valid certificate from a recognized company / institute.

CONTRACTOR shall be required to maintain the rotation of staff and ensure the availability of trained first aiders as per standard. CONTRACTOR shall provide the list of certified first aider along with their designations and their working areas.

The validity for first aid training certificate is **TWO** years. CONTRACTOR shall arrange refresher for first aiders every two years to ensure competency and validity of certificate. CONTRACTOR maintain the record and produce the same whenever demanded by COMPANY during the entire period of contract.

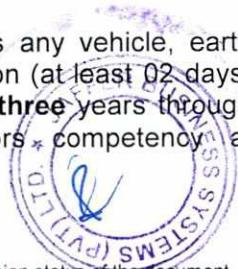
All drivers shall also be 3<sup>rd</sup> party trained first aiders. The validity of training certificate for drivers is **Three** years. CONTRACTORS shall arrange refresher every **Three** years for all drivers to ensure the competency and validity of certificate. CONTRACTOR shall maintain record and present whenever demanded by COMPANY during the entire period of contract.

### 3.2.4 Basic Fire Fighting

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 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. All driver should also be 3<sup>rd</sup> party trained fir fighters.

### 3.2.5 Defensive Driving Training

CONTRACTOR shall ensure that all drivers/operators who drives any vehicle, earth moving equipment etc. undergo a formal 3<sup>rd</sup> Party training course on (at least 02 days) Defensive Driving before mobilization to site and refreshed every **three** years through accredited 3<sup>rd</sup> party training provider for drivers' / operators \* competency at



CONTRACTORS' own cost. CONTRACTOR shall maintain its record and provide the same whenever demanded by COMPANY during entire period of contract.

No driver /operator will be allowed to drive vehicle / equipment after expiry of training certificate, contractor shall ensure the refresher for all driver/operators.

#### 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.

##### 4.1 During Pre-Tender Phase:

"Subcontractor HSE minimum requirements" as per **Annexure H**. Such obligations shall be reported in a dedicated Contract clause of the draft of the contract attached in the ITT/RDO and the aforesaid **Annexure I** (Declaration about subcontractor HSE requirements) duly signed by Bidder in tender phase shall be attached to the Contract.

##### 4.2 During Post-Tender Phase:

As per **Annexure J**. "Contractor declaration about Subcontractor HSE requirements" during post-award phase contractor shall provide for each Subcontractor. As per **Annexure K**. "Subcontractor declaration about Subcontractor HSE requirements "post-award phase contractor shall provide for each Subcontractor.

#### 5. LEGAL AND OTHER REQUIREMENTS

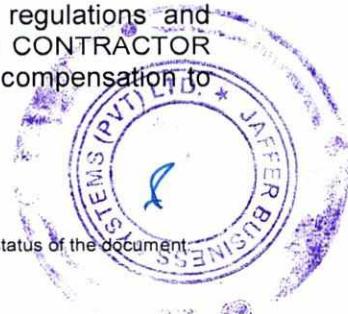
CONTRACTOR shall be responsible to comply with all relevant National, Provincial and Local Laws and Regulations as well as COMPANY policies, procedures and international laws pertaining to scope and nature of work while carrying out any of the job under the Contract.

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**

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

#### **5.3 Termination & Suspension**

Any infringements by CONTRACTOR manpower identified by COMPANY of its HSE regulations and standards shall be investigated by COMPANY and recommended remedial action as per Eni HSE Disciplinary Policy (**Annexure A**) shall be implemented by CONTRACTOR.

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 shall ensure its 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 the COMPANY to drug test at any time without prior notice.

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

All firearms, ammunitions, knives or any other type of weapon are completely prohibited from COMPANY'S all premises. This also applies to CONTRACTOR when they are on COMPANY'S Concession Area or have been developed for working under COMPANY'S contracts. Only security staff can keep arms as per COMPANY security policy.



## 5.6 Pets

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

## 5.7 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
- Pre-mobilization inspection of support equipment including all equipment and facilities related to camping, logistics and transportation
- Site Clearance and restoration inspection after the completion of activity
- CONTRACTOR shall implement Eni HSE Golden rules.

## 5.8 Eni Health, Safety and Environment Golden Rules

CONTRATOR shall be responsible for implementation and follow the Eni HSE Golden Rules applicable to its scope of work and contractors' performance will be evaluated as per golden rules checklists.

HSE compliance to Eni Golden Rules will be monitored at least on monthly basis through e-GRUVIS project. A joint inspection (Company+ Contractor) will be carried out and level of compliance to Golden Rule related to the activity will be evaluated as per below given Scoring criteria:

- 0 = Serious Deviation
- 1= Major Deviation
- 2= Improvement Required
- 3= Meets Requirements
- 4= Exceeds Requirements

Eni HSE Golden Rules are as follows:

1. Driving Safety
2. Management of Change
3. Lifting operations
4. Fire Safety
5. Working at Height
6. Energized Systems
7. Excavation Safety
8. Permit to Work
9. Health Management





- 10. Waste Management**
- 11. Confined Space**
- 12. Hydrogen Sulfide**

## **6. KICK OFF & PRE MOB MEETING**

A Kick-Off Meeting (KoM) will be held immediately after contract award and before the mobilization for execution of the contracted job. The meeting should be attended by Company and contractor management and project team.

- The topics to be covered in the kick-off meeting include:
- Any outstanding HSE issues and conditions of Contract Agreement
- Agreement on HSE performance targets and incentives
- Assessment of competence level of contractor personnel
- Assessment and agreement on contractor health and hygiene requirements
- Assessment of contractor's equipment specifications and its certifications
- Confirmation of the scope and schedule of all HSE planned activities, e.g. HSE meetings, inspections and communications, HSE Induction Plan, Training Plan, PPE etc.
- Contractor shall submit Hazard identification and Risk Assessment Procedure for review and approval
- Requirement for a Pre-mobilization audit of contractors equipment to be used during the contract
- Understanding by all parties about contract objectives and relevant HSE implications
- Confirmation of scope and schedule of the activities and relevant HSE issues
- Confirmation that roles, responsibilities and interfaces between contractor and Company have been clearly defined and understood

Contractor shall ensure in the meeting the participation of its project management staff responsible for supervision and performance of contracted scope of work both at office and site particularly the persons responsible for performance of HSE management of the contracted scope of work.

The Kick off Meeting session may also cover a joint Company and contractor(s) detailed Risk Assessment of the contracted scope of work. Company may arrange to conduct both kick-off meeting and Risk Assessment sessions separately or in one session.

The issues to be discussed in the Risk Assessment Session shall include but may not be limited to the following:

The risk assessment shall cover all the aspects / activities associated directly or indirectly with the contracted scope of work and will identify the potential risks / hazards involved in the job.

It shall suggest existing and new controls to eliminate / minimize the overall risk factor. It shall assign the responsibilities for implementation of new controls as identified and agreed in Risk Assessment Session.



Pre-mobilization HSE&CR workshop and should be held at COMPANY'S Karachi office prior to commencement of work. The objective of this meeting / workshop is to discuss and identify the HSE risks and hazards and other HSE issues associated with the operation and ensure that all these are communicated and understood by all parties prior to commencement of the operation.

Minutes of this meeting with agreed action items will be given to all participants and action parties.

## 6.1 Hazard Identification & Risk Assessment

A joint project specific risk assessment shall be carried out involving COMPANY representatives, management and key personnel of COMPANY, CONTRACTOR, sub-CONTRACTOR and all 3<sup>rd</sup> parties whose services will be used for the performance of any of the job especially under the Contract while focusing the potential risks and hazards especially in critical aspects of the operation.

Some of the potential risks and hazards involved in the operation are:

- Heat stress
- Electrocution
- Snakebites/ Scorpions
- Dehydration
- Work at height
- Falling hazards
- Tripping Hazards
- Waste Management
- Mobilization and Demobilization
- Interfaces of different companies with each other

## 7. PERSONAL PROTECTIVE EQUIPMENT

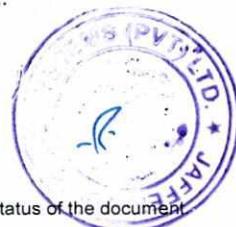
CONTRACTOR shall be responsible to provide and ensure that all personnel at work site wear appropriate Personal Protective Equipment (PPE), minimum ANSI / BS or equivalent Standard or equivalent, relevant to their nature of job. This requires:

- Assessment of the type and quantity of PPE required
- Issuance of required PPE to all staff
- 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.

## 8. 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 3rd Party Certification of Equipment.

## 8.1 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 plant, 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

## 9. JOURNEY MANAGEMENT & DRIVING

### 9.1 Journey Management Plan





CONTRACTOR is required to establish and maintain a Journey Management Plan to ensure safe travel of all personnel and equipment. The components of the journey management system should be:

- Travel Management Policy
- Organization and Responsibilities
- Planning
- Risk Assessment
- Driver Standards
- Vehicle standards
- Implementation
- Monitoring

The travel management policy would define CONTRACTOR'S commitment to safe travel and ways and means to achieve this objective. The Travel Management Policy has the objective of:

- Reducing the number of travel-related accidents
- Minimizing the amount of risk exposure from traveling
- Specifying the organization for travel management
- Establishing criteria for the selection and use of different modes of transport
- Establishing criteria for persons in charge of different modes of transport
- Establishing safe working procedures for traveling

CONTRACTOR shall seek approval from COMPANY for its journey management plan before mobilizing at site.

Organization chart in the journey management plan should identify the responsibilities for specific aspects of travel management.

Risk assessment should be carried out against journey plan involving critical aspects of the journey e.g. drivers, vehicles, passengers, loads, environment, terrain, road, maintenance personnel, maintenance facilities and identify controls to be put in place for safe travel.

## 9.2 DRIVING

CONTRACTOR will acknowledge COMPANY'S firm commitment towards the implementation of Driving Policy (**Annexure - E**).

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

### 9.2.1 Driver Standards

The driver standards are to be identified and strictly enforced. As a minimum all drivers should have a valid Light / heavy-duty commercial license with three years' experience of working in remote field locations and difficult train like hilly & desert areas.

All drivers / operator should possess at least **three** years professional experience;

All drivers / operators must be trained first aiders and firefighters.



All drivers / operators must be medically fit.

CONTRACTOR shall ensure that all its drivers undergo training on defensive driving and safe transportation and Handling of goods by accredited 3<sup>rd</sup> party training providing company (as mentioned above in this document) at CONTRACTORS' own cost for certifying drivers' competency prior to mobilization at site and should submit such certification reports to COMPANY.

