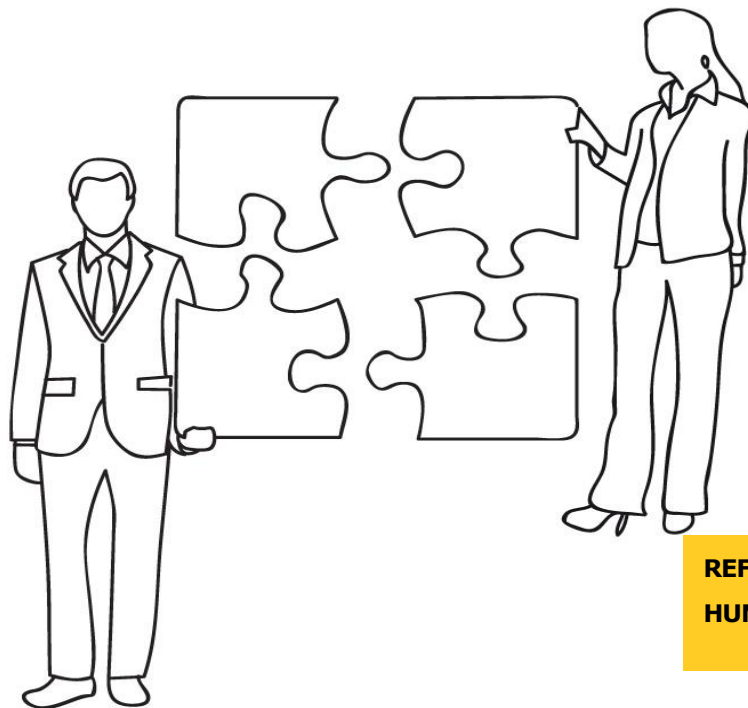


Procedure

Expatriate 's Handbook eni Angola



**REFERENCE MSG:
HUMAN RESOURCES**

TITLE:

Eni Angola Expatriate 's Handbook

NOTES:

Application field: This procedure is applicable to Eni Angola Production B.V., Eni Angola Exploration B.V., Eni Angola SPA, Eni West Africa. It shall replace and supersedes the previous Expatriate's handbook issued on 26th January 2018.

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1. Introduction

This document is aimed at providing guidance to expatriate personnel with a town based contract on the basic aspects of their assignment in Angola at Luanda's Offices. It is to be intended, furthermore, as a living document to be kept duly updated and aligned with other Eni S.p.A policies and procedures that may arise. The Eni person shall be kept informed of any modification on the provisions described in this document.

It, on the other hand, does not intend to regulate the terms and conditions related to the Eni person's employment status, salary, promotions and any other related issue as they are directly managed by the Headquarters functions. Eni Angola HR function, however, is available to provide guidance and contacts for these issues.



2. Area of Application

This procedure applies to Eni Angola S.p.A, Eni Angola Production B.V, Eni Angola Exploration B.V, and Eni West Africa S.p.A.

It refers to the management of expatriate personnel working for Eni Angola with town based contracts.



3. References

Eni angola model 231 formally adopted by Eni Angola.

MSG Human Resources revision 002 issued on October 13th 2014 and adopted by Eni angola spa in December 10th 2014.

Opi hr Eni spa r04 "Methodologies for the management of Eni people on international assignment to urban locations" issued in October 30th 2017.

Eni angola "Business travel" procedure, issued on October 30th 2015.

Eni angola "Eni Angola office Access Control" issued on November 21st 2017.

Eni angola "Assigning criteria and utilization of rules of ICT resources for Individual use" March 26th 2012.

Eni angola "Expatriates' entrance in Angola", issued on June 28th 2013.

Eni angola "Safe Driving Policy", issued on March 9th 2017.

Eni Code of Ethics.

Eni Angola 231 Model.

Policy "Our people" , released on October 15th 2010.

Policy "Sustainability" , released on April 27th 2011.

Professional Operating Instruction "Maternity leave and paternity for managerial and non-managerial resources" released on April 30th 2015 and following updates.

Any regulatory documents that updates and/or supplements the references listed above.



4. Definitions, abbreviations and acronyms

Eni Angola: refers to Eni Angola Production B.V., Eni Angola S.p.A, Eni Angola exploration B.V, Eni West Africa S.p.A – Sucursal de Angola and/or any of its affiliated Companies with a registered branch office in the Republic of Angola.

Department: function that performs the core activities or staff activities within the company.

Department manager: First Line Manager, or Director, reporting directly to the Company's General Manager and appointed by a specific organizational document.

GM/MD: Company General Manager / Managing Director.

HRS: the Human Resources and Services Department including MED, GES, HR and ICT.

HR: Company's Human Resources function.

ICT: Company's Information Communication and Technology function.

MED: Medical function.

SEC: Security function.

GES: General Services function.

Eni person: the employee assigned to Eni Angola.



5. International Assignment status

5.1. Contractual Status

The international assignment for the expatriate personnel with a residential contract can occur under one of the following status:

- **"Single Status"**

Shall apply to Eni person whose civil status is single and/or who is not permanently cohabiting by family status, registered partnership or other equivalent documentation recognized/issued by the Country of residence. Upon request the status shall be applicable also to Eni person whose civil status is married and/or who is permanently cohabiting.

- **"Unaccompanied Status"**

Shall apply to Eni person in the following cases:

- when the Eni person civil status is married or a permanent cohabitation with the partner results by the family status, registered partnership or other equivalent documentation recognized/issued by the country of residence;
- when the Eni person obtains, on the basis of relevant documentation, the joint custody of the children as a result of divorce, separation or end of cohabitation (With reference to the judgment of the Court, or to an agreement between the parties, or to any other document recognized under the applicable law).

The unaccompanied status shall apply if the spouse/permanently cohabiting partner and children not in employment under the age of 24 of an Eni person remain in the home country for business reasons (e.g.: personal safety, where it is impossible to apply family status, etc.) or objective personal reasons (employment of the spouse/permanently cohabiting partner, where it is impossible for the children to follow the educational curriculum in the host country, etc).



- **"Family Status"**

Shall apply to the Eni person whose civil status is married and/or who is permanently cohabiting with the partner by the family status, registered partnership or other equivalent documentation recognized/issued by the country of residence.

The family status shall apply if dependents – spouse/permanently cohabiting partner and children not in employment under the age of 24 – accompany the Eni person during the international assignment period.

The length of the stay of accompanying family members in the host country shall coincide with the duration of the international assignment and shall under no circumstances, , it shall be less than eight (8) months per year of assignment, under penalty of withdrawal of family status.

The return to the home country of the family members, with the expenses paid by the company, on dates other than those set for the assignment may be authorized on a case by case basis, and only for justified reasons (e.g. health reasons, completion of the school year of children), of which the employee must notify the Eni Angola's human resources function that will inform the area's human resources function.

The recognized family members could join the employee when the following conditions are respected:

- the employee has been granted the MIREMPET approval and/or work visa;
- the documents required to apply for the "family visa" (*visto de permanência temporária*) have been sent to HR in Angola;
- a family house has been assigned to the employee.

For the marital or the permanent cohabitation status recognition, the Eni person must provide the company with the following documentation:

- for the Italian national, resident in Italy and from there internationally assigned: a marital certificate (if married) or a certificate of family status (if permanently cohabiting), or an equivalent certification;



- the Eni person, not Italian national, internationally assigned from worldwide subsidiaries: a marital certificate (if married) or a certificate of family status (if permanently cohabiting) or an equivalent certification, or self-certification of family status if legally recognized under the applicable law.

Only if by law in the country of residence no official certification can be provided, on the basis of the local customs alternative documentation can be admitted such as: community of goods regime, co-beneficiary of bank account/s, co-beneficiary of property (real estate, car, etc.), etc.

In order to apply the unaccompanied or family status, the marriage officiated abroad, regardless of the nationality of the Eni person, has to be considered valid if recognized by the law of the celebration place or by the national law at the time of celebration or by the law of the common country of residence at that time.

Similarly the permanent cohabitation with the partner established abroad, it is valid in order to obtain the unaccompanied or family status, if it results from a relevant certification or a self-certification of family status legally recognized under the applicable law.

