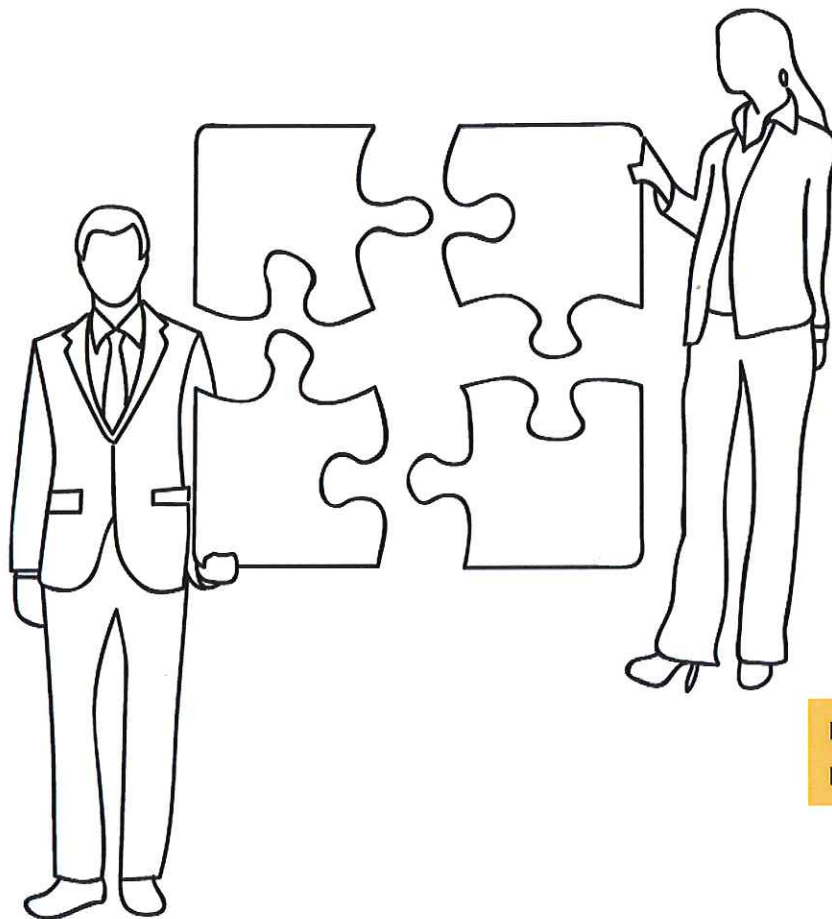


# Procedure

## Handbook



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# 1. Introduction

## 1. Introduction

This handbook is designed to provide general information to eni spa and eni International Resources Ltd personnel (hereafter referred to as "eni Persons") seconded to eni Mozambique Engineering Ltd.

The document provides information about Company policies and, working conditions and various other topics related to an eni Persons assignment to Basingstoke.

This handbook supersedes all previous expatriate handbooks and memos that may have been issued on subjects covered within this document. However, since our business and our organization are subject to change, the Company reserves the right to interpret, change, suspend, or cancel, with or without notice, all or any part of this document. The Company will notify all eni Persons of these changes.

No individual supervisor or manager has the authority to change the handbook content at any time and any variation of this document is subject to the appropriate approval and authorization process.



## 2. Scope

### **2. Scope**

This document shall be applicable to all eni Persons seconded to eni Mozambique Engineering Ltd and does not alter their employment or secondment contracts.

Any questions about the contents of this document or its application should be directed to the Human Resources function.

## 3. References

### 3. References

- "Human Resources" Management System Guideline (Rev 2), issued on the 7<sup>th</sup> of November 2014;
- eni Mozambique Engineering Organization, Management and Control Model.
- eni Code of Ethics eni spa "Methodologies for the management of eni people on international assignment to urban locations" Professional Operating;
- Instructions, issued on the 16<sup>th</sup> of February 2015;
- eni spa "Business travel and offsite service non- managerial personnel", issued on the 30<sup>th</sup> of September 2011;
- eni spa "Business travel and offsite service managerial personnel", issued on the 20<sup>th</sup> of February 2014;
- eni Mozambique Engineering Ltd "PAS Manual Guide";
- eni Mozambique Engineering Ltd "Manual of Authority";
- Any regulatory instrument issued to update and/or supplement the references listed above.

## 4. Definitions, abbreviations and acronyms

### 4. Definitions, abbreviations and acronyms

**HR/UP:** HR Business Partner Upstream.

**GEST/UP:** Upstream International HR Management.

**HRS:** eni Mozambique Engineering Ltd Human Resource & Administration and General Services departments.

**Employment Company:** home company, the employer of the employee on assignment in a different company.

**eni persons:** eni SpA or eni International Resources Ltd personnel seconded to eni Mozambique Engineering Ltd on a temporary basis.