CONTRACTOR shall ensure that all of its drivers should be competent to drive a particular vehicle/ carrier on desert and should have the awareness on safe transportation and handling of goods.

Drivers should have skills to communicate their location, understand all common languages, knowledge about tyre pressure and surveillance techniques etc. COMPANY may carry out review of drivers' competency prior to mobilization.

Unauthorized usage /driving of vehicle / Equipment shall not be allowed.

### **9.3 VEHICLE STANDARDS**

CONTRACTOR shall manage and maintain its vehicles fleet to the following minimum requirements:

- CONTRACTOR shall arrange 3<sup>rd</sup> party certification of all vehicles and equipment (Crane, fork lifter etc.) which are intended to be used for the performance of work under this contract at its own cost for the mechanical integrity and fit for purpose, evidences of certification should be shared with COMPANY prior to mobilization at site and record of such inspections must be maintained to ensure the validity of inspection certificates during entire period of contract.
- The vehicles without valid certification shall not be allowed to use.
- In case of any accident / damage to the vehicle / equipment, re-examination and certification shall be mandatory. Vehicle fitness / certification should be documented and record shall be maintained for next inspection within due date;
- All vehicles should be in good working condition and mechanically sound for use in specific terrains;
- All Vehicles should be double axel for movement in the terrain where single axel does not work, i. e Bhit & Badhra or hilly terrain
- Contractor should ensure that all forms of vehicle are correctly fitted with the appropriate safety equipment. At least one ABC type Fire Extinguisher (2Kg) for LTV and at least two ABC type Fire Extinguishers (2 & 6 Kg) for HTV along with updated /inspected first aid kit; florescent jacket, parking cone etc.
- All vehicles working inside the Plant & well locations shall be equipped with proper industry spark arrestor in line with the standard acceptable to COMPANY;
- All Vehicles shall be equipped with In-Vehicle Monitoring System (IVMS);



- All Vehicles should be equipped with Antilock Braking System (ABS), Air Bags;
- All passenger vehicles should be equipped with VHF Radio for communication;
- Have rear-mounted reversing alarm, audible from 6 meters for LTV and 8 meters for HTV, automatically operates when reverse gear is selected;
- Have both way communication setups;
- All HTV, LTV vehicle should meet maximum aging criteria as per Eni Minimum Vehicle Requirements;
- In any case, alternative or complementary fueling systems using natural gas or GPL shall not be allowed, only diesel driven vehicles encouraged;
- Lifting equipment with valid 3<sup>rd</sup> party certification will only be used with color coding;
- A comprehensive inspection is to be performed on each vehicle before leaving to work site. Vehicles should be thoroughly checked for any Oil strains & leaks and mechanical integrity, tyre etc. on daily basis. Inspection records should be maintained and present when demanded during COMPANY audit & inspections.

**Note: CONTRACTOR shall also follow Eni Land Transportation Manual for all (LTV& HTV) vehicles.**

#### **9.4 General Rules for All Journeys**

In case if the Contract scope necessitate and/or involves the use of LTV & HTV vehicles, the following general rules should be followed for all journeys:

- Vehicle operations should take account of the journey management plan.
- Freight should only be carried on vehicles that are properly designed for the purpose.
- Vehicles should not be overloaded.
- Attention should be given to positioning of heavy or dense loads so as not to overload or damage any part of the vehicle or to affect its stability.
- CONTRACTOR should comply with government or other local regulations and restrictions including such aspects as route restrictions, requirements for police escort action in event of obstructions, etc.
- CONTRACTOR will acknowledge COMPANY'S firm commitment towards the implementation of Driving Policy (**Annexure - E**). CONTRACTOR shall affirm that it has read and understood COMPANY'S Driving policy and shall abide by this policy during execution of job under this contract.
- Driver shall not allow himself and others to smoke in the vehicle which is strictly prohibited (**Annexure - D**)
- Night Driving/traveling is strictly prohibited at eni Fields locations. In case of an emergency, night driving should be allowed with prior approval of Field Manager.

#### **10. PERMIT TO WORK**



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

- Hot jobs
- Cold jobs
- Confined space entries
- Working at heights
- Heavy lifts operation
- 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.

#### **11. FALL PROTECTION**

Proper scaffolds to be in place for work more than 2 meters height. CONTRACTOR'S competent person will inspect and approve the scaffolds prior to starting of the activity. Inspected Safety Harness Belts (Double Lanyard) should be used where required.

CONTRACTOR will make all necessary arrangements to avoid fall of personnel, objects and materials/tools/equipment.

#### **12. CAMP HSE REQUIREMENTS**

CONTRACTOR should follow the standards and rules established by COMPANY.

#### **13. 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.

#### **14. 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 situation can turn into a major incident and crisis if not managed properly.

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

##### **14.1 Medevac & Contingency Planning**

- In case of serious injury or illness Medevac by air may be arranged by COMPANY at the cost of CONTRACTOR;



- CONTRACTOR will arrange its own Medevac by surface transport with the advice of COMPANY doctor / representative.

## 15. 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

## 16. COMMUNITY RELATIONS GUIDELINES

### 16.1 Eni CR Policy

Being a socially responsible corporate entity, Eni Pakistan believes the local community is an important stakeholder. Maintaining peaceful and congenial relations with communities is fundamental to its social commitment. It seeks to improve the quality of life of the people through not only by promoting the facilities of basic health care and education services but also to build their capacities in socio-economic perspective. Eni Pakistan envisions of being good neighbor, caring employer and valued partner. Towards this end, eni Pakistan requires its employees and that of its contractors to remain adhered to the following guiding principles while executing any activity in any Exploration, Development and Production Lease and/ or for that matter happens to be near any community settlement in any area of operation:

- All the personnel involved in any business activity or otherwise shall respect local culture and traditions.
- All the personnel shall behave ethically and shall not indulge in any activity or demonstrate any behavior that intend to harm or likely to harm the social norms and traditions of local communities.
- The activities shall avoid causing any damage to any local property and its environment.
- To treat local communities preferentially when procuring manpower, materials and ancillary services.
- Strong emphasis should be on sustainable development, to bring lasting benefits and opportunities to communities.

### 16.2 Community Relations Management

- CONTRACTOR shall be responsible to handle community issues related to its scope of work.





- CONTRACTOR shall not claim compensation for idle time for any purpose/stoppages caused to its operations due to community issues related to contractor

### 16.3 Land Usage Guidelines

- Unauthorized land usage shall not be allowed outside the fence.
- CONTRACTOR shall not use any land for stacking, piling of any material outside the fence.
- Cost of any unauthorized additional land usage shall be borne by CONTRACTOR.
- CONTRACTOR shall settle all the land claims, related to their activities

### 16.4 Compliance and Commitment

- CONTRACTOR shall comply with all relevant labor laws of the country and follow fair labor practices
- CONTRACTOR must ensure that the salaries & dues of all employees especially the local one are paid fairly and equitably and in line with other national employees' wages working in the same project and as per the practice of other E&P companies' CONTRACTORS.
- CONTRACTOR shall ensure that all the wages/salaries of all local employees are paid well within the time and/or before completion of the work at particular site of work.
- CONTRACTOR must ensure that all the dues of all local vendors, sub-CONTRACTORS suppliers etc are paid fairly and equitably well within the time agreed with them and/or before completion of the work at the particular site of work
- CONTRACTOR must ensure that all norms and standards required to Eni Pakistan are being practiced in provision of food, PPE and work timings of the local employees and to ensure that justice and equity is being practiced while provision of the above to the employees hired from local community
- CONTRACTOR shall eliminate and/or minimize, in consultation with COMPANY **Field CR Representative**, the impact of any damage to local property and the environment and all necessary measures shall be taken to minimize the impact on the community
- CONTRACTOR shall compensate, in consultation with **Field CR Representative**, any economic displacement or disturbance caused to any local individual or community due to their activities and all necessary measures shall be taken to eliminate and/or minimize the impact of that displacement / disturbance on the community
- CONTRACTOR shall ensure that disputes of claims from community are settled amicably in a timely manner and before completion of contract in consultation with Eni Pakistan **Field CR Representative**
- CONTRACTOR shall be required to fulfill all its liabilities and commitments with regards to the matters related to community before demobilization





- CONTRACTOR shall be required to execute in black & white all such agreements between itself and community vis-à-vis the use of land, the acquisition of quarries, acquisition of any property, material equipment, machinery, all types of vehicles, and such other things which have directly or indirectly been acquired from local community for the execution of the contracted work or for that matter anything committed with community must be documented
- CONTRACTOR shall be required to produce the copies of all the agreements, which are required to be executed between itself and the community and have been specified in this document as such, to **Field CR Representative** at site
- CONTRACTOR shall ensure that they (and/or their sub-CONTRACTOR) cause no damage to the local environment, water-ways (flowing or dry), foot-paths, roads, animal life, standing crops/trees, etc. If any accidental or incidental damage is caused to then such damage shall be immediately repaired and any disturbance occurred should be amicably and reasonably compensated, with the consultation of eni Pakistan **Field CR Representative**
- CONTRACTOR (and/or their sub-CONTRACTOR) shall ensure compensation of local communities in case of oil spill accident
- CONTRACTOR should not unnecessarily raise expectations of community, which may cause unreasonable and excessive demands from CONTRACTOR and/or eni Pakistan by the community
- CONTRACTOR shall be required to restore all the sites/land used on temporary basis for camp establishment/stock pile area/ware house, storage area and any other purpose for the contracted scope of work or as otherwise advised by the COMPANY to this effect and shall seek the clearance certificate from landowner suggesting that his land had been restored to his satisfaction
- Preference shall be given to local communities while procuring manpower and ancillary services, materials and other kinds of consumables, subject to competitive rates with local market, are available in local markets, etc
- CONTRACTOR shall arrange community relations induction to all of its work force before mobilizing into field or site of activity especially to personnel who will interact with the local communities. Support may be provided by eni Pakistan site **Field CR Representative** to arrange and impart to particular people briefings on social context
- CONTRACTOR shall be required to report to **Field CR Representative** in daily reports all types of incidents, negotiations, dealings or any other development with regards to the local community have been occurred as a consequence of the project activity or otherwise and have direct or indirect linkage with project and that can impact or likely to impact or jeopardize the activity of project or the COMPANY'S in long term interest







Eni Pakistan Limited

HSE-CR Guidelines for ICT Support Services  
Date of Release February, 2020  
Page 25 of 39

## Annexure - A



### **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;

H	S	E	9	9	-	C	R	-	I	N	-	P	L	-	0	0	9	-	0	2
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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:

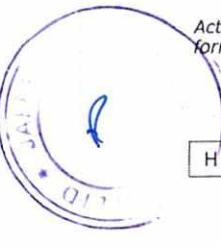
1. Contractor/Subcontractor (C/S) supervisor omits supervision;
2. C/S supervisor's lack of training and competence has been ascertained;
3. C/S management omits to organize a firefighting/emergency team, including first aiders;
4. C/S management has omitted to designate members of the emergency team 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**

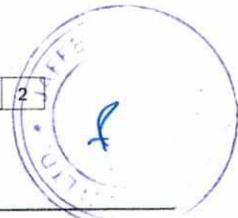
Company will formally summon Contractor Management to the eni Head Office for a meeting that can be attended by the Vice president of the Professional Area of the Contract Owner, the HSE Vice president and the Qualification Department of the eni Procurement Directorate where Contractor receives a warning 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

  
Enrico Trovato  
Managing Director  
February 2020

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**eni**  
Eni Pakistan Limited

HSE-CR Guidelines for ICT Support Services

Date of Release February, 2020

Page 28 of 39

## Annexure- B

**eni**  
**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.

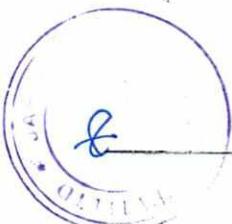
**Eni Pakistan Limited is committed to:**

- \* 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;
- \* Developing 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 11, 2010).