5.2. Change in the assignment status

In general terms, the Eni person shall be entitled to request a change in the assignment status only once during the overall period of the assignment in question.

The request to this effect must be reasoned and substantiated, as provided for, in relation to the application of the new status.

On receipt of a request for a change in the status of an international assignment, timescales and conditions of provision of the benefits related to each status (e.g.: journey frequencies, accommodation, etc.) remain at company discretion.

In case of a request to change the assignment status from single to unaccompanied or vice versa , this will be possible only if not less than eight (8) months are remaining to the end of the international assignment.



In case of a request to change the assignment status from family to unaccompanied or vice versa, this will be possible only if not less than twelve (12) months are remaining to the end of the international assignment.

6. Start of the assignment

6.1. Travel expenses

The company directly provides to the Eni person and family members starting an international assignment with an air ticket to reach Angola from the airport closest to their habitual residence in the home country.

In addition to the ticket in kind, once starting the contract the company pays the travel forfeit amount for Eni person and each accompanying family members to cover the expenses incurred in traveling to the airport closest to their habitual residence.

The Eni person and the accompanying family members are entitled with a one off payment to cover all expenses related to the travel to the final destination, for each contractual round trip, as follows:

- Eni Person 140 € (70 € per each route)
- Spouse/Partner 140 € (70 € per each route)
- Child 70 € (35 € per each route)

6.2. Transportation of luggage and personal belongings

The company, when beginning an international assignment, shall provide support for the transportation of luggage and personal belongings, with reference to the Eni person and family needs.

Under no circumstances, the costs related to animals transport can be reimbursed; the same restriction applies also for return trips to home Country.



6.2.1. Excess Luggage allowance

The company will pay to the Eni person and each accompanying family member, a flat-rate sum to cover excess luggage expenses as here below:

Excess luggage allowance – International assignment within the same area of departure		
Employee	Spouse	Child
500 €	500 €	500€

Excess luggage allowance – from North Africa and Middle East		
Employee	Spouse	Child
650 €	650 €	650 €

Excess luggage allowance – from Europe and rest of the world		
Employee	Spouse	Child
1000 €	1000 €	1000 €

For assignments in family status, usually it applies to family up to 5 members. In case of an higher support is required, this must be evaluated by the area's human resources function.

In case of reassignment, the Eni person should travel directly from the current assignment location to the new one.

If, solely for business reasons, he/she is required to return to the home Country before starting the new assignment, the company may provide support with the demobilization flights to the Eni person and accompanying family members (if applicable), from the current assignment Country to the home Country and then from the home Country to the new assignment Country. In this scenario, the Eni person and accompanying family members (if applicable) are entitled to receive the excess luggage allowance for each of the two journeys.



6.2.2. Shipment

Eni Angola provides fully furnished accommodation. As for such, shipment services will not be provided at the commencement or end of the international assignment.

6.3. Class of travel

The travel class shall be determined on the basis of the area of destination measured by the number of travel areas crossed (origin/destination Attachment F) and the category of the Eni person concerned as shown on the following table:

CLASS OF TRAVEL			
Travel Areas of Destination	Senior Manager (Dirigenti)	Senior Staff (Quadri)	Other Categories (employee /Worker)
Area 0	Business	Business	Economy
Area 1	Business	Business	Economy
Area 2	Business	Business	Business
Area 3	Business	Business	Business
Area 4	Business	Business	Business

7. Organization of Working Activities

7.1. Arrival at Location

The Eni person will receive by e-mail the Company meet & greet handbook before their departure or upon arrival in Angola in order to have the appropriate induction and clarification on all aspects related to the assignment from the respective Eni Angola HR focal point. Company mobile phones are assigned to Eni persons for business and security purposes and for security reasons to their spouses. Each Eni person has at his disposal a monthly fixed amount, depending on his position and responsibilities (for further details make reference to the procedure "Assigning criteria and utilization rules of ICT resources for individual use").

7.2. Working Hours and over time

The Eni persons are required to comply with eight (8) working hours weekly work schedule applied in Eni Angola: 7.00-12.00 and 13.30-16.30 (from Monday to Friday). The Company allows 1 hour of flexibility to be recovered at the end of the working day (8.00-12.00 and 13.30-17.30). The working hours schedule may change according to the company business requirement.

Any working activities carried out after normal working hours, are considered on an annual basis as a flat rate and already compensated in the economic treatment of the assignment abroad.

On a monthly basis, the Eni person must submit through PAS the time sheet.

7.3. Public holidays

The Eni person observes the public holidays ("*feriados nacionais*") contemplated under the Angolan legislation. The list of the public holidays is available on Company's intranet (<http://intranet.Eniangola.pri/>).



7.4. Weekly rest

If the Eni person on an international assignment works for 8 hours during the weekly resting day (Sunday) or Public holidays, the HR, against evidence of a prior formal request by the relevant manager will allow a day off in lieu. Eni persons on international assignment are entitled to benefit of days off in lieu, for which they are eligible, within 30 days of the date of performance of the work in question; after that period the accrued days will be cancelled. The day off in lieu has to be enjoyed in Angola and can under no circumstances be paid or included in the leave entitlement. To use the day off in lieu the interested resource has to provide to the HR the attachment B (Day off in lieu) filled and signed by the line manager.

7.5. Badge

The Company provides employees with identification badges which must be shown while on Company premises. Local security has the right to refuse the entrance of individuals not showing the appropriate identification. For further information please make reference to the "access procedure Eni angola office" available on Eni angola's intranet.

7.6. Code of conduct

The Eni person on an international assignment is not just an employee, he is also a representative of Eni's culture and behaviors. As such, ethical and generally acceptable norms of behavior must be respected in both business and personal life. In addition, employees are expected to faithfully follow the Eni Code of Ethics in both their personal conduct and in conducting Company's business.

While not intended to list all the forms of behavior that are considered unacceptable in the work place, here follows a list of examples of rules considered as infractions or misconduct:

- Theft or inappropriate removal or possession of property;
- Falsification of timekeeping records, expense records, etc.;



- Working under the influence of alcohol or illegal drugs;
- Fighting or threatening violence in the workplace;
- Negligence or improper conduct leading to the damage of Company property;
- Violation of safety, health, or environmental policies;
- Sexual or other unwelcome harassment.

All Eni persons are requested to respect and make appropriate use of Company property and equipment placed at their disposal. Upon termination of employment, employees are required to deliver all Company property and equipment to HRS.

The use of Company telephones, e-mail, and the internet are intended for Company business only. Illegal, offensive, or inappropriate use of the Internet or electronic mail is strictly forbidden. The use of a privately owned personal computer in Company premises is not allowed. All computers must be locked with password when the employee is not at the working station.

Further information regarding the procedure for assigning and using the Company IT assets could be found in Eni Angola intranet in the "Assigning criteria and utilization rules of ICT resources for individual use" procedure.

All drawers and cabinets must be kept locked when the employee leaves the office; no Company documents should be left out on the desks when the employee is not present.

8. Remuneration

The salary is specified in the individual employment contract and is paid in twelve equal monthly installments. The salary is credited to the bank account indicated by the employee or the beneficiary of the contract.

The monthly pay slip is visible through PAS.



8.1. Local salary portion

At the beginning of the assignment, and once approved the employee work permit, the Eni person may open a bank account locally with the assistance of the Finance Department, which may allow him/her to receive a salary portion in country. The Eni person is required to inform HR specifying the monthly amount (local salary portion) to be transferred to his bank account by the 27th of each month, the equivalent of such local salary portion should be deducted from his/her monthly salary according to the contractual currency. The employee will be allowed to withdraw Kwanza (Local Currency) from his/her bank ATM points taking in consideration that the local salary portion cannot exceed the 2/3 of the employee's monthly net salary.

For further information please refer to the "Expatriate's Salary Local Portion" operating instruction present in Eni angola intranet.

All reimbursements of the payments "done in local currency" will be paid locally in Angola with the local currency (Kwanza).

As such, the Company will support the Eni person to open the bank accounts needed for the reimbursements implementation.

