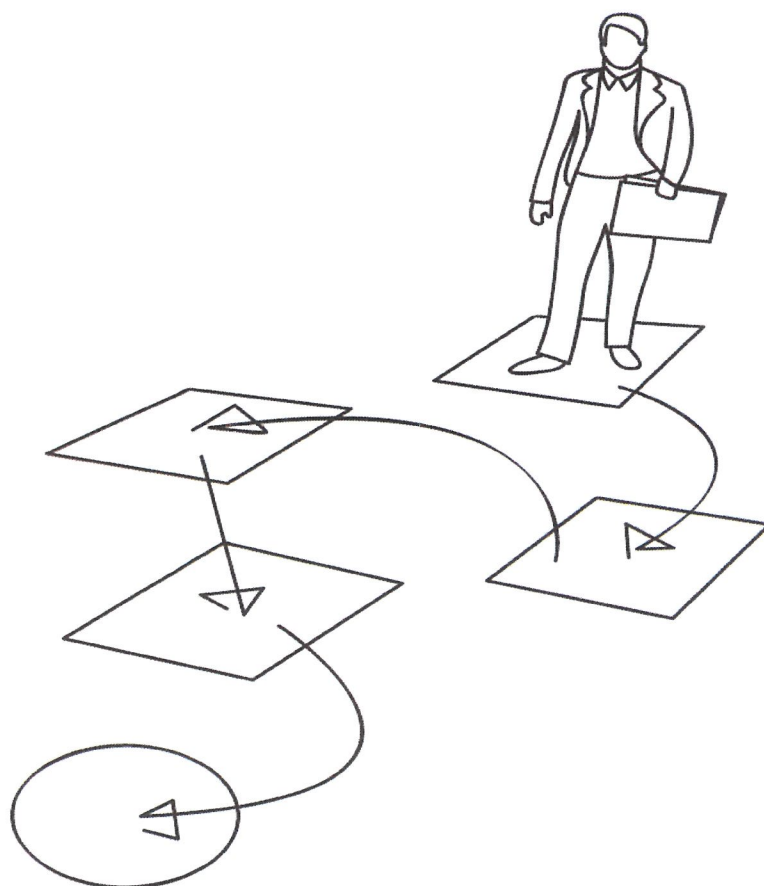


Procedure

Expatriates Handbook (Town Based Contracts)



REFERENCE MSG:
Human Resources

TITLE:

Ieoc Production B.V. - Expatriates Handbook

NOTES:

This personnel handbook provides a quick reference and guide to Ieoc Production B.V. expatriate staff in order to recognize their rights and responsibilities. All policies and procedures contained therein apply to all residential expatriate staff.

Terms related to base salary and overseas remuneration (pension, life insurance, etc.) are developed on a corporate level by headquarters Human Resources.

Ieoc Production B.V. has issued this handbook in compliance with the HR Operating Instruction OPI HR 006 Eni SpA r04 , code of ethics and model 231.

The company reserves the right to revise or amend these policies at any time.

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Confidentiality and distribution

Though the intent of this Handbook is for internal use, the full contents of the Human Resources Policies and Procedures are confidential and are intended for internal use only. Under no circumstances, the confidential contents of the expatriate handbook be revealed to third parties without the express written permission of the STA Manager. The expatriate handbook will be updated on a yearly basis and will be published on "My Ieoc". The STA Manager is the controller of the expatriate Handbook and is responsible for addressing all relevant enquiries and matters.

Communications

Ieoc believes that all employees should be kept fully informed about company plans, activities, and changes.

Your Supervisor/Manager is always your best source of information. Bulletin boards are also used to post items of general interest. The intranet is also available for access to all employees through "My Ieoc" in which you could easily find general information, Eni Code of Ethics, Model 231, Company policies and procedures, directories, medical contractors, forms, etc.

1. BEFORE YOU START YOUR CONTRACT



1.1. Immigration procedures

EU Assignees

For European passport holders, an entry visa can be granted directly upon their arrival in Cairo airport against payment of USD 25. Entry visa is valid for one month. The Company reimburses cost of said visa to expatriates, upon submitting relevant receipts, in case paid directly by him/her.

Non EU Assignees

Non-European expatriates who start their assignment in Egypt initially enter the country with a tourist or business visa granted by the Egyptian consulate of their home country.

