
EXHIBIT A –COMPANY DRUG AND ALCOHOL OBLIGATIONS**1.0 GENERAL PROVISIONS**

It is a mandatory requirement that all Contractors providing offshore personnel services to Company has an established D&A policy including a documented testing regime for Safety Critical positions (see definition below). The extent of testing and list of Safety Critical positions shall be agreed with Company and anonymized test results shall be reported to Company on an annual basis.

Safety Critical position definition; Personnel serving in Safety Critical positions has access to operations where failure could result in serious harm to public or employee well-being, company assets, or the environment.

D&A use

Company has zero tolerance for use of alcohol, drugs or other intoxicating substances during performance of Work. Any use of alcohol, drugs or other intoxicating substances, shall be strictly forbidden, while carrying out Work. Use of prescription medical drugs shall only take place in accordance with written and signed instructions given by the issuing medical practitioner.

Preventing substance abuse

- Contractor shall work systematically to prevent abuse by own employees and employees of Subcontractors and their contractors. Contractor shall implement formal procedures to manage D&A abuse by own personnel, and ensure that Subcontractors and their contractors have implemented corresponding procedures.
- COMPANY may demand that any personnel working at the WORKSITE, suspected of being intoxicated, take an alcohol and drug test.

EXHIBIT B –HEALTH, SAFETY AND THE ENVIRONMENT (SHE)

Note: For orders placed under a frame agreement, then the agreements SHEQ documents supersede this Exhibit B.

1. GENERAL PROVISIONS**1.1 General**

Company is committed to conduct business in a manner that protects the safety and health of employees, others involved in its operations, its customers and the public. Furthermore, it is committed to conduct business in a manner that is compatible with the balanced environmental and economic needs of the communities in which it operates. This commitment requires compliance with all applicable laws and regulations, facilities that are designed and operated to high standards, and systematic identification and management of Safety, Health and Environmental (SHE) risks. Company has implemented its Vår Energi Integrity Management System to provide a structured approach to meet this commitment.

It is the expectation of the Company that it's Contractors and Subcontractors, actively and diligently will commit to these high standards in support of Company's vision of operations having sustained reliability, that comply with all applicable laws and regulations and which eliminate Safety, Health and Environmental incidents.

This Exhibit B addresses the major areas which have an impact on Operations Integrity for the Work.

1.2 Overall Operations Regime

In general, Contractor shall work under the operations regime established for the installations by Company, including all applicable Company policies and procedures. If Contractor is required to perform Work, for which there are no existing Company procedures, Contractor shall comply with their own documented set of safe work procedures and work instructions. These shall be documented in a contract specific Safety Health Environmental and Quality (SHEQ) Plan subject to be reviewed by Company.

1.3 Compliance with Regulatory Requirements

Contractor shall identify and comply in all respects with the current and applicable acts, regulations and guidelines of the relevant authorities in the country where the Goods and Services are being provided.

Where applicable when working in Norwegian Waters and depending on the type of services being performed, Contractor shall in particular execute its duties and responsibilities relating to "Principal Enterprise" as laid out in the Work Environment Act and appurtenant regulations

In the absence of statutory requirements, Contractor shall exercise due diligence in conducting the Work in accordance with Company policies.

1.4 Work Management System

While onboard the Installation, Contractor shall observe and work under the regime of the work management procedures and instructions established for the installation.

1.5 Operations Risk

Contractor shall assess the overall and general risk level of the Work Site and maintain updated records to this effect, reflecting changes made to operations, manning, equipment and procedures. Records to this effect shall be made available to Company on request.

1.6 Emergency Preparedness and Response

Contractor Personnel engaged in the Work shall support and comply with Company's Emergency Preparedness Documentation and instructions on the installation.

1.7 Access for Company

All members of Contractor Group shall during the performance of the Work permit Company to:

- Interview their personnel,
- Access Work Site in order to perform inspections, audits and reviews that pertains to the Work,
- Review their facilities, records, books, practices, procedures, instructions, plans, work processes, controls and measurements to verify compliance with SHEQ requirements,
- Evaluate the SHEQ management system(s).

All members of Contractor Group shall enter these requirements into each and every contract, purchase order, etc. related to the Work.

2 CONTRACTOR'S CORPORATE SHEQ POLICY AND MANAGEMENT SYSTEM(S)

2.1 Contractor's corporate SHEQ policies

Contractor warrants that they shall have, at the commencement date of the Work, documented and implemented SHEQ policies, including comprehensive objectives and specific requirements for the individual disciplines, including the disciplines related to working environment.

