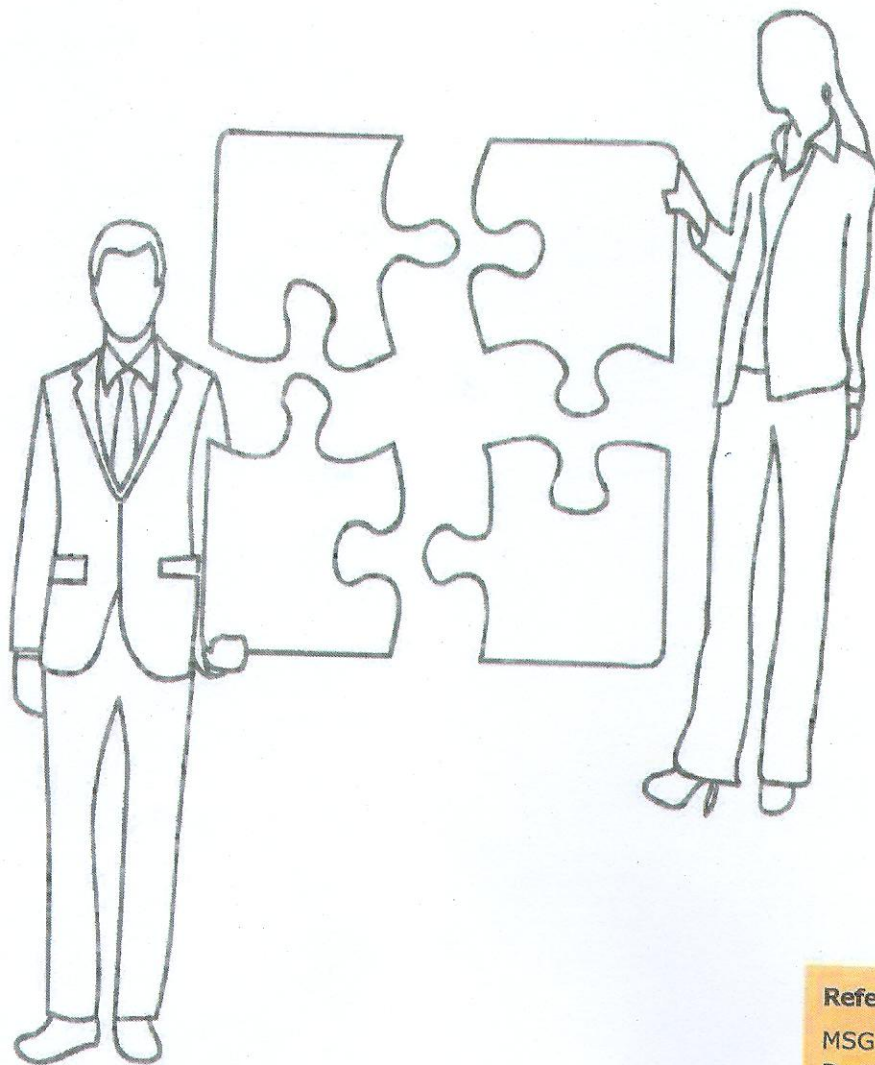


Procedure

Expatriate Personnel Hand Book



Reference MSG:

MSG Human Resources,
December 17 2010



TITLE:

Expatriate Personnel Hand Book

NOTES:

This Document Supersedes any other Existing Instruction on the Subject

DATE OF ISSUE:

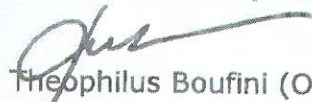
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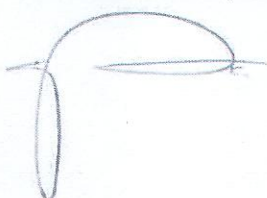
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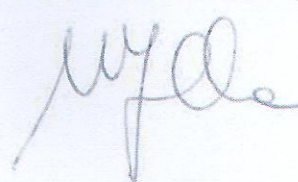


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1. Purpose and Use of the Handbook

This Handbook is designed to provide generalized expatriate information that pertains to Eni Nigeria based companies: (NAOC - Nigerian Agip Oil Company, AENR - Agip Energy and Natural Resources, NAE - Nigerian Agip Exploration, and other Nigerian Subsidiaries). It provides information regarding basic Company policies and benefit programs, as well as working conditions, and other issues affecting secondment.

The Handbook is not meant to replace policy and procedure manuals. The policies and procedures manuals are more complete and detailed and should be used by the employee when more information is needed to explain a policy or when a deeper understanding of a process is desired.

Nothing contained within this Handbook alters an employee's employment status or any provision in their current employment or secondment contract. The Handbook is a summary of policies and procedures, which are presented here only as a matter of information.

This Handbook supersedes all previous employee handbooks and memos that may have been issued from time to time on subjects covered within it. However, since our business and the organization are subject to change, the Company reserves the right to



1. Purpose

interpret, change, suspend, or cancel, all or any part of this publication. The Company will notify all employees of these changes.

No individual Supervisor or Manager has the authority to change policies at any time. If you are uncertain about any policy or procedure, please contact the Organization Department.



2. Area of Application

2 Area of Application

This document applies to the Nigerian Agip Oil Company Limited, Agip Energy & Natural Resources Limited and the Nigerian Agip Exploration Limited.



3 Document Reference

Methodologies for the management of eni resources in international assignment to urban location (15/01/2013) (Eni S.P.A. – Exploration & Production Division 01.07.03)

Regulatory & Behavioural Procedures (NAOC/AENR/NAE)

Individual Employment Contracts

Expatriate Personnel Hand Book of 01 June, 2013



4. Definitions

4 Definitions

MD	Managing Director
GMH	General Manager, Human Resources & Organization
DMO	Division Manager, Organization, Development & Services
ORM	Organisation Manager
HR	Company's Human Resources and Organization
HSE	Health, Safety and Environment
Employee	Within the context of this document, an "employee" is an expatriate who regularly works for the Company (NAOC, AENR or NAE) on a wage or salary basis. "Employees" may include but are not limited to, seconded personnel from Eni E&P, EIRL, and GPS.
Company	Within this document, the term Company refers to any or all three of the organizations covered by this handbook – NAOC, NAE, and AENR.



