

# Contract Handover

Eni Pakistan

<b>Contract number</b>	5000012590– External Rev-01	<b>Contractor &amp; Contractor Representative Contact details</b>	Zahid Shah, National Account Manager Email: zahid.shah@multinet.com.pk Cell: +92 344-4482478 Multinet Pakistan Private Limited
<b>Contract Holder</b>	Taha Lateef Manager ICT (PTA)	<b>Subject</b>	Internet Services for Karachi Office
<b>Contract Type</b>	Blanket Order	<b>Administrative Value</b>	PKR 4,771,360.00/- equivalent to US\$ 37,027.33/-
<b>Effective Date</b>	21 <sup>st</sup> May, 2018	<b>Applicability CRR Post-Award</b>	“None”
		<b>Expiry Date</b>	20 <sup>th</sup> May, 2022
<b>Commencement Date</b>	First call off order date	<b>Notice</b>	N/A
<b>Extension Options</b>	None		N/A
<b>Bank Guarantees or Performance Guarantees to be Provided</b>			
<b>Insurances</b>	As per applicable law - Refer to Article No.14 of Contract		
<b>Compensation Scheme</b>	Monthly rate as per appendix A of the contract amendment.	<b>Payment terms</b>	60 days from receipt of invoice
<b>Penalties / Liquidated Damages</b>	As per Original Blanket Order Art. (15) 2.5% of the Call off order Value up to a maximum of 10% of Call off order value		<b>Tick as Applicable:</b> <input checked="" type="checkbox"/> Letter of Amendment <input type="checkbox"/> Special Conditions (where applicable) <input type="checkbox"/> General Terms & Conditions <input checked="" type="checkbox"/> Appendix "A"- "Compensation and Method of Application" <input type="checkbox"/> Appendix "C Financial Guarantees - Specimen copy/ies of Advance Payment Bank Guarantee, Performance Bond or Parent Company Guarantee (where applicable) <input checked="" type="checkbox"/> Appendix "D"- "Scope of Work and Technical Specification" <input type="checkbox"/> Appendix "E" - "HSE-CR Guidelines (where applicable) <input type="checkbox"/> Appendix "E1" - "Checklist for verification of HSE Plan" (where applicable) <input checked="" type="checkbox"/> Appendix "F" Security Guidelines <input checked="" type="checkbox"/> Appendix "G" OHHMS Guidelines <input type="checkbox"/> -Appendix "L" - Logistics Guidelines (where applicable) <input type="checkbox"/> -Appendix "S" -Sub-Contracting Information"-List of Approved Subcontractors (where applicable) <input type="checkbox"/> Call off Order specimen <input type="checkbox"/> Appendix "B"- "Price Schedule/Price List" (where applicable)
<b>Subcontracting</b>  <u>Note for User:</u> Cascade subcontracting and total subcontracting not allowed	N/A	<b>List of Contract Documents</b>	
<b>Delivery Terms</b>	As per each call off requirement	<b>Location</b>	ENI Karachi Office

## Contract Handover

Eni Pakistan

Contract was handed over to Contract Holder on

(dd/mm/yyyy) 20 /04 /2021

Buyer's Name & Signature	M Osama Farooqi		Comments (if any)	
Team Leader's Name & Signature	Zafar Misbah			
C&P Manager's Name & Signature	Luigi Chiappa			
HSE* Manager's Name & Signature	Jahanzaib Akhtar			

## Contract Holder Acceptance

### 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.

Date: 26-Apr-2021  
Sign: 26-Apr-2021

#### General:

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

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

- Conduct the evaluation of Contractor management practices and deliverables
- Maintain an effective working relationship with the Contractor to facilitate the efficient execution of the Contract.
- Continually review Contracts regarding their effectiveness and in case of ongoing activities continually review to ensure that present service is in line with that originally contemplated.
- Coordinate the verification of the required documentation and the issue of subcontractor's authorization or subcontractor activation approval, in case of Subcontracts already approved in the Contract.
  - Check if activities being subcontracted are listed in Contract among those that can be subcontracted.
  - Maximum limit of subcontractable activities has not been exceeded
  - There are no multi-tier subcontracts, unless specifically permitted by the Contract
  - Subcontractor is not listed in the Reference lists
  - Subcontractor suitability with regard to the non-existence of any prohibitions/infiltrations attempts by mafia as provided by the Anti-Mafia legislation, where applicable
  - Subcontractor is not listed in list of vendors with status "revoked" (Disqualified), "suspended", or "warning with authorization", by consulting C&P Vendor management unit.
  - In case of negative feedback on subcontractor's performance, check for necessary investigations.
  - Check that subcontract authorization request is complete and there are no anomalies in the documentation attached to it. Where required counterparty risk assessment is to be performed.
- In case of pre-approved subcontractor, Contract Holder has the responsibility to make sample checks on the declaration given by the contractor/supplier that he has checked that the requirements submitted by the subcontractor during bidding are still in place
- Ensure that Supplier/Contractor is complying with Insurance Requirements laid down in the Contract
- Ensure that Supplier/Contractor is complying with Bank or Parent Company Guarantees laid down in the Contract
- Check whether any liquidated damages/penalties or volume discounts provided for in the Contract are applicable
- Anticipate and manage any claims assessing their legitimacy and magnitude, and maintain a claim register
- Carry out the relevant checks on Variation Order Proposals and prepare the Variation Orders