8.2. Remuneration during absence for illness or accident

In case of the Eni person absence due to illness or accident, the remuneration, remain unchanged. The remuneration may be paid out for a maximum period of forty five (45) days in each contractual year, and no longer than the expiry date of the assignment. Once the forty five (45) days of illness have elapsed, should the Eni person not yet have recovered full physical fitness to work in the host country, the human resources function of Eni upstream and Eni angola may decide to early terminate the international assignment agreement by invoking the relevant contractual clauses.



The illness must always be substantiated by appropriate medical certification. The company reserves the right to confirm the existence of the illness through its own medical structures or others with whom it has a working relationship.

The procedures for reporting the illness are stated in the individual assignment agreement.

9. Accommodation

9.1. Pre-assignment trip

When possible the General Services Department, in the course of the pre-assignment trip, may show possible accommodation solutions to the Eni person depending on the contractual status, category and the availability of apartments or houses.

9.2. Temporary accommodation

Upon arrival in Angola and if a permanent accommodation solution is not immediately available, Eni Angola provides the Eni person with a temporary accommodation.

The temporary accommodation as per the Company's choice could consist of one of the following solutions:

- serviced apartment with kitchen (board expenses at the Eni person charge);
- hotel (accommodation at company's charge bed and breakfast, laundry).

In the event that the temporary accommodation is set at hotel, the Eni person and family members are provided with a daily forfeit for a period up to 30 days to cover expenses related to meals that could arise, should there be the need to use restaurants:

- Eni person: AOA 8.500,00 /day
- Spouse/Partner: AOA 6.350,00 /day
- Child: AOA 4.250,00 / day

The forfeit payment is done at the end of hotel staying period, once confirmed the employee check out of the hotel.



9.3. Permanent accommodation

The company will approve the permanent accommodation to the Eni person on international assignment for the scheduled duration of their contract based on the following criteria:

- security;
- dimension of the family and specific needs;
- proximity to schools (in case of family);
- uniformity, as far as possible, with the other houses already in use and organizational level.

Eni Angola is liable for service charges and utility expenses relating to: lighting, gas, water, heating, maintenance (routine/extraordinary), internet (connection and subscriptions) compulsory TV subscriptions, pay-TV subscription (including satellite TV).

The employment of local personnel for cleaning or other services is not foreseen, therefore the Company does not assume any liability related to this aspect.

***It is required that the lease agreement includes the dilapidation insurance, in spite of applicable local regulations, in order to cover the compensation for damages to properties eventually noticed during the check-out process at the end of the contract., not applicable if the damage is linked to negligence and misuse of the property by the Eni person

Should the furnished lodging provided not be fully equipped with utensils such as cutlery, pots and pans, plates, bed and table linen, small electric domestic devices etc. the Company as its own judgment may recognize a first settlement allowance for the purchase of the equipment according to the Eni person contractual status as follows:

- Family:
 - Employee: €1,500
 - Spouse/Partner: €1000
 - 1st Child: €500
 - Each other following Child: €300
 - Single/Unaccompanied: €1,500

The allowance is not paid for accommodation in apartment-hotel, guesthouse, residence, or services apartments.



10. Business trips during international assignment

During international assignment the Eni person may be requested, on a temporary basis, to travel for business reasons to a destination (urban and/or field site) different from the one of assignment. Under these circumstances, the Eni person on an international assignment shall travel under Eni Angola's business travel procedure, available on intranet..

Only the Eni person is entitle to travel on business trip irrespective of the international assignment status accorded.

The business trips of the Eni person on international assignment shall be governed by the travel policy currently in force in Eni angola. During the course of the mission, the Eni person will receive the same remuneration as established on the contract.

The possibility for the expatriate to take vacation leave outside the country of assignment immediately prior to or immediately after the mission abroad is not admitted.

In the particular event of business trips to the employee's home country and following his request, an itemized expense reimbursement of out of pocket expenses (pié di lista) may be applied or a daily flat-rate amount (forfeit) for food and miscellaneous may be paid:

Forfeit amount (when the employee's habitual domicile is situated far from the 'mission' location, and hotel accommodation is necessary)	
Forfeit amount: for meals, daily transport and sundry expenses	60 €
Forfeit amount (when the employee's habitual domicile is situated where the 'mission' is being carried out, without the necessity of staying at a hotel)	
Forfeit amount: for meals, daily transport and sundry expenses	30 €

Travel expenses to/from the airport at the beginning and end of the mission shall be reimbursed if the employee provide HR department with the related expense receipts.



All business missions reimbursements must be claimed within two weeks after the end of the business travel. No reimbursement will be done if the request is provided after this referred period.

11. Vacations and leave

11.1. Vacation Leave

Vacations must be taken within the reference contractual year. The Eni person cannot waive his/her leave entitlement: it has to be benefited during the contractual year and fully used before the expiry of the international assignment contract.

If, for exceptional reasons due to the impossibility certified by the line manager and approved by Eni Angola human resources and General Manager, it is not possible to benefit of all the accrued vacation, a payment in lieu will be made by the company at the end of the international assignment in accordance with company procedures on the matter. The possible carry over that would be exceptionally recognized could not exceed 5 working days (or 7 calendar days) for contractual period.

To request the vacation leave, the employee shall submit the Holidays Authorization Form (Attachment C) for the approval of his/her direct Manager/Supervisor; Department Manager; the HR Department and where necessary by the GM.

If an Eni person is in family contract with children, and only one parent is leaving the country with the children, the Eni person has to liaise with the Company Visa Unit at least two weeks before the travel date to request the "*termo de responsabilidade*" for the children.

For security reason, the eni person has to inform the Human Resources Department when his/hers family is leaving the country for any reason providing the date of departure and return of travel.

The Eni person, in case of business needs, can be called back to Angola, before completing the granted leave; in this case his vacation will be considered as suspended at the end of the day prior to his departure to Angola. The travel days due per contract shall be counted



as from the actual day of departure. Should the Eni person return to the place of vacation to continue his interrupted holiday, the travel time will be recognized once again. Any support for ticketing to reach the business location and any lodging have to be approved as a business trip and has to follow the travel procedure. Besides, the employee shall be reimbursed of any documented expenses sustained due to the interruption of the rest period (ex. hotel penalties, etc.).

Vacation Leave is not interrupted, should an illness or an injury occur during the vacation, if such illness/injury does not prejudice the normal psychological and physical recovery connected with the vacation enjoyment, the vacation leave shall not be interrupted.

11.2. Compassionate Leave

For serious family reasons (death or serious illness in a spouse/permanently cohabiting partner and/or member of the Eni person family in the first degree in the ascending line - Father, Mother, Father in Law and Mother in Law; or descending line - Children of the Eni Person; and/or a spouse/permanently cohabiting partner of the latter), the Eni person on international assignment and each accompanying family member shall be entitled to a return trip in addition to the contractual entitlement.

In such circumstances, Eni persons shall be entitled to apply to Eni Angola Human Resources for paid leave for a period not exceeding five (5) working days; any additional days will be considered as holiday. For this purpose, the employee requesting the compassionate paid leave must equally present to Human Resources Department the relevant supporting documented evidence.

11.3. Marriage leave

Subject to an explicit notification from the Eni person of the intention to marry at a scheduled date, the Eni Angola Human Resources Department shall provide paid leave of fifteen (15) calendar days.



The Eni person can benefit of the support, by a mandatory request within thirty (30) days of the date of the marriage.

The benefit applies to Eni person on international assignments under single status as well as those under unaccompanied and family status when marrying a permanently cohabiting partner.

Upon returning from marriage leave, the Eni person on international assignment shall submit the marriage certificate to Eni Angola Human Resources Department.

11.4. Maternity leave

The Eni person who falls pregnant during an international assignment, regardless of the contractual scheme adopted, is eligible for the maternity benefits provided in the home country or in the host country, according to the most favourable principle.

Any possible interruption of the international assignment contract has always to be determined by objective reasons and not motivated by the Eni person's pregnancy.