*This 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.*

Enrico Trovaldi  
Managing Director  
February 2020

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**Annexure- C**



**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 (i) 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 (i) 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 the rights to carry out drugs and alcohol testing at work location(s) during working hours. It is 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.

(i) The Company premises include the offices, all field locations, vehicles, aircrafts and other means of transportation arranged by Company for any attend assignment.  
(ii) Inappropriate behavior or conduct of a reasonable cause to suspect an individual under the influence of alcohol.

  
Enrico Trovato  
Managing Director  
February 2020

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Annexure-D

  
**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.*

  
Enrico Trovato  
Managing Director  
February 2020

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**Annexure-E**



**Eni Pakistan Limited**  
**DRIVING POLICY**

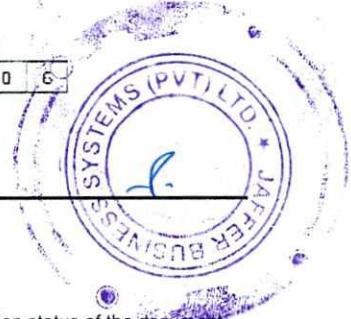
The objective of present policy is to improve health and safety of Eni Pakistan, contractors, suppliers and third party drivers and all employees and personnel during job related journeys, promoting risk prevention in reducing the causes of accidents and fatalities. In line with Eni Pakistan Management 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 8 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 max 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 committed 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.

  
**Enrico Trovato**  
Managing Director  
February 2020

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Annexure-F

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

*Eni Pakistan recognizes the magnitude and severity of the development of HIV / AIDS as 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 in 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 behavior 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

  
Enrico Trovato  
Managing Director  
February 2020

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**Annexure-G**

  
**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 ultimate 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 interest 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.*

  
**Enrico Trovato**  
Managing Director  
February 2020

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**Annexure - H**

**Subcontractor HSE minimum requirements**

List of HSE on/off Requirements	Description of the requirement
Documentation of the Risk Assessment	Subcontractor shall develop a specific Risk Assessment dedicated to the activities to be carried out as well as work/environmental/social conditions present during the execution of the contract
Draft of the HSE Plan relevant to contract activities	Subcontractor shall develop an HSE Plan related to the activities to be carried out as well as work/environmental/social present during the execution of the contract
Contract/SOW HSE Organization	Subcontractor shall define an organizational structure related to the activities to be carried out as well as work/environmental/social conditions present during the execution of the contract
HSE Personnel Competences (qualifications and training)	Subcontractor shall provide evidences of competences and qualifications of all HSE personnel (Managers, Coordinators, Superintendents, Supervisors, Technicians) that will be employed/deployed for the execution of the contract, as per HSE service specific requirements in the contract n° .....
Discipline/Trade Supervisors/Coordinators Competences (qualifications and training)	Subcontractor shall provide evidences of competences and qualifications of all Technical / Trade persons such as Coordinators, Superintendents, Supervisors, Technicians, as per HSE service specific requirements in the contract n° .....
Personnel Protective Equipment (PPE)	Subcontractor shall provide list of PPE intended to be used during execution of the contract along with relevant certification standards of listed PPE as per HSE service specific requirements in the contract n° .....
Vehicles	Subcontractor shall provide list of vehicles intended to be used for the execution of the contract (cars, trucks, ATVs, SUV, cranes, forklifts, man-lifts, etc.) along with relevant technical certifications in compliance with HSE service specific requirements in the contract n° ..
<p><b>Without prejudice of any other consequence set forth in the Contract, the non-observance of only one of the above requirements will not allow the approval of the Subcontractor by the Company</b></p>	



## Annexure-I

[on bidder's letterhead]

[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"). Contractor's declaration about its Subcontractor compliance with HSE requirements Workplace: .....

The undersigned....., 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 the companies to be identified as Subcontractors (as defined in the draft of the Contract attached to the ITT, to be considered as integral part of the ITT set of documents) for the execution of the activities covered by the contract(s) to be awarded following the Tender have been and/or are going to be selected taking into account that Subcontractors shall respect the minimum HSE requirements set forth in "Annex HSE2 - Subcontractor HSE minimum requirements" duly signed and attached to this declaration, of which it shall be considered as integral part;
- (ii) to be aware that in case of lack of this declaration the Bidder will be excluded from the Tender;
- (iii) that in case of award of the contract(s), the Bidder, on its behalf and/or on behalf of its Subcontractors, is engaged and engage its Subcontractors to sign and submit a bona fide declaration on point (i) above at the time of the request for authorization of Subcontractors

The Bidder

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

Annexes:

- "Annex HSE2 - Subcontractor HSE minimum requirements"
- ID card/passport of the person who sign the declaration

## Template of "Contractor declaration about Subcontractor HSE requirements"

Annexure- J

Contractor declaration about Subcontractor HSE requirements post award

[on Contractor's letterhead]

[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 its Subcontractor(s) compliance with HSE requirements Workplace:

The undersigned....., legal representative of ....., as contractor of the Contract (the "Contractor"), 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 Contractor, hereby

DECLARES

under his own responsibility that the company ..... (Subcontractor legal entity) identified as Subcontractor (as defined in the Contract) for the execution of the activities covered by the Contract respect the minimum HSE requirements set forth in "Annex HSE2 - Subcontractor HSE minimum requirements" duly signed and attached to this declaration, of which it shall be considered as integral part.

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

Annexes:

- "Annex HSE2 - Subcontractor HSE minimum requirements"
- ID card/passport of the person who sign the declaration





eni  
Eni Pakistan Limited

HSE-CR Guidelines for ICT Support Services  
Date of Release February, 2020  
Page 37 of 39

## Annexure-K

### Template of "Subcontractor declaration about Subcontractor HSE requirements post award"

[on Subcontractor letterhead]

[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. Contract No. ..... (the "Contract"). Subcontractor declaration about its compliance with HSE requirements Workplace: .....

The undersigned....., legal  
representative of ....., as  
Subcontractor of ..... in the Contract

#### DECLARES

under his own responsibility that the company who legally represent respect the minimum HSE requirements set forth in "Annex HSE2 - Subcontractor HSE minimum requirements" duly signed and attached to this declaration, of which it shall be considered as integral part.

The Subcontractor

Annexes:  
- "Annex HSE2 - Subcontractor HSE minimum requirements"  
- ID card/passport of the person who sign the declaration



**Annexure- L**

**INFORMATION / DOCUMENTS REQUIREMENTS**

**a) Bidding Stage**

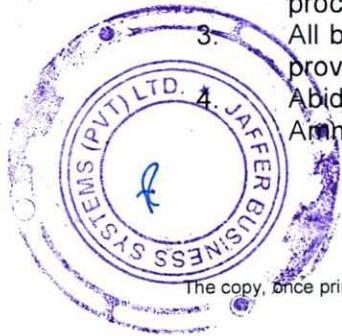
All bidders should supply enough information to enable the COMPANY to objectively evaluate their commitment to adhere to and comply with COMPANY HSE standards and guidelines. The information shall include but not limited to the following:

**Standard Documents:**

1. CONTRACTOR'S organization chart with details of key personnel
2. CONTRACTOR'S HSE Policy
3. CONTRACTOR'S HSE Procedures according to SOW
4. CONTRACTOR'S Environment Management Procedures according to scope of work
5. CONTRACTOR'S ISO 45001 Certification (provide certificate copy If company certified)
6. CONTRACTOR'S OHSAS 18001 / ISO 45001 Certification (provide certificate copy If company certified)
7. CONTRACTOR'S Statistics of Last Three Years (LTI /TRIR)
8. CONTRACTOR'S Risk Assessment Procedure
9. Draft Risk Assessment according to SOW
10. CONTRACTOR'S HSE and trade supervisor Personnel qualification and HSE training record. (Share CVs and training certificates of HSE persons and supervisors)
11. CONTRACTOR'S PPEs Procedure and inventory management according to SOW (Required approved signed copies)

**Commitments:**

1. All bidders shall provide confirmation in writing for complying to and meeting all COMPANY HSE-CR Requirements including carrying out prescribed annual medical screening tests for their staff, 3<sup>rd</sup> party fitness certificates of Vehicles and equipment, certification of generators, distribution boxes, main switches and distribution network, Power tools. 3<sup>rd</sup> party training and fitness of drivers / operators and all those conditions and requirements which are stipulated herein in this document
2. All bidders shall confirm for complying to all COMPANY HSE & CR policies and procedures applicable to this Contract
3. All bidders should commit that they will comply with HSE and Industrial hygiene provisions of local, provincial & national laws  
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 will be expected to implement their HSE Procedure (approved by the COMPANY) and all agreed HSE-CR Requirements and Guidelines provided by COMPANY
3. CONTRACTOR shall submit a detailed report of its Person On-board on daily basis to COMPANY Representative
4. CONTRACTOR shall be responsible for holding HSE meetings on a regular basis including environmental issues. Copies of minutes of CONTRACTOR'S HSE meetings shall be regularly sent to COMPANY'S HSE & CR Manager
5. Contractor shall be responsible to provide the all information which COMPANY required during the entire execution period of contract.