**Company:** eni Mozambique Engineering Ltd.

**MD:** Managing Director of eni Mozambique Engineering Ltd.

**HOD:** eni mozambique engineering Ltd head of department in accordance with first hierarchical level (under MD).

**ICT:** Information Communication & Technology department of eni Mozambique Engineering Ltd.



### 5. Rules and regulations

#### 5.1 Commencement of assignment

##### 5.1.1. Arrival at location

In order to undergo the appropriate induction, eni Persons just seconded to Basingstoke shall report immediately to HRS with their original passport.

##### 5.1.2. Temporary Accommodation

Upon arrival in Basingstoke, in the event long term accommodation is not immediately available, eni Persons will be provided with temporary accommodation, in a hotel or an apartment-hotel/residence/serviced apartment, for a period of up to 30 days, including the period of the pre-assignment visit, should there be one.

As Basingstoke is the place of work, temporary accommodation will be provided within the Basingstoke area. Requests for different locations shall be duly considered and will be evaluated by HRS on a case by case basis.

In the event eni Persons are provided with temporary accommodation in a hotel rather than a serviced apartment, they will be entitled to a per diem allowance of £ 40.00.

Where applicable, payments shall also be made on behalf of accompanying spouses/ permanently cohabiting partners (per diem allowance of £ 30.00) and accompanying children, (per diem allowance of £ 20.00 per child).

The per diem is not applicable when eni Persons are staying in a residence/serviced apartment (with kitchen facilities).

The cost of any extras in the hotel will not be borne by the Company and will be at eni Person's charge.



## 5. Rules and regulations

### 5.1.3. Contractual Status

International assignments can occur under one of the following status:

- **"Single Status":** shall apply to eni Persons whose civil status is single and/or who are not permanently cohabiting.

Upon request, the single status will also be applicable to eni Persons whose civil status is married and/or who are permanently cohabiting.

- **"Unaccompanied Status":** shall apply to eni Persons whose civil status is married and/or who are permanently cohabiting.

The unaccompanied status shall apply if spouses/permanently cohabiting partners and children of eni Persons 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 spouses/permanently cohabiting partners, where it is impossible for the children to follow the educational curriculum in the host country, etc.).

- **"Family Status":** shall apply to eni Persons whose civil status is married and/or who are permanently cohabiting.

The recognition of the marital or the permanent cohabitation status of eni Persons leaves their sexual orientation out of consideration.

The family status shall apply if dependants – spouses/permanently cohabiting partners and children not in employment under the age of 24 – accompany eni Persons during the international assignment period.

The return to the home country of the family members, with 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 by children). In such circumstances, eni Persons must notify HRS accordingly.



## 5. Rules and regulations

In general terms, eni Persons shall be entitled to request a change in the assignment status once during the overall period (including possible extensions) of the assignment in question.

The request for the application of the new status must be reasoned and substantiated.

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

The assignment status may be changed:

- No later than eight (8) months from the assignment end date, from single to unaccompanied status and vice versa;
- No later than twelve (12) months from the assignment end date, from family to unaccompanied status and vice versa;
- No later than eight (8) months from the assignment end date, from family to single status and vice versa.

### 5.1.4. Working hours

The standard hours of work at Basingstoke are eight (8) hours per day, Monday to Friday for a total of forty (40) hours. If you are temporarily or permanently transferred to another location you will be required to work the standard hours established for that location.

The Company operates a flexible working hours policy which is detailed in the Working Hours Rules section.

The application of the flexible hours policy is at the discretion of the Company and the Company can specify the hours that you will work.





## 5. Rules and regulations

Lunchtime is usually a minimum of half an hour taken flexibly between 12.30 pm and 2.00 pm, by agreement with your supervisor.

### 5.1.4.1 Salary payment and overtime

Salaries are paid monthly in arrears by direct transfer to your nominated UK bank account. Payment will usually reach your account by the last day (28) of the month.

Salaries are paid net of deductions for income tax, national insurance, pension (where applicable), and any other deductions authorised by you, or required by law.

### 5.1.5 Public holidays

The Company observes eight (8) paid holidays in the UK. These are:

New Year's Day, Good Friday, Easter Monday, May Day, Spring Bank Holiday, Summer Bank Holiday, Christmas Day, Boxing Day.

Eni Persons assigned to other locations will observe the holidays applicable to the location of assignment. Eni Persons commencing the day after a bank holiday will not be paid for the bank holiday. Eni Persons on assignment must be engaged under paid status the working day immediately prior to, and immediately subsequent to, a bank holiday in order to receive payment for that day.

#### 5.1.5.1 Holiday leave vacation

Annual vacation entitlement is detailed in eni Persons individual secondment agreement.

Holidays may only be taken with due consideration of the operational needs of the Company. The schedule and duration of your annual vacation are subject to



## 5. Rules and regulations

agreement with your Department Manager. Every effort will be made to enable you to take holidays at a mutually convenient time.

The Company is usually closed between Christmas and New Year and eni Persons are required to retain sufficient vacation entitlement to cover this period. This always constitutes three days of leave which must be reserved from their holiday entitlement.

In order to determine the exact days/dates that it is necessary to book as vacation during this period, it shall be verified when the weekend falls between 27th and 31st December, and those dates around it shall be booked.