The Eni person has always the right to opt for the maternity benefits provided under home country regulations. In this case, the international assignment agreement shall be terminated by mutual consent according to the applicable regulations and the company shall provide the Eni person with a one-off payment equivalent to two (2) months of international assignment specific remuneration.

Any other situations different from the above, will be managed in accordance with Eni Angola Human Resources Department.

11.5. Paternity leave

In case of paternity, the Eni person on international assignment is entitled to a paid leave of 10 working days, even non-continuable, to be benefited within 5 months from the birth.



If the birth does not occur in the assignment Country, the Eni person will be entitled to 1 return trip in addition to those normally provided, with expenses at company's charge.

Where possible based on the working activities, if the Eni person decides to split the 10 days, the company will not provide any further return trip home than the additional one already defined.

12. Return Trips Home

Eni Angola provides the Eni person on international assignment with return trips to the home country in a number to be set according to the employee's contractual status (as per table below) and the destination of the international assignment (Angola). The contractual return trip must be requested only when coinciding with the approved holidays. It has to be regarded as additional to the start/end international assignment journeys, according to the following table.

The return trips are not cumulative: therefore, they must be benefited within the specific contractual year.

Status	Beneficiaries	Travel frequency
Single	Eni person	4
Unaccompanied	Eni person	5
	Family	1
Family	Eni person	3
	Family	3

*The class of travel will be determined in line with modalities as stated in paragraph 6.3

In case of contract renewal less than one (1) year, the return trips to the country of origin will be recognized in proportion to the renewal period.

For the Eni person in international assignment in unaccompanied status, the following supports are also provided:



- the trip/s the family members remained in the home Country are entitle to, is/are always in economy class;
- any additional costs to be incurred for the family reunification with the children (e.g. hostess for underage children traveling alone, disabled facilities, etc.) remain on company's account if necessary for the reunification: in this case the costs will be reimbursed subject to the provision of documentary evidence. The responsibility of underage children traveling unaccompanied by a family member remains on the Eni person's account;
- if non accompanying spouses/permanently cohabiting partners or children are unable to avail themselves of the trip/s, the Eni person on international assignment shall be eligible to benefit from the trips on their behalf, travel times included.

In these cases, if the return trips foreseen for the family remained in the home Country are not benefited due to personal reasons, the class of travel for the Eni person is always in economy and under ticket in kind option.

12.1. Change in the place of residence

In the event of a change in the place of residence of the Eni person during an international assignment, the Eni Angola human resources can, subject to the provision of documentary evidence of the change, revise the route of the return trip accordingly.

The Eni Angola human resources can, in response to an explicit request to this effect from the Eni person on international assignment, apply a destination other than the place of residence for one or more return trips.

Under no circumstances may the cost of a return trip for a destination other than that of the place of residence exceed the travel cost generally applicable.

12.2. Ticket provision – applicable options

With regard to return trips, Eni angola will make available to the Eni person on international assignment a number of different options for the provision of air tickets he/she is entitle to.

These options, which are additional to the start/end journeys of the international assignment, are alternatively as follows:



1. *ticket in kind*: the company provides an air ticket directly and relevant supports;
2. *cash in lieu*: the company meets the full equivalent of the air ticket for each return trip provided for, in accordance with the international assignment status;
3. *travel budget*: the company sets a budget equal to the total value of air tickets Eni person on international assignment are eligible to, from which deduction of the cost of journeys to any destination, will be done once supporting evidence is provided.

12.2.1. Ticket in kind:

This option shall be automatically applied. The company provides an air ticket and relevant supports directly to the employee. Therefore, the Eni person shall notify Eni Angola HR of the option selected as an alternative to the ticket in kind within thirty (30) days of the date of commencement of the international assignment.

The choice of an alternative option to the provision of the ticket in kind for return trips cannot be modified for the duration of the international assignment;

12.2.2. Cash in lieu:

If the Eni person on international assignment selects the *cash in lieu* option, he/she may claim the full equivalent (100%) of each air ticket from Eni Angola human resources function, only when entitle to benefit of the accrued leave.

Eni Angola with the support of HQ and Eni Servizi will set the limit of the ticket full equivalent on yearly basis, according to the specific criteria:

1. general criteria:
 - best available fare considering carrier and commercial agreement;
 - direct flight or best logical routing (shortest duration or lowest number of airports);
 - different fare for round trip (adult, child and infant);



2. business class criteria:

- best available fare;
- best logical solution;
- changeable with penalty, no advance purchase, no minimum/maximum stay;
- average between high season and low season, where applicable;

3. economy class criteria:

- best available fare;
- no advance purchase,;
- penalty for change &/or for refund;
- average between high season and low season, where applicable.

In order to receive such equivalent, the Eni person on international assignment is required to provide evidence of trips undertaken outside of the country, such as boarding pass and passport stamps.

The Eni Angola Human Resources Department shall consider the travel evidence as valid, only for the Eni person (and accompanying family members) travelling by air carrier not blacklisted by the company as per the relevant procedures. Eni Angola Human Resources Department shall duly inform the Eni person about possible restrictions in place on the matter.

The provision of paid leave for travel time, is subject to the submission of supporting evidence of the trip undertaken to Eni Angola HR department. A maximum of one (1) day of paid leave for each return trip entitlement (outbound/inbound) shall be applicable as travel time.

12.2.3. Travel budget:

If the Eni person on international assignment selects the *travel budget* option, he/she may claim the reimbursement of the cost of any travel ticket (air, rail, etc.), purchased for any destination from Eni Angola human resources.



The reimbursement shall be made on an annual basis up to the total value of air tickets the Eni person are eligible to, depending on the international assignment status.

The reimbursement as such shall be subject to the provision of documentary evidence of ticket purchased.

An application for reimbursement can be submitted to the Eni Angola Human Resources Department irrespective of the accrual/entitlement of leave.

If, in consideration of an application for reimbursement, the Eni person benefits of the annual overall equivalent before twelve (12) months, they shall not be entitled to claim further reimbursement until the twelfth month has elapsed.

The provision of paid leave for travel time and payment of the travel allowance shall be subject to documentary evidence, as incumbent on the Eni person who selected the ticket in kind option.

The Eni Angola Human Resources Department shall consider the travel evidence as valid, only for the Eni person (and accompanying family members) travelling by air carrier not blacklisted by the company as per the relevant procedures. Eni Angola Human Resources Department shall duly inform the Eni person about possible restrictions in place on the matter.

In case of international assignment in family status, the travel budget shall be extended to return trips for each eligible accompanying family-members who are therefore entitled to reimbursement of ticket costs under this option.

Under no circumstances, the amounts not spent by the Eni person on completion of the international assignment (including extensions) can be transferred to a different assignment or valued.



12.2.4. Travel Time

In favour of the Eni person returning to the home country, the company provides, for each return trip, one or more days of paid leave (travel days) when it falls during a working day spent in travel time.

The duration of leave shall elapse from the date of arrival in the home country to the date of departure for return to the host country, taking into account the travel days accorded.

The total number of paid leave days to be granted is provided by Eni Angola human resources on the basis of the distance between the country of origin and the assignment country referring to the geographical areas crossed:

Geographical Area Crossed	Nº of paid leave days provided for each round trip
0	1 days
1	2 days
2	3 days
3	4 days
4	5 days

Travel days, regardless if they take place during a weekly rest period, start from the day of departure to the home country and the day of return to the host country. Therefore, with reference to return trips of the Eni person on international assignment, the duration of leave shall elapse from the date of arrival in the home country to the date of departure to return to the host country, taking into account any travel days accorded.

- Example 1: weekly rest day Sunday – departure Saturday morning – travel days accorded for each travel leg 2.

The travel days counting shall be: Saturday considered as travel day, Sunday considered as weekly rest day, Monday considered as travel day, starting of vacation period from Tuesday.

- Example 2: weekly rest day Sunday, departure Friday after working hours - travel days accorded for each travel leg 2.



The travel days counting shall be: Saturday considered as travel day Sunday considered as weekly rest day, Monday considered as travel day, starting of vacation period from Tuesday.

The total number of paid leave days to be granted is provided by the competent Eni Angola human resources function according to the assignment status and the number of travel areas crossed (Attachment F).