Necessary documents for your work permit

Upon arrival, STA department shall start the process of the residency visa and work permit, which takes from 6 to 8 weeks to be finalized.

Expatriates prior to their arrival shall provide the following documentation to Eni Servizi in order to get the required authentication and legalization. Subsequently, Eni Servizi will send the authenticated and legalized documents to Ieoc Production B.V. to proceed with the request of the residency visa and work permit.

Requested documents:

- Updated Curriculum Vitae
- 6 passport photographs
- Marital Certificate (if married)
- Birth Certificates of children (if not registered on parents' passport)
- Qualification Certificate
- Experience Certificate

An HIV test will be arranged by STA upon arrival in Egypt.

Expatriates shall arrive with a valid passport for at least 1 year with at least 5 clear pages.



1.2. Driving license

It is highly recommended that expatriates issue an international driving license from their home country prior to their arrival, or else, an Egyptian driving license can be issued after obtaining the relevant work permit.

1.3. Early termination of lease agreement in the home country

In case the expatriate has to early terminate his lease agreement of his current accommodation due to the proposed international assignment, the company shall reimburse the relevant expenses.

Such reimbursement shall be subject to submission of the relevant supporting documents, including the lease agreement.

Transportation of furniture in the home country

In case of early lease agreement termination in home country due to the international assignment, the company shall reimburse the cost of transportation of furniture to a storage or elsewhere within the same country.

To be eligible for such support, expatriate shall submit to STA at least two official estimates (including the cost of packaging and insurance) in which the company shall select the most favourable.

Storage expenses may be reimbursed as an alternative of transportation expenses. The company may reimburse the cost of storage of goods, subject to the limit applicable to the transportation costs, up to the maximum of EUR 7,000. Storage of work of art, antiques or luxury items remains at expatriate charge.

Shipment

Expatriates in Egypt are not entitled to any shipment allowance, given that fully furnished apartments are provided.

Nevertheless, based on the actual needs of the Expatriate, the Company reimburses the shipment expenses exclusively for belongings related to accompanying children's up to the age of 5, with a maximum ceiling as per international OPI.

2. ON YOUR ARRIVAL

1.4. Pre-Assignment Trip

In order to assist expatriates to get acquainted with the working and social environment in Egypt, the company may offer a pre-contract mission to expatriates and their spouses. Such pre-contract mission is limited to seven calendar days.

2.1. Transfer (beginning and end of contract)

Travelling Expenses

The travelling expenses to the assignment location and the return trip home at the end of the assignment are paid for by the company. The company shall provide the flight tickets from the airport nearest to the employee's habitual residence to the location of assignment. Tickets will be provided not only for the employee, but also for family members authorised to accompany him/her.

Class of Travel

The class of travel will be set according to the assignment contract signed by the employee.

2.2. Airport Assistance

The company shall provide airport assistance for expatriates and their families upon their first arrival to Egypt and during annual leaves.

2.3. Excess Luggage Allowance

Expatriates and their families (up to 5 family members) are entitled to an excess luggage allowance of EUR 650 per person to cover all expenses relevant to the transport of their personal belongings. This is applicable on the beginning and end of the assignment contract.

2.4. General Briefing

On arrival, a welcome basket is provided which includes:

- a cell phone
- a telephone & address index
- a general guide on living in Cairo
- security vademecum (including a map of Eni assets in Egypt)
- the code of ethics



Induction

STA will provide an induction during the expatriate's first days in the office and will go through a number of administrative issues, such as:

- Opening a bank account
- Monthly remittance instructions
- Contact list for services and emergency
- HSE induction
- ICT induction
- General services induction
- HR induction

The Housing Section will liaise with the expatriate to start the home search.

Spouses are encouraged to accompany the expatriates in the induction session.

2.5. Temporary Accommodation and Logging Allowance

Until permanent accommodation in Cairo is arranged, the company will provide temporary accommodation for expatriates and their families upon arrival for up to 30 days to enable them to secure appropriate permanent housing. Should the expatriate require a longer period of time for any reason, a full justification is required for STA approval. In the event that after the permanent accommodation is ready the length of stay extends to over one month, the company may charge the employee to offset the costs incurred.

All hotel bookings are made through the company's Travel Office. During the initial hotel stay the company will cover the cost of accommodation, on the basis of bed and breakfast. In addition the company will pay the following Logging allowance:

EGP 300 for employee;
EGP 225 for spouse;
EGP 150 for each child.