- Christmas Eve - normal working day
- Bank Holiday - Christmas Day
- Bank Holiday - Boxing Day
- Vacation to be booked
- Bank Holiday - New Year's Day

eni Persons who have exceeded their holiday entitlement will be required to refund the Company at a rate to be communicated by HRS.

Holidays cannot be taken in conjunction with a business trip.

At the end of the assignment in the UK, all vacation accrued under the individual assignment agreement shall be taken before either resuming work with eni spa or commencing work with another worldwide subsidiary.

### *5.1.5.2 Sick leave*

*Notification of incapacity to work*





## 5. Rules and regulations

If eni Persons are absent from work by reason of "disability", they must ensure that their supervisor is advised by 10.00 am on the first day of absence.

Additionally, eni Persons shall give a reason for absence and the date they expect to return to work.

Eni Persons shall review, follow and adhere to the Attendance Management and Rehabilitation Policy and Practice.

"Disability" means being unavailable due to sickness, ill-health or personal injury, which requires eni Persons' absence from work.

### *Evidence of disability*

Satisfactory evidence of disability will be a self-certificate completed using the form available from the HRS. This form must be completed on returning to the office and countersigned by the eni Persons' department manager.

A doctor's certificate will be required for periods of disability of five days or more.

All doctor's certificates must be sent to the HRS upon return to the office and in any case no later than five days since disability period termination.

Annual illness entitlement is detailed in the individual assignment agreement.

### *Other leave*

Eni Persons are expected to arrange medical and dental appointments outside of standard working hours. When this is not possible, these appointments should be arranged at the start of, or towards the end of, the working day.



## 5. Rules and regulations

### 5.1.6 Language training

With the aim of encouraging the professional and social integration of eni Persons and their accompanying family members, the Company may provide language courses.

Such courses shall comprise an overall period of sixty (60) hours throughout the duration of the assignment.

For eni Persons, the language courses may be organised at Company's premises.

For the accompanying spouse/partner/children, language classes may take place at home, on the language school premises, or at another location proposed by the Company.

### 5.1.7 Code of conduct

Standards of conduct for the Company are important, since eni Persons seconded in Basingstoke are representatives of eni's culture and behaviour.

As such, ethical and generally acceptable norms of behaviour must be respected in both business and personal life.

In addition, eni Persons are expected to faithfully follow the eni Code of Ethics in both their personal conduct and when taking part to Company's business.

While not intended to list all the forms of behaviour that are considered unacceptable in the place of work, here follows a list of examples of a rule infraction 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



## 5. Rules and regulations

- Violation of safety, health, or environmental policies
- Sexual or other unwelcome harassment
- Unsatisfactory performance or conduct

All eni Persons are requested to respect and make appropriate use of Company property and equipment put at their disposal.

Upon termination of assignment, eni Persons 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 eni Persons are not at their working station.

All drawers and cabinets must be kept locked when eni Persons leave the office; no Company documents should be left out on the desks when the eni Persons are not present.

### 5.1.8 Remuneration taxes and social security

The salary is specified in the individual secondment agreement and is paid in twelve equal monthly instalments.

The salary is credited to the bank account chosen by eni Persons.

### 5.1.9 Bank account

The Company will support eni Persons with opening a bank account within the UK. Below are the documents needed to open a bank account:



## 5. Rules and regulations

- Proof of address.
- Copy of Passport.
- Bank forms (provided by the bank).

### 5.2 Transfer (beginning and end of contract)

#### 5.2.1 Travel expenses

The Company shall provide the flight tickets from the airport nearest to eni Persons' usual residence to one of the London airports. Tickets will be provided not only for eni Persons but also for family members duly authorised to accompany eni Persons.

Travel expenses incurred when initially travelling to Basingstoke and during the return trip home at the end of the assignment, are usually paid for by the employment companies.

With reference to return trips during the assignment in Basingstoke, the Company shall reimburse eni Persons for expenses incurred in travelling from their own address to the closest airport, reserving the right to apply the following two alternative options:

1. reimbursement of documented expenses, subject to approval of the route by HRS if there is no airport close to eni Person's own address;
2. payment of a flat rate sum of £ 50.00 for eni Persons and accompanying spouses/ permanent cohabiting partners, and of £ 25.00 for each accompanying child.

The above only applies in relation to flights issued as per the eni Persons individual secondment agreement terms and conditions.





## 5. Rules and regulations

### 5.2.2 Class of Travel

The class of travel will be set according to eni Person's individual secondment agreement.

### 5.2.3 Transportation of Luggage and personal effects

At the beginning and end of the international assignment in Basingstoke, the Company will provide eni Persons and each accompanying family member with a lump sum amount to cover the excess luggage expenses (excess luggage allowance).

The amount eni Persons and his family (if applicable) are entitled to, will be confirmed at the start of the assignment by HR functions of employment companies.

