



ACCOMMODATION & WELFARE POLICY

Policy Statement

The Company is committed to providing suitable accommodation and welfare facilities that support the health, safety, dignity, and well-being of employees assigned to Company projects, particularly within oil and gas operational environments.

Accommodation and welfare provisions are designed to support operational requirements and do not form part of salary or monetary remuneration unless expressly stated otherwise.

Scope

This Policy applies to:

- All employees, trainees, and assigned personnel provided with Company accommodation or welfare facilities;
- Accommodation camps, housing units, transportation, and associated welfare services arranged by the Company;
- Operations conducted on client-controlled sites, including oil and gas projects governed by client rules.

Compliance with this Policy is mandatory.

General Principles

The Company shall:

- Provide accommodation and welfare facilities appropriate to project and operational needs;
- Ensure facilities meet basic safety, hygiene, and welfare standards;
- Manage accommodation as a shared facility subject to rules and responsible use.

Accommodation and welfare facilities are provided to support work assignments and may be modified, relocated, or withdrawn based on operational requirements.

Accommodation Provision

Eligibility

- Accommodation may be provided during training phases, site assignments, or remote deployments;
- Eligibility is determined by project requirements and Company discretion.



ACCOMMODATION & WELFARE POLICY

Standards

Accommodation facilities shall:

- Be safe, habitable, and fit for purpose;
- Comply with applicable health, safety, and environmental requirements;
- Be subject to periodic inspection and maintenance.

The Company does not guarantee single occupancy unless expressly stated.

Welfare Facilities & Services

Where applicable, the Company may provide:

- Meals or catering arrangements;
- Transportation to and from site or camp;
- Basic communication facilities;
- Access to welfare amenities as determined by project conditions.

The nature and extent of welfare services may vary depending on project location and operational constraints.

Employee Responsibilities

Employees shall:

- Use accommodation and welfare facilities responsibly;
- Maintain cleanliness and order within shared facilities;
- Respect other occupants and comply with camp rules;
- Report defects, damage, or safety concerns promptly.

Damage resulting from misuse or negligence may be recovered from the responsible employee where legally permissible.

Conduct & Prohibited Behaviour

The following are strictly prohibited within Company accommodation and welfare facilities:

- Violence, harassment, or disorderly conduct;
- Substance abuse or possession of prohibited items;
- Behaviour that compromises safety, security, or welfare of others;
- Unauthorised visitors or activities.

Violation may result in disciplinary action, removal from accommodation, or termination of employment.



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Changes, Withdrawal & Demobilisation

The Company reserves the right to:

- Reassign or change accommodation arrangements;
- Withdraw accommodation upon reassignment, demobilisation, or termination of employment;
- Require immediate vacating of accommodation where operational or disciplinary reasons apply.

No compensation shall be payable for changes or withdrawal of accommodation.

Client & Site Requirements

Where accommodation is provided within client-controlled facilities:

- Client accommodation and welfare rules shall apply;
- Employees shall comply with all camp regulations and site instructions;
- Breaches may result in removal from client facilities and disciplinary action.

This includes accommodation governed by Petroleum Development Oman or similar operators.

Legal Alignment

This Policy is implemented in accordance with:

- Applicable labour and welfare laws of the Sultanate of Oman;
- Contractual obligations with clients;
- Relevant health, safety, and welfare standards.

Policy Review

This Policy shall be reviewed periodically to ensure continued suitability and alignment with contractual and operational requirements.

Approved by:
Managing Director