Accommodation will normally be settled directly by the company. Any business-related items, if any, will be billed to the expatriate, who should pay and thereafter reclaim.

Occasionally a leased apartment may be available on a temporary basis for expatriates arriving with their families. Should this be the case, no per diem allowance shall be paid.

3. BASIC CONTRACTUAL PRINCIPLES

2.6. Embassy Registration

It is required that the expatriate and family members register themselves personally with their home country embassy or consulate upon their arrival. For registration assistance, expatriates shall contact the Work Permits & Visa section.

2.7. Bank account and remittance instructions

Expatriates in Egypt shall open a local bank account in IEOC contracted bank. The bank account is usually used to receive a portion of their overseas remuneration in order to

cover their living expenses. Moreover, benefits processed in local currency shall be transferred to this bank account.

Expatriates will be requested to complete the remittance instruction form, where they have to indicate the amounts they would like to receive in Egypt and abroad.

STA shall provide expatriates with a bank letter necessary to open a bank account in Egypt.

3.1. Contract Duration

Usually the company arranges for expatriates assigned to Ieoc Production B.V. an assignment of a 12/24 months. The company reserves its right to extend the term of the international assignment up to a maximum of three extensions of twelve months each, for a total period of five years.

3.2. Assignment Status

Upon arrival the expatriate shall declare his/her marital status, such marital status could be changed only once during the total duration of the assignment against an official reasoned request.

"Single Status": Shall apply to expatriates whose civil status is single and/or who are not permanently cohabiting.

"Unaccompanied Status": Shall apply to expatriates whose civil status is married and/or permanently cohabiting, and leaving their families in the home country for business or objective personal reasons.



On the basis of submitting relevant documentations, the joint custody of children as a result of divorce, separation or end of cohabitation , the " unaccompanied " status shall be recognized.

"Family Status": Shall apply to expatriates whose civil status is married and/or permanently cohabiting, and the spouse and children (not in employment under the age of 24 years) are accompanying him/her to the host country.

In order to recognize the marital or the permanent cohabitation status, the expatriate must provide the company with the following documentation:

- Italian national or 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;
- Non Italian national/resident and internationally assigned from worldwide subsidiaries: a marital certificate (if married) or a certificate of family status (if permanently cohabiting) or an equivalent certification issued in the country of residence, depending on whether married or permanently cohabiting.

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.

3.3. Change in assignment status

In general terms, the expatriate shall be entitled to request a change in the assignment status 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. The company may also, under special circumstances, grant an additional request for a change in the status of an international assignment during the overall period of assignment.

- In case of a request to change the assignment status from single to unaccompanied and vice versa, this will be possible only if not less than 8 months are remaining to the end of the assignment period.



4. ORGANIZATION OF WORK ACTIVITY

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

Specific conditions will be submitted to management approval.

4.1. Working hours and overtime

The company requires that all expatriates are present and prepared to begin work at the time and/or location to which they are assigned/scheduled. Ieoc Production B.V. office hours are 8 hours from 8:00 a.m. to 4:00 p.m., Sundays through Thursdays.

The company allows flexible working time so that work may start between 8:00 a.m. and 9:30 a.m., however all expatriates must complete 8 working hours on the same day.

The opportunity to enjoy up to 40 minutes lunch break, outside the office building, is also available between 1:00 p.m. and 2:00 p.m., on the condition that it is recovered on the same day after working hours. The recorded time for working hours must be at least 8 hours of work.

Expatriates assigned to Petrobel, Agiba and UGDC shall abide to the working hours defined and announced by the relevant HR department.

4.2. Leave Entitlement

4.2.1. Annual leave

Expatriate employees assigned to Egypt under a town contract are entitled to a number of vacation days as stated in their contracts. Supervisors/Managers shall approve time sheets and the scheduling of vacations according to work requirements and circumstances. The paid leave shall be requested through the workflow which has to be authorized by the direct Supervisor/Manager.

The expatriate may not 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 it is not possible to benefit of all the accrued vacations, for exceptional reasons due to the impossibility certified by the business and approved by subsidiary's human resources function at destination, the company will have to pay these vacations 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.

If an expatriate contract is changed from town to field or vice versa or from one company to another, the balance of accrued leave entitlement shall be calculated up to the date of the contract change and shall be paid the following month.