### 5.2.4 Shipment

In addition to the excess luggage allowance, if unfurnished accommodation is to be provided in the UK, the Company may, in response to the request from eni Persons and irrespective of the international assignment status applied, reimburse the cost of transportation of personal belongings and/or furniture by container.

Under these circumstances, transportation shall be understood to entail shipment from the home country to the UK.

The Company shall reimburse shipment expenses up to a maximum of a 20 feet standard container.

The reimbursement of shipment expenses shall not be applicable for those eni Persons provided with fully furnished accommodation.

For those eni Persons provided with partially/totally unfurnished accommodation, shipment support shall be provided when returning to the home country at the end of the assignment in Basingstoke or in case of a new assignment to another location.

Where shipment support is to be provided, the following limitations shall apply:





## 5. Rules and regulations

- Transportation must only be by land/sea;
- Personal belongings and/or furniture must be transported exclusively by a supplier approved by the Company and/or on the basis of a framework contract if available;
- The Company must approve all arrangements in advance;
- The Company shall exclusively reimburse expenses (including import/export) related to the transportation of personal belongings and/or furniture, with the exclusion of the following: animals, car, motor vehicles, works of art, antiques, weapons, boats and any other items subject to import and/or export restrictions.

The cost of transporting such excluded items shall be the responsibility of eni Persons.

It shall be understood that the provision of shipment support shall automatically exclude any other type of support from the Company relating to the purchase of furniture.

The provision of shipment support shall also exclude the reimbursement of the cost of transporting and storing furniture in the home country.

Shipment may be covered by insurance subject to a liability cap of £ 21,300.00; any other cost exceeding such limit shall be chargeable to the concerned eni Persons.

The Company will not meet the cost of insuring luxury items, such as: jewellery, art, antiques and any items over the standard insured value of the size of the container.

### 5.3 Transfer (beginning and end of contract)

#### 5.3.1 Working Partner Support (WPS)

In order to support eni Persons assigned to Basingstoke under family status, the Company will activate the working partner support (WPS) subject to the submission of evidence to HRS that their spouses/permanently cohabiting partners:



## 5. Rules and regulations

- were in gainful employment in the home country since the moment of the proposal of international assignment on;
- voluntarily left/suspended (resignation/long term leave/others) such gainful employment in order to follow the eni Persons assigned to Basingstoke they are spouses/permanently cohabiting partners of.

HRS shall reimburse documented expenses incurred in relation to professional and/or academic training, career counselling, job-hunting or self-placement services up to a maximum value of £ 4,200.00 to cover the period of the international assignment.

If the allowance of £ 4,200.00 has not been fully utilised within the standard twenty four (24) month period of the international assignment, spouses/permanently cohabiting partners of eni Persons on international assignment in Basingstoke are entitled to utilise the remaining amount for a carry-forward period, should the current international assignment be extended.

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

In case certain restrictions exist, particularly with reference to work permit/visa obtainment for spouses/permanently cohabiting partners accompanying eni Persons on an international assignment in Basingstoke, support will be provided by the Company directly or through reimbursement of expenses incurred.

### 5.3.2 Schooling assistance for accompanying children

With particular reference to the accompanying children of eni Persons on international assignment in Basingstoke under family status, the Company provides flexible schooling assistance pursuing educational continuity between the home country and the UK.

All supports start at the age of three (3) years and cease at the end of the school year during which the student reaches the age of twenty (20).

There is no support for university or equivalent courses.



## 5. Rules and regulations

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 reimburses expenses related to school enrolment, additional compulsory fees (maintenance fee, building fee), textbooks purchase and uniform (where mandatory only).

Reimbursement of expenses for travel to and from the school is granted only if the travel takes place on a collective means of transport organised for this purpose (e.g. school bus).

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

In case there are no schools in the UK providing educational curricula compatible with that of the country of origin, reimbursement is granted for documented expenses involving supplementary private lessons, within a limit of sixty (60) hours, designed to lead to the obtainment of educational qualifications recognized in the home country.

If, in order to obtain educational qualifications it is necessary to undergo school examinations in a country other than the UK, the expenses for related travel and accommodation shall be borne by the Company. HRS will evaluate whether the Company shall bear travelling, board and lodging expenses of an accompanying person, should this be deemed necessary.

If a student's educational background does not meet the requirements of the school system of the UK, HRS will evaluate whether reimbursing 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 UK school system.

The Company reimburses school fees in accordance with the following set ceilings:





## 5. Rules and regulations

- Kindergarten: £ 14,000 per annum
- Primary School: £ 20,000 per annum
- Secondary School: £ 24,500 per annum

### 5.3.2.1 Nursery

When accompanying spouses/permanently cohabiting partners of eni Persons are in any kind of gainful employment in the UK, the Company shall provide full reimbursement (100%) for the nursery fees of any accompanying children under the age of three (3) years.

The Company reserves the right to set ceilings on the reimbursement of the fees.

In case that accompanying spouses/permanently cohabiting partners are not in gainful employment in the UK but are benefitting from the Working Partner Support program, the Company reimburses fifty per cent (50%) of nursery expenses.