5 Company Office Addresses

The Company has two offices in Abuja, a Lagos office and a district office. The Lagos Office is on Victoria Island in Lagos, The District Office is in Port Harcourt from where the operations of the Company are coordinated in the following locations:

- **Land Area:**
 - Obiafu/Obrikom Gas Plant
 - Ebocha Oil Centre
 - Kwale Gas Plant
 - Flow Stations (Akri, Oshie, Idu, Samabiri, Irri)
- **Swamp Area:**
 - Brass Terminal
 - Flow Stations (Obama, Ogboinbiri, Tebidaba, Clough Creek & Beniboye)
- **Warri Base**

The following are the Company's office addresses:

- **Abuja Offices:**
 - Pinnacle Office Building
 - 40/42 Aguiyi Ironsi Street,
 - Maitama District, FCT, Abuja.
 - Tel.: +234 (9) 4611900-6 (Extension 8214/78111/78224)
 - Old Abuja Office



5. Company Address

Plot 248 Cadastral Zone A0, Central Business District, Abuja.

Tel.: +234 (9) 4611900-6 (Extension 8214/78111/78224)

- **Lagos Office:**

No. 1 Elsie Femi Pearse Street

Off Adeola Odeku Street

Victorious Island, Nigeria

P. O. Box 1268, Lagos.

Tel.: +234 (01-2600100 – 9 and 01-2621600 – 9 (Extension 4513/4514))

- **District Office:**

Port Harcourt Office

Nigerian Agip Oil Company Ltd

Mile 4, Ikwerre Road

P.O. Box 923, Port Harcourt

Tel.: +234 (0) 84 236400-19 (Extension 3209/3371)

- **Land Area Office**

OB/OB Gas Recycling Plant

P. M. B. 35, Omoku

Tel.: (00234) 084-236400 – 19 (Extension 5226/5227)

- **Swamp Area Office**

Brass Terminal

Twon Brass



5. Company Address

Espeirato Personnel Hand Book

Tel.: (00234) 084-236400 – 19 (Extension 7230)

Warri Base Office

75 Enerhen Road

P. O. Box 334, Warri



6. Company Contact Information

6 Company Contact Information

6.1. Abuja

6.1.1. HR - Organization & Development Division Manager

Telephone: 78458 - GSM: +234(0)7088744019

6.1.2. Security - Chief Security Advisor

Telephone: 78522 - GSM: +234(0)8034071034

6.1.3. Medical - Corporate Health Manager

Telephone: 78265 - GSM: +234(0)8035553039

6.1.4. Safety (HSE) Fire

Telephone: 78257

6.2. Lagos

6.2.1. HR - Lagos Office Personnel

Telephone: 78877/ 78876

6.2.2. Security

Telephone: 78884/78864/78885

6.2.3. Medical

Telephone: 78840/

6.2.4. Safety (HSE) Fire

Telephone: 78877/78966



6. Company Contact Information

6.2.4. Transport

Telephone : 78926/78818/78825

6.3. Port Harcourt

6.3.1. HR – Expatriate Unit

Telephone: 73266 / 73829 - GSM: +234(0)7034136475

6.3.2. Security

Telephone: 73018- GSM: +234(0)7034079077

6.3.3. Medical

Telephone: 73678/72054

6.3.4. Safety (HSE) Fire

Telephone: 73333



7. Workplace Basics

7 Workplace Basics

7.1 Arrival in Nigeria

New employees arriving for assignment in Nigeria will receive information about their assignment from the delegated HR Officers in the various locations. For Abuja – extension (78421/78563/78281), Port Harcourt (73266/73829/72181) and Lagos (78877/ 78876). Subsequent meetings will be scheduled with the Medical and Security departments in the location. In Port Harcourt Security Protocol Officers in possession of NAOC badge and wearing yellow or orange waistcoat with NAOC inscription shall provide assistance at the Port Harcourt Airport for check-in and immigration formalities. They can be contacted on the following numbers: Mr. Simeon: +234(0)7034079063, Mr. Chinedu: +234(0)8057494898, Mr. Austine: +234(0)8057494850 and Mr. Harry: +234(0)8057494804.

7.2 Temporary Accommodation

Upon arrival in the host country and if a permanent accommodation solution is not immediately available, the Company shall provide for eni resources temporary accommodation.

The temporary accommodation shall consist of one of the following solutions:

- a) Company guest house (where applicable) with board and lodging guaranteed in kind by the host facility.
- b) Serviced apartment with kitchen (board expenses at eni resources charge);



7. Workplace Basics

c) hotel (accommodation at company's charge; board expense reimbursable to eni resources against evidence/at a flat rate in accordance with the limits set by the business area human resource function of the host company.

With particular reference to eni resource on international assignment who have been accorded family status, in case of hotel accommodation, board expenses to be reimbursed shall take account of the accompanying family members.

The company shall provide eni resources on international assignment with temporary accommodation for a maximum period of 30 days, after which a permanent accommodation solution shall be identified and the eni resources settled therein.

Extensions must be justified and explicitly authorized by the business area human resources function of the host company. Justifying factors shall exclude inability on the part of the eni resources to find a suitable permanent solution.

7.3 Contractual Status

Nigeria based employees may choose to be seconded with one of the different status:

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

Upon request the status shall be applicable also to eni resources whose civil status is married and/or who are permanently cohabiting.



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

Unaccompanied status shall apply if the spouse/permanently cohabiting partner and children of eni resources remain in the home country for business reasons (e.g personal safety, where it is impossible to apply family status etc.) or objective personal reasons (employment of the spouse/permanently cohabiting partner, where it is impossible for the children to follow the educational curriculum in the host country, etc).

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

Family status shall apply if dependents – spouse/permanently cohabiting partner and children not in employment under the age of 24 – accompany eni resources during the international assignment period.

7.4 Change in the assignment status

Changes between single status and family status contracts are permissible during the period of assignment. However, to avoid misunderstandings or problems, all changes must be arranged in a timely manner and with the explicit agreement of the Organization and Development Division Manager.

The employees contracted employment period dictates the duration of the family status. Family stays in country of less than the contracted period are envisaged only for short periods, normally linked to school closures.



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

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

Should this minimum not be met, the contract will revert to "Single Status". The Company shall recover from the expatriate employee any items paid to him or her as a result of the "Family Status" contract.

7.5 Visits to Nigeria by Friends or Relatives

Friends or relatives may visit the seconded employee during his or her assignment period after due authorization from HR based on the security situation of the country. A disclaimer for NAOC and its affiliated companies must be presented by the employee (attachment "G") and prior approval of the Organization and Development Division Manager must be granted for the visit. Upon appropriate approval, NAOC will provide the required Letter of Invitation for a tourist visa application.