4.2.2. Marriage leave

In case the expatriate intends to marry, the company shall provide a paid leave amounting to 15 calendar days to be benefited, subject to an explicit notification from the expatriate of the intention to marry at a scheduled date. The expatriate can benefit from this support by a mandatory request within 30 days of the date of the marriage.

The benefit applies to expatriates under single status as well as those under unaccompanied and family statuses when marrying a permanently cohabiting partner.

Upon returning from marriage leave, the expatriate shall submit the marriage certificate to the HR management.

4.2.3. Maternity leave

Eni supports its people on international assignment in their professional and personal life.

Expatriate who becomes pregnant during an international assignment is eligible for the maternity benefits provided in the home Country or in the host Country, according to the most favorable principle, in compliance with relevant policy and international standards.

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.

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 2 months of international assignment remuneration

4.2.4. Paternity leave

In case of paternity, the expatriate under single status (in case he/she didn't avail from the unaccompanied status), unaccompanied status and family status, is entitled to a paid leave of 10 working days, even non-continuative, to be benefited within 5 months from the birth of the child.

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.

Any other situations different from the above, will be managed in accordance with the relevant Eni functions.

4.2.5. Compassionate leave

For serious family reasons (death or serious illness in a spouse/permanently cohabiting partner and/or member of the expatriate's family in the first degree in the ascending or descending line and/or a spouse/permanently cohabiting partner of the latter), the expatriate and each accompanying family member shall be entitled to a return trip at the company's expense in addition to the contractual entitlement.

In such circumstances, the expatriate shall be entitled to apply for paid leave for a period not exceeding 5 working days; any additional days will be considered as holiday.

Concerning the expense reimbursement and class of travel, the same modalities as per the start/end of assignment transfers apply.

On return, the employee shall submit relative documentation to STA to justify the repatriation.



4.2.6. Public holidays

The company offers paid holidays in compliance with the official holiday plan announced by the government which includes the following

- New Year's Day (1st January)
- Coptic Christmas (7th January)
- New Hejira Year's Day
- Sinai Liberation Day (25th April)
- Labor Day (1st May)
- Easter Day
- Sham El Nessim Day
- Ramadan Bairam (2 days)
- Courban Biaram (3 days)
- Revolution Day (23rd July)
- Armed Forces Day (6th October)
- Christmas Day (25th December)
- Revolution Day (25th January)

If the expatriate performs work during a public holiday, the company may allow a day off in the lieu, only against evidence of a prior formal request by the relevant manager. The expatriate shall be entitled to benefit of days off in lieu, for which is eligible, within 30 days of the date of performance of the work in question, in country.

A day off in lieu can under no circumstances be included in the leave entitlement.

4.2.7. Weekly rest

Expatriates are entitled to at least one day of rest per week, to coincide with the weekly day off in Egypt (Friday). In the event that the employee is asked to work during the whole day normally set aside for rest, a day off in lieu can be granted against evidence of a prior formal request by the relevant manager.

The expatriate shall be entitled to benefit from the days off in lieu, for which is eligible, within 30 days of the date of performance of the work in question, in country. Rest days should not be attached to the expatriate's annual vacation nor can be paid off. Such rest day shall be accrued only after verification with STA. Relevant forms must then be authorized by the Line Manager and the General Manager.



In case the expatriate is sent on mission from field to town for a duration less than one week, days off are accrued based on the work cycle ratio indicated in his/her individual contract. Otherwise, if the duration is one week or more, days off accrual is suspended since the first day. In this event, vacation days only are accrued on the basis of his/her vacation entitlement and the expatriate will enjoy the rest days according to the new location's work organization.

Irrespective of the length of the stay, when the expatriate is sent on mission from town to field, days off continue to be accrued on the basis of the work organisation of the place of work indicated in the individual contract. In the event that the duration lasts for a long period, it is usual to close the current contract and formalize a new one at the new work location.

4.2.8. Travel time

In favour of the Eni person returning in the home country, the company provides, for each return trip, one or more days of paid leave (travel days) that take into consideration the time spent travelling.

Therefore, 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 any travel days accorded.

The total number of paid leave days to be granted is provided by the company on the basis of the distance between the country of origin and the assignment country referring to the geographical areas crossed.

Geographical Area Crossed	NR Of Paid Leave Days Provided For Each Return Trip (Round Trip)
0	1 day
1	2 days
2	3 days
3	4 days
4	5 days



4.3. Missions during the assignment in Egypt

Expatriates travelling for mission purposes inside Egypt shall be entitled to reimburse actual costs incurred within reasonable limits except alcoholic beverages, which are not reimbursable.