Financial assistance consists of reimbursement of expenses for the registration, tuition fees, school attendance, textbooks and uniforms (where mandatory only). This provision shall also be applicable to single parent eni Persons on international assignment in Basingstoke under family status.

### 5.3.2.2 Children remaining in the home country

If eni Persons and spouses/permanently cohabiting partners are assigned to Basingstoke under family status but their children remain in the home country since they cannot carry out their studies in a satisfactory manner in the UK, reimbursement will be provided for documented school expenses (including registration, attendance, board and lodging) for each child per school year for the duration of the international assignment.

Should eni Persons and spouses/permanently cohabiting partners decide, by personal choice, that their children, who are still students, shall not be transferred to the UK,



## 5. Rules and regulations

the previously mentioned reimbursement shall not in any way exceed the costs that the Company would have sustained should the children have attended schools in Basingstoke.

Reimbursement is not provided for the attendance of "luxury"- rated schools in the home country, a category to be defined under the binding judgement of the Company, based on average market prices.

Should any of the above conditions not be met, no type of school support will be provided.

In case that spouses/permanently cohabiting partners return to home country on a permanent basis, school support will be provided only for enrolment and attendance fees.

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

### *5.3.2.3 Accompanying children returning to home country during international assignment*

The Company contributes to school support for eni Persons on international assignment in Basingstoke under family status whose accompanying children are required to return to the home country due to the impossibility of pursuing their school curriculum in the UK.

Under these circumstances, the Company shall reimburse, for each child, schooling expenses (enrolment, attendance, board and lodging in residential facilities) related to the completion of the current school year and any further school year occurring before the end of eni Persons' international assignment in Basingstoke.

Reimbursement shall be subject to submission of documentary evidence and the ceiling shall be defined by HRS.





## 5. Rules and regulations

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

### 5.4 Settlement and residence in the UK

#### 5.4.1 Housing arrangements

The Company provides eni Persons on long-term international assignment in Basingstoke with permanent accommodation for the scheduled duration of the stay.

Standards of accommodation solutions are set on the basis of a range of assessments of the UK real estate market, personal security, taxation, relevant regulations, etc. performed by the eni dedicated function which sets also the relevant monetary ceilings for Basingstoke area applicable to all eni Persons on international assignment.

Accommodation solutions are provided to eni Persons on international assignment in Basingstoke according to their assignment status, category and Company's regulations regarding personal safety.

Accommodation solutions are provided either furnished or unfurnished.

The Company will be liable for service charges and utility expenses relating to lighting, gas, water, heating, routine maintenance (excluding damage caused as a result of the tenant's negligence), home insurance (if compulsory and on the tenant's account), telephone installation/connection, internet (connection and subscriptions) compulsory TV subscriptions, pay-tv subscription (including satellite TV). Such costs are to be reimbursed subject to the provision of the required documentary evidence.

With reference to the telephone land line rental, internet and pay-tv subscriptions, the following reimbursement lump-sum ceiling amount is applicable: GBP £65 per month

Eni Persons are liable for expenses related to fixed land line telephone calls.



## 5. Rules and regulations

The Company either bears expenses or reimburses eni Persons for expenses related to real estate agency fees, to council tax applicable legal fees, subject to pre-approval from HRS and provision of the required documentation.

### *5.4.1.1 Housing arrangements for eni Persons transferred from London*

Accommodation solutions to eni Persons who are transferred to Basingstoke following a previous assignment to London, will be provided as follows:

- eni Persons under single/unaccompanied/family status with only spouses/permanently cohabiting partners and/or with children not of school age will receive the present accommodation support only until early termination of the current active lease agreement is applicable: therefore, such agreements shall be terminated as soon as contractually feasible and the ceilings for Basingstoke area shall be applied;
- eni Persons under family status with children of school age (3 to 19 years) will receive the present accommodation support until the end of the assignment in Basingstoke. In case children of school age are re-enrolled in another school based outside of the central London area, the ceiling for the Basingstoke area shall be applied.

### *5.4.1.2 House cleaning*

Subject to the submission of the required documentary evidence, eni Persons are reimbursed by the Company for expenses incurred from the professional cleaning of their accommodation, subject to the limits set by HRS as follows:

- Single status / unaccompanied status four (4) hours per week
- Family status (no children) eight (8) hours per week
- Family status (married + children) twelve (12) hours per week



### 5.4.1.3 Furnishing

In line with the characteristics of the UK real estate market and, if allowed by the latter, the preference of eni Persons for a specific type of accommodation, the company may provide for an unfurnished, partially furnished or fully furnished accommodation solution.

If unfurnished accommodation is available, the company shall provide one of the following options to eni Persons on international assignment to Basingstoke:

- a one-off contribution for the purchase of furniture when entering the premises as per what set and updated periodically by HRS in liaison with the HQ;
- reimbursement of expenses incurred in the shipment of furniture and personal belongings (ref. paragraph 7.1.3.5);
- reimbursement of expenses incurred in the leasing of furniture;
- furniture in kind.