For this purpose, Eni angola HR will apply paid leave provisions subject to limits set by the company for each year of international assignment as per the table below:

Travel areas crossed	Single	Unaccompanied	Family
0	3	3	2
1	6	6	4
2	10	12	7
3	13	15	9
4	16	18	11

The days are assigned dividing the paid leaves annual maximum number for the return trips. In case of a not whole number, the number will be rounded up for the initial flights till when the total remaining number will give a whole number. For example an unaccompanied employee crossing 3 travel areas will have the following travel days:

- 1st travel: 3
- 2nd travel: 3
- 3rd travel: 3
- 4th travel: 2
- 5th travel: 2
- 6th travel: 2

In no case the total number could exceed the one reported in the table above. If the Eni person choses the ticket in cash in lieu a maximum of one (1) day of paid leave for each return/round trip shall be applicable as travel time.

Other trips organized independently by the person do not entitle him with the relevant travel days.



13. Transportation

13.1. Base 1 – Car services on call

The Eni person may use the on call service - "Base 1". Base 1 is the transport dispatcher which provide on call transportation services 24/24hrs, 7/7days (phone number +244 923 28 36 58, Ext:2253).

For more details about the service not provided in this handbook the employee may contact the Light Transport Supervisor (phone number: 923640078; and e-mail: TRANSPORTLogisticsSpv_Eniangola@Eni.com).

To guarantee an efficient service, drivers could wait only for 30 minutes, if the waiting will be longer, the driver will go back to Base 1. An exception is made for leisure trips authorized by the Company.

At the end of the travel, the user of the service has to sign a register to confirm service utilization.

Tips for a better and more efficient services provision

When you call Base 1 try to provide as much information as you can:

- Where are you?
- At what time do you need the vehicle?
- How many people are you?
- Where are you going?

Should the employee have a meeting or an important appointment, the booking the car 24 hour in advance writing an e-mail to "base 1" and asking for a confirmation.



13.2. Driving License

At the beginning of the contract the Eni person on international assignment may contact the HR Department to start the process to obtain the Angolan driving license. The Company will also reimburse all expenses incurred for obtaining the local driving license, if necessary for driving. The reimbursement will be made for one single procedure and subject to the driving license achievement, for all the compulsory expenses (including those related to driving lessons or tests).

13.3. Company car

Once the Eni person receives the temporary authorization for driving issued by the "*Ministerio do Interior Direcção Nacional de Viação e Transito*" or the Angolan driving license, the Company will assign a car for the duration of the contract following the herewith indicated criteria:

- single status: one car without driver;
- family status living inside city centre: one car without driver;
- family status living outside city centre: one car with driver; the driver will be assigned during the working days from 7.00 a.m. to 17.30 p.m.
- family status living outside city center without children going to school are entitled to have a car without driver

In addition, for the Eni person on international assignment living outside the city centre (Talatona), the Company will provide from Monday to Friday shared vehicles from Talatona to the Office and vice versa.

Family members, living inside city centre without a driver may also use the Company "Base 1.

The car, once assigned is available for Eni person and families use. During the day, Eni persons with a driving license are requested to use Base1 services only if it is strictly necessary. It's use is however strongly suggested from 22.00 to 6.00 a.m.

For the period in which the Eni person is in temporary accommodation, the car will not be assigned. The employee will use the Company "Base 1" services.



The Eni person is fully responsible for any misuse of such Company assets and any problem regarding assigned drivers and the vehicle has to be then timely reported to Logistics department, therefore.

It is also to be understood that the cars, being Company assets, have to be properly used by the Eni person (for further information please make reference to the Eni Angola "Safe Driving Policy" presented in the Company intranet). Smoking in the vehicle is, therefore, expressly, forbidden.

Only the Eni person employed by Eni Angola having been granted with local Driving License or other equivalent valid document may drive the allocated Company car. The Company declines, therefore, any responsibility in case of breaking the above indicated.

The company cars have, in compliance with other Eni's procedure, a GPS locator to ensure a proper support and use of such assets.

Cars may be used to do leisure trips to location within the security boundaries (ref. to paragraph 9 "Security general provisions") or out the security boundaries but only with driver once the company approval has been granted.

On exceptional case upon an official request to HR & Services Manager and previous General Manager's authorization a driver can be assigned for leisure trip within the security boundaries. All expenses related to driver's lodging, meals and miscellaneous related to the trip are on the Eni person's personal account. Reimbursement claims will be not accepted. Requests have to be issued at least 7 days before the planned trip; the Logistic department reserves the right to provide or not the services on the ground of drivers and vehicles availability.

13.4. Public transportation

It is strictly prohibited for Eni persons to use public transportation or taxis while in Angola.



14. Security

Security and HR Department have to be informed on the arrival/departure of employees, employees' visitors and people coming on mission.

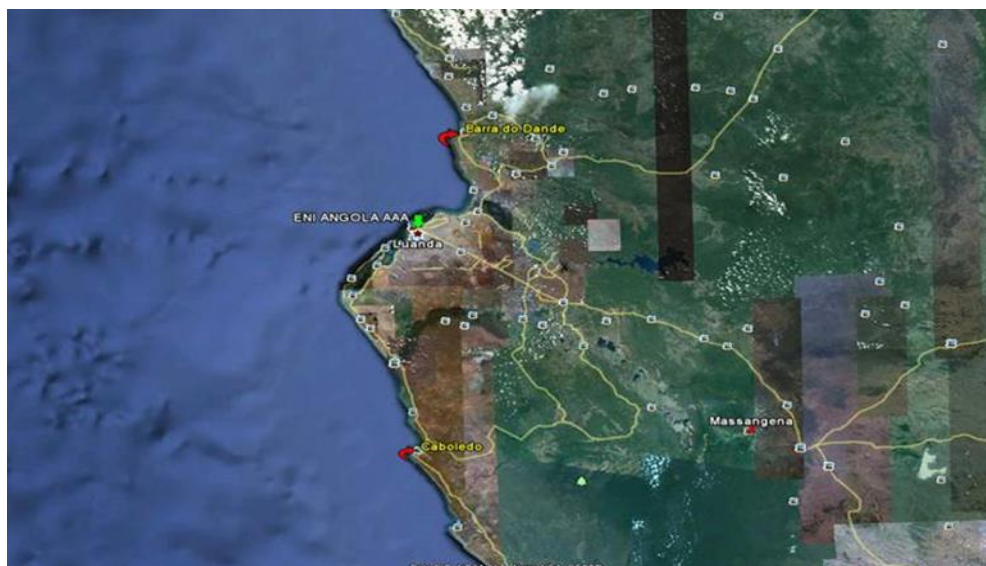
The Company shall keep the Eni person and accompanying relatives duly informed by providing them with:

- emergency contacts details;
- timely security warnings and advice;
- adequate local security support.

Relevant documents will be made available during Security induction and in public shared disks or in the Company's intranet website.

The company has set the following security boundaries:

- 94 Km south of Luanda the border is delimited from the locality called "Caboledo".
- 60 Km north of Luanda the border is delimited from the locality called "Barra do Dande".



When the Eni person and/or his family make leisure trips outside Luanda but within the security boundaries, he/she shall inform by e-mail Security and HR department about the travel, planned timing and the final location.

In case of leisure trips outside the security boundaries or in the internal areas of the Country the Eni person shall request and get a written specific approval before traveling; the Company may reserve the right of denying such approval in case of specific security issue may arise or prevent such trip.

The Eni person, therefore, shall not trespass the said limits without being granted with a written approval from the Company. The request has to be done one week in advance and has to be approved by:

- Security Manager
- Logistic Manager (if the travel is made by Company cars)
- HR & Services Director
- General Manager

The travel by road outside the security boundaries could be authorized only with company's drivers. The Eni person should not drive himself out of security boundaries. It is the Eni person responsibility to carry a valid document of identification, a phone or other communication systems during any trip.

Risks posed by undetected landmines and violence remain high, particularly in more remote internal areas.