7.6 Work Schedules

The work hours and weekly rest conditions set forth in the employee's individual assignment contract shall apply. However, employees are expected to work such hours



7. Workplace Basics

as are necessary for the proper performance of their duties. The following normal working hours are currently in force.

Monday to Friday:

Mornings	- from 7.30am to 1.00 pm
Lunch Break	- from 1.00pm to 2.00pm
Afternoons	- from 2.00pm to 4.30pm

These hours may be varied at the discretion of the Company and are also subject to the right of the Company to require additional hours to fulfill duties. For additional hours worked, overtime payments will not be made - any additional time spent to carry out necessary work activity is included in the annual compensation. However, the working hours may also vary depending on the work location.

7.7 Weekly rest

Eni resources are entitled to at least one day of rest per week, to coincide with the weekly day off as set per customs of the host country.

If eni resources on an international assignment perform work during the weekly resting day as described above, the business area human resource function of the host company, may allow a day off in lieu, only against evidence of a prior formal request by the relevant manager. Eni resources on international assignment shall be entitled to benefits of days off in lieu, for which they are eligible, within 30 days of the date of performance of the work in question.



7. Workplace Basics

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

Not applicable to district and field Expats because they work based on rotation.

7.8 Recognized Holidays

Company employees observe the public holidays set forth under the legislation of the Government of Nigeria. Generally these holidays are: New Year's Day, Id-el-Kabir, Good Friday, Easter Monday, Democracy Day, Id-el-Fitri, Worker's Day, Id-el-Maulud, Independence Day, Christmas Day, and Boxing Day. The above does not find application in case of rotation or shift work pattern.

7.9 Workplace Behaviour

Standards of conduct for NAOC / AENR / NAE are important. The expatriate's presence in Nigeria is not only as an employee of the Company but also as a representative of his or her home country. As such, ethical and generally acceptable norms of behaviour are important in both your business and personal life. In addition, employees are expected to faithfully follow the Eni Code of Ethics in their personal conduct and in carrying-out the Company's business. Copies of the Eni Code of Ethics are available at the DMO's office, for collection; requests could be made through the HR officers in the locations.

While not intended to list all the forms of behaviour that are considered unacceptable in the workplace, the following are a few examples of rule infractions or misconduct.

- Theft or inappropriate removal or possession of Company property



7. Workplace Basics

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

Seconded personnel are requested to respect and make appropriate use of Company property and equipment placed at their disposal.

Upon termination of employment, employees are expected to deliver to the Company or to such persons as it may direct, all Company property and equipment.

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.

7.10 Workplace Dress Standards

Although individual department heads set company dress standards, it is expected that expatriate employees will dress in a manner befitting their individual position.



8. Compensation

8 Compensation

8.1 Pay Components

Economic Terms and Conditions for expatriate personnel serving in Nigeria are determined exclusively by the employer on the basis of their expatriate compensation system. Refer to your individual employment contract for specifics on your personal remuneration and its components.

8.2 Extra Baggage

Any entitlement for extra baggage payment or allowance is covered by the individual employment contract which should be referenced for additional guidance. If allowed, the cost for extra baggage is normally paid by the Company for the initial journey at the beginning of the assignment and for the final repatriation journey at the end of the assignment.

8.3 In-Country Pay Distribution Process

In-country pay is provided by two options:

- 1) Electronic transfer to an employee's account in the company approved financial institution or
- 2) Deposits into an employee's Cash Card given by the company approved financial institution.

Deposits are made by the Accounting Department on the 27th day of each month. Should the 27th day be a weekend or holiday, the deposit will be made on the last workday prior to the 27th.

Note: Option 2 is required for employees without a Residence Permit.



8. Compensation

ATM cash machines are available at different locations throughout Abuja especially in most of the banks.

8.4 Settlement allowance

Lodging provided by the Company may not come fully equipped with utensils such as cutlery, pots and pans, plates, television, and other small domestic items. Therefore, a first settlement allowance is provided to assist in the purchase of this type of equipment. The allowance is also intended to cover any accessory fittings that may be missing from the assigned accommodation, such as but not limited to lamps, carpets, etc. The allowance, paid locally in Nigerian Naira, is granted to the employee and in a smaller measure to each of the accompanying family members. Employees provided fully furnished and equipped accommodations are generally not entitled to a settlement allowance



9. Work – Life Programs

9 Work - life Programs

9.1. Club Membership

Company provided Club Membership at the various locations is at the discretion of the Company. With approval of the Departmental Manager and the DMO (or delegate), the employee shall apply for the membership of one club for him/her if on a single status contract and a joint membership for accompanying family members on a married status contract. This shall be processed by the relevant department for approval and payment.

On the initial and a yearly basis, the employee requesting club membership must prepare an appropriate request (Attachment "F") to be approved by the DMO (or delegate). Each request must include relevant documentation supporting the cost of membership.

9.2. Magazine Subscriptions

During the assignment in Nigeria, the Company will provide a maximum of three magazine subscriptions per family. Subscriptions are arranged through the Milan Headquarters and generally delivered to Nigeria on a weekly basis.

Information on the program is available through the DMO (or delegate).



9.3. Language Training

Language knowledge is also an important factor for the purposes of working internationally and to establish profitable relationships in and outside the working environment. For this purpose, the Company will reimburse, within reasonable limits, the cost of appropriate training classes to improve the English knowledge for the employee and family members when these courses are not provided in the home Country before the departure. Reimbursement will be allowed for one language course for the duration of the period of assignment. The maximum duration of such course is 60 hours.

9.4. Satellite TV

The Company will provide Satellite Dish and Decoder. In addition, one month subscription will be paid by the Company; subsequent subscriptions will be the responsibility of the employee.



10. Vacation

10 Vacation

10.1. General Policy Provisions

Vacations entitlement is 50 calendar days, for each year of assignment but, if different, it shall be in accordance with the employee's personal contract.

Vacation must be taken in full during the respective year of the contract. In exceptional cases, upon approval of the DMO, the Company may grant an exception and authorize the accrual of a few days into the following year.

If for business necessity, the employee is called back to work in Nigeria, before completing the scheduled vacation period, the vacation will be considered as suspended at the end of the day prior to his departure to Nigeria. Should the employee return to the place of vacation to continue his/her interrupted holiday, the contractual vacation travel time will be allowed for departure and return.