If partially furnished accommodation - generally consisting of a kitchen, bathroom and basic domestic appliances - is available, the Company shall provide one of the following options:

- a one-off partial contribution for the purchase of furniture, as described above;
- reimbursement of expenses incurred in the shipment of furniture and personal belongings, subject to confirmation of the general furnishing conditions from HRS;
- reimbursement of expenses incurred in the leasing of missing furniture;
- supply of missing furniture in kind.

If fully furnished accommodation is provided to eni Persons on international assignment in Basingstoke, in general no further support is provided.

At the discretion of HRS, eni Persons may be provided with a one-off initial settlement payment intended to cover the cost of purchasing essential goods.



### 5.4.2 Club Membership

The Company reimburses expenses for sports and fitness clubs (including enrolment and annual subscription) to a maximum ceiling of £ 500.00 per each eni Person and – for those under family status – each family member, on production of the required receipts.

The enrolment and subscription costs shall be reimbursed only for the period of the assignment and eni Persons will need to provide proof of membership, which can include copies of the membership contract or written verification of enrolment from the club.

The reimbursement will be made upon presentation of the relevant documentation to HRS Manager and is applicable once per contractual year.

### 5.4.3 Transportation

Company support for transportation shall be provided to eni Persons on international assignment to Basingstoke either in the form of a subsidy (transportation allowance) or by way of reimbursement of expenses incurred as follows:

#### a) Senior Managers and Knowledge Owners

The company shall provide eni Senior Managers or Knowledge Owners from one of the following options:

- a company car, in accordance with the applicable company regulations;
- a transportation allowance as set by HR Department;
- reimbursement of the cost of an annual public transport subscription or alternatively, reimbursement of taxi costs, up to the equivalent cost of an annual public transport subscription (train from London terminals to/from Basingstoke). Reimbursement shall always be subject to the provision of

## 5. Rules and regulations

sufficient documentary evidence and shall only apply to eni Persons irrespective of the assignment status.

Senior Managers or Knowledge Owners shall select option 1, 2 or 3 within thirty (30) calendar days of the date of commencement of the international assignment by notifying HRS in writing regarding the selected option.

If eni Persons select option 1, reference shall be made to the applicable Company regulations governing the assignment and mixed use of company cars as follows:

- the car shall be made available by the Company for the duration of the international assignment and cannot, in general, be replaced during this period;
- the Company shall reimburse maintenance (ordinary/extraordinary) and insurance expenses;
- the Company shall reimburse fuel expenses according to the maximum mileage guidelines;
- the assignee will be charged an amount for the private use of the vehicle.

If Senior Managers or Knowledge Owners are already benefiting from a Company car in the home country, they shall normally be required to return it within six (6) months of the date of commencement of the international assignment, irrespective of the support option in the UK.

### b) Senior Staff (Quadri) and Employees

The Company shall provide Senior Staff (Quadri) and Employees from one of the following options:

- an interest-free "car loan" for the purchase of a car in the UK ;
- a transportation allowance, as set by HR Department;
- reimbursement of the cost of an annual public transport subscription or alternatively, reimbursement of taxi costs, up to the equivalent cost of an annual public transport subscription (train from London terminals to/from





## 5. Rules and regulations

Basingstoke). Reimbursement shall always be subject to the provision of sufficient documentary evidence and shall only apply to eni Persons irrespective of the assignment status.

Senior staff and Employees shall select option 1, 2 or 3 within thirty (30) calendar days of the date of commencement of the international assignment by notifying HRS in writing regarding the selected option.

If eni Persons select option 1, the interest-free "car loan" shall be provided subject to the submission of an official estimate for car purchase to HRS.

Following the provision of the "car loan", eni Persons shall be required to provide sufficient documentary evidence of the car purchase to HRS under penalty of withdrawal of the loan and the option of reclaiming any sum already disbursed.

The interest-free "car loan" for Senior Staff and Employees shall be provided via a single payment and must be repaid to the company by the beneficiaries as follows:

- fifty per cent (50%) of the total loan amount, spread over a number of instalments equivalent to the number of months from the initial disbursement of the loan until the completion of the international assignment;
- the remaining fifty per cent (50%) to be made as a single payment on completion of the international assignment.

If the date of completion of the international assignment of eni Persons is extended, the remaining fifty per cent (50%) shall be repaid by the eni Person in monthly instalments as per the arrangement prior to the original end.

Payment by instalments shall be understood to have ended when the loan has been repaid in full.

In the event that, at the extended date of completion of the international assignment, eni Persons have not repaid in full the original amount of the "car loan", the balance shall be understood to be repayable to the company in a single payment, irrespective of further extensions of the completion date.



### 5.5 Return trips

During the assignment in the UK, eni Persons and – for those under family status – each of authorized accompanying family members are entitled to return trips to the home country as per the frequency below:

STATUS	TICKETS PER CONTRACT YEAR*
Single	3
Family	1
Unaccompanied	3 + 1 (for non-accompanying family members only economy class is applicable)

\*The contractual return trips do not include the start /end of contract air tickets which are usually issued by the employment company.