The Company reserves the right to apply restrictions to areas to be visited if required by security alerts that can arise. These restrictions will apply also to all personnel as well as to the families/visitors. It is to be understood that only Eni persons and direct dependents shall be enabled to utilize Company cars in such trips. The Eni person shall be, then, accountable for any misuse of company mean of transport. The driver has the right, therefore, to refuse their transportation.

Travel to Cabinda province in North-Eastern Angola bordering DRC requires the GM's approval and security support.



15. Schooling assistance

The company supports its resources on long-term international assignment who have been accorded family status, focusing in particular on the family during each phase of the assignment.

With particular reference to the children of the Eni person on international assignment who have been accorded *family status*, the company shall provide flexible schooling assistance pursuing educational continuity between the home country and host country.

The schooling supports are modulated depending on whether the children do or do not transfer to the host country.

In any event, all supports start at the age of three (3) years and ceases at the end of the school year during which the student reaches the age of twenty (20).

Nor is there any payment for university or equivalent courses.

15.1. Nursery

In case if accompanying spouses/permanently cohabiting partners of Eni person are in any kind of gainful employment in Angola and proof are presented to HR department, the company provides the reimbursement of the expenses for nursery in favour of accompanying children under the age of three (3) years, up to a maximum ceiling of 7,200 USD/year.

Subject to the agreement of the human resources function of Eni division/eirl with a coordination role this provision could be applicable to Eni person on international assignment who are single parent and who has been accorded family status.

The company has discretion to reimburse fifty per cent (50%) of expenses for nursery, even if only one parent is working and accompanying spouses/permanently cohabiting partners availing themselves of the family program support (Working Partner Support).



15.2. Children who accompany the Eni person to the assignment location

Schooling assistance covers kindergarten, primary, junior secondary and senior secondary and consists of direct payment or expenses reimbursement for the attendance (tuition fee). In addition, the company provides for expenses reimbursement of school enrolment, additional compulsory fees (maintenance fee, building fee), textbooks purchase and uniform (where mandatory only), and personal computers if expenses are paid to use the equipment provided at school; on the contrary, if the personal computer is purchased directly from the Eni person to be used also at school, the reimbursement is not foreseen.

Reimbursement is not provided for expenses incurred for participation in supplementary, extra-scholastic activities (sports, music, trips and visits etc.) or for school meals.

Expenses for transportation to and from school facilities, shall be reimbursed only if the selected school provides its own transportation service (school bus).

To facilitate the children's enrolment of the Eni person in international assignment Eni Angola has bought some "quotas" of LIS (Luanda International School). That will allow the HR to enrol the children in any moment of the year till reaching the Company maximum quota.

For further information regarding the school please make reference to the following contacts:

LIS (Luanda International School)

www.lisluanda.com

Phone: +244 932-337052/53/56/57

LIS' attending cost will be the point of reference to define the maximum ceiling related to the reimbursement of other schools. This limit does could be revised if the reason for the choice is the nationality of the student or his or her educational background.



Reimbursements of the other schools are subject to the following options and limitations:

- In the event that the Eni person select schools considered to be on a luxury level according to the judgment of the human resources function of Eni division/companies with a coordination role, the support shall be up to the set reimbursement limits for schooling assistance. This limitation does not apply if the school in question represents the only possible alternative.
- If there are no schools providing educational curriculum compatible with that of the country of origin, reimbursement is granted for reasonable documented expenses involving supplementary private lessons, within a limit of sixty (60) hours, designed to lead to the obtaining educational qualification recognized in the home country.
- If, in order to obtain educational qualification it is required to undergo school exams in a country other than Angola, the expenses for travel and accommodation will be borne by the company. The HR will evaluate whether to bear the expense for travel and board and lodging expenses of an accompanying person, should that be necessary.
- If students' educational background does not meet the requirements of the school system to be attended in Angola, the HR will evaluate, where applicable, to reimburse the expenses for private lessons - including attendance at language courses - for a maximum period of sixty (60) hours, in order to facilitate the integration in the school system.

15.3. Non accompanying children

The company contributes to schooling assistance in favour of the Eni person on family status, who are accompanied to Angola by spouses/permanently cohabiting partners and whose children remained in the home country due to the impossibility of pursuing school curriculum in Angola.

Under these circumstances, the company shall reimburse, for each child, schooling expenses (enrolment, attendance, board and lodging in residential facilities) on an annual basis for the duration of the international assignment.

Reimbursement shall be subject to submission of documentary evidence.



In order to grant the educational continuity, the company shall provide for school expenses reimbursement in accordance with the school curricula of children as started before the international assignment.

The company reimburse the expenses for one economy class round trip air ticket per annum for each child from the home country to the host country, even if attending university in the home country or in a different country, until the age of twenty four (24).

The company will meet the cost for visa and vaccinations, if necessary.

Besides company reimburses the expenses for one economy class round trip air ticket per annum for accompanying spouses/permanently cohabiting partners from Angola to the home country with the aim of managing children education.

Under no circumstances, the air tickets can be valued.

To the above-described case, the following rules apply:

- if the spouse/permanently cohabiting partner of Eni person remains in the home Country with the children, no support will be provided (the unaccompanied status is applied);
- in case the terms of contract in the same assignment Country are extended beyond the standard renewal periods defined in this document (ref. chapter 5.2), the support is provided according to a phase-down process articulated in 24 months: recognition of 100% of spending ceilings provided by the international mobility policies for the 1st school year and 50% for the 2nd year.

In case one of the parent permanently return to the home country, the school support will be provided only for enrolment and attendance fees. Reimbursement is not provided for the attendance of luxury schools, defined as such by the human resources functions of Eni upstream.

In such cases, the Eni Angola human resources functions may provide a reimbursement within the existing applicable limits, calculated on the basis of average market prices



15.4. Accompanying children returning to home country during international assignment, due to the impossibility of continuing the school curricula in the host country

The company contributes to schooling assistance in favour of the Eni person on family status whose accompanying children are required to return to the home country due to the impossibility of pursuing their school curriculum in Angola.

Under these circumstances, the company shall reimburse, for each child and for a maximum of one (1) school year, the tuition fee within the limits set for international assignment in the same location (that is the home country), the other schooling expenses as described at point 15.2), board and lodging in residential facilities. Reimbursement shall be subject to submission of documentary evidence.

When the return occurs during the school year and within 3 months from its beginning, the ongoing year is to be considered as the year of reimbursement foreseen; while when the return takes place after 3 months from the beginning of school year, an additional year of reimbursement must be provided.

The company shall reimburse the expenses for one economy class round trip air ticket per annum for each child from the home country to the host country, even if attending university in the home country or a different country, until the age of twenty four (24).

The company shall reimburse the expenses for one economy class round trip air ticket per annum for each child from the home country to the host country, even if attending university in the home country or a different country, until the age of twenty four.

Besides the Company shall reimburse the expenses for one economy class round trip air ticket per annum for accompanying spouses/permanently cohabiting partners from Angola to the home country with the aim of managing children education.

The HR will reimburse the above expenses subject to the provision of documentary evidence only.



If spouses/permanently cohabiting partner, accompanying the Eni person, repatriates together with the children, the support provided by the company shall be limited to the reimbursement of school expenses.

15.5. Children who remain in a third country, different than the home and the host country and do not follow both parents in the assignment location

The company shall reimburse the tuition fee within the limits set for the Eni person's assignment location and the other school expenses as described at point 15.2., for each child on an annual basis, for the duration of the international assignment. Costs of board and lodging will be on Eni person account.

In order to grant the educational continuity, the company shall provide for school expenses reimbursement in accordance with the school curricula of children as started before the international assignment.

In order to reimburse the schooling expenses, the Eni person is required to submit to the company the documentation issued by the school proving the incurred costs.

It is also provided the reimbursement of a flight outbound and return ticket, in economy class per year, for each child, to the parents' assignment location.

This reimbursement is also set for the children who attend the University in the country of origin or in a third country, until they are twenty-fourth year old. If necessary, the company will meet the cost for visa and vaccinations.

Under no circumstances, the air tickets can be valued.