During scheduled vacation, the employee can be called on a work 'mission'. In such cases, the vacation leave is interrupted on the day of departure from the place where the employee is on holiday and will resume on the day of return to the same holiday location. Should the return date coincide with a weekly rest day observed at the 'mission' location; the vacation will resume on the first workday following the rest day.



10.2. Approval Process

Prior to commencement of vacation, a "Leave Authorization Form" (Attachment "C") must be completed. Unit Head, and DMO's approval along with authorization by the MD, is required for all vacations. In the district, Unit head and Head, HR Services' approval alongside the GMD is required for all vacations. In order to determine current vacation entitlements, prior to submission of the authorization form, you should consult with the DMO.

10.3. Change in place of residence

In the event of a change in the place of residence of eni resources during an international assignment, the business area human resources function of the host company may, subject to the provision of documentary evidence of the change, revise the route of the return trip accordingly.

The business area human resource function of the host company may, in response to an explicit request to this effect from eni resources on international, apply a destination other than the place of residence for one or more return trips.

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

10.4. Ticketing and Transportation

A copy of the authorized "Leave Authorization Form" must be submitted to the Personnel Services Unit in the respective location. The Company will provide



10. Vacation

appropriate transportation in consideration of the employee's specific requests and available transport.

With regard to return trips, the company shall make available to eni resources on international assignment a number of different options for the provision of air tickets they are entitled to.

These options, which are not applicable to start and end of the international assignment journeys, are alternatively as follows:

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

Eni resource shall, within thirty (30) days of the date of commencement of the international assignment, notify the business area human resources function of the option selected as an alternative to the ticket in kind. This choice cannot be modified for the duration of the international assignment.



In case the Eni resources on international assignment select the cash in lieu option, they may claim the full equivalent (100%) of each air ticket from the business area human resource functions, only when entitled to benefit of the accrued leave.

The business area human resource function shall set a limit of the ticket full equivalent with regard to possible agreement in place with air carrier and/or local travel agencies.

For Expats in the district and field, due to the fact that home trips are strictly connected to the working shift, their air tickets will be provided by the company, it is not permitted any other form of provision.

10.5. Return trips home

The company shall provide eni resources on international assignment with return trips to the home country in a number to be set according to the status and destination of the international assignment (host country). Return trips to the home country shall be regarded as additional to the start/end international assignment journeys. The company shall provide return trips from the host country to the home country only when entitled to the benefit of accrued leave, therefore eni resources shall be entitled to request a contractual return trip to coincide with their leave entitlement.



10. Vacation

For Locations in countries belonging to Group 4		
Status	Beneficiaries	Venezuela, Egypt, Algeria, Libya, Nigeria, Angola, RdC, Mozambique, Iran
Single	eni resource	4
	eni resource	6
Unaccompanied	family members	0
	eni resource	3
Family	family members	3
	eni resource	3

10.6. Calculation of Vacation and Travel Days

In addition to vacation days, the employee is entitled to the travel day per round trip indicated in his or her assignment contract.

Travel days are attributed to the effective travel time. The first day after the allocated travel time will be considered as the effective start date for vacation unless this day coincides with the weekly rest day or with a Nigerian public holiday.

10.7. Class of Travel

All expatriates on contract (and their family members) are entitled to the travel class tickets in accordance with Eni E&P policy or (if different) as indicated in their individual employment contract.

However, in case of unavailability of the contractual class seats - the Company will promptly inform the employee and, in such an event - and only if the departure is for vacation reasons - the employee may decide to postpone the travelling date. Should the employee elect to accept seats in a class lower than the contractual class



10. Vacation

authorized, no additional compensation will be due the employee.

10.8. Reimbursable Expenses

With each contractual vacation trip leg, the employee is entitled to 70 Euro each for himself and consort and 35 Euro for each accompanying child (Round trip totals: 140 and 70 Euro) as a one-off payment in lieu of any travelling expenses incurred to cover the trip distance between airport and final/original destination. If preferred, the equivalent payment may be made in local currency. No other expense reimbursement is allowed. (See Attachment "D") In order to document travel, the reimbursement request must be submitted along with copies of boarding passes or copies of Nigeria entrance/exit stamps in the passport.



11. Missions

11 Missions**11.1. General Policy Provisions**

An employee, in the fulfilment of his duty, may be called upon to go on a mission in a different location from the one by which he/she normally operates in Nigeria. During the course of this mission, the employee will receive the same remuneration as established in his/her assignment contract. No extra indemnity is recognized for the expatriate employee since this is already included in the Terms and Conditions defined by the individual contract

11.2. Approval Process

Prior to commencement of a mission, a "Mission Form" (Attachment "A") must be filled out and approved in line with the company business travel and offsite services procedure.

In addition to the above; the following guidelines need to be observed for those on mission to Port Harcourt:

- All expatriate personnel on Mission to Port Harcourt must first receive the approval of the GMD or TDM before embarking on such mission
- All Mission to any Field Location in Port Harcourt District must be authorized by the GMD or TDM.

When completing the mission form, the following information should be provided:



- WBS number at the bottom of the form
- Accommodation and or Transport, at the bottom of the form (if needed).
- Time of travel, whether AM or PM, underneath the "From" and "To" boxes

11.3. Ticketing and Transportation

A copy of the authorized "Mission Form" must be submitted to the respective Personnel services office along with the details of mission travel request. The Company will provide appropriate transportation in consideration of the employee's specific requests and available transport. Where there is need for car rental such requests must be authorized before departure.

11.4. Hotel Accommodations

A copy of the authorized "Mission Form" must be submitted to the respective HR Department along with the details of your mission duration. The Company will decide what accommodation is most appropriate (hotels, residential hotels, guesthouses, apartments etc.), based on the duration of the mission, the situation of the surrounding environment, and the employee's position. As a rule, average quality accommodation, based on international standards, shall be provided.



11.5. Reimbursable Expenses

Request for reimbursement of authorized expenses must be submitted through the NAOC "Mission Expense Returns" form (Attachment "B") and must be filled out and approved in line with the company business travel and offsite services procedure. Appropriate expense receipts and supporting documentation (copy of Airline Ticket and copy of Mission Form) must accompany all requests for reimbursement of expenses. Expense reimbursement falls into two distinct options. (Options may not be combined.)