Expatriates travelling abroad for mission purposes shall be entitled to refund reasonable expenses incurred in line with Eni policy, according to the following alternatives:

- Itemized expense reimbursement, in which meal costs will be reimbursed within reasonable limits upon presentation of original invoices, or;
- In case the company provides accommodation during the mission, the expatriate is entitled to a lump sum of EUR 60, fully comprehensive, to cover all the relevant expenses incurred, excluding transportation fees from and to the airport and any other business related transportation expenses; or,
- In case the company does not provide accommodation during the mission and the expatriate utilized his/her own residence, he/she shall be entitled to a lump sum of EUR 30, fully comprehensive, to cover all expenses incurred, excluding transportation fees from and to the airport and any other business related transportation expenses.

In case the company provides full board accommodation, the expatriate will not be entitled for any lodging expense claims.

For further details, expatriates are requested to refer to the business travel and offsite service published on the intranet.

In principle, business trips inside Egypt or to International destinations shall be authorized by MD/GM.

4.4. Travel Procedure

Employees travelling abroad should complete a travel request form (TRF) through the work flow system in which they indicate the following:

- Purpose of travel
- Travel dates and route
- The cost centre in which the travel costs will be allocated to
- Contact number
- Hotel name (if needed)

5. LOCAL BENEFITS

- Car rent (if applicable)
- Advance requested (in case of missions only)
- Airport assistance
- Transportation from and to airport, pick-up time and number of bags

TRFs are approved automatically through the work flow system by the Line Managers and STA Manager, and accordingly authorized by the General Manager.

The TRF should be submitted at least two weeks prior travel date

5.1. Settlement Contribution

Upon the actual arrival of the expatriate and each of the family members, the company offers to pay the first settlement contribution according to the amounts specified in the assignment contract.

The settlement contribution entitlement is paid only once upon the expatriate's first assignment in Egypt, even if the duration of the assignment in Egypt is renewed, the contract type is changed (field/town) or position or the company of assignment occurs.

5.2. Travel (return trips entitlement)

The company shall provide expatriate employees with number of return trips to their home country, to be considered as additional to the start /end international assignment journeys, in correspondence with their contract marital status as follows:

Status	Flight tickets entitlement
Single	4
Unaccompanied: Employee Family members	6
	0
Family: Employee Family members	3
	3

The aforementioned entitlements are given only when expatriates are entitled to benefit of accrued leave. Such flight tickets shall be granted in addition to the start and end of contract flight tickets.

The company, regardless of the applicable ticket provision option, shall provide return trips from Egypt to the home country only when entitled to benefit of accrued leave.



Therefore, the expatriate shall be entitled to request a contractual return trip to coincide with their leave entitlements.

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

Class of Travel

The class of travel shall be determined on the basis of the conditions specified in the expatriate's assignment contract.

5.2.1. Applicable options – Ticket Provision ¹

With regard to return trips, the company shall make available to expatriates two different options for the provision of air tickets they are entitled to. These options are not applicable to the trips entitled on the beginning and end of the assignment.

Expatriates shall, within 30 days of the date of commencement of the assignment, notify the STA department of the option selected as an alternative to the ticket in kind. The chosen option cannot be modified for the entire duration of the assignment.

Ticket in kind

The company provides an air ticket directly through the Travel Office as well as relevant travel support.

Cash in lieu

The company provides the full equivalent price of the entitled flight tickets, only when entitled accrued leave, in accordance with the assignment status. In order to receive such equivalent, the expatriate is required to provide evidence of trips undertaken.

The travel allowance shall never exceed the amount provided for under the ticket in kind option, based on the assignment status.

Evidence of travel is also mandatory to request paid leave for travel time and the travelling allowance. In any case, the paid leave for travelling time should not exceed one day per return trip to be applicable as travel time.

Attached is a relevant price list set for various destinations which be revised by STA annually.