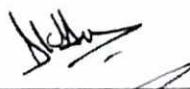
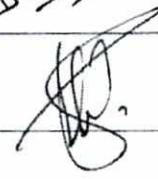






Eni Pakistan Limited

## OHH&MS GUIDELINES FOR ICT VMWARE SOFTWARE MAINTENANCE at Eni PAKISTAN LIMITED LOCATIONS

Activity	Name	Designation	Date	Signature
Prepared by	Dr S.K.Haris	Sr.Coordinator - OHH&MS	09-03-2021	
Approved by	Shafi Asif	Sr.Team Leader - HR&O	10-03-2021	

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

## CONTENTS

1. INTRODUCTION.....	3
2. HSE POLICY AND COMMITMENT .....	4
3. PERSONNEL .....	5
4. LEGAL AND OTHER REQUIREMENTS.....	8
5. OHH&MS PLAN .....	10
6. OCCUPATIONAL HEALTH AND HYGIENE .....	11
7. EMERGENCY PREPAREDNESS AND MEDICAL EVACUATION .....	12
8. OHH&MS REPORTING.....	12
9. KICK OFF MEETING & PRE – MOBLIZATION OHH&MS WORKSHOP .....	13

## ANNEXES

Annexure: A. Eni Pakistan HSE Disciplinary Policy .....	15
Annexure: B. Medical History Form .....	18
Annexure: C. Eni Pakistan HSE Policy .....	26
Annexure: D. Eni Pakistan Drug & Alcohol Policy .....	27
Annexure: E. Eni Pakistan No Smoking Policy.....	28
Annexure: F. Eni Pakistan Driving Policy .....	29
Annexure: G. Eni Pakistan HIV Policy .....	30
Annexure: H. Eni Pakistan Sustainability Policy.....	31
Annexure: I. Medical Screening & Fitness Card.....	32
Annexure: J. Information / Documents Required.....	33



## 1. Introduction.

This document shall be issued as part of Letter of Invitation to Open Contract for ICT VMware software maintenance at Eni Pakistan Limited locations as per provided scope of work.

It sets out the requirements for OHH&MS 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 OHH&MS Standards. It does not absolve the bidders from their own Health responsibilities and is not universal in nature. All bidders shall be required to provide all information / documents as stipulated in this document.

CONTRACTOR shall follow COMPANY'S policy and OHH&MS instructions applicable to the nature and scope of work under the Contract.

All the bidders shall provide suitable evidence to demonstrate for having a management system conforming to the COMPANY'S OHH&MS 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.

The bidders, who fail to submit any of the documentation and / or evidence of having appropriate OHH&MS Management System against any of the conditions of this document, shall be awarded negative grading during OHH&MS evaluation of their bids which may result into disqualification of their bids / proposals.

COMPANY gives prime importance to OHH&MS performance of its operations and expects same during execution of the service by the CONTRACTOR. In order to ensure excellence in the OHH&MS performance under this Contract, COMPANY expects the CONTRACTOR to maintain a robust Health Management system fulfilling all the OHH&MS conditions as stipulated in this document. Guidelines will be applicable on contractor & subcontractors.

### 1.2 Abbreviations

OHH&MS	Occupational Health Hygiene & Medical Support
TBT	Tool Box Talk
HSE	Health Safety & Environment
ECG	Electro Cardio Gram
ETT	Exercise Tolerance Test
CBC & ESR	Complete Blood Count & Erythrocytes Sedimentation Rate
LFTs	Liver Function Tests
MERP	Medical Emergency Response Plan
OHSAS	Occupational Health & Safety Assessment Series
ISO	International Organization for Standardization





## 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-C**) 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 its Sub Contractor will acknowledge Company's strong commitment to Health and affirm that it has written HSE Policy of its own duly signed by its top management and that its HSE policy is widely communicated and understood among its employees and sub-contractors.

### 2.2 Responsibility for OHH&MS Compliance.

CONTRACTOR shall be responsible, through its own organization and its sub-CONTRACTOR, for applying all OHH&MS 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 OHH&MS 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 OHH&MS of personnel.

CONTRACTOR shall dedicate bowser(s) for the supply of potable water (Only of Drinking Water) as per the scope of work for the supply of drinking water.

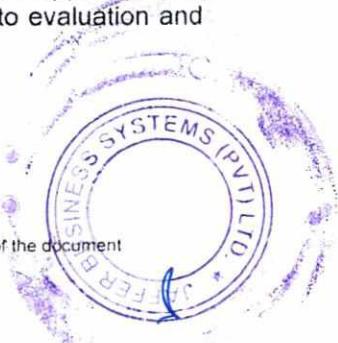
CONTRACTOR shall submit the potable water bacteriological & biochemistry analysis reports on monthly basis from 3<sup>rd</sup> party to ensure that drinking water is safe for intended use as per the scope of work for the supply of drinking water.

COMPANY is ISO-14001, 39001 & OHSAS-18001 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 submit the Sub-CONTRACTORS OHH&MS Management Plan to COMPANY before initiating a new activity for evaluation of Sub Contractors' capabilities to execute the piece of work for which it is entitled.

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 Health guidelines are implemented, applying the measures as defined in its own OHH&MS Manual and applicable COMPANY OHH&MS 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 shall develop and implement Management of Change Procedure for their activities.

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

### 2.3 Interface with the COMPANY.

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.

## 3. PERSONNEL.

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 / visitor.

In extreme cases when the contractor intends to deploy the technical persons over 60 years of age must have Special Cardiac fitness certificate after ETT 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.(Drivers not allowed age more than 60 years)

- For Drivers:

Contractor shall follow Eni Land Transportation Manual / Eni logistics Management Procedure.





### 3.2 Medical Screening.

CONTRACTOR shall submit the Medical Fitness Certificates / Lab Reports of its expatriate staff (If applicable), verifying them as medically fit for carrying out the job from any Standard Hospitals / Licensed Practicing Physician of their respective countries, to COMPANY Doctor at Karachi Office and shall seek prior approval and clearance for being medically fit for the specific jobs.

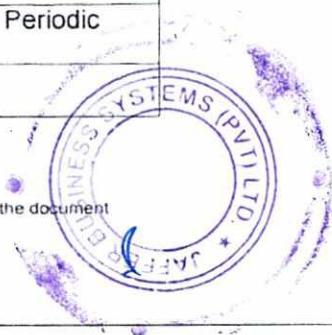
CONTRACTOR shall submit the Medical Fitness Certificates of its local staff verifying them as medically fit for carrying out the job from any Eni Pakistan recognized hospitals (List of hospitals are given below) and will be verified by COMPANY OHH&MS coordinator at Karachi Office and shall seek prior approval and clearance for being medically fit for the specific job.

Medical screening is an obligatory requirement for CONTRACTOR'S staff. The medical tests should have been carried out with in a period not more than a year before start of any activity under the scope of Contract. **Medical reports will be submitted by CONTRACTOR to COMPANY Doctor at least one month before mobilization at site for verification purposes.**

The staff whose services are intended to be used for the performance of any job under the scope of work referred herein above shall undergo the following medical tests.

#### 3.2.1 Medical Tests

TEST DESCRIPTIONS
Medical History (Annexure-B)
Physical examination from approved hospital / Fitness Certificate
Chest X- RAY for Pre- employment (Acceptable if done within 6 months)
ECG
ETT ( For Age 40 and above)
CBC & ESR
Hepatitis B profile(HBS Ag & HBS Antibody)
Hepatitis C antibodies
SGPT
Serum Urea / Creatinine
Fasting Blood Sugar
Blood Group
Urine DR
Audiometry ( For field base staff)
Spirometry for Periodic Medical (For field base staff ) & Serum Cholesterol for Periodic Medical
Additional tests



**For Security Guards / Drivers / Equipment Operators****Urinary Opiates & Cannabinoids****Eye Vision Test**

- Note:
1. Validity period of Medical screening shall be for one year only for field and two years for office based staff.
  2. Pre-placements will also be done as per the above criteria.
  3. Medical fitness certificates from the below mentioned hospitals shall verify as medically fit for the nature of job a person intended to be
  4. In the event of accident (outside or within the Eni Pakistan premises) by the Driver, contractor shall bear all the Laboratory expenses for Urinary Opiates / Cannabinoids & Serum Alcohol level tests within 6 hours from the incident time and submit the original reports to OHH&MS coordinator / Company Doctor for the purpose of investigations.
  5. Covid-19 PCR & Total Antibodies test required for visiting Kadanwari gas field and also required coming to Pakistan and while returning back to home country (when & where required).

The above medical tests will be obtained from any of the following Hospitals

- Aga Khan Medical University Hospital, Karachi.
- Agha Khan Medical Hospital, Hyderabad.
- Liaquat National Hospital, Karachi.
- Ziauddin Medical University Hospital, Karachi.
- OMI Hospital Karachi.
- DOW University Hospital (Ojha Campus) Gulistan-e-Johar Karachi.
- Isra Medical University Hospital, Hyderabad.
- Shifa International Hospital, Islamabad.
- Dr. Arshad Associates Health Services, Karachi & Islamabad.
- Shoukat Khanum Memorial Hospital, Lahore.
- Quaid e Azam International Hospital, Islamabad.
- Hira Medical Hospital, Sukkur.

The record of Medical Fitness Certificates will also be required to be produced at site to COMPANY'S Field Doctor / Rig Doctor. CONTRACTOR'S all personnel shall meet the following requirements:

- CONTRACTOR shall ensure that all its employees are physically and mentally fit for job.
- CONTRACTOR must ensure that all its employees are not suffering from any contagious disease or suffering from such conditions which may develop into a medical emergency e.g. uncontrolled heart problems, uncontrolled diabetes etc.
- CONTRACTOR must ensure that all its employees are not taking any contraband substances / drugs prohibited by Law.

In case any crew person found to have been suffered from any contagious diseases during the delivery of his services shall be re-examined through COMPANY'S prescribed hospitals only at CONTRACTOR'S own cost.

In case any medical treatment is required during the execution of service against this contract, it will be taken care through COMPANY'S prescribed hospitals only at CONTRACTOR'S cost.

CONTRACTOR will conduct periodic annual medical screening of its employees for long term contracts at its own cost.





### 3.3 Awareness.

CONTRACTOR shall be responsible for maintaining and enhancing the OHH&MS awareness of all personnel including arranging Tool Box Talks (for travelling in desert & hilly areas, road conditions and community sensitive areas), short training courses and emergency drills. CONTRACTOR shall be required to maintain records and present whenever demanded by COMPANY during entire period of contract.