- Employees who desire to stay in personal accommodations located near the mission site are authorized a 25 Euros daily per-diem. Employees who desire to stay in their personal accommodations situated in a different location far from the mission site are authorized a 40 Euros daily per-diem. Per-diems will be paid for each workday to cover all miscellaneous expenses (including meals and local transportation). Travel day to and from the mission site is considered as a workday, even if the travel occurred on a Saturday Sunday or Holiday.
- The Company will provide Hotel (Bed & Breakfast), including Laundry Service. Reimbursement for other expenses will be paid based upon submission of receipts. Reimbursable expenses do not cover luxury items such as: alcoholic beverages, in-room bar items, currency conversion, movies, newspapers, and other entertainment venues. The company shall, in general reimburse the following expense to eni resources on business trip:
 - A) transportation (at documented cost or within reasonable limits)



11. Missions

- B) subsistence expense (Meals and Beverages)

Within limit of 61 Euros Per Diem (Italy & Others); 90 GBP (UK) and 100 USD (USA).

- C) accommodation (hotel, guest house etc.) within reasonable limits depending on the destination.
- D) documents required (passports, permits).



12. Medical

12 Medical**12.1. Inductions – Initial Arrival and Repatriation**

Upon initial arrival in Nigeria, expatriates should arrange for a medical induction with the Company physician. He will provide a medical briefing on all aspects of medical related issues in Nigeria (including Tropical Diseases). Likewise, prior to repatriation, it is also advisable to consult with the Company physician for medical advice needed after arrival in the place of next assignment or home country.

12.2. General Medical Support

Medical support for expatriates and family members is available 24 hours per day at the respective medical centres/clinics. For any emergency medical issue, the Company Appointed Doctor should be contacted (through the medical contact provided in section 6) – The Doctor will arrange for all appropriate medical attention.

12.3. Emergency Dental Care

Emergency dental care is available for the specific purpose of eliminating pain and suffering. When required, the respective Company Appointed Doctor will arrange for this care. Cosmetic dentistry is not available.



12. Medical

12.4. Medical Evacuation

Medical evacuation for emergency cases is available and will be arranged by the Company Appointed Doctor whenever the need arises.

12.5. Medical Health Guidelines

For general medical health, the following guidelines should be followed:

- When going on vacation or mission outside of Nigeria it is recommended to travel with Malaria medication. Upon request to the Company's Medical Department they will supply it along with instruction for use.
- "Never" purchase medications from local pharmacies.
- You should bring to Nigeria an adequate supply of any prescription medication you or your family members normally take. The initial supply should be restocked during your vacation periods.
- Before and during your assignment, you are encouraged to consult with the Company Appointed Doctor for medication advice. Please, take into consideration, due to Nigerian import restrictions, specific medical products or commercial brands may be difficult to find in country. Additionally, in Nigeria it may be very difficult to find medications for children under 3 years old.



12. Medical

- Prior to your first trip to Nigeria you should speak with your family physician about acquiring an adequate supply of Emergency Medication for your family
- Water used for cooking and general kitchen use should be boiled and, after cooled, filtered through a filtration system. All other water consumption should be from a safe bottled water supply.
- Avoid the use of both tap water and ice in public places – restaurants, bars, etc.



13. Compassionate Leave

13 Compassionate Leave

The employee and his/her accompanying family members are entitled to a trip home, in addition to those normally provided, at the expense and responsibility of the company, for serious family reasons (the death or serious illness of first-degree relatives of the employee or the spouse). Under such circumstances, the employee may request paid leave for a period of no more than 5 workdays plus travel time provided for in the individual employment contract; any extension of such leave will be treated as vacation. On return to the location of assignment the employee shall provide relative documentation to justify the repatriation. First Degree Relatives: Employee or Spouse's, Mother, Father, Daughter, Son, Sister, and Brother.

For what concerns expense reimbursement the same modalities as per the start/end of assignment transfers will apply (ref. 10.6).



14. Sick Leave

14 Sick Leave

When the employee is absent on account of illness or accident, the provisions of the employee's individual employment contract will be in force. However, the company may decide to invoke the contractual clauses regarding early return to the home country.

All absences from work caused by illness or injury must 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 relevant agreement. The procedures for reporting the illness are stated in the individual contract of assignment.

Sickness during the vacation period does not interrupt the leave period unless the illness is such that it compromises the normal psychological and physical recovery connected with the vacation enjoyment (for example, hospitalization for a minimum of one day).

Should the illness/injury - not requiring hospitalization and documented by a medical certificate - last beyond the end of the vacation leave, the days following the end of vacation leave will be considered as paid sick leave per following example:

Employee on vacation from the 1st to the 31st of the month - getting sick, and not requiring hospitalization, on the 20th of the month and certified by medical doctor to be able to resume work in 15 days' time, vacation and sickness periods are established thus: The period of sickness coinciding with vacation leave (i.e. 20th to 31st) is treated



14. Sick Leave

as vacation leave. The period of sickness, until the actual return to work at the locations of assignment, coinciding with the working days will be treated as sick leave.

In case of hospitalization for some days, the start of sick leave coincides with the day of admission to the hospital and ends with the termination of convalescence if the conditions of convalescence are of a disabling nature and such disabling condition is expressly quoted by the medical certificate. As soon as possible, it is the employee's responsibility to inform the DMO of the nature of illness and to provide the appropriate medical documentation supporting the sick leave request.



15 Maternity

Within the boundaries of the overseas contract expiry, the company will refer to the laws regulating the matter in the employee's country of origin.

The Company, in any case, reserves the right to terminate the overseas assignment with effect from the first day of maternity leave as determined by the employee's medical doctor. This action is based upon the fact that the maternity leave prevents the employee from the correct fulfillment of the contractual duties. However there is, also, the possibility of a mutually agreed overseas assignment termination.

15.1 Paternity Leave

In case of paternity, eni resources on international assignment under Single Status or Unaccompanied Status are entitled to a paid leave of five (5) working days for the birth of the child. What above is not applicable to eni resources on international assignment under family status. The return trip and related expense (travel allowance) will be at eni resources charge.

15.2 Marriage leave

The company shall provide support for eni resources on international assignment who intend to marry during an international assignment. Subject to an explicit notification from eni resources of the intention to marry at a scheduled date, the business area



15. Maternity

human resource function of the host country shall provide paid leave amounting to fifteen (15) calendar days to be benefited within thirty (30) days of the date of the marriage. The benefit applies to eni resources on international assignment under single status as well as those under unaccompanied and family status when marrying a permanently cohabiting partner.