5.2.2. Travel allowance

With regard to return trips, expatriates are entitled to a travel allowance for the journey from the place of residence to the departure airport, either in Egypt or the home country. Travel allowances are set per round trip as follows:

EUR 140 – for expatriate

EUR 140 – for spouse (if eligible under family status)

EUR 70 – for each accompanying child (if eligible under family status)

5.3. Car Loan

The company shall grant expatriates an interest free car loan up to the amount of EUR 22,000 to buy a personal car. Expatriates, upon their arrival, may initiate the process for purchasing a personal car. The ownership of the car is granted once the work permit is issued

The loan will be settled as follows:

- 50% in equal monthly instalments to be deducted from the salary starting from the month after the loan is granted for the entire remaining contract duration;
- The remaining 50% to be repaid at the end of the contract, on early termination of the contract or on sale of the car by the expatriate, whichever is the earliest or by monthly instalment to be deducted during the renewal period.

In the event that, at the extended date of completion of the assignment, the expatriate has 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.

The expatriate shall always be responsible for fuel, maintenance and insurance costs for the purchased car.

On the basis of local security evaluation conducted by the company, the company may prohibit the expatriate, in certain conditions, to drive a car due to security reasons, related for example with environmental or logistical conditions, reasons of personal safety, etc.

In case the expatriate wishes to buy the car from duty-free outlets, STA Department will primarily address the Logistics Dept. (LOG) for verification of the conditions, procedures and regulations in order to initiate the procedure. In all cases, Egyptians are not allowed to drive cars purchased from duty-free outlets.



5.4. Membership and Subscription Benefits

5.4.1. Club Subscription

The company shall refund expatriates and their resident families for club subscription including any preliminary entrance fees, up to the following maximum ceilings per year:

- EGP 10,000 for single status,
- EGP 13,000 for unaccompanied status
- EGP 15,000 for family status

Relevant invoices for preliminary entrance fee and yearly subscription should be submitted to STA for reimbursement.

5.4.2. TV Subscription

The company shall refund the cost of subscribing to any satellite TV channels for standard packages up to a maximum amount of EGP 2,500 per year, upon presentation of relevant receipts.

5.4.3. Internet Subscription

The company shall refund the cost of home internet subscription up to the maximum of EGP 2,500 per year, upon presentation of relevant receipts.

5.4.4. Language courses

In order to support the social integration of expatriates and their accompanying families, the company shall refund, for the duration of the assignment period, the cost of language course subscriptions (Arabic or English), whether individual or collective, up to a maximum of 60 hours. Requests should be submitted to HR department who will follow up on the registration procedures in certified and approved linguistic institutes.

This benefit shall be extended to the accompanying children of expatriates under family status.

5.5. Schooling Assistance

The company supports its resources who have been accorded family status, focusing particularly on the family during each phase of the assignment. Flexible schooling assistance is provided for the enrolment of expatriates' children in educational institutions.

In any event, normally, schooling assistance ceases at the end of the school year during which the student reaches the age of 20. No assistance is provided for enrolment in university or equivalent courses.

Nursery

In case the expatriate's spouse has a gainful employment in Egypt, the company shall provide full reimbursements of the expenses for nursery enrolment in favour of accompanying children under the age of 3 years.

The company shall have discretion to reimburse 50% of expenses for the nursery, in case only one parent is working and the spouse is having the benefit of the Working Partner Support (WPS).

5.5.1. Accompanying children

The company provides schooling assistance that shall cover tuition fees, registration fees, school bus fees and other fees in case they are mandatory (e.g. maintenance fees, building fees, school uniforms and text books).

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

The most commonly used international schools:

- Maadi British International School – English School.
- New Cairo British International School – English School
- Cairo American College – English School
- Lycee Francais – French School

Pre-registration in schools is recommended for children prior to arriving to Egypt.

5.5.2. Non accompanying children

The company provides schooling assistance in favour of expatriates assigned to Egypt under a family status contract who are accompanied by their spouses and whose children remained in the home country due to the impossibility of pursuing school curriculum in the host country.

In this case, the company shall provide the following assistance:

- Reimbursement, for each child, of schooling expenses related to (enrolment, attendance board and lodging in residential facilities) on an annual basis for the duration of the international assignment. If the expatriate's spouse remains in the home country, such support shall not be applicable. Reimbursement shall be subject to submission of documentary evidence.
- Providing one economy class round trip air ticket per year for each child from home country to host country, even if attending university in the home country or a different country, until the age of 24.
- Provide one economy class round trip air ticket per year for the accompanying spouse from host country to home country with the aim to *managing children education*.