**Administrative:**

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

**Expediting and Inspection:**

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

**Performance Feedbacks**

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

Feedback should cover the following aspects:

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



**Close-Out**

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

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

Hand over meeting has been conducted with following participants:

Department	Participant

Significant notes from the meeting are as follows:

There is no further clarification required by Contract Holder.



**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) - MWL 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)





Blanket Order no: 5000012590 Rev-01

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

GENERAL INFORMATION			
<b>Description:</b>	Internet Services for Karachi Office		
<b>Contractor Name:</b>	MULTINET PAKISTAN (PRIVATE) LIMITED	<b>SAP code:</b>	445330
<b>Contractor Address:</b>	PLOT 1D-203,SECTOR 30, KORANGI INDUSTRIAL AREA, KHI Pakistan		
<b>Buyer Name:</b>	M Osama Farooqi		
<b>Contract Manager Unit:</b>	ICT INFRASTRUCTURE (PNI) – Taha Lateef – ICT Manager		

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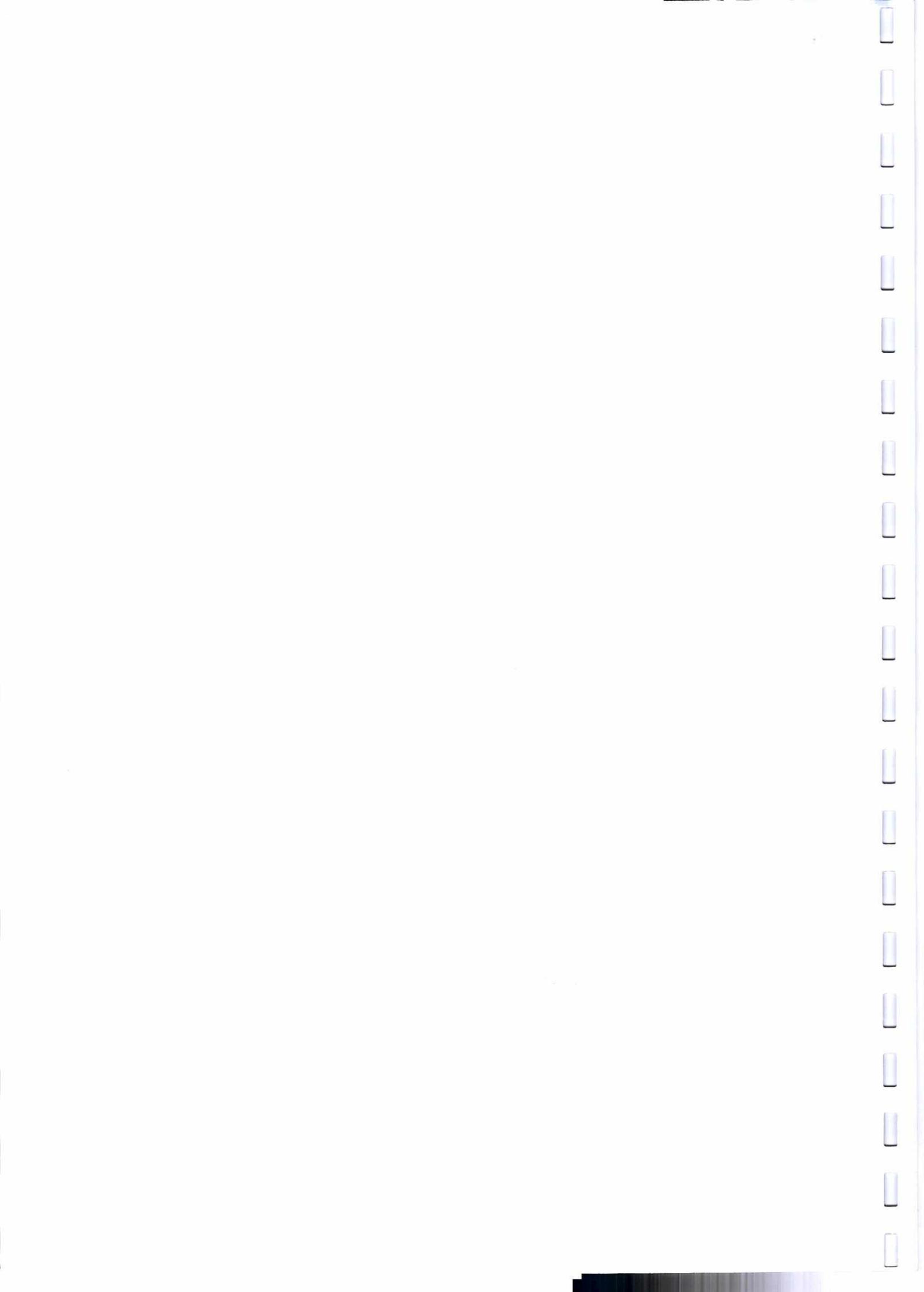
**ORDER INCLUDES ALL OF THE FOLLOWING PAGES**




