

Annex B - List of handover documents**CONTRACT HANDOVER FORM (Contract Revision)****FROM: PRO****TO: CONTRACT HOLDER** *HSE*
ICT Department (PNI)**SECTION 1****HANDOVER MEETING (if applicable)****Y/N****N/A****Note: Significant Notes from Handover meeting needs to be mentioned)**

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

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

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

Contract No	5000012590 – External Rev-2
Scope of Work	Internet Services for Karachi Office
Contractor Name (in full)	Multinet Pakistan (Private) Limited
Contractor Representative Contact details	Zahid Shah Khan Email: zahid.shah@multinet.com.pk Contact No. 0344-4482478
Contract Value	Total ACV: PKR 7,381,360/- USD 56,277/-
Start Date	21-May-2018
End Date	20-May-2023
Options if any	No
Notice for options if any	
Type (Blanked, P.O., S.A.)	Blanked Order
Insurance Policies required (provide the list of applicable insurances and coverages required)	As per Form of Agreement of the original contract
Compensation Scheme (explain Lump Sum, Price List, reimbursable, cost+ fee, discounts, volume discounts, if any)	As per Form of Agreement of the existing contract
SAP structure (line items) Itemized Y/N, availability of open line Y/N	No
Payment Terms	As per Form of Agreement of the original contract

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

Handwritten signatures and dates:

31/5/2022

31/5/22

01/06/2022

Jalau

Contract Holder Roles and Responsibilities

I hereby acknowledge that I have read and accept the role and responsibilities as a Contract Holder/Administrator below for all contracts used, under my authority as a requesting unit, relating to the procurement of goods and services.

A Contract Holder/Administrator has responsibility to manage the Contract, including communication with the Contractor as necessary to ensure it is satisfactorily performed, and undertaking responsibility for the following:

Contract Holder Representative:

Date: 13/8/22

Name, Dept.

Sign: [Signature]

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 subcontract able 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

Attachment A list of critical commodity codes

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

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

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

**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			
Description:	Provision of Internet Services for Karachi Office		
Contractor Name:	Multinet Pakistan (Private) Limited	SAP code:	445330
Contractor Address:	Plot 1D-203, Sector 30, Korangi Industrial Area, Karachi – Pakistan.		
Buyer Name:	Muhammad Ali Iqbal		
Contract Manager Unit:	PNI – ICT Manager		
Start Date:	21-May-2018	End Date:	20-May-2023

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ORDER INCLUDES ALL OF THE FOLLOWING PAGES



ISO-14001 & OHSAS-18001 Certified Company

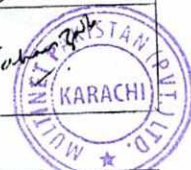
Registered in England Company No 151940
Registered office : Eni House 10 Ebury Bridge
Road,
London SW1W 8PZ
Liability of members is limited



eni
Eni Pakistan Limited

HSE GUIDELINES FOR ICT SUPPORT SERVICES

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



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



Annexure- B: HSE POLICY	16
Annexure- C: DRUGS & ALCOHOL POLICY	17
Annexure- D: SMOKING POLICY	18
Annexure- E: DRIVING POLICY	19
Annexure- F: HIV/ AIDS POLICY	20
Annexure- G: SUSTAINABILITY POLICY	21
Annexure- H: SUBCONTRACTOR HSE MINIMUM REQUIREMENTS	22
Annexure- I: TEMPLATE OF "CONTRACTOR DECLARATION ABOUT SUBCONTRACTOR HSE REQUIREMENTS- PRE AWARD"	24
Annexure- J: TEMPLATE OF "CONTRACTOR DECLARATION ABOUT SUBCONTRACTOR HSE REQUIREMENTS- POST AWARD"	25
Annexure- K: TEMPLATE OF "SUBCONTRACTOR DECLARATION ABOUT SUBCONTRACTOR HSE REQUIREMENTS- POST AWARD"	26
Annexure- L: INFORMATION / DOCUMENTS REQUIREMENTS	27





2.2 Responsibility for HSE Compliance

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

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

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

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

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

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

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

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

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

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



2.3 Interface with Company

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



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

a) HSE Trainings & Certifications

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

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

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

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

3.2.1 HSE Induction

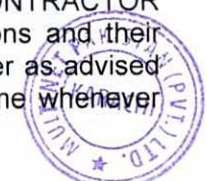
CONTRACTOR shall ensure that all arrivals to the work site receives a comprehensive HSE induction briefing by COMPANY field HSE personnel immediately upon arrival at the work site and before these new arrivals commence the work. The induction may include but not limited to activity associated hazards,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

3.2.2 Tool BOX Talks

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

3.2.3 Basic Firefighting

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





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

5.4. Alcohol & Narcotics

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

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

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

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

5.5. Weapons, Arms & Ammunition

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

5.6. Audits & Inspections

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

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

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

5.7. Pets

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

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

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

0 = Serious Deviation

1= Major Deviation

2= Improvement Required

3= Meets Requirements

4= Exceeds Requirements

Eni Health and Safety Golden Rules are as follows

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



a) Electrical Equipment

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

8. PERMIT TO WORK

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

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

9. CAMP HSE REQUIREMENTS

CONTRACTOR should follow the standards and rules established by COMPANY.

10. ENVIRONMENTAL GUIDELINES

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

11. EMERGENCY RESPONSE PLAN & MEDEVAC

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

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

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





Annexure– A: HSE DISCIPLINARY POLICY



Eni Pakistan Limited HSE DISCIPLINARY POLICY

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

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

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

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

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

a) Worker's dismissal

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

or

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

It is applied when:

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

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It is applied when:


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

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

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

It is applied when:

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


Paolo Giraudi
Managing Director
April 2021



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Annexure- C: DRUGS & ALCOHOL POLICY



Eni Pakistan Limited
DRUGS & ALCOHOL POLICY

The abuse of drugs and alcohol or other substances are incompatible with a safe and productive work environment. The objective of this present policy is to define basic requirements to mitigate possible impacts on the business from substance abuse. Compliance with this policy is a condition for employment and access to Company premises ⁽¹⁾ 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 ⁽²⁾ 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.

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

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

Paolo Giraudi
Managing Director
April 2021



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Annexure- E: DRIVING POLICY



Eni Pakistan Limited

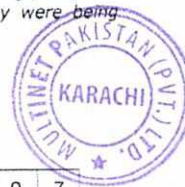
DRIVING POLICY

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

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

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

Paolo Giraudi
Managing Director
April 2021



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Annexure- G: SUSTAINABILITY POLICY



Eni Pakistan Limited SUSTAINABILITY POLICY

Vision

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

Mission

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

Values

We are committed to:

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

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

Paolo Giraudi
Managing Director
April 2021

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





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





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

[Company Name]
[Company Address]

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

BONA FIDE STATEMENT (Common Law)

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

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

DECLARES

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



Annexes:

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



Annexure- L: INFORMATION / DOCUMENTS REQUIREMENTS

a) Bidding Stage

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

Standard Documents:

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

Commitments:

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

b) Requirements on Contract Award

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

c) Requirements during Execution of Work

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