The above paid leave is applicable at the same conditions as the assignments based on normal rotational working schedule provided that the days of absence don't fall under a rest period already fixed as a consequence of the rotation's scheme application which have received the necessary approvals in line with Company procedures.



16 Security Issues

16.1. Travels to Port Harcourt

Due to ongoing security related issues in Nigeria, ground travel outside of Abuja and Lagos, to the Niger Delta (including Port Harcourt) is strictly prohibited without due approval. The following restrictions are in effect until rescinded by senior management:

- Missions from Abuja or Lagos to Port Harcourt require authorization of the MD, in the absence of the MD, the DMO shall authorize on his behalf; in addition the GMD's approval is also required
- Missions to any field location in Land or Swamp Area must be authorized by GMD or TDM.
- Land movements in PHC are restricted; require GMD authorization.
- All personnel to/from Port Harcourt have to utilize the first flight in the morning or the last flight in the evening
- The Security Department organizes and ensures the transportation to and from the airport of all personnel.
- All planned internal/offshore movements by helicopter have to be communicated via e-mail to security through the following contacts:

- PH Base Security Advisor – security.phbase@naoc.agip.it
Tel. Ext: 73018; mobile - +234(0)7034079077
- Chief Security Advisor – claudio.moruzzi@naoc.agip.it



16. Security Issues

As with major cities in the world, Nigerian cities have their share of bars and restaurants of both the desirable and less than desirable classification. Common sense and caution should be used when visiting these establishments. It is highly recommended that visits to local establishments be done with the company of other expatriate friends. Scams designed to take your money and valuables abound and are sometimes hard to detect – until it is too late.

Financial scams (sometimes referred to as 419's) that target foreigners worldwide pose great risk of financial loss. You should not provide any personal financial or account information to unknown parties. The local use of personal credit cards, providing credit card numbers, bank account numbers, or use of non-company computers to access e-mail accounts places you at financial risk.

It is recommended that you carry a copy of your passport with you during your assignment in Nigeria. Additionally, when your "Green Card" is issued it should be kept with your original passport and a copy should be carried with you at all times.



16. Security Issues

16.2. Transportation Security

Travel within the local assignment area should be accomplished through use of your assigned driver and car. The use of local motorcycle or other taxi service is strictly forbidden.

The Company will provide all transportation to and from the airport - the use of personal cars for this transport is prohibited. The use of Company assigned means of transportation is the only authorized source for transport to and from the airport.

For authorized road trips outside of Abuja and Lagos the use of a Security Escort is mandatory.

You should keep car doors locked and windows fully closed during travel. For emergencies, a copy of the expatriate telephone directory should be carried in the car.

16.3. Identification Badges

Company provided identification badges are to be worn at all times while in Company premises. Periodic checks are made at entrances to office buildings and upon entrance to Company property. Local security has the right to deny entrance to any individual not showing the appropriate identification.



16.4. "All Risk" Insurance

The Company maintains an "ALL RISKS INSURANCE POLICY" covering personal property of expatriate staff and that of their family. Coverage is up to a sum of Naira 2,000,000 equivalent of \$15,000. The policy provides cover against Fire damage, theft and burglary, storm, lighting etc. Cash in custody of an individual is also insured up to a limit of Naira 20,000. Any incidence of theft or damage to properties should be promptly reported to the DMO, the Chief Security Advisor or Security Manager and to the Insurance office. Claim forms and additional requirements are available from the respective Employee Relations Offices.



17 General Information

17.1. Safety (HSE)

Safety issues related to fire emergencies should be reported to the safety (HSE) / Fire contact provided in section 6.

17.2. Company Assigned Car and Driver

For safety and security reasons, during your assignment in Nigeria the Company will provide you with a car and driver for both work and private use. The use of your Company provided car and driver is also extended to your family members.

Additional information is contained in the Company's Regulatory & Behavioural Procedures document.

The following guidelines shall be adopted for effective, smooth and uninterrupted use of your assigned car.

- The vehicle passenger is jointly responsible with the driver for managing the safe operation of the vehicle. This includes maintaining legal driving speeds, seat belt use, and observance of safe driving practices.
- The assigned user must keep the Key to his or her car when the vehicle is on standby.
- The fuel Tank level must be a minimum of 50% filled.



17. General Information

- Drivers must conduct mandatory morning routine checks for; engine oil, break oil, power steering, radiator water level and wind screen fluid levels.
- Assigned user is to release the vehicle for ordinary maintenance according to manufacturer's maintenance manual book.
- Any vehicle fault or mal-function must be reported as promptly as possible.
- Any time the assigned user travels out of country on mission or vacation, the car with driver should be returned to the transport department
- The driver must be efficient and dressed in clean neat appearing clothing.

17.3. Hiring of Local Staff – Steward / Cook

Employment of local household staff is purely at the discretion of the individual expatriate. All expenses for domestic help are the responsibility of the employee. Upon payment of monthly wages, it is recommended you obtain a receipt from your Steward and other household staff. **Please note:** The medical department is not allowed to provide medical treatment or prescription drugs for your household staff or for your assigned driver.

A Domestic Worker Compensation Insurance Policy is available through the Company and may be purchased, by the expatriate employee. The policy provides benefits for insured domestic staff as prescribed by Nigerian law, in case of accidental injury, partial or permanent disablement or death while the staff is performing his/her duties. The premium for this policy will be charged directly to your account. The current premium for the insurance is 3.296% of the annual domestic salary plus an additional 15% of that amount. Example, the premium for a steward earning 15,000 Naira per month is 6,821 Naira per year. $(15,000 \times 12) \times .03296 \times 1.15 = 6,821$



17. General Information

17.4. Annual Supply

On an annual basis, the Company arranges for importation of certain goods that are difficult to acquire within Nigeria. Employees can select their individual choices from the list of available goods. Upon delivery, the employee will be charged with the cost of goods received and an appropriate deduction will be made from his or her normal salary.

17.5. Trunk Radio Instructions

For emergency contact and other general communications use, a Trunk Radio is provided to all expatriate staff and his or her spouse. This radio must be available for use at all times and carried with the employee during all activities. In order to ensure continuity in use, the Trunk Radio needs to remain switched on and recharged every night. General instructions for operation are contained in Attachment "E" Trunk Radio System).