ISO-14001 & OHSAS-18001 Certified Company

Registered in England Company No 151940  
Registered office : Eni House 10 Ebury Bridge  
Road,  
London SW1W 8PZ  
Liability of members is limited



**Object**

Amendment # 01 - Internet Services for Karachi Office

**Letter of Revision**

**Amendment # 01 to CONTRACT # 5000012590 for "Internet Services for Karachi Office" between Eni Pakistan Ltd. (the "COMPANY") and MULTINET PAKISTAN (PRIVATE) LIMITED (the "CONTRACTOR")**

**Whereas:**

COMPANY and CONTRACTOR entered into a CONTRACT with an EFFECTIVE DATE May 21, 2018 whereby CONTRACTOR provides "Internet Services for Karachi Office".

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

1. Reference to Article 3.4 of Form of Agreement, the Contract is being extended for one (1) year and remain valid till 20-May-2022 with the following discounted rate:

S No.	Links Description	Cost (Per Month) PKR
1	Karachi office internet link - 100 Mbps	117,500
2	50 Mbps GPON internet Link	62,500

2. The following documents attached to this Amendment 01 shall replace and supersede the ones originally attached to the contract:
  - Appendix G – Security guidelines
3. The OHH&MS guidelines for internet services is referred as Appendix F shall follow Appendix E in the priority of contractual documents.

This Amendment Number 01 is effective from 17 March 2021.

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

In witness whereof COMPANY and CONTRACTOR have signed this Amendment Number 01 on the date stated below.

**For and on behalf of**

COMPANY

Signature:

Name:

**ENRICO TROVATO**  
Managing Director

Title:

Date:

25-03-2021

**For and on behalf of**

CONTRACTOR

Signature:

Name:

**Hamza Nizam Kazi**  
Company Secretary

Title:

Date:

1-04-2021



NOTE: CONTRACTOR is requested to sign two originals of this CONTRACT revision and send the same to the COMPANY for the attention of Contracts & Procurement Manager at the letterhead address. COMPANY will then send one signed original back to the CONTRACTOR for its record.

.....End of Amendment no.1.....





Eni Pakistan Limited

## SECURITY GUIDELINES



### INTERNET SERVICES FOR KARACHI OFFICE (NOVEMBER 2020)

ACTIVITY	NAME	DESIGNATION	DATE	SIGNATURE
Prepared By	Muhammad Musa	Sr. Security Coordinator	Nov 2020	
Reviewed and Approved By	Raja M. Ashraf	Security Manager	Nov 2020	

S E C O 3 - H O - I N - G D - 5 8 0 - 0 0

## Eni PAKISTAN LIMITED

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### 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 warrant the CONTRACTOR (S) 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 for 'Internet Services for Karachi Office'.

### 3.0 APPLICABILITY

Procedures within these guidelines apply to all CONTRACTORS, and its SUB CONTRACTORS or any other personnel working on behalf of the CONTRACTOR during the performance of all works with the COMPANY.

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 loss or damage to an enterprise.

#### Security

Security is the condition of being protected against danger or loss.

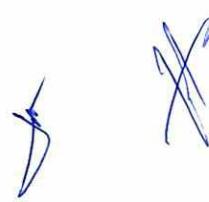
#### Security Risk

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

#### Shall

Mandatory

#### Should





Recommended

## 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.

All developing societies confront the problem of accommodating a variety of groups that owe allegiance to ideologically conflicting views and Pakistan is no exception.

### 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 by 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 and sniffer dogs.

The overall Security of Forum building lies with its management; however COMPANY's manpower security CONTRACTOR's supervisors / guards have been placed at Karachi Office for looking after its integral security.

## 6.0 COMPANY SECURITY POLICY

The COMPANY's security policy is to provide a safe working environment to 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 (S) and his SUB CONTRACTOR (S) personnel, material and equipment or any other personnel working on behalf of the CONTRACTOR (S) during the performance of all works and services (within the COMPANY's office premises and operational areas) for the COMPANY shall be the sole responsibility of the COMPANY.



CONTRACTOR (S) shall assume and ensure that he/they abide 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. Furthermore, CONTRACTOR agrees to indemnify and hold COMPANY harmless from and defend the COMPANY group against any, and all injuries, deaths, damages, claims, losses, actions, arising out of or related to any alleged breach or lapse of these security and safety guidelines.

CONTRACTORs as well as their SUB CONTRACTOR (S) employees of all categories should comply with these guidelines and work rules.