#### 3.3.1 OHH&MS Induction

CONTRACTOR shall ensure that all arrivals to the work site receives a comprehensive OHH&MS induction briefing by COMPANY field OHH&MS 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, medical emergency response procedure, accident / incident reporting & investigation procedure, available facilities at site.

#### 3.3.2 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.

## 4. 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.

CONTRACTOR shall submit the insurance policy of their staff those who are coming for Eni Pakistan field locations.

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.'

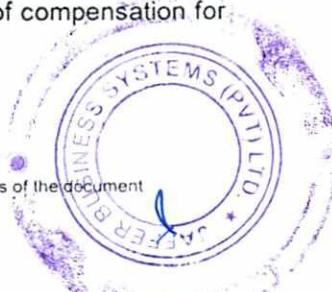
#### 4.1 Employees Working Hours

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.

#### 4.2 Staff Rota System

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

#### 4.3 Termination & Suspension

Any infringements by CONTRACTOR manpower identified by COMPANY of its OHH&MS regulations and standards shall be investigated by COMPANY and recommended remedial action as per Eni HSE Disciplinary Policy (**Annexure A**) shall be implemented by CONTRACTOR.

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

#### 4.4 Alcohol & Narcotics

CONTRACTOR will acknowledge COMPANY'S firm commitment towards the implementation of Drugs & Alcohol policy (**Annexure-D**). 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 shall ensure its 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 the COMPANY to drug test at any time without prior notice.

#### 4.6 Pets

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

#### 4.7 Audits & Inspections.

COMPANY reserves the right to carry out OHH&MS 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 Management System Audits.
- Pre-mobilization inspection of support equipment including all medical equipment and facilities related to camping, logistics and transportation.
- CONTRACTOR shall implement Eni HSE Golden rules.





#### 4.8 Eni Health, Safety and Environment Golden Rules.

CONTRACTOR shall be responsible for implementation and follow the Eni HSE Golden Rules applicable to its scope of work and contractors' performance will be evaluated as per golden rules checklists.

HSE compliance to Eni Golden Rules will be monitored at least on monthly basis through e-GRUVIS project. A joint inspection (Company+ Contractor) will be carried out and level of compliance to Golden Rule related to the activity will be evaluated as per below given Scoring criteria:

- 0= Serious Deviation
- 1= Major Deviation
- 2= Improvement Required
- 3= Meets Requirements
- 4= Exceeds Requirements

Eni HSE Golden Rules are as follows:

1. Driving Safety
2. Management of Change
3. Lifting operations
4. Fire Safety
5. Working at Height
6. Energized Systems
7. Excavation Safety
8. Permit to Work
9. Health Management
10. Waste Management
11. Confined Space
12. Hydrogen Sulfide

#### 5. OHH&MS Plan.

The CONTRACTOR shall submit to COMPANY the following documentation, as ANNEXES of OHH&MS Plan before mobilization as agreed during kick off meeting.

- a. List of all applicable laws and standards;
- b. Description of CONTRACTOR'S worksites and analysis of tasks carried out at each site and relevant risks;
- c. Identification and evaluation of exposure to harmful agents, including: chemical agents, physical agents (noise, asbestos etc.) and biological agents (bacteria, legionella etc.); prevention programs in place (e.g. food examination, hygiene etc.) and tools adopted to communicate, in all languages adopted on site, exposure risks and consequent behavioural issues (list of all relevant documents to be included).
- d. Protection against toxic/harmful substances (list of all relevant documents to be included).





- e. Medical and Occupational Health requirements, inclusive of an Health Management Plan which, starting from the Health Risk Assessment, defines programs for health surveillance, training, emergency, fitness-to-work, substance abuse monitoring, hygiene, ergonomics, product stewardship, work environment monitoring, medical wastes management, medical clinic/sick bay and ambulance (or other transportation vehicles / crafts for carrying of casualties to the nearest hospital/clinic) requirements (list of all relevant documents to be included).
- f. Emergency Management, covering but not limited to: medical evacuation, road traffic accidents, oil/chemical spills, man/vehicle lost and covering Pandemic diseases (eg Covid-19, etc). CONTRACTOR shall bridge his own emergency plans to COMPANY Emergency Response Plan and Medical Emergency Response Plan (MERP).
- g. Radiation Protection Management (in case of CONTRACTOR'S own sources), inclusive of: permits to carry and store radioactive sources, names of qualified experts, operating procedures, radiation work permits, health surveillance of exposed personnel, protection measures for the general public.
- h. Radiation Protection Management (in case of use of radiation sources under COMPANY'S responsibility), inclusive of: documentation to be issued for certifying capability to carry out specialist activities in areas where radiological risk exists; agreement with COMPANY about risk control methods and procedures; agreement with COMPANY about dosimetry records for personnel involved in radiological works; agreement with COMPANY about the health surveillance of all those involved.
- i. Audits, inspections and drills matrices.

## 5.1 Hazard Identification & Risk Assessment

A joint project specific risk assessment shall be carried out involving COMPANY representatives, management and key personnel of COMPANY, CONTRACTOR, Sub- Contractors and all 3<sup>rd</sup> parties whose services will be used for the performance of any of the job especially under the Contract while focusing the potential risks and hazards especially in critical aspects of the operation.

Some of the potential risks and hazards involved in the operation are but not limited to:

- Heat stress
- Snakebites/ Scorpions
- Dehydration
- Work at height
- Falling hazards
- Over speeding of vehicle(s)
- Others

## 6. OCCUPATIONAL HEALTH & HYGIENE

CONTRACTOR shall ensure that all personnel employed for performance of work under CONTRACT are mentally and physically fit for carrying out the intended job and shall comply with COMPANY minimum requirements on general and job-specific fitness;

CONTRACTOR shall ensure that its personnel shall maintain high standards of hygiene during the execution of the Contract.

CONTRACTOR will demonstrate that it understands the problems associated with working in the extreme weather conditions (hot or cold) and that it has adequate resources, plans and procedures in place to mitigate those affects.

CONTRACTOR shall at no cost to COMPANY be responsible for the medical welfare of its employees.





CONTRACTOR shall take care of arrangements for medical attendance, treatment or hospitalization if and when necessary.

CONTRACTOR shall arrange and submit suitable insurance coverage for Medical contingencies.

CONTRACTOR shall supply to its employees, at no additional cost to COMPANY, suitable prophylactics and inoculations against disease if necessary, and as required by prevailing conditions.

Contractor shall develop and submit Health Risk assessment (HRA) and Medical Emergency Response Plan (MERP) for review and approval.

CONTRACTOR shall ensure that adequate resources, plans and procedures are in place to mitigate the effects of extreme weather conditions.

## 7. EMERGENCY PREPAREDNESS & MEDICAL EVACUATION

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 situation can turn into a major incident and crisis if not managed properly.

The CONTRACTOR shall be required to develop an Medical Emergency Response Procedure / Plan align with COMPANY Medical Emergency Response Procedure / Plan and its draft shall be submitted with tender and final document must be submitted to COMPANY, during the Kickoff meeting, for review and approval. The Plan should cover:

The plan should adequately cover:

- Protecting people
- Compliance with national/local regulations
- Limiting losses
- Limiting public exposure, legal liabilities, fines, etc.

CONTARCOR will hold periodic emergency exercise / drills involving all parties concerned to test its emergency response plan and effectiveness of emergency handling arrangement.

### 7.3 Medevac & Contingency Planning

In case of serious injury or illness Medevac by Air or by Road may be arranged by COMPANY at the Cost of the CONTRACTOR.

## 8.0 OHH&MS REPORTING

CONTRACTOR is required to have an accident / incident reporting system to address reporting of all types of incidents. The categorization of incidents shall be in line with COMPANY incidents / accidents reporting procedure.

The system should cover but not limited to the following:

- All accidents and incidents shall be reported;
- CONTRACTOR will be required to implement corrective measures that arise from the incident investigation;
- Report to COMPANY OHH&MS Coordinator about the situation of any accidents, which have occurred at the work site, specifying the following information:
  - Number and nature of injuries which have caused absence from work in the days after the injury;
  - number of days absent as a result of the any injury





## 9.0 KICK OFF MEETING & PRE MOBILIZATION WORKSHOP.

A Kick-Off Meeting (KoM) will be held immediately after contract award and before the mobilization for execution of the contracted job. The meeting should be attended by Company and contractor management and project team.

- The topics to be covered in the kick-off meeting include:
- Any outstanding Health issues and conditions of Contract Agreement
- Confirmation and agreement on contractor HSE plans as required in the HSE Guidelines i.e. HSE Plan, Health and Hygiene Plan, CR Plan etc.
- Agreement on OHH&MS performance targets and incentives
- Assessment of competence level of contractor personnel
- Assessment and agreement on contractor health and hygiene requirements
- Contractor shall submit Medical Emergency Response Plan for review and approval.
- Contractor shall submit Hazard identification and Risk Assessment Procedure for review and approval.
- Requirement for a Pre-mobilization audit of contractor's equipment to be used during the contract
- Confirmation that roles, responsibilities and interfaces between contractor and Company have been clearly defined and understood
- Agreement on Reporting
- Close Out Report

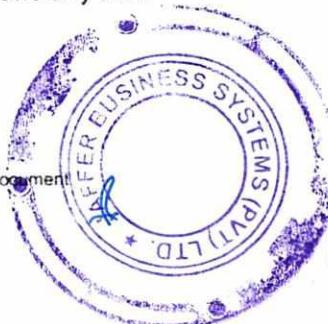
The Kick off Meeting session may also cover a joint Company and contractor(s) detailed Risk Assessment of the contracted scope of work. Company may arrange to conduct both kick-off meeting and Risk Assessment sessions separately or in one session.

The issues to be discussed in the Risk Assessment Session shall include but may not be limited to the following:

The risk assessment shall cover all the aspects / activities associated directly or indirectly with the contracted scope of work and will identify the potential risks / hazards involved in the job.

It shall suggest existing and new controls to eliminate / minimize the overall risk factor.  
It shall assign the responsibilities for implementation of new controls as identified and agreed in Risk Assessment Session.

- Management of health in extreme weathers and other local health hazards.
  - Heat Management
  - Snake bite Management
- Climatic and seasonal considerations (desert storms, rains, heat stroke etc.)
- Infrastructure (roads, bridges, utilities, etc.) and terrain conditions
- Technical and Health training program (Before & during Contract) including first aid, firefighting.
- Medical services
- Employees medical screening requirements
- Camp hygiene and maintenance
- Audits and inspections frequency
- Review of Medical emergency response plans (including bridging document) and any third party interactions.