Under no circumstances, the air tickets can be valued

if the spouse/permanently cohabiting partner of the expatriate remains in the home Country with the children, no support will be provided

in case the terms of contract in the same assignment Country are extended beyond the standard renewal periods (5 years), 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.

Reimbursements are provided within the existing applicable limits, calculated on the basis of average market price. Schooling assistance is not provided for the attendance of luxury schools



5.5.3. Non Accompanying Children Remaining in Third Country

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, due to specific and proved needs related to school curricula

In exceptional cases, the company shall reimburse for the duration of the international assignment, for each child and each school year, the following expenses:

- the tuition fee within the limits set for the expatriate assignment location
- other school expenses as described at points 5.5.1 .

Costs of board and lodging will be on Eni person account.

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 the age of 24.

Under no circumstances, the air tickets can be valued.

5.5.4. Accompanying children returning to home country during the expatriate's assignment in Egypt.

The company provides schooling assistance in favour of expatriates assigned to Egypt under a family status contract who are accompanied by their spouses and whose children are required to return to home country due to the impossibility of pursuing school curricula in the host country.

In this case, the company shall provide the following assistance:

- Reimbursement, for each child, of schooling expenses (enrolment, attendance board and lodging in residential facilities) 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 of the beginning of the school year , an additional year of reimbursement must be provided . Reimbursement shall be subject to submission of relevant documentary evidence.

- Providing one economy class round trip air ticket per year for each child from home country to host country, even if attending university in the home country or a different country, until the age of 24.
- Provide one economy class round trip air ticket per year for the accompanying spouse from host country to home country with the aim of managing children's education.

If the accompanying spouse repatriates together with the children, schooling assistance shall be limited to the reimbursement of school expenses .

5.5.5. Schooling assistance during an international re-assignment

The company shall provide support to expatriates on long-term international assignment and accompanying family members who, during or on completion of the assignment in Egypt (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 Egypt (host country A) and if in the new location is applicable or not the family status.

For further information, please refer to STA department.

5.6. Housing

The objective of the company's housing policy is to provide furnished accommodation for expatriate staff and their families in Cairo. The company shall ensure that the provision and maintenance of accommodation is of a suitable standard in terms of quality, security, and is administered in a way that is consistent and cost effective.

STA department will administer and manage the provision of housing to expatriates and will review the housing standards periodically or when deemed necessary.

Company apartments may also be available for employees on short-term assignments in Cairo upon STA Manager approval. These apartments are provided on a fully furnished basis.

Changing from one flat to another is not allowed unless justified with valid significant reasons and subject to the prior authorization of STA Manager.

5.7. Working Partner Support (WPS)

WPS is exclusively given to expatriates who have been accorded a family status contract whose spouses were in gainful employment in the home country at the moment of the proposal of the international assignment.

WPS shall be activated upon submission of evidence of current gainful employment in the home country of the spouse to STA Dept.

WPS program offers the following:

- Reimbursement of the notice period to be eventually issued by the spouse who has resigned due to the proposed international assignment.
- The subsidiary's human resources function shall reimburse documented expenses incurred in the assignment Country in relation to professional and/or academic training or career counselling services up to a maximum value of € 6,000 for international assignments of 24months and € 3,000 for international assignments of 12 months.

Expenses incurred in relation to job-hunting and self- placement services in the host Country are not included within such value.

- If the international assignment is extended beyond a period of 4 years and the reimbursement claims up to the limit of Euro 6,000 has been fully utilized, additional relevant expenses can be reimbursed up to the maximum of EUR 1,500, with reference to the 5th year. It shall not be permitted to carry forward a balance in the case of reassignment or return to the home country.
- Reimbursement of costs relevant to job hunting services for a duration of 60 calendar days.

5.8. Medical Services

IEOC expatriate policy ensures that employees and family members are provided with adequate medical treatment in working location through a medical scheme that covers the expenses of medical examination, investigations and treatment. The company shall reimburse medical and surgical expenses for expatriates and members of their families resident in Egypt within reasonable limits.

The company employs a permanent doctor who is present during working hours in the clinic, which is located on the ground floor in the company premises. Expatriates and their families may contact him for any medical problem.

5.8.1. Medical cost reimbursement

Expatriates and each family member are provided with a personal medical card, which they can submit to the authorized contractual hospitals, laboratories and clinics without the need to pay any advance payment. A list of IEOC Medical authorized centres is published on the intranet.