The COMPANY reserves its right to monitor the CONTRACTOR (S) 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 (S) may come across following WORK ISSUES, which may be varied, added to and / or amended as mutually agreed between the COMPANY and the CONTRACTOR (S):

- 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 (S) 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 (S) at the office premises shall be done in such a manner as to allow for maximum security of the office facilities.

The CONTRACTOR (S) and his/their 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 CONTRACTOR (S)

The CONTRACTOR (S) 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 through the respective police station and a copy of their security clearance must be provided at the time of finalizing the contract.



The CONTRACTOR (S) 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 (S) when employing staff must ensure that they have a credible background with no affiliation with some militant group and criminal background.

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 (S) and his/their staff of all categories are required to comply with these guidelines and work rules.

#### 11.0 VISITORS

It must be understood by the CONTRACTOR (S) that the entry of personnel extraneous to operations is not allowed into the COMPANY premises. However, whenever unavoidable, CONTRACTOR (S) 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 CONTRACTOR (S) 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 (S). 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 (S) employees for their identification. **Absence of same will be treated as non-compliance with the rules and regulations, thus preventing entry to and work on the premises.**

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

#### 14.0 PROTECTION OF PROPERTY

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

## 16.0 CONTRACTOR EMPLOYEES CONDUCT

The CONTRACTOR (S) 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 (s) from the premises. The COMPANY shall have a right to instruct the CONTRACTOR (S) to remove such person at any time.

## 17.0 CONFIDENTIALITY

The CONTRACTOR (S) 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 (S) 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 (S) and his/their employees involved to contact the KARACHI CONTROL ROOM and report the same. In addition, it remains the responsibility of the CONTRACTOR (S) and his/their 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 the COMPANY and CONTRACTOR (S). Remedial action mutually agreed upon should be implemented by the CONTRACTOR (S).

If CONTRACTOR (S) does/do not implement remedial action (s) 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 Security Advisor.

## 23.0 EMERGENCY CONTACT NUMBERS

The COMPANY's emergency contact numbers are given at **Appendix 1**.

### APPENDIX – 1

#### COMPANY EMERGENCY CONTACT NUMBERS

Name and Designation	Office / Res	Mobile
Major (R) Raja Muhammad Ashraf Security Manager	+92 21 35828138	+92 333 4900338
Capt (R) Musa Changazi Sr. Security Coordinator	+92 21 35828138	+92 333 4900332
Zafar Mirza Security Coordinator – Field Operations	+ 92 21 35828133	+ 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	+ 92 21 35838404	+ 92 333 4900335