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OHH&MS Guidelines for ICT VMWARE Software maintenance  
Date of Release March 2021  
Page 14 of 34

- Management of sub- CONTRACTOR and mutual interaction and communication between CONTRACTORS.

Minutes of this meeting with agreed action items will be given to all participants and action parties.





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OHH&MS Guidelines for ICT VMWARE Software maintenance  
Date of Release March 2021  
Page 15 of 34

## Annexure – A



## **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.

Enrico Trovato  
Managing Director  
February 2020

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## Annexure-B

### **MEDICAL HISTORY FORM** (To be completed by the **Contractor employee**)

#### **Type of examination (circle one):**

Pre-employment	Periodic	Pre placement	Pre assignment	Pre exit
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#### **INSTRUCTIONS**

As part of the appointment process, it is necessary for the Contractors to undergo a medical examination. This is part of a process to confirm that you are medically fit to perform the inherent duties of the position for which you have applied for / assigned for, and to help guard against work-related illness and injury occurring subsequent to your employment.

The medical examination takes into consideration information provided by yourself about your medical history in this Form. Information on this Form will be kept strictly confidential and remain the property of the appointed Hospital and the company.

Please take this completed Medical History Form to the physician when you go for your medical examination.

#### **1. YOUR DETAILS**

Dr./Mr./Ms./Mrs.  
(Last name) .....  
(First name) .....

Date of Birth .....

Sex (circle one) Male / Female

Job assigned/applied .....

Job Location (Circle one)  
Head Office / Islamabad office / Field site  
(Specify e.g. Bhit, offshore  
etc.....)

Residential Address .....

Telephone (Home) .....

(Work) .....

Date and place of last medical  
examination .....





## 2. YOUR PERSONAL

5. Do you drink alcohol?	Yes / No
6. For how long have you been consuming alcoholic beverages?	.....Years
How much alcohol do you have a week?	.....ml
11. Do you suffer from any phobias?	Yes / No
12. If yes, does this concern flying, confined space, fire, water, heights, other? Specify:	.....

## 3. Occupational Health History

Screening	Yes/No	Normal/Abnormal	State when and where.
13. Have you had any previous audiometric screening?			
14. Have you had previous lung function screening?			

15. Have you been ever been exposed to any of the following at work?

Hazard	Yes/No
Noise	
Ionizing radiation	
Electromagnetic radiation	
Asbestos	
Benzene	
Hydrocarbons	
Other Chemicals	
Skin Irritants	

16. If yes to the above, please give details of the exposure history (e.g. duration, place, severity etc.).

.....





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OHH&MS Guidelines for ICT VMWARE Software maintenance  
Date of Release March 2021  
Page 20 of 34

17. Have you used protective clothing, safety glasses or hearing protection?

Yes / No

Please specify time, duration, place and type:

.....  
.....

18. Have you ever developed any medical condition in connection with your occupation?

Yes / No

19. If so, please give details e.g. hearing loss/skin condition/ wheeze/ backache/ muscle strain/ blood disease?

.....

20. Have you suffered any industrial injury? Yes / No

21. If so please give details:

.....

22. Have you ever been rejected from employment on medical grounds?

Yes / No

23. Have you received compensation, or is there any industrial claim pending?

Yes / No

24. Have you even been medically evacuated from a remote installation?

Yes / No





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#### 4. Your Medical History

a) Do any of the following affect you or have affected you in the past: (circle 'Yes' or 'No' for each)

Eye/vision problem	Yes / No	Hearing problem	Yes / No
Ear/Nose/throat problem	Yes / No	Ear surgery	Yes / No
Wheezing/asthma	Yes / No	Tuberculosis	Yes / No
Other lung complaint	Yes / No	High blood pressure	Yes / No
Stroke	Yes / No	Heart trouble/chest pain	Yes / No
Heart/Vascular disease	Yes / No	Heart surgery	Yes / No
Varicose veins	Yes / No	Rheumatic fever	Yes / No
Diabetes/ hormone disorder	Yes / No	Cancer/tumor	Yes / No
Mental/nervous disorder	Yes / No	Depression	Yes / No
Blackouts/Fainting/dizziness	Yes / No	Epilepsy/seizures	Yes / No
Loss of consciousness	Yes / No	Severe headaches/migraine	Yes / No
Digestive disorder	Yes / No	Blood disorder	Yes / No
Genital disorder	Yes / No	Gynecological problems	Yes / No
Abnormal pap smears	Yes / No	Stress	Yes / No
Balance Problem	Yes / No	Head injury/concussion	Yes / No
Loss of memory	Yes / No	Arthritis	Yes / No
Back pain/back injury/sciatica	Yes / No	Restricted mobility	Yes / No
Hernia	Yes / No	Sleep problems	Yes / No
Stomach pain/ulcer	Yes / No	Passing or vomiting blood	Yes / No
Liver disease/hepatitis	Yes / No	Thyroid problem	Yes / No
Kidney/Bladder trouble	Yes / No	Skin problems	Yes / No
Infectious/contagious diseases	Yes / No	Malaria/tropical disease	Yes / No
Drug or alcohol dependence/abuse	Yes / No	Other	Yes / No

Please provide details to any of the above which had "Yes" answers:

.....

.....

c) Have you been immunized against the following? (Circle yes or No for each)





<b>Immunized against:</b>	<b>Date Immunized on:</b>	<b>Place Immunized at:</b>
Tetanus	Yes/ No	
Diphtheria	Yes/ No	
Hepatitis B	Yes/ No	
Hepatitis A	Yes/ No	
Typhoid	Yes/ No	
Other: (details)		

d) Are you currently using any regular medication (prescription or non-prescription)?

Yes / No

Specify:.....

g) Are you allergic to anything? Yes / No

If yes, please Specify:

.....  
.....

h) Are you aware of any medical conditions which may prevent you from performing your duties in a satisfactory manner in the position to which you are to be appointed? If so, please state them.

.....  
.....

i) Do you suffer from any permanent disability? Yes / No

j) Do you feel healthy and fit to perform the duties of your designated position?

Yes / No

#### 5. Declaration:

I declare that the above statements made by me for the purpose of my medical examination are true and complete. I understand that any false statements shall be considered sufficient grounds to disqualify me from employment and that I have not knowingly withheld any information relevant to the medical assessment.

Examinee's Signature: ..... Date: .....





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**PART B**

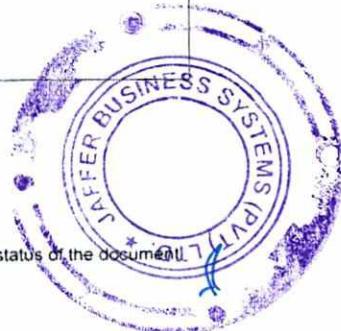
**MEDICAL EXAMINATION FORM – (To be completed by Licensed Examining Physician)**

This form is to be used in conjunction with the Medical History Statement. Prior to examining the candidate, for specific position review the candidates Medical History Statement and make sure that you are familiar with the relevant job and working conditions of specific position for which the candidate is being considered. If unavailable, seek this information from Eni Pakistan.

Candidate's Name:				Date of Birth:			
Identity Verified: Y / N				Method of Verification:  (Passport, ID, Drivers License)			
Sex (Male / Female)	Height:	Weight:	BMI	Waist (inches)	Hip (inches)		
<b>VISION (Snellen's Notation)</b>							
Right Left Both	Uncorrected		Corrected		Glasses / Contacts	Pulse:	Blood Pressure (sitting)
	Far	Near	Far	Near	Color Vision	Temp:	Systolic
					Other Vision Test	Pulse:	
							Diastolic

Indicate "Normal" and "Abnormal" for each of the following condition. Please provide detailed description of abnormal findings and supplemental testing:

CHECKLIST	N	A	DESCRIPTION OF ABNORMAL FINDING AND / OR SUPPLEMENTAL TEST
<b>SKIN</b> ▪ Colour / texture (lesion, scars etc)			
<b>HEAD / EYES</b> ▪ Cornea, Pupil, Fundi etc			
<b>EAR / NOSE / THROAT / MOUTH</b> ▪ Pinna / Canals / TM ▪ Nasal septum / Mucosa ▪ Tongue / Palate ▪ Teeth/ Gums			
<b>NECK / NODES</b> ▪ Bruit ▪ Thyroid ▪ Neck Nodes ▪ Inguinal / Axillary Nodes			





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OHH&MS Guidelines for ICT VMWARE Software maintenance  
Date of Release March 2021  
Page 24 of 34

<b>CHEST / LUNGS</b> <ul style="list-style-type: none"><li>▪ Auscultation</li></ul>		
<b>CARDIOVASCULAR</b> <ul style="list-style-type: none"><li>▪ Pulses: Radial / Femoral / D. Pedis / Tibial</li><li>▪ Heart Sounds (murmurs)</li><li>▪ Heart Rate and rhythm</li></ul>		
<b>ABDOMEN</b> <ul style="list-style-type: none"><li>▪ Hernia</li><li>▪ Bowel Sounds</li><li>▪ Liver / kidney / Spleen</li><li>▪ Masses</li></ul>		
<b>MUSCULOSKELETAL</b>		
<b>NERVOUS SYSTEM</b>		
<b>OTHER SYSTEMIC EXAMINATION</b>		
<b>IDENTIFIED RISK FACTORS</b>		
<b>MEDICAL EXAMINATION REPORT/ REMARKS</b>		
<b>SIGNATURE OF EXAMINING PHYSICIAN:</b>	<b>PRINT PHYSICIAN NAME:</b>	<b>DATE:</b>

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



**PART C**  
**Medical Fitness Certificate**

Full Name: (Mr. / Mrs. / Ms).....

Job assigned/applied.....

Date of Medical Examination: .....

Work location:              Office

                                Offshore/Remote site

                                Office, but occasional travel to Offshore/Remote site (less than  
                                2x per month or 4x per year)

The above person is hereby declared:

- Fit for Offshore/Remote Site work
- Fit for office work (and remote site visits of less than 72h duration  
and not more
- Temporary unfit for offshore/remote site work
- Temporarily unfit for office work (and remote site visits of less than  
72h duration)
- Fit to return to work
- Unfit for offshore/remote site work
- Unfit for work in this organization

**Particular comments & recommendations from examining medical doctor**

- Should follow-up with doctor in .....month (s)
- Should follow-up with doctor as soon as possible
- Other:

Verified by:.....

Signature:.....

Date:.....





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OHH&MS Guidelines for ICT VMWARE Software maintenance  
Date of Release March 2021  
Page 26 of 34

## Annexure-C

**eni**  
**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)

This 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.