Requests for reimbursement of any medical services (consultation, medicines, physiotherapy and any investigation) outside medical contractors shall be accepted only if submitted together with prescriptions, medical request, or company doctor prescription.

Claims for medical expense reimbursement must be approved by the company doctor and authorized by STA Manager. Expatriates, who are covered by FIS or FISDE, shall be entitled to refund medical expenses only after priority has been given to the use of FIS or FISDE coverage. The company shall anyway reimburse medical expenses exceeding their entitled coverage, if any, after submitting relevant documentation.

Medicines prescribed or preliminary approved by the Company doctor can be obtained from the pharmacies where IEOC has a standing agreement without any payment.



Every 6 months the company doctor will make a list of the pharmacies and the medical centres where expatriates and their families will be attended at no cost.

5.8.2. Dental treatment

The Company shall refund dental expenses for expatriates and their family members.

5.8.3. Non-reimbursable medical expenses

- Eyeglasses, contact lenses, eyeglass frames.
- Cosmetic treatment, infertility and artificial insemination and surgery are not covered by the company.
- Dental prostheses, crowns, bridges and orthodontic treatment (braces, etc.).
- Medical expenses incurred abroad.

5.8.4. Medical emergencies

In case of any medical emergency, the expatriate shall contact Ieoc doctors:

- Dr. Tarek Hafez –, Company doctor –
Tel.: 012 2229 1219/010 06055252
- Dr. Tamer Abdelrahman – tel.: 01020963777
- Dr. Maqed Abdallah, contractor – tel.: 012 2311 1956

Where necessary, the company shall arrange for emergency transfer of the expatriate and his/her accompanying family members in accordance with company procedures on health assistance matters. In this case, the reimbursement shall be set (following presentation of a physician's certificate and spending documentation) within the limits of the benefits guaranteed under Eni standards.



5.8.5. Remuneration during absence for illness or accident

In case of expatriate's absence on account of illness or accident, the remuneration may be paid out for a maximum period of 45 days in each contractual year, and no longer than the expiry date of the assignment. Once the 45 days of illness have elapsed, should the expatriate not yet have recovered full physical fitness to work in Egypt, the company may decide to early terminate the assignment agreement by invoking the relevant contractual clauses. In such cases, the agreement loses its validity, while the working relationship shall continue to be regulated by the original home country labour contract.

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.



6. GENERAL RULES

6.1. Business Cards

Any expatriate wishing to issue a business card should fill in the appropriate workflow request that shall be approved by STA after verifying the relevant position. Requests are then handled by STA to the Procurement department for execution.

6.2. Salary

Salaries are always paid on the 27th of each month, in case the 27th falls in a weekend or a public holiday, the salary shall be paid the day before.

The payslip is accessible on "My Ieoc" on the 27th of each month.

6.3. Advance on Salary

Advance on monthly salary is not normally envisaged unless at the beginning of the contract. The advance should not exceed the amount of one month and shall be recovered from the following month's salary. STA Manager must authorize any advance payment.

6.4. Company Cell Phones and Laptops

Concerning the assignment of the communication tools, please refer to the procedure "Assigning criteria and utilization rules of ICT resources for individual use" (Attachment D), published on "My Ieoc".

6.5. Payroll Deposit

In case the expatriate wishes to change the original monthly remittance instructions, he/she should notify STA by filling the appropriate form before the 15th of each month to provide enough time for the payroll procedure, otherwise the last remittance instruction shall be executed.

Social contributions and union dues are deducted monthly from the payroll according to the Italian law. Upon receiving relevant invoices, reconciliation for the account shall be executed.



6.6. Other Benefits

The company shall provide expatriates, with all the necessary support in respect to customs formalities, insure their private cars, etc. and will charge them with the costs incurred.

Nevertheless, the company may reimburse the expenses for obtaining the local licence , if necessary for driving.

Expatriates assigned on field contract basis, are eligible to refund the cost for their driving licenses, as the operational needs may require their driving in the operations areas.



7. BEFORE FINAL DEPARTURE

7.1. Company Cell Phones and Laptops

Before the final departure, expatriates are requested to give back to ICT any laptops or cell phones assigned to them at the beginning of their assignment.

7.2. Access Card and Medical Card

Before the final departure, expatriates should return their access and medical cards to STA.

7.3. Car Loan Settlement

Car loans should be settled completely before the final departure.

7.4. Bank Account

Local bank accounts should be closed prior to the final departure.