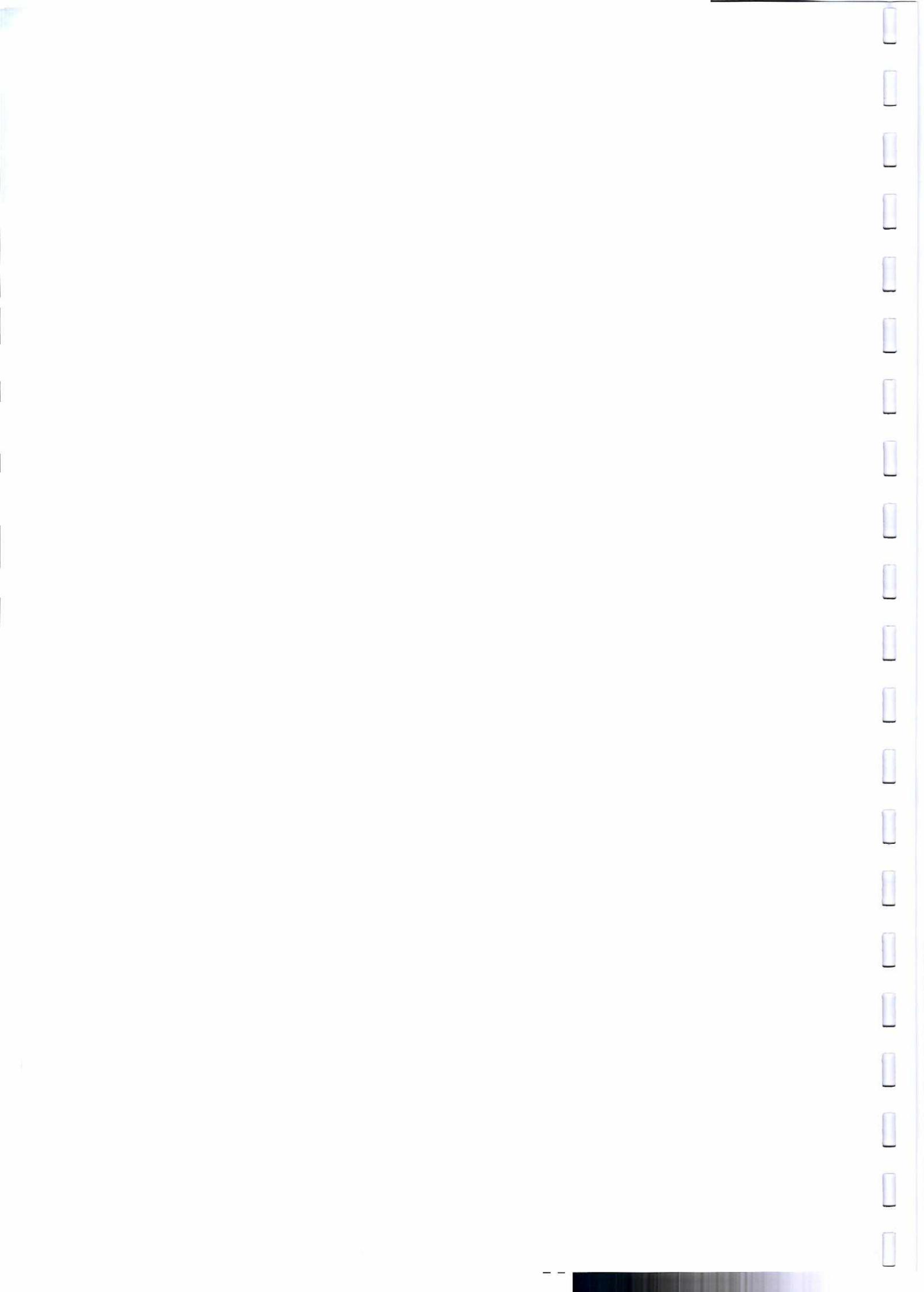


Eni Pakistan Limited

## OHH&MS GUIDELINES FOR INTERNET SERVICES AT KARACHI OFFICE, Eni PAKISTAN LIMITED

Activity	Name	Designation	Date	Signature
Prepaid by	Dr S.K.Haris	Sr OHH&MS Coordinator	23-11-2020	
Approved by	Salman Bin Masood	HR&O Manager	24-11-2020	

H R 7 6 - O H - I N - G D - 0 7 6 - 0 0



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## 1. Introduction.

This document shall be issued as part of Letter of Invitation to Open Contract for Supply of Internet Services for Karachi Office, Eni Pakistan Limited, 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.

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.
  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.

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

- Aga Khan Medical University Hospital, Karachi.
- Agha Khan Medical Hospital, Hyderabad.
- Dr. Arshad Associates Health Services, Karachi & Islamabad.
- 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.
- 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.

D  
X



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 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.

#### 4.3 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.

#### 4.4 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



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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.

## 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.

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

## 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 for Occupational Health & Hygiene.
- 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 stoke 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
- Health Audits and inspections frequency
- Review of Medical emergency response plans (including bridging document) and any third party interactions.
- 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.

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.

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

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

#### **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 .....





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## 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
7.	..... 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.).

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



#### 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:

.....  
.....

*[Handwritten signatures/initials]*

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

Immunized against:	Date Immunized on:	Place Immunized at:
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: .....

**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.

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

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

<b>CHECKLIST</b>	<b>N</b>	<b>A</b>	<b>DESCRIPTION OF ABNORMAL FINDING AND / OR SUPPLEMENTAL TEST</b>
<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			

X

X



Pakistan Limited

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<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>		

#### OTHER SYSTEMIC EXAMINATION

#### IDENTIFIED RISK FACTORS

#### MEDICAL EXAMINATION REPORT/ REMARKS

SIGNATURE OF EXAMINING PHYSICIAN:	PRINT PHYSICIAN NAME:	DATE:
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**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 Internet Services at Karachi office  
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### Annexure-C

**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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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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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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**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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**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:	_____
Designation	_____
Name:	_____
Code:	_____
CNIC :	_____
DOB:	_____
Screening Date:	_____
Valid up to:	_____
Contractor Supervisor	eni Doctor

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> </ul>
12	<ul style="list-style-type: none"> <li>▪ Prescribed medical screening tests for their staff on annual basis,</li> </ul>
13	All bidders shall confirm for complying with all COMPANY HSE & CR policies and procedures applicable to this Contract.
14	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.



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- 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.

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Eni

## Scope of Work

Internet Services for Karachi Office

Revision:




Eni

## Scope of Work

### Internet Services for Karachi Office

#### Introduction

Internet services plays a vital role in business continuation and a lot of daily operations are dependent over it. ICT department in Eni Pakistan is responsible for the controlled internet access to the office employees. Since it has a direct effect on daily operation, its reliability is extremely important and directly affects the company's business continuity.

#### Scope of Work

The scope of the work includes supply, installation and commissioning of related hardware and/or software support for setting up Internet and data connection as per below requirements:

#### Description of Services

100 Mbps internet bandwidth via GPON fiber with a failover metro fiber at Karachi Head Office located at 'The Forum'. Backup fiber should follow an end to end alternate route between Eni Office and POP.

#### Details of Services

The following list contains all of the services provided and/or supported by this agreement. No other service or support, outside of what is outlined within this document, is implied or will be provided.