#### *Ticket provision – applicable options*

The Company puts at the disposal of eni Persons on international assignment the three following options regarding the provision of air tickets they are entitled to:

- **Ticket in kind:** the Company provides directly air tickets and relevant support
- **Travel budget:** the Company sets and offers a budget equal to the total value of air tickets eni Persons are entitled to. From this budget the cost of journeys to any destination is deducted, once supporting evidence is provided
- **Cash in lieu:** the Company will pay eni Persons an allowance equal to the total value of air tickets they are entitled to in accordance with the international assignment status

#### *Ticket in Kind*



## 5. Rules and regulations

The **ticket in kind option** is applied by default and always guaranteed.

Should eni Persons prefer an alternative to the ticket in kind, they shall notify HRS of the selected option 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 entire duration of the international assignment.

### *Cash in Lieu*

If eni Persons select the **cash in lieu option**, they may claim the full equivalent (100%) of each return ticket value:

- when requesting to benefit of their accrued annual leave;
- and against proof of purchase of travel (purchase receipt).

At the beginning of each year, HRS sets a limit of the full ticket price equivalent based on agreements in place with air carriers and/or local travel agencies.

Fares and limits may be reviewed periodically to mirror any ongoing price variations.

In case of re-assignment to another destination before the individual secondment agreement expiry date, eni Persons are not expected to refund any of the cash-in-lieu payment as long as they have spent at least eight (8) months in the UK.

### *Travel Budget*

If eni Persons select the **travel budget option**, they may claim the value of any ticket purchased for any destination.

Reimbursement shall be made up to the total value of air tickets eni Persons are eligible to, depending on assignment status. The reimbursement as such shall be subject to the provision of sufficient documentary evidence of a purchased ticket.

In case of assignment to Basingstoke under family status, the travel budget shall be extended to cover return trips for each eligible accompanying family member. Eligible family members will be therefore entitled to reimbursement of ticket price under this option.





## 5. Rules and regulations

Any part of the budget not spent by eni Persons upon completion of the international assignment (including extensions) in Basingstoke cannot be transferred to a different assignment or encashed.

If the travel budget is not used within a 12 month period and eni Persons choose the same ticket provision option for the following contract year, the outstanding balance may be carried over to the next year.

### *Travelling Time*

The Company supports eni Persons on international assignment to Basingstoke during return trips to their home country by providing one or more days of paid leave for each return trip according to the number of travel areas to be crossed when returning to home country and the assignment status.

The limits, in terms of maximum number of days of paid leave per round trip ticket, depend on the number of travel areas to be crossed from UK area in occasion of the return trips and are set up by the International Mobility Policy available at [myeni.com](http://myeni.com)<sup>1</sup>.

In no case such additional paid leave days can be accrued within annual leave entitlement if not enjoyed by eni Persons in the occasion of return trips.

For eni Persons who apply for the cash in lieu option, the recognition of such additional paid leave days is based on the assumption that the trip occurred by air carrier, and a maximum of one (1) paid leave day will apply per round trip ticket.

### 5.5.1 Vacation entitlement (rest period)

The number of annual paid leave days eni Persons are entitled to is that stated by the individual secondment agreement.

Eni Persons may not waive their vacation time, except under justified circumstances and with Company authorisation.

The schedule of the annual vacation period or periods (should annual leave entitlement be split) shall coincide with the schedule of return trips as per eni

<sup>1</sup> See international mobility policy(long term assignment/urbanlocation/settlement and residence in the host country/return trips to the home country/time scales



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Persons individual secondment agreement, whilst considering Company's requirements as well as those of eni Persons.

In the case where eni Persons are called back to the UK before completing the programmed vacation period because of impending requirements from the Company, the vacation will be considered as suspended at the end of the day prior to their departure to the UK. The additional paid leave days to cover travelling time shall be counted from the actual day of departure. Should eni Persons return to the place of vacation to continue their interrupted holiday, the relevant travel time will be applied.

Whilst on annual leave, eni Persons may be called upon to fulfil a "mission".

In such cases, the annual leave period is interrupted on the day of departure from the place where the eni Persons enjoy their vacation and will resume on the day they return to the same holiday location.

Such business trip shall be authorized in advance by the Company direct superior and HRS as per Company's standards.

After performing the business trip, eni Persons shall be reimbursed for both the actual documented expenses incurred to reach the borne due to the interruption of the rest period (for example, hotel penalties, etc.).

Annual leave is not interrupted should an illness or an injury occur during the vacation period, on the proviso that such illness/injury does not prejudice the normal psychological and physical recovery connected with the vacation enjoyment.

Should the illness/injury - certified by a medical certificate - last beyond the end of the annual leave, only these additional days will be considered as paid sick leave.

The vacation is interrupted if an illness or an injury is such that it compromises the normal psychological and physical recovery connected with the vacation enjoyment (for example, in case of a few days hospitalisation: the following convalescence period deemed necessary after being discharged from hospital would be considered as paid sick leave).