In case the terms of contract in the same assignment Country for the Eni person are extended beyond the standard renewal periods defined in this document, the support is provided according to a phase-down process articulated in 24 months: recognition of 100% of spending ceilings provided by the international mobility policies for the 1st school year and 50% for the 2nd year.



In case of reassignment of Eni person to a destination where the family status is not applicable or school facilities are not available, the relevant institutes will apply only if the children return to the home Country.

15.6. Schooling assistance during an international re-assignment

The company shall provide support to the Eni person on long-term international assignment and accompanying family members who, during or on completion of the assignment in the first location (*host country A*), are reassigned to a second location (*host country B*).

The company shall provide a range of benefits, which shall vary depending on whether the reassignment takes place at or in advance of the expiry of the international assignment to *host country A* and if in the new location is applicable or not the family status.

15.6.1. Re-assignment at the expiry date

Eni Angola may provide support to the resource on long assignment and accompanying family members who have been reassigned to another location during or on the completion of the initial assignment.

- a) At the date of commencement of the new international assignment, the accompanying children have not completed the current school year and the family status is applicable in the new assignment destination, under these circumstances, for both reassignments at the expiry date and before, the employee and the family members shall all relocate at one, subject to confirmation by the Human Resources confirmation that the children can be enrolled in the current school year in the new assignment destination.

Under these circumstances, the company shall have discretion to arrange for the accompanying children and spouses/permanently cohabiting partners to remain in the first assignment location pending completion of the current school year.

School and accommodation expenses shall remain at company's cost (usually the host company B) pending completion of the current school year and the consequent immediate relocation of the family members to host country B.



- b) At the date of commencement of the new international assignment, the accompanying children have not completed the current school year and in the new destination the family status is applicable but no school facilities are available or the family status is not applicable in these cases, for both reassignments at the expiry date and before, the company can arrange subject to discretion (where possible) for the accompanying children and spouses/permanently cohabiting partners to remain in host country A pending completion of the current school year. School and accommodation expenses shall remain at company's cost (usually the new host company), pending completion of the current school year and the consequent immediate relocation of the family members to host country B, Only in case of reassignment before the expiry date, the following supports can also be provided:
- return trips provided to the employee with destination the country of first assignment instead of the country of origin;
 - the possibility of extending the period of stay also to the school year following the date of commencement of the new international assignment, if the following school year falls within the scheduled period of the first assignment.

If the stay exceeds that period, even in part, this provision cease to be applicable..

At the end of the authorized period, under no circumstances accompanying family members shall remain in the host country and they have to return to the home country, where the school expenses (chapt.15) remain on company's account for 1 school year.



16. Language and cross-cultural training and subscriptions

Language knowledge is a key requirement for the Eni person on international assignment to perform their duties.

With the aim of encouraging the social integration of the Eni person on international assignment and the accompanying family member, the company provides group Portuguese courses. The language course should be provided by the listed service providers recognized by the company.

Such courses shall last for an overall period of sixty (60) hours during the whole assignment and should preferably be arranged by groups outside the working hours. Individual classes are granted to General Manager first report and also could be granted for other employees subject to General Manager's approval.

The need to extend language course beyond the limit set above shall be evaluated by Eni Angola HR on the basis of a certificate of attendance subject to an exit test carried out by the service provider or teacher commissioned.

Besides the company subject to the submission of documentary evidence reimburse the cost of Portuguese courses for the family members for a maximum period of 60 hours and a maximum value of 1,545.00 AOA/hour/person.



17. Membership Subscriptions

To encourage social integration of the Eni person on international assignment and accompanying family-members in Angola, as compatible with company security guidelines, Eni Angola HR shall reimburse expenses for enrolment, access, annual subscription to facilities such as sport centres, fitness clubs, membership clubs, theatres, cinemas, libraries, etc. till the maximum value of 1,800 USD per contractual year for employee and a maximum total expense of 1,800 USD per contractual year for his accompanying family members.

For example a family composed by a husband, wife and a child could ask the maximum reimbursement of 3,600 USD per year of contract. The enrolment or subscription shall be valid or reimbursable for the period of international assignment only.

The reimbursement will be made on due presentation of the relevant documentation and the (Attachment G).

The enrolment or subscription shall be valid or reimbursable for the period of international assignment only.



18. Working Partner Support (WPS)

18.1. WPS before departure

The company encourages the international assignment of the Eni person whose spouse/permanently cohabiting partner is in gainful employment while the said assignment is being formalised.

In case of the Eni person who has been accorded family status and assigned to Angola, the company shall activate the working partner support (WPS) subject to the submission of evidence by the Eni person that his/her spouse/permanently cohabiting partner is in gainful employment in the home country.

With specific reference to the pre-assignment stage, WPS shall provide the Eni person with the reimbursement of the notice period to be eventually issued by his/her spouse/permanently cohabiting partner who has resigned due to the proposed international assignment.

This support shall be subject to the condition that the resignation of the spouse/permanently cohabiting partner of the Eni person is tendered at a date subsequent to formalisation of the international assignment, subject always to documentary evidence to this effect.

18.2. WPS in the host country

WPS shall be applicable exclusively to the Eni person on international assignment who have been accorded family status, subject to the submission of evidence of current gainful employment in the home country of spouses/permanently cohabiting partners by the Eni person to Eni Angola HR.

During the stay in the host country, the company shall, through WPS, provide a range of support to encourage integration in the employment market of the host country for the spouse/permanently cohabiting partner who was in gainful employment in the home country before joining the Eni person on the international assignment. These supports shall be subject to the condition that the resignation of the spouse/permanently cohabiting partner



of the Eni person was tendered at a date subsequent to the formalisation of the international assignment.

The support options shall include the following, where possible:

- a) the services of an agency, where necessary, for release of visas and work permits;
- b) professional and/or academic training courses (e.g. masters/MBA); to be activated only after evaluation and approval of the company;
- c) career counselling services;
- d) job-hunting and self-placement services

According to the same modalities described below and only for international assignments lasting 24 months or more, the WPS may be recognized, subject to the provision of documentary evidence, even if the accompanying partner has found a stable job in the Country of assignment and he/she is forced to leave it due to a reassignment of the Eni person; stable work is intended as a work carried out continuously for at least 6 months and still on-going at reassignment.

Eni Angola HR shall reimburse documented expenses incurred in relation to professional and/or academic training up to a maximum value of €6,000 for international assignments of twenty-four (24) months and € 3,000 for international assignments of twelve (12) months.

If the limit of € 6,000 or € 3,000 is not exhausted for reimbursement applications submitted within the standard period of the international assignment, the spouse/permanently cohabiting partner of the Eni person on international assignment shall be entitled to use the balance for a carry-forward period.

It is not permitted to carry forward a balance in the case of reassignment or return to the home country.

If international assignment is extended beyond a period of four (4) years and reimbursement claims up to the limit of €6,000 have been submitted for WPS, the company - with reference to the fifth year of the assignment only - will reimburse documented



expenses relating to training courses, as above described, up to a maximum value of € 1,500 with reference to the fifth year of the assignment only.

Support for job-hunting and self-placement services in the host country shall be provided by the company, where possible through dedicated agencies, directly (where acknowledged providers exist) or through the reimbursement of expenses incurred (prior to an estimate submission) for an overall period of thirty (60) calendar days.

19. Dual Career

Eni aims at maintaining a high level of competence of its resources and shall, for this purpose, support the international assignment of the Eni person whose spouses/permanently cohabiting partners are Eni person too.

Such cases are regulated by the "dual career policy" applied to spouses/permanently cohabiting partners who are both Eni people in the event that one of them is proposed with an international assignment by the company.

Leading Assignees are Eni people officially proposed by the company with terms and conditions of an international assignment, whose spouses/permanent cohabiting partners are Eni people too.

Following Assignees are Eni people whose, as spouse/permanently cohabiting partner of Leading Assignees, meet - at company discretion - the professional requirements necessary to work in the same host country as the Leading Assignees.

19.1. Rules for assignment

Save the conditions that Leading Assignees can be accorded family status only, they are subject to the same rules and regulations applicable to the Eni person on international assignment.

Leading Assignees who have been accorded family status shall avail themselves of all provisions associated with that status.