##### 1. 100 Mbps GPON Internet Link Karachi Office

- 1.1. GPON Fiber connectivity over Ethernet at Karachi Head Office
- 1.2. Bandwidth 100 Mbps
- 1.3. GPON Technology required
- 1.4. There should be 2 separate fiber with failover following an alternate route all the way till POP
- 1.5. Routed Pool of /29 netmask other than point to point IP (06 Useable public IPs)

##### 2. 50 Mbps GPON Internet Link

- 2.1. GPON Fiber connectivity over Ethernet at Karachi Head Office
- 2.2. GPON Technology required



Eni

## Scope of Work

### Internet Services for Karachi Office

#### Terms & Conditions

1. The ISP has to check first with Eni Pakistan for any building permission related issues in cable deployment or work permit for Roof top.
2. Back up of the link will be provided from different route so that in case there is a failure in primary fiber media, alternate is available.
3. The ISP must maintain equipment in prescribed manner.
4. Provide any kind of diagnostic tools to assess the performance of Internet connection usually MRTG
5. The Entire work shall be undertaken by qualified personnel of the contractor.
6. The Vendor and his team will abide by the Safety & Security laws of the Eni.
7. All necessary tools, manpower will be the responsibility of the vendor.
8. No third party contractor fiber is allowed, only ISP owning Fiber optic network will be allowed for connectivity.
9. Payment terms will be on quarterly basis.

#### Support Criteria

Guaranteed uptime for ISP service should be **99.9%** except for scheduled maintenance windows.

Guaranteed response and resolution times are as follows:

Response time: **24/7** support for any sort of issues

Resolution time: within **2 hours**, for all major problems.

**Response time** is defined as the interval between the initial reporting of the issue and the time the technician contacts the original reporter of the issue.

**Resolution time** is defined as the interval between the initial reporting of an issue and the complete resolution of the issue.



Eni

## Scope of Work

### Internet Services for Karachi Office

#### Escalation (emergency) calls

The following chart provides the required escalation response and problem resolution timelines:  
Emergency call priority status is defined as follows:

Resp. Level	Definition	Response Time	On-Site Response	Status Updates
Severity 3	Important	4 hours	4-8 Hours	Hourly
Severity 2	Critical	2 hours	4 hours	30 Minutes
Severity 1	Urgent	1 hour	2 hours	15 Minutes

Criteria for determining problem priority status:

1. System down (Urgent)
2. System unstable (Urgent)
3. Poor response time (Critical)
4. Application of critical hardware/software patches (Critical)
5. Users unaware of problems (Important)
6. Application of non-critical hardware/software patches (Important)

#### Breakdown Resolution / Charge Back

1. All breakdown calls are to be resolved within escalation levels of reporting. If the breakdown issue cannot be resolved within escalation levels, a compatible System of equivalent or higher specifications has to be installed within that period. The breakdown penalties are as mentioned in below:

Breakdown Resolution Period per Call	Penalty
Resolved within escalation levels,/ standby provided within escalation levels,	Nil
Not resolved within escalation levels/Standy system not provided within escalation levels.	(call-off value/call-off duration in days) *2 of the call-off value per completed day from the time of intimation until it is resolved or an alternate is provided. To the maximum of 10% of the call-off value.



Eni

## Scope of Work

### Internet Services for Karachi Office

Not resolved / standby not provided.