All private communications are to be accomplished by using Channel one (1). Personal emergency calls should be transmitted on Channel thirteen (13).

When travelling outside of your normal assignment area it is important to change the Zone on your assigned Trunk Radio to correspond with your current location. Zone selections available are: P-H (Port Harcourt), LGS (Lagos), ABJ (Abuja), KWL (Kwale), BRS (Brass), and OBI (Ob/Ob). To change the Zone, Use the Scroll Buttons on your



trunk radio. Once your trip is completed, it is also important to remember to change the system zone back to your assignment area.

17.6. Telephone

The ICT Services Unit maintains the telephone directory, any errors or omissions in the list should be reported to the Unit. Additionally an emergency telephone notification system is also published as a method to rapidly notify expatriates of any emergency or other situation requiring immediate transmission.

A current copy of the telephone directory and the emergency telephone system should be kept in both your assigned car and in your flat.

The request for mobile phones for office purpose is regulated by a specific Company policy. Information on the issue will be provided on arrival at site.

17.7. Schooling for Dependant Children

School buildings are generally in good condition, although, the supply of equipment is in somewhat short supply. There are a few schools of International Standard, with suitable educational facilities beyond primary school level, for Expatriates with children requiring education in a non-Italian school system. Lagos has a sizeable number of International schools while Abuja and Port Harcourt could boast of only a few. The DMO (or delegate) could provide advice and assistance to expatriates in this area.



Schooling assistance shall cover kindergarten, nursery, primary, junior secondary and senior secondary and consists of direct payment or expense s reimbursement for the attendance (tuition fee), in addition, the company provides expense reimbursement of school enrolment, additional compulsory fees (maintenance fee, building fee), textbooks purchase and uniform (where mandatory only).

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

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

If student's educational background does not meet the requirements of the school system in the host country, the business area human resource function of the host company shall evaluate where applicable to reimburse the expenses for private lessons – including attendance at language courses – for a maximum period of sixty (60) hours, in order to facilitate the integration in the school system.

All financial assistance ceases at the end of the school year during which the student reaches the age of 20 – there are no payments for university or equivalent courses.

17.8. Living Accommodations

Expatriates in Nigeria are provided furnished air-conditioned accommodations, in secure environments, to accommodate their family size and individual requirements. The



17. General Information

Company will provide for utility expenses, (electricity, telephone, and an initial cooking gas supply) along with ordinary household maintenance and site security.

Although the Company provides site security, it is by no means substitute for personal security measures. Expatriates are encouraged to keep the door of their flat locked even while inside the premises. Additionally, it is encouraged to leave the key in the lock while inside the flat – by doing so, in an emergency situation you will not need to “search” for the key. Money, jewellery, and other valuable items should be kept out of sight and securely locked. Passport likewise should be locked in a secure location and readily available for emergency evacuation or use.

17.9. Accommodation Maintenance

For all accommodation maintenance jobs, the Maintenance Unit in the various locations shall follow the laid down procedure for the efficient organization and execution of maintenance jobs.



18. Miscellaneous Information

18 Miscellaneous Information

18.1. Airport Information

Abuja, Lagos and Port Harcourt all have International Airports consisting of an international and a domestic terminal.



19. Document Updating

19 Document Updating

The units and positions involved in the activities described in this document are responsible for noting any events affecting the company's operations, which may require these regulations to be updated. Such events shall be reported to the organization department, which coordinates the updating of this document.



20 Document storage and traceability

The units and positions involved in the activities governed by this document shall ensure each for the parts under its responsibilities and through the IT systems in use the traceability of the date and information and shall keep and file all printed and/or electronic documents produced, so that all process phases may be properly tracked.



Attachment A-I

Attachment A – Mission Form

Attachment B – Mission Form Expense Returns

Attachment C – Leave Authorization Form

Attachment D – Travel Expenses Internal Memo


Attachment E – Trunk Radio Instruction

Attachment F – Club Subscription Form

Attachment G – Request to Hosting Visit to Nigeria Form



ATTACHMENT "A" - Mission Form

 Naoc		MISSION FORM	
DATE OF REQUEST: <input type="text"/>		REQ. NO. <input type="text"/>	
TYPE OF MISSION		LOCAL: <input type="checkbox"/>	OVERSEAS: <input type="checkbox"/>
NAME: _____			
DEPT: _____		MAT. NO. <input type="text"/>	
WILL TRAVEL TO: _____			
REASON: _____			
FROM <input type="text"/>			TO <input type="text"/>
ADVANCE REQUESTED: _____ (IN WORDS)			
AMOUNT: <input type="text"/>			
TICKET REQUIRED: YES <input type="checkbox"/> NO <input type="checkbox"/> ONE WAY <input type="checkbox"/> RETURN <input type="checkbox"/>			
ITINERARY: _____			
DEPARTURE DATE: <input type="text"/>		DEPARTURE TIME: <input type="text"/>	
APPROVALS		APPROVALS & AUTHORISATION	
HEAD OF DEPT.	PERSONNEL ADMIN.	OTHER	
<input type="text"/>	<input type="text"/>	<input type="text"/>	
AUTHORISATION: _____			
STAMP & SIGNATURE		DATE: _____	

PRINTED: AKKAPRINTS & PROCUREMENT




ATTACHMENT "B" – Mission Expenses Returns Form

ATTACHMENT "B" - Mission Expenses Returns Form



ATTACHMENT "C" - Leave Authorization Form

		NAOC/AENR/NAE LEAVE AUTHORIZATION FORM						
NAME	EMPL. NO	SIGNATURE						
DEPARTMENT	LOCATION							
TYPE OF LEAVE	1. ANNUAL LEAVE	<input type="checkbox"/>	LOCALLY <input type="checkbox"/> ABROAD <input type="checkbox"/>					
	2. LEAVE WITH PAY	<input type="checkbox"/>						
	3. UNPAID LEAVE	<input type="checkbox"/>						
	4. TIME OFF IN LIEU	<input type="checkbox"/>						
TOTAL DURATION	FROM: DAY	TIME						
	TO: DAY	TIME						
ITINERARY								
ADDRESS ON LEAVE								
FLIGHTS DETAILS: (EMPLOYEE AND FAMILY MEMBERS)								
NAME	FROM	DATE	TIME	FLIGHT (NO.)	TO	DATE	TIME	CLASS
Use more form, if required								
APPROVALS: DEPARTMENT MANAGER DHO MANAGER GENERAL MANAGER (*) <small>(*) when applicable</small>		DATE _____ DATE _____ DATE _____						

ATTACHMENT "D" – Travel Expenses Internal Memo

INTERNAL MEMORANDUM

Date:**Ref:****From:****Dept:****To:** ORGA & DEV MANAGER**Dept:** ORD**Subject:** Travel Expenses

In conjunction with my travel to and from Port Harcourt / Lagos for Recuperation / Mission / Contract purposes, please reimburse _____ Euro as a one-off payment, in lieu of traveling expenses incurred, to cover the round trip distance between the airport and my final / original destination.

