



DISCIPLINARY & MISCONDUCT POLICY

Policy Statement

The Company is committed to maintaining a disciplined, professional, and compliant workforce. All employees are expected to conduct themselves in a manner that upholds the Company's standards, contractual obligations, and client requirements at all times.

Discipline is applied to ensure fairness, accountability, and operational integrity, particularly within oil and gas project environments.

Scope

This Policy applies to:

- All employees, trainees, and assigned personnel;
- All Company operations, sites, camps, offices, and transportation activities;
- All activities conducted on client-controlled sites, including oil and gas projects

governed by client rules and standards.

Compliance with this Policy is mandatory and forms an integral part of employment conditions.

Principles of Discipline

The Company's disciplinary framework is based on the following principles:

- Fairness and consistency;
- Proportionality to the nature of the misconduct;
- Compliance with applicable laws and contractual obligations;
- Protection of operational safety and client relationships.

Classification of Misconduct

Minor Misconduct

Includes, but is not limited to:

- Failure to follow instructions;
- Minor breaches of Company policies;
- Poor attendance or punctuality;
- Negligence not resulting in serious risk or damage.



DISCIPLINARY & MISCONDUCT POLICY

Serious Misconduct

Includes, but is not limited to:

- Breach of HSE rules or Permit to Work (PTW) requirements;
- Refusal to perform assigned duties without valid reason;
- Absence without notice or abandonment of work;
- Misuse of Company or client property;
- Behaviour that may damage the Company's reputation or client relationship.

Gross Misconduct

Includes, but is not limited to:

- Serious violation of HSE or Life Saving Rules;
- Wilful negligence or unsafe acts endangering life or environment;
- Fraud, falsification of records, or misrepresentation;
- Violence, threats, harassment, or substance abuse;
- Unauthorised departure from site or country during active employment.

Disciplinary Actions

Depending on the severity of misconduct, disciplinary action may include:

- Verbal or written warning;
- Suspension from duties;
- Removal from site;
- Termination of employment, including summary termination where legally

permissible.

The Company reserves the right to determine appropriate disciplinary action in accordance with applicable law.

Investigation Process

The Company may conduct investigations into alleged misconduct. Employees are expected to cooperate fully with any investigation.

Pending investigation, the Company may:

- Suspend the Employee from duties;
- Restrict site access;
- Implement interim control measures.

Suspension pending investigation does not constitute a disciplinary penalty.



شركة نجم عوفية الوطنية للبترو
AWAIFIAH STAR LOCAL OIL COMPANY

ASLOC

DISCIPLINARY & MISCONDUCT POLICY

Client & Site Compliance

Where misconduct occurs on a client-controlled site:

- Client rules and disciplinary requirements shall apply;
- The Company may take immediate action as required by the client;
- Removal from site may occur without prior notice if mandated by the client.

Non-compliance may result in loss of site access and disciplinary action.

Records & Confidentiality

Disciplinary records shall be maintained by the Company and treated as confidential, subject to legal and client requirements.

Legal & Client Alignment

This Policy is implemented in accordance with:

- Applicable labour laws of the Sultanate of Oman;
- Contractual obligations between the Company and its clients;
- Client disciplinary, HSE, and site governance frameworks, including those applied by Petroleum Development Oman.

Policy Review

This Policy shall be reviewed periodically to ensure continued effectiveness and compliance with contractual and operational requirements.

Approved by:
Managing Director