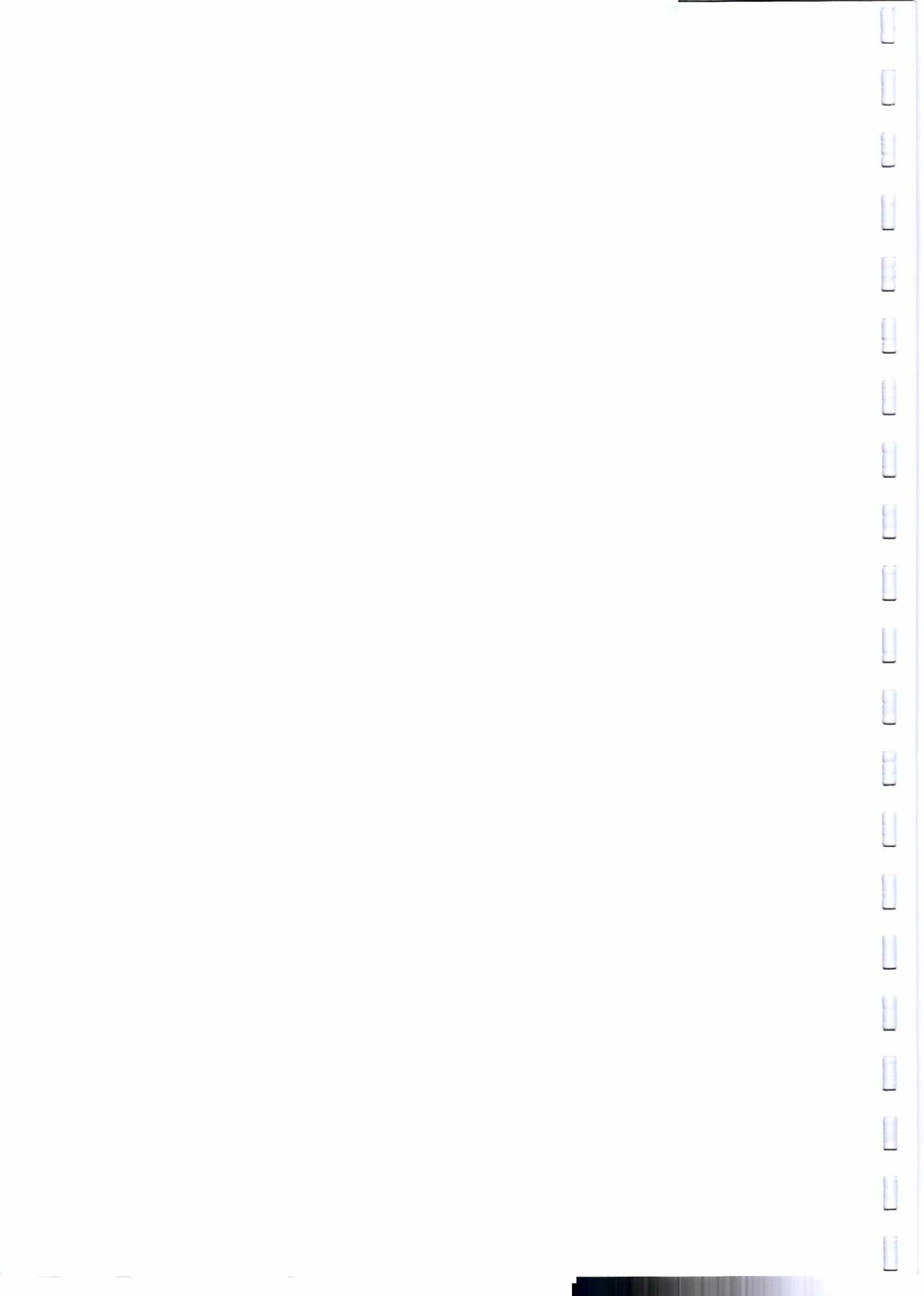
5% of the annual contract value will be charged per completed day per outage thereafter till resolved or standby is provided. To the maximum of 10% of the contract value.

2. Maximum penalty is restricted to 10% of the contract value.
3. In case of any hardware failure on four or more occasions in a quarter, it shall be replaced by equivalent new equipment by the vendor at no cost to the Eni within 2-4 hours for head office and 8-10 hours for remote sites from the date of last failure. Till the replacement is provided, the original equipment has to be kept in running condition or else a standby provided and all services restored.
4. The penalties as above will be recovered from any payment due to the Vendor or through a credit note where the payment has already been made.

#### Eni Pakistan Location:

##### Karachi Office:

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



## **PR Snap Shot**

<b>Requisition</b>	10096940	<b>Subject</b>	Internet Services for Karachi Office.
<b>Value USD</b>	\$8,500/-	<b>Req Unit</b>	ICT (PNI)
<b>Header Note</b>	Contract No 5000012590 for the services of Internet bandwidth for Karachi Office was awarded to MultiNet Pvt Ltd for a duration of 36 months (21 May 2018 to 20 May 2021). This PR is being raised for 6 months extension (21 May 2021 to 20 November 2021) for same services with additional SOW and revised BOQ. In this extension, bandwidth will be upgraded from 20 mbps to 100 mbps & another 50 mbps for iVPN connectivity with HQ. ACV enhancement of USD 8,500 is being raised to cover both; enhanced SOW & six months extension for the same services. Please note that one PR-10096063 dated 11-Dec-2020 has already been raised for three years tendering process.		
<b>Motivation for Text Revision</b>	This contract extension with enhanced services is required by the mid-March as these links enhancement will be used to replace the very costly MPLS connectivity to Milan and will hence act as a cost saving measures.		

Purchase Requisition Edit Environment System Help

Display Purchase Req. 10096940

Document Overview On PR for Rev Op. Cont. 10096940 Personal Setting

Texts Release strategy

Release group	01 Requisition Strategy	Code	Description	Processor	Status
Release Strategy	U3 PK <50k REV	CA	Requisitioner	Mohammad Sohal	✓
		CC	Cost controller	NAINA RANI	✓
Release Indicator	Accepted	WR	Warehouse check	NAINA RANI	✓
		RS	PR Ap. <= 50.0005	TAHA LATEEF	✓