2.2 Contractor's corporate SHEQ management system(s)

Contractor warrants that they shall have, at the commencement date of the Work, documented and implemented, a corporate SHEQ management system(s) that is:

- Appropriate for performing the Work.
- In compliance with all applicable statutory regulations and expected to provide reasonable assurance for achievement of objectives, and to meet specific requirements, related to Safety, Health, Environment and Quality.

2.3 Additions and changes

Company may require additions and/or changes to Contractor's corporate SHEQ management system(s) in order to fulfill the requirements and intentions of; applicable laws, regulations (including guidelines and applicable standards) and all other requirements under the operations regime established for the installations by Company.

2.4 Modifications by Contractor

Modifications to Contractor's corporate SHEQ management system(s), affecting the Work and initiated by Contractor, shall be documented and submitted to Company for review and consent, before such modifications are implemented

3 SHEQ PLAN

3.1 SHEQ Plan establishment and maintenance

Subject to work complexity and duration of the work a SHEQ Plan may be required to Supplier's SHEQ management system(s) in order to meet Purchaser's standards, requirements of this Exhibit and other requirements related to the Work. In this respect the SHEQ Plan shall complement Supplier's SHEQ management system(s).

- A Quality Plan is required for each vendor work pack where critical equipment is being supplied or worked on.

3.2 SHEQ Requirements

The following subjects, described in this section 3.2, shall either be addressed in Supplier's SHEQ management system(s) or in the SHEQ Plan.

3.2.1 Safety

Supplier shall describe or refer to policies, procedures and routines, which shall ensure;
That line management are responsible and accountable for safety,

- (a) A published safety organisation, with designated accountable responsibilities.
- (b) That safety rules, procedures and instructions, are communicated to and followed by all employees, temporary workers and subcontractors.
- (c) That orientation of Supplier employees, new to the Work Site, are provided.
- (d) That appropriate risk assessments i.e. hazops, risk analysis and or job safety/safe job analysis are performed as necessary for safe job execution and in accordance with current regulations. In any case the risk assessment shall be made available for Purchaser review prior to commencing any Work upon Purchaser premises and if so required at least 14 working days in advance of commencing the Work.
- (e) Inform Purchaser of any hazards on the Work Site identified by the inspection of Purchaser's premises and the conduct of risk assessments
- (f) Registration, reporting, investigation, analysis and follow-up of all accidents, injuries, incidents, near misses or unsafe conditions and acts which take place or are identified. Note that Suppliers own near miss/incident investigation processes do not negate the requirement for reporting of such items to the Purchaser for further investigation.
- (g) That Personal Protective Equipment (PPE), tools, equipment etc., used by Supplier meet all regulatory requirements and the Purchaser's specifications.

Company minimum specifications for PPE can be found on the following website:

<http://www.solutionshop.no/> e-mail: PointResources Password: Point5434

Any deviation from equipment types must be approved by the appropriate Company representative.

3.2.2 Health and Working Environment

Contractor shall describe or refer to routines, procedures and plans related to Work Site health hazards and employee safety. This includes:

- (a) Contractor shall implement measures to identify health hazards and safety risks related to Contractor's Work and equipment. Possible impacts by the Work on the health and safety of Contractor Personnel shall be identified and removed/ mitigated through a structured, planned and documented process. Findings, in this respect, shall be reported to Company.

- (b) Operation of a general industrial hygiene program which shall include monitoring of the Work Site environment to identify, assess, mitigate and follow-up of any health hazardous exposures which may lead to injuries, work-related diseases, and sick leave of Contractor Personnel.
- (c) Analysis of health and working environment data shall be communicated in a structured and timely manner to Contractor management, employees and Company.
- (d) Making Safety Data Sheets (SDS) available for all chemicals delivered by or brought to the installation by the Contractor, in accordance with applicable regulations and industry standards. SDS sheets shall be up to date and provided with all deliveries of hazardous substances. All chemicals need approval for the specified installations by the Company Industrial Hygienist.
- (e) Ensure that adequate information about an article's use for which it is designed and has been tested is available, or about the results of any relevant tests which are being carried out in connection with a substance, and about any conditions necessary to ensure that the article or substance will be safe and without risk to health.
- (f) Compliance with Company's requirements regarding the use of drug and alcohol, including procedures & systems for dealing with instances where confirmed or potential non compliances have been identified.
- (g) Contractor shall maintain a register of Contractor Personnel exposed to health hazards. There shall be a system for regular health examination of health hazard exposed Contractor Personnel. The system for reporting of occupational illness shall include process of identification, investigation and improvement measures. Contractor should be aware of the Installations Health Hazard Inventory listing and communicate any concerns to the Company.