Date of Departure: _____

Date of Arrival: _____

Family members traveling:

Regards,

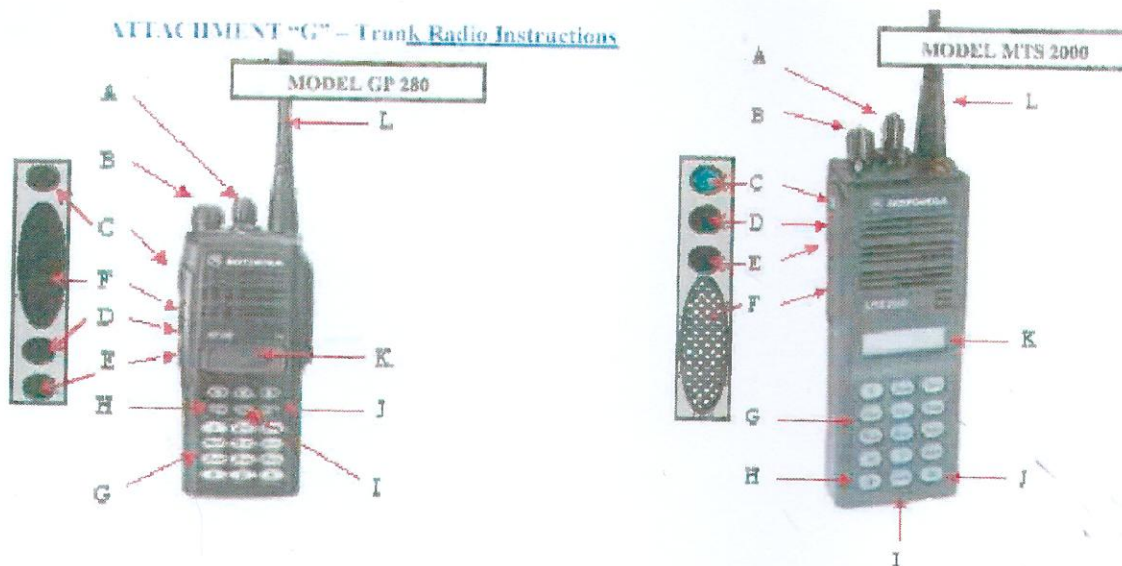
XXXX XXXXXX

Attachments: Copy of Airline Boarding Passes or Copy of Passport Pages with Nigeria Exit & Entry Stamp



Attachment E

ATTACHMENT "G" - Trunk Radio Instructions



FUNCTIONS

A	B	C	D	E	F
Channel Selector Switch	On / Off Volume Control	Light button	Telephone Button	Trunk Radio Button	Large Transmit Button
Channel 1 Private					
Channel 13 Emergency					
G	H	I	J	K	L
Keyboard	Scroll (Left)	Home	Scroll (Right)	Menu Screen	Antenna

To place a call using the telephone function

1. Push the Telephone Button (D)
2. Using the Keyboard (G), enter the telephone number you are calling
3. Push the Large Transmit Button (F) to initiate communications
 - a. Large Transmit Button must be fully depressed when you are talking
 - b. Large Transmit Button must be fully released in order to hear
4. Push the Home Button (I) to terminate your call

To place a call using the Trunk Radio function

1. Push the Trunk Radio Button (E)
2. Using the Keyboard (G), enter the telephone number you are calling
3. Push the Large Transmit Button (F) to activate the call
4. Use the same steps as outlined above

To Answer a Call

When you have an incoming trunk radio call the system will emit two beep tones to indicate a call is being received. Press the Trunk Radio Button (E) to accept the call and communicate by using the Large Transmit Button (F). Terminate the call by pressing the Home Button (I). Receiving an incoming telephone call is the same except you will receive a ring tone and need to press the Telephone Button (D) to accept the call.

~ LUCEVERIOE X
PUNLIGNARE
~ RESIDENT



Attachment F

ATTACHMENT "F" – Club Subscription Form

CLUB SUBSCRIPTION FORM

Employee Name _____

Position _____

Company _____

NAOC
AENR
NAE
BRASS LNG
NLNG

Year for which the subscription is required _____

Numbers of subscriptions required _____

Names of dependants. _____

Club name and address _____

Town. _____

First
subscription
Renewal



Exceeding the reference costs

YES / NO

Cost for the first membership

Cost for the second membership
(familiar)

Applicant's signature _____

Date

Approved by _____

Date



eni

ATTACHMENT "G" – Request for Hosting Visit to Nigeria**REQUEST FOR HOSTING VISIT TO NIGERIA**

The undersigned requests approval to host the following guest(s) in my assigned Company flat:

NAME:		RELATIONSHIP:	
PLACE OF BIRTH:		DATE OF BIRTH:	
VISITATION DATES:	FROM:	TO:	

NAME:		RELATIONSHIP:	
PLACE OF BIRTH:		DATE OF BIRTH:	
VISITATION DATES:	FROM:	TO:	

NAME:		RELATIONSHIP:	
PLACE OF BIRTH:		DATE OF BIRTH:	
VISITATION DATES:	FROM:	TO:	

LOCATION

COMPOUND	FLAT NUMBER	CITY
----------	-------------	------

In conjunction with the visitation of the above mentioned person(s) I hereby accept all responsibilities concerning visa acquisition, transportation, and all cost associated with the visit to Nigeria – including cost for medical evacuation or any other emergency related transportation cost.

Additionally, I hereby relieve NAOC and its affiliated companies from any legal or financial obligations associated with the visitation.

NAME:			
POSITION:			
DEPARTMENT:		DATE OF ASSIGNMENT IN NIGERIA:	

Applicant's signature: _____ Date: _____

Approved by (ORD): _____ Date: _____