The assignment of Following Assignees in the same host country of Leading Assignees, shall always be a consequence of an official proposal for an international assignment to Leading Assignees, subject to the essential condition that an approved vacancy exists in the host country for which, at company's discretion, Following Assignees have the necessary professional requirements.

Following Assignees may be assigned:

- to the same company Leading Assignees have been assigned to, providing that no direct or indirect hierarchical/functional relationship exists;
- to a different company, even referring to different Eni divisions/companies present in the host country.
- Under the condition that spouses/permanently cohabiting partners of Eni person on an international assignment, in order to accompany the latter have benefited of a leave agreement for a period exceeding five (5) years.

The applicable contractual schemes are:

1. Long-term international assignment

Safe the conditions referred to the remuneration determination, in this case the company may evaluate the possibility of not recognizing the "family uplift parameter" to the Following Assignee, as a non-duplication of the family status supports.

2. Long-term international assignment with local remuneration (where applicable)

In this case, within the expatriation contractual scheme, the remuneration is defined on the basis of local market parameters.

In the event that the above mentioned remuneration results to be lower to what already granted, as base salary, to the Eni person in the home country, the company may evaluate the possibility to maintain the same remuneration level.



19.2. Assignment process

After Leading Assignees have been provided with an official proposal for family status international assignment, the area's human resources function shall verify the availability of approved vacancies in the host company in accordance with company procedures and planning processes in place.

In case Following Assignees are considered suitable for possible approved vacancies within the host company, the area's human resources function shall inform the relevant professional areas.

Instead, in case of vacancy unavailability, the area's human resources function shall verify whether approved vacancies are available in all other companies - including those referring to different Eni business/companies - present in the host country.

Also in this case, for Following Assignees considered suitable to fill an approved vacancy in another Eni company present in the host location, the area's human resources functions shall, in liaison, inform the relevant professional areas in the reference business.

In both cases, the relevant professional area shall verify Following Assignees application that if suitable, will follow the standard assignment process in place.

At the end of this process, Leading Assignees and Following Assignees will be both on an international assignment in family status within the same contractual scheme.

In particular, a unique point of origin can be defined for both Eni people, choosing between the Leading and Following assignees one.

The related support will be provided to the Eni person - either Leading Assignees or Following Assignees - whose position rank highest as set by Eni business line/companies/structures the host company refers to. Therefore the support arising from the application of family status cannot be duplicated, but it applies to Leading Assignees and Following Assignees as part of one family unit.



Only for return trips home, to ensure the full application of the benefit, travel times are also granted to the Following Assignee.

In consequence of unavailability of approved vacancies in the same or in another company even referring to a different Eni business lines/companies in the host country, the assignment of Following Assignees in the same host country of Leading Assignees is not practicable.

Under these circumstances, Following Assignees are to be regarded as accompanying family members and therefore eligible for the provision of WPS by the company for the duration of the stay in the host country.

The company reserves the right to evaluate if providing WPS in favour of accompanying spouses/permanently cohabiting partners of Eni people on international assignment who not make themselves available to fill an approved vacancy in the host country of Leading Assignees, although recognised by the company as meeting the necessary professional criteria.



20. Return to the home country

At the end of the of international assignment, the company shall provide different types of support, based on the actual needs of Eni person and accompanying family members, during the resettlement in the home country.

Such supports are related to the following aspects:

- **End of assignment ticket and related travel expenses**
- **Repatriation allowance** - should international assignment lasts for a period equal or higher than 24 months, the company could grant a one off bonus paid net of home country taxation, equal to:
 - one and half (1.5 months) month's home gross base salary for international assignment in single or family status;
 - one (1 month) month's home gross base salary for international assignment in unaccompanied status;

In case the return to the home country is definitive, the *repatriation allowance* is paid immediately at the time of the return.

In case the return to the home country is propaedeutic for a new international assignment, the *repatriation allowance* can be paid if a period of stay lasting no less than three (3) months elapsed.

For family status assignments only, if the Eni person is reassigned to a new destination where the family status cannot be maintained, the allowance will be recognized immediately at repatriation, to support the family.

- **Temporary accommodation** – at the end of an international assignment with a duration equal or higher than twelve (12) months, the company may reimburse or expenses incurred in respect of temporary accommodation and daily subsistence for a maximum period of thirty (30) days, subject to limits set according to accommodation entitlement in the home country.

For international assignment not lasting less than five (5) years in total, the human resources function of Eni division/Eni Angola with a coordination role may consider to



extend the reimbursement of documented expenses incurred in respect of temporary accommodation and subsistence for a maximum period of six (6) months in an amount not exceeding the limits set for the purpose in the home country. In the event that no set limits are in place, these will be set in agreement with the competent Eni human resources function.

- **Transfer of location in the home country** – In the event that upon returning to the home country, the Eni person, in force of collective contractual agreement or home company applicable policy, are granted relocation supports in relation to a transfer of location, these may be recognized only in a residual way.

20.1. Schooling assistance at the end of the assignment

On completion of international assignment of the Eni person, the company shall support in the home country the accompanying children in order to ensure their school continuity.

Upon request from the Eni person, the area's human resources function will reimburse the school expenses for a maximum of two (2) school years, with reference to the tuition fees, up to the amounts set for Eni people in international assignment in the same location (that means in the home country) and any other expenses as described in paragraph 15.2.

When the return takes place during a school year, this year can be counted as one of the two provided, only when the return occurs within 3 months from the beginning of school year. The support is applicable only in case the international assignment contract is terminated but the employment is still active and the Eni person resumes duties in the home Country.

In the case of a subsequent, new assignment of Eni person before 2 years of stay in the home Country, any support provided at repatriation is interrupted and the following rules apply:

- children who follow the Eni person (case a or a.1 in case of return): standard support is provided.



- children who remain in the home Country (case b): support is provided for a maximum of 1 school year;
- children who remain in a 3rd Country (case c): no support is provided; only if they return to the home Country, the support is provided for a maximum of 1 school year.

While, in the case that the Eni person remains in the home Country for a period of at least 2 years before a new assignment, the institutes as defined for the first assignment apply.

In addition to the support described above, for Eni people who return definitively to the home country, the schooling expenses incurred for children will be reimbursed, up to the amounts defined, to grant the completion of the single education cycle (only for primary, junior secondary and senior secondary) started during the international assignment, if only one (1) year is missing to conclude the cycle.

For all the above mentioned cases, the Eni person must deliver to the human resources function the relevant documentation certifying the payment.



21. Health Care Assistance

The employee and the accompanying relatives, as per the individual assignment contract, are entitled to receive appropriate medical care from Eni Angola clinic and recognized Medicare structures.

The first point of contact and decision for any treatment is the company appointed doctor. He will dictate, therefore, the way forward by sharing the decision with Eni upstream SAL department and Company management, as required. Malaria management kit is also available in company's clinic for the individuals travelling to the areas where malaria is not endemic.

All related information and personal data will be treated with the highest level of confidentiality.

The following treatments are not included and not provided by the company namely:

- Aesthetic/cosmetic treatments and surgery;
- Dental prostheses and other related treatments not related to tooth preservation;
- Orthodontic treatments and devices;
- Glasses and contact lenses;
- Purchase of drugs without medical doctor's prescription;
- Physiotherapy if not supported by medical doctor's prescription;
- Purchase of drugs not officially recognized or related to unconventional treatments;
- Unconventional treatments (acupuncture, etc.);
- Use of Ambulance, if not in an emergency situation.

During temporary returns to their home country expatriates and their families have to take advantage of the regular medical assistance at their home location, provided by the National Health System for countries where the system exists.

Where necessary, the company arranges for emergency transfer of the Eni person on international assignment and accompanying family-members in accordance with company procedures on health assistance matters.



22. Attachments

Attachment A –Time Sheet

Attachment B – Day off in Lieu Request

Attachment C – Leave Request

Attachment D – Cash in Lieu Request

Attachment E – Travel Request Form

Attachment F – Travel Areas (Origin/Destination)

Attachment G – Reimbursement Claim Form

Attachment I – Cash In Lieu Amounts