In any case, in order to request the interruption of the annual leave, it is essential that eni Persons submit a medical certificate to the Company, within five days from the onset of the bad state of health. Such a medical certificate shall state the date of onset and the presumed duration of the illness. Should such a certificate fail to reach the Company on time, such benefit is lost and it will not be possible for eni Persons to later request to recover the period of vacation leave they have not enjoyed because of the illness.

### 5.6 Compassionate leave or serious family problems

Should a serious family-related issue occur (death or serious illness of a spouse/ permanently cohabiting partner and/or member of eni Persons immediate family and/or a spouse/permanently cohabiting partner of the latter), eni Persons and each accompanying family member shall be entitled to 1 (one) return trip in addition to the annual contractual entitlement. In such circumstances, eni Persons must contact HRS to apply for paid leave for a period not exceeding five (5) working days.

The rules regarding expense reimbursement and class of travel are as per those applied at the start/end of assignment transfers.

Upon return to the UK, eni Persons shall provide relevant documentation to justify the repatriation.

### 5.7 Business trips during assignments abroad

Rules and regulations of business trips are aligned to the guidelines set by Company's business trip policy.

#### 5.7.1 Business trips of non-eni Mozambique Engineering personnel

Company departments hosting personnel on a business trip in Basingstoke from head office or any other subsidiary, shall provide HRS with the relevant travel

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authorization form so to evaluate if and what kind of support shall be provided by the Company.

Such personnel will follow the policies and procedures in force within their home company with regard to expense claim and flat rate allowances.

### 5.8 Medical care in the UK

#### Private Medical Insurance

Eni Persons on international assignment in Basingstoke are covered by a private medical insurance.

For guidelines, rules and regulations of this service eni Persons shall refer to the insurance provider's leaflet they receive from the HRS department.

In addition, whilst working in the UK, eni Persons and authorized family members are entitled to treatment under the National Health Service (NHS).

Under the NHS system there is no charge for basic General Practitioner (GP) or hospital treatment.

There is a charge for prescriptions, but prescriptions for children under 16 are free.

#### *How to Register*

As soon as permanent home address is established, eni Persons and accompanying dependents shall register with a General Practitioner (GP) medical doctor.

A list of practising medical doctors GP's can be found on the NHS Choices website. By entering the postcode on the website, eni Persons will be able to find various health services (hospitals, GP surgeries, dentists) in the local area.

The aim of the directory is to help finding the doctor most suitable to individual and family needs.

Furthermore, it is possible to obtain a practice leaflet from each surgery that will give details of the various services on offer to the patients, together with the surgery hours. These services may include Health Promotion Clinics, Ante Natal Clinics and Baby Clinics.

Many surgeries will also have their own websites containing all the relevant information you may require.





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The website for NHS Choices is:

<http://www.nhs.uk/Pages/HomePage.aspx>

From the list provided, it is possible to select a clinic and apply in person to register yourself and your family as NHS patients.

The selected clinic may already have a full patient list or home address may be outside of the practice area in which case it shall be necessary to apply to another listed clinic.

If the chosen clinic agrees to the registration, a simple registration form provided by the surgery shall be completed to be included within that clinic's patient list.

### *After Registration*

After having registered with a practice, it will be possible to arrange a personal consultation

with a doctor to discuss health status. This will take place at the surgery.

During this consultation the doctor may discuss various health aspects such as medical history, current status of health, any social condition which may affect health, lifestyle, diet, exercise and alcohol consumption.

In addition, a physical examination will be offered covering height, weight and blood pressure readings. Should it be required any specific treatment that such doctor is unable to provide, a specialist shall be consulted upon doctors' advice.





### **6. Code of ethics and Model 231**

All eni Persons receive the Company-approved Code of Ethics and the Model 231 document.

Compliance with these documents is mandatory and they are to be respected by all eni Persons.

### 7. Controls, document preservation and book-keeping

Eni's internal audit team shall independently examine and assess internal controls to assist in the verification that the areas expected to be covered by this auditing procedure (as directed by the annual audit program approved by eni SPA board of directors) are, properly managed and controlled. All units and functions involved in the activities that are regulated herein, shall ensure that all files and documents are preserved and filed within their respective area of competence and responsibility. Furthermore, all units and functions will perform controls to ensure that the expectations of the auditing procedure are respected, in such a way to allow the reconstruction of the different phases of the process.

The book-keeping entries related to the activities that are the subject of this auditing procedure shall accurately and fully reflect all the operations that have been carried out by the Company. All costs and burdens, revenues and incomes, takings and disbursements, as well as obligations, shall be fully, truthfully and correctly represented in the Company's accountancy records. These will be represented in compliance with the applicable accountancy principles and eni's "General Group Accounting Plan", and will be provided with adequate supporting documentation that has been issued in conformity with the applicable laws.

The original hard and/or electronic copies of the documents, unless otherwise specified, must be stored for at least 10 years.