Enrico Trovato  
Managing Director  
February 2020

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OHH&MS Guidelines for ICT VMWARE Software maintenance  
Date of Release March 2021  
Page 27 of 34

## Annexure- D



### **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.*

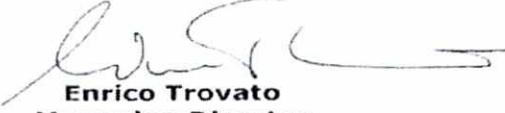
*Eni Pakistan reserves its rights to carry out drugs and alcohol testing at work location(s) during working hours in a non-discriminatory, confidential and random basis in order to enforce this policy.*

*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.

  
**Enrico Trovato**  
**Managing Director**  
**February 2020**

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Eni Pakistan Limited

OHH&MS Guidelines for ICT VMWARE Software maintenance

Date of Release March 2021

Page 28 of 34

Annexure- E



**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.

Enrico Trovato  
Managing Director  
February 2020

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OHH&MS Guidelines for ICT VMWARE Software maintenance  
Date of Release March 2021  
Page 29 of 34

## Annexure-F



### **Eni Pakistan Limited**

### **DRIVING POLICY**

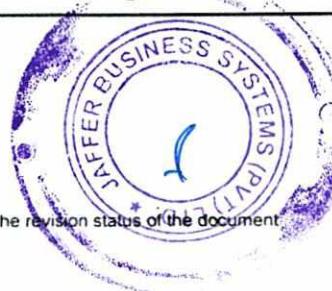
The objective of present policy is to improve health and safety of Eni Pakistan, contractors, suppliers and third party drivers and all employees and personnel during job related journeys, promoting risk prevention in reducing the causes of accidents and fatalities. In line with Eni Pakistan Management 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.

  
**Enrico Trovato**  
**Managing Director**  
February 2020

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Eni Pakistan Limited

OH&MS Guidelines for ICT VMWARE Software maintenance  
Date of Release March 2021  
Page 30 of 34

### Annexure-G



## **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:*

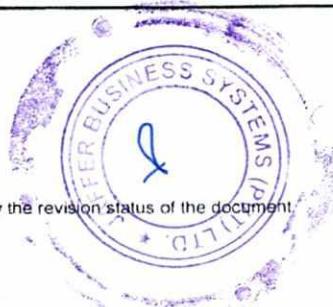
- Eni will not and does not discriminate against employee(s) having, perceived as having, living with or otherwise affected by HIV or AIDS
- HIV/AIDS screening should not be required for job applicants or persons in employment
- The gender dimensions of HIV/AIDS should be recognized, i.e. its health 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

  
**Enrico Trovato**  
**Managing Director**  
**February 2020**

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Annexure-H

**eni Pakistan Limited**  
**SUSTAINABILITY POLICY**

**Vision**

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

**Mission**

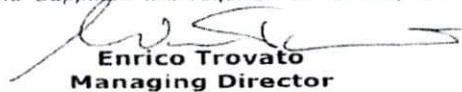
*It is our goal to apply sustainable development principles and transparent behaviour in the conduct of our business activities. We seek to understand the social, environmental and ethical implications of our business, engage with Stakeholders in order to eliminate or mitigate any negative social and 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**

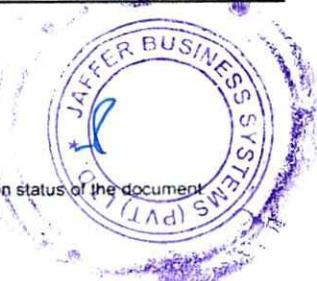
*We are committed to:*

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.*

  
**Enrico Trovato**  
**Managing Director**  
**February 2020**

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Annexure-I

**Medical Screening & Fitness Card**

Medical Screening & Fitness Card	
Company:	<hr/>
Designation	<hr/>
Name:	<hr/>
Code:	<hr/>
CNIC :	<hr/>
DOB:	<hr/>
Screening Date:	<hr/>
Valid up to:	<hr/>
Contractor Supervisor	eni Doctor

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### Annexure- J

#### INFORMATION / DOCUMENTS REQUIREMENTS

##### a) Bidding Stage

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

#### Required Information/ Minimum Documents

SNO:	Description
1	CONTRACTOR'S HSE POLICY
2	CONTRACTOR'S HSE Organizations chart with details (Qualification, Experience & Trainings) of Key Personnel, their Roles and Responsibilities.
3	CONTRACTOR'S Proposed Project Organization with details of key personnel.
4	CONTRACTORS' Medical Emergency Response Plan and Procedure.
5	CONTRACTOR Hazard Identification and Risk Assessment Procedure
6	List of 3rd Party First Aiders as per requirement.
7	CONTRACTOR staff medical insurance coverage.
8	CONTRACTOR'S Current Health Policies and Procedures.
9	CONTRACTOR'S Health Statistics / Performance for last 3 years
10	Any other additional information CONTRACTOR deems useful in this respect.
11	CONTRACTORS' experience to provide similar services.(Years) <ul style="list-style-type: none"> <li>▪ All bidders shall provide confirmation in writing for complying to and meeting all COMPANY Health Requirements including carrying out;</li> <li>▪ Prescribed medical screening tests for their staff on annual basis,</li> </ul>
12	All bidders shall confirm for complying with all COMPANY HSE & CR policies and procedures applicable to this Contract.
13	Contractor shall develop and submit Health Risk assessment (HRA) and Medical Emergency Response Plan (MERP) for review and approval.

##### b) Requirements on Contract Award (Kick Off Meeting)

- CONTRACTOR shall submit the OHH&MS Plan to COMPANY for review and approval, no activity shall be started prior to approval.





Eni Pakistan Limited

OHH&MS Guidelines for ICT VMWARE Software maintenance  
Date of Release March 2021  
Page 34 of 34

- CONTRACTOR will submit the copies of Medical Fitness Certificates of its employee(s) engaged against this contract to COMPANY'S OHH&MS Team Leader.
  - CONTRACTOR shall submit "Sub-CONTRACTORS Health Management Plan".
  - CONTRACTOR Health Risk Assessment procedures / Project Risk Register.
  - CONTRACTOR Medical Emergency Response Plan.
- c) Requirements during Execution of Work
- CONTRACTOR will be expected to implement all agreed OHH&MS Requirements and Guidelines provided by COMPANY.
  - CONTRACTOR shall report all accidents and incidents.





Eni Pakistan Limited

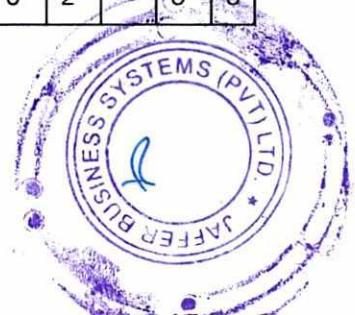
## **SECURITY GUIDELINES**

### **PROVISION FOR VMWARE SOFTWARE MAINTENANCE**

**(MARCH 2021)**

ACTIVITY	NAME	DESIGNATION	DATE	SIGNATURE
Prepared By	Muhammad Musa	Sr. Security Coordinator	Mar 2021	
Reviewed and Approved By	Raja M. Ashraf	Security Manager	Mar 2021	

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**Eni PAKISTAN LIMITED****1.0 INTRODUCTION**

The security practices and guidelines promulgated in this document have been designed to provide a satisfactory level of protection while affording minimum inconvenience or disruption during the work. It also sets out security requirements and standards that the bidders are expected to abide by and meet. The final contract awardees are expected to implement these as an acceptable standard during the execution of the works.

Contents of this document are liable to change from time to time with the overall change in security atmosphere, new risks and with change in policies and procedures of COMPANY.

**2.0 SCOPE**

These security guidelines have been prepared for use of all CONTRACTORS, SUB - CONTRACTORS or VENDORS who will access and/or work at COMPANY's Location (s).

The security guidelines outlined here, have been specifically prepared with respect to SOW 'VMware Software Maintenance'.

**3.0 APPLICABILITY**

Procedures within these guidelines apply to all CONTRACTORS and their SUB CONTRACTORS or any other personnel working on behalf of the CONTRACTOR during the performance of all works related to Provision of VMware Software Maintenance.

Use of the word **CONTRACTOR**, used hereunder applies equally to all such parties including service providers.

**4.0 DEFINITIONS AND TERMS OF REFERENCE****COMPANY**

Eni Pakistan Limited

**CONTRACTOR**

CONTRACTOR, SUB - CONTRACTOR and VENDOR

**Physical Security**

Physical security is the protection of personnel, assets and property from physical circumstances and events that could cause serious losses or damage to an enterprise.

**Security**

Security is the condition of being protected against danger or loss

**Security Risk**

Security risk means risk of loss, theft or sabotage to a security sensitive body/asset

**Shall**

Mandatory

**Should**

Recommended

**Khi**

Karachi

**Isb**

Islamabad





## 5.0 GENERAL THREAT STATEMENT

### 5.1. KARACHI

Karachi, the capital of Sind Province, is located on the coast of the Arabian Sea and the most populated city in Pakistan. This city is the financial and commercial centre as well as the largest port of the Country.

Karachi being a metropolis capital of Pakistan is being confronted with numerous law and order issues. A glaring one is street crime which has shown a constant increasing trend over past few years. The major ones amongst them are the vehicle and cell phone snatching. It is relevant to mention that a number of individuals have been killed / injured while resisting armed bandits. The major factor contributing to the growing street crimes is an easy access to weapons.

### 5.2. Eni KARACHI OFFICE

Eni Karachi office is located on entire fifth level and one quarter of the sixth floor of The Forum Building, Clifton, District South, Karachi. The Forum is a seven storey office building cum shopping mall located in the posh Clifton area, and is one of the popular shopping centers visited by the elite of Karachi.

This seven storey building hosts a significant number of multinational and local companies, with a shopping mall / supermarket and restaurant on the ground floor. Separate entry / egress to the mall area and offices are manned by armed security guards (contracted to Forum Management) at the reception areas, while Forum security personnel patrol the internal mall area to deter shoplifters and eve teasers. Additional deterrents are a walk through metal detection gate/scanners and VHF hand held radios, while the car park areas (basement and mezzanine levels) are manned by barriers and armed guards.

The overall Security of Forum building lies with its management; however COMPANY has its own hired Security Manpower placed at Karachi office for looking after its integral security.