Default Values

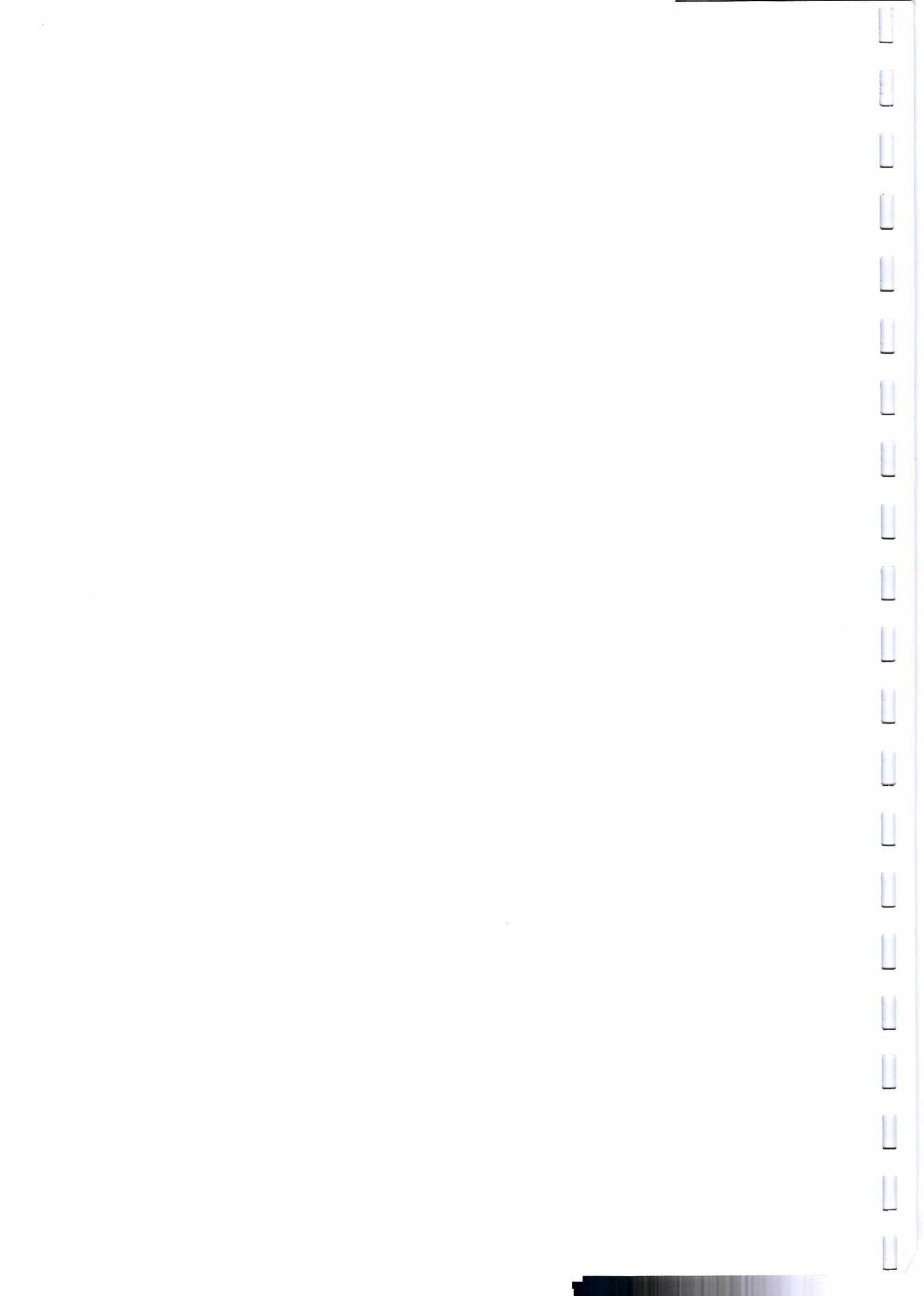
Item	Material	Short Text	Quantity	Unit	Delivery Date	Material Group	Currency	Valuation Price	Total Value	PG			
S	Item A	I	Material	Short Text	Quantity	Unit	Delivery Date	Material Group	Currency	Valuation Price	Σ	Total Value	PG
1	10	T	Original Contract	1	EA	D	21.05.2021	RADIOCOMMUNICATION I	USDPK	25,053.38		25,053.38	PN
2	20	U	Contract Revision - 6 Months	1	AU	D	21.05.2021	RADIOCOMMUNICATION I	USDPK	8,500.00		8,500.00	PN
									USDPK	33,553.38			

Item [ 10 ] Original Contract

Material Data Quantities/Dates Valuation Source of Supply Status Contact Person Texts Delivery Address Customer Data External Source of Supply

Material	Short Text	Original Contract
Material Group	SS08AA02	RADIOCOMMUNICATION...
Vendor Mat.		

SAP





Eni

## Scope of Work

### Internet Services for Karachi Office

Date created : 02/02/2021  
Date revised :  
Revision :

TITLE : Internet Services for Karachi Office  
PROJECT :  
PHASE :

Prepared by : Shahzeb Anwar Department: ICT *for mi wazil*  
Checked by : Salman Siddiqui Department: ICT *Shahz*  
Approved by : Taha Lateef Department: ICT *Taha  
04-feb-2020*



Eni

## Scope of Work

Internet Services for Karachi Office

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