3.2.3 External Environment

Contractor shall describe or refer to routines and procedures related to the external environment, which shall ensure;

- (a) Contractor warrants that it will comply with all laws and regulations relating to the protection of the environment and without limitation will take all precautions to avoid pollution of any type
- (b) Application of responsible environmental conservation standards where no laws and regulations exist or are insufficient,
- (c) Provision of ecotoxicological data sheets as required by current regulations for chemicals and products delivered by or brought to the Operating Units by Contractor and assurance that products do not contain components not permitted for use or discharge. Data sheets shall be up to date and provided with all deliveries of hazardous substances. All chemicals need approval for the specified installations by the Company Industrial Hygienist.
- (d) Continuous evaluation and improvement of the product range and operations with the objective of reducing actual or potential environmental impact, and for keeping Company updated on chemical developments,
- (e) Identification, monitoring and measuring or estimating all significant discharges, emissions and wastes,
- (f) Contractor and its subcontractors shall, in performing the Work, have the responsibility and liability for the proper management of wastes according to laws and local regulations. In particular Contractor and its subcontractors shall implement procedures to minimise the generation of waste. When possible, Contractor shall select less hazardous alternatives to minimise hazardous waste generation.
- (g) Regularly registering and reporting of emissions to air, effluents to water and land, and waste generation internally and to Company.
- (h) Reduction of discharges to water and land, emissions to air and waste generation;
 - (i) Waste specified as hazardous shall be handled according to regulations and Company requirements,
 - (ii) Waste movements shall be documented (declarations) and logged,
- (i) Safe storage, transport and handling of chemicals, products and waste in accordance with the current regulations and ensuring relevant documentation to ensure safe use & disposal.

3.2.4 Quality Assurance

Contractor shall describe or refer to routines and procedures related to the following:

- (a) Conformance with -EN-ISO 9001: (Latest revision)
- (b) Consistent with the principles of -EN-ISO 9004: (Latest revision) concerning performance monitoring and continuous improvement
- (c) Consistent with the principles of EN-ISO 10005 concerning SHEQ Plans
- (d) Compliance with relevant branch standards and standards and specifications as described in the Order Technical and Operational Specifications.

4 REPORTING

4.1 Incident Reporting

Contractor personnel shall comply with Company's below listed requirements related to Incident Reporting in addition to those of Contractor's own SHEQ management system(s).

General and specific requirements to reporting are documented in Company's "Incident Management Manual". Designated persons in Contractor's onshore and offshore organisation shall familiarise with this document.

In this context, Contractor shall, immediately and without undue delay, notify Company via the appropriate installation contact (e.g. Project Coordinator, Contract Sponsor/Owner, Company Supervisor) in case of any of the following incidents:

- Any incident or near miss including but not limited to LTI, RWI and MTI (this includes Dangerous Occurrences or Personal Injury)
- First Aid treatment and Occupational Illness incidents according to section 4.2.
- Any uncontrolled releases to the environment, including chemical, oil or hydrocarbon.

In any event, Contractor shall submit a written report within 24 hours, with all particulars known at that time. Contractor shall provide Company with a copy of any report required by Authorities. Contractor shall investigate all such events and implement actions to prevent recurrence. Contractor shall co-operate with Company if Company decides to investigate the event.

4.2 Incidents Statistics Reporting

Following statistical issues and shall be prepared in accordance with the following definitions:

- Lost Time Incident (LTI): a work-related injury or illness resulting in an individual being unable to return to work on any scheduled work shift following the incident (this includes fatalities),
- Restricted Work Incident (RWI): a work-related incident resulting in an individual being unable to perform normally assigned work functions during any scheduled work shift, or being assigned to another job on a temporary or permanent basis,
- Medical Treatment Incident (MTI): any work-related loss of consciousness, injury, or illness requiring more than first aid treatment by a physician, dentist, surgeon, medic, or other registered medical personnel,
- First Aid Treatment: any one-time treatment and subsequent observation of minor scratches, cuts, burns, splinters, etc., which do not require medical care. However, a physician or other registered medical person may administer the first aid,
- Occupational Illness: any illness caused, provoked or aggravated by working environment exposures, including but not limited to, hearing loss and other illnesses due to be reported to the Authorities,
- Fatality: a death of a Supplier's Personnel or contractor resulting from a work related injury or illness. Also, death of a non-employee/non-contractor if the causing incident originated on Purchaser premises (owned, operated, controlled, or supervised by Purchaser) unless caused by suicide or terrorist activity,
- Total Reportable Incidents (TRI): = LTIs + RWIs + MTIs,
- Incident Frequencies: should be expressed per 200 000 man-hours actually spent performing the Work,
- Near Miss (NM): any act, situation or occurrence, which, although it did not cause a serious injury, could