### 5.3. KORANGI WAREHOUSE

Korangi warehouse is used as a storage and transit area for company stores and assets. It is located in Korangi Industrial Area where the crime rate in terms of mugging and snatching etc. is comparatively more than other Eni Locations. It is well guarded with high walls having hostile topping with security manpower deployed round the clock. It is about 25-30 minutes' drive from Eni Office.

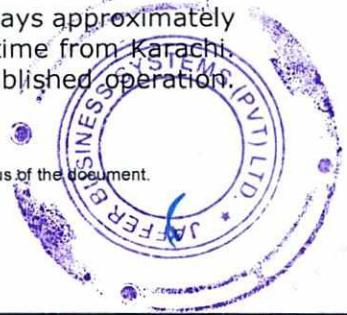
### 5.4. BHIT- BADHRA

Bhit- Badhra Gas Field was inaugurated in October 2002 and is located in the Dadu and Jamshoro Districts. Besides lying adjacent to Sindh-Balochistan Border, it stretches along the Kirthar Range. The security risk is medium to high with threats of extortion, vehicle hijack, armed robberies and kidnap. Direct threat to COMPANY's operations is infrequent road blocks and petty thefts of light weight machinery that remain unguarded or stolen under the cover of darkness.

Since a large number of locals share their kinship in Balochistan, across Bhit and Badhra Mountains and their consequent movement across the inter-provincial border is a common phenomenon, therefore any spillover of the existing volatile law & order situation in Balochistan, can have serious effects on Bhit- Badhra Gas Field. Overall Bhit Gas Field is a MEDIUM risk area.

### 5.5. KADANWARI

The Kadanwari Central Facility (KCF) is located approximately 100 km southeast of Khairpur District and 45 km west of Pakistan's border with India. It lays approximately 2.5 hours road travel from Sukkur and is a one hour direct flight time from Karachi. Kadanwari has been in production since June 1995 and is an established operation.





The security risk is low with threats of vehicle hijack and armed robberies in and around the area. Overall Kadanwari is a LOW risk area.

## 6.0 COMPANY SECURITY POLICY

The COMPANY's security policy is to provide a safe working environment for all its personnel. Protect and secure COMPANY assets, and provide handy security guidelines to all CONTRACTORS who work with or provide services to the COMPANY.

## 7.0 SECURITY OF CONTRACTORS

The security of CONTRACTOR and its SUB CONTRACTOR personnel, material and equipment or of any other personnel working on behalf of the CONTRACTOR during the performance of all works and services at COMPANY locations, as allowed in the contract, for the COMPANY shall be the sole responsibility of the COMPANY.

CONTRACTOR shall assume and ensure that S/He abides by the COMPANY's safety and security measures and for this purpose shall develop appropriate guidelines and work rules.

COMPANY assumes no liability, whether expressed or implied, for the safety and security of any personnel and / or material and equipment besides the CONTRACTOR also agrees to indemnify and hold COMPANY harmless from and defend the COMPANY group against any, and all injuries, death, damages, claims, losses, actions, arising out of or related to any alleged breach or lapse of security and safety of aforesaid personnel and material.

CONTRACTORS as well as their SUB CONTRACTOR employees of all categories should comply with these guidelines and work rules.

The COMPANY reserves its right to monitor the CONTRACTOR in the manner and to the extent it deems necessary. Regular inspections shall be made to verify compliance.

## 8.0 HANDLING OF WORK ISSUES RELATED TO SECURITY

During the contract period, the CONTRACTOR may come across following WORK ISSUES, which may be varied, added to and/or amended as mutually agreed between the COMPANY and the CONTRACTOR:

- Protection of all CONTRACTOR Group (as defined in the master Agreement) Property and Personnel
- Interaction with all CONTRACTOR's Employees and Locals
- Sub CONTRACTOR Employees
- Parking
- Confidentiality
- Identification
- Criminal Incidents
- Accessibility to Sensitive Areas

All safety and security issues related to each of the aforesaid WORK ISSUES shall be the sole responsibility of the CONTRACTOR for the entire duration of the Contract Term (as defined in the Master Agreement).

## 9.0 SECURITY COMPLIANCE

Under the security supervision of COMPANY's contracted security manpower, routine activities by the CONTRACTOR at the office premises shall be done in such a manner as to allow for maximum security of the office facilities.

The CONTRACTOR and his employees must abide by the COMPANY'S security and the FORUM building management and security rules and regulations such as physical body search, walk through gate check, material check, Smart Access Control observance, work permission passes, gate passes etc. while entering and leaving the premises.



## 10.0 PRE - OPERATION SECURITY GUIDELINES FOR CONTRACTORS

The CONTRACTOR personnel will be visiting the COMPANY Office location at Karachi, for which the COMPANY has stringent security checks (manpower and electronic) along with corporate security procedures.

The CONTRACTOR'S staff must be security cleared though the respective police station and a copy of their security clearance must be provided at the time of finalizing the contract.

The CONTRACTOR staff under COMPANY's security advice and supervision must agree and ensure to take proper measures to protect the area they are working from pilferage etc.

The CONTRACTOR when employing staff must ensure that they have a credible background with no affiliation with some militant group etc.

The CONTRACTOR and its SUB CONTRACTORs must not create security hazards for the COMPANY.

CONTRACTOR (s) shall avoid creating any conditions or situations directly or indirectly and shall ensure its SUB-CONTRACTORs or any personnel it employs as trainers and / or helpers do not create any such conditions or situations which cause disruption or disturbance.

All the CONTRACTOR's personnel working at the project are required to abide by the security policies and procedures laid down by the COMPANY.

CONTRACTORS and its staff of all categories are required to comply with these guidelines and work rules.

## 11.0 VISITORS

It must be understood by the CONTRACTOR that the entry of personnel extraneous to operations is not allowed into the COMPANY premises. However, whenever unavoidable, CONTRACTOR shall take the COMPANY Security Dept onboard and ensure that visitors to their premises are supervised with proper registration at the security reception for Smart Access Control passage. No visitor (s) will be allowed to come in or go out alone; rather, the visitor (s) shall be accompanied by the host.

## 12.0 SECURITY INDUCTION

CONTRACTOR shall ensure that all new arrivals to the work site receive a comprehensive security induction and briefing by the COMPANY Security Dept. The visitor or new arrival shall only commence their work after having undergone the security induction.

## 13.0 IDENTIFICATION

All employees of CONTRACTORs assigned to perform duties specifically associated with contractual agreements at the COMPANY site shall be identified by wearing authenticated photo identification ID badge issued by the CONTRACTOR. The identification side of the badge must be visible at all times while performing duties at the work site. COMPANY Security Dept shall regularly check CONTRACTOR employees for their identification. **Absence of same will be treated as non-compliance to the rules and regulations, thus preventing entry to and work on the premises.**

CONTRACTOR shall ensure that all CONTRACTOR and SUB-CONTRACTOR employees understand the policy and that badges are worn at all times by all employees. Upon completion of their respective tasks, CONTRACTOR should ensure that the badges are retrieved.

## 14.0 PROTECTION OF PROPERTY

The CONTRACTOR, under the COMPANY security advice and supervision, must agree to take full and proper measures to protect its work area from pilferage. Undesirable / unauthorized elements shall not be allowed to enter within or around the work area.





## 15.0 LOSS AND DAMAGE TO PERSONNEL / PROPERTY

The CONTRACTOR and its SUB-CONTRACTORS shall be held liable for all damage (s) to personnel and property and / or loss as a result of its negligence to adhere to the security guidelines or non-acceptance to the COMPANY's standards or procedures.

## 16.0 CONTRACTOR EMPLOYEES CONDUCT

The CONTRACTOR shall ensure that their employees conduct themselves in a proper manner while on the premises. Gestures, remarks or anything else of a derogatory nature shall be sufficient cause for the permanent removal of such person from the premises. The COMPANY shall have a right to instruct the CONTRACTOR to remove such person at any time.

## 17.0 CONFIDENTIALITY

The CONTRACTOR has an obligation to maintain the confidentiality of information related to the COMPANY. Information pertaining to the COMPANY's business, assets, personnel, movements is confidential and must be protected. Violation will result in appropriate actions by the COMPANY.

## 18.0 CRIMINAL INCIDENTS

It is the responsibility of the CONTRACTOR to report in accordance with law and record all criminal incidents at the earliest, so that appropriate measures may be taken to control any situation that may arise from the concerned incident.

In the event of a crime/emergency/theft, once Law Enforcement Agencies have been notified, it is the responsibility of the CONTRACTOR and his employees involved to contact the KARACHI CONTROL ROOM and report the same. In addition, it remains the responsibility of the CONTRACTOR and his employees who are victims of, or witnesses to, any criminal action, emergency, or theft, to contact and to report the incident in a timely manner to the security.

## 19.0 FIREARMS POLICY

Possession, storage, or use of any kind of ammunitions, firearms, and explosives by CONTRACTOR'S employees on the COMPANY premises is strictly prohibited. Appropriate sanctions / disciplinary action for violations of this policy shall apply.

## 20.0 USE OF DRUGS

The possession or consumption of intoxicating drinks, drugs, powder, (Alcohol, Charas, opium etc) is forbidden on COMPANY premises, persons involved in violation of this instruction are liable for disciplinary action against them.

## 21.0 INQUIRIES AND INVESTIGATIONS

Any infringements by CONTRACTOR's manpower against COMPANY security practices and standards shall be investigated jointly by COMPANY and CONTRACTOR. Remedial action mutually agreed upon should be implemented by the CONTRACTOR.

If CONTRACTOR does not implement remedial action within agreed terms, COMPANY has the right to stop the contract forthwith.

## 22.0 FURTHER INFORMATION

Enquiries in relation to these guidelines, or any security matter involving the COMPANY security procedures and practices, should be directed to COMPANY Security Manager or Sr. Security Coordinator.

## 23.0 EMERGENCY CONTACT NUMBERS

The COMPANY's emergency contact numbers are given below:



**COMPANY EMERGENCY CONTACT NUMBERS**

<b><u>Name and Designation</u></b>	<b><u>Office / Res</u></b>	<b><u>Mobile</u></b>
Major (R) Raja Muhammad Ashraf Security Manager	+92 21 35828138	+92 333 4900338
Capt (R) Musa Changazi Sr. Security Coordinator	+92 21 35828170	+92 333 4900332
Zafar Mirza Security Coordinator – Field Operations	+92 21 35828167	+92 333 4900339
Eni Karachi - 24 hours	+92 21 35879951	-
Karachi Control Room - 24 hours	+92 21 35838401	+92 333 4900444
Eni Security Monitoring Room – 24 hours (Operational 24 hours)		+92 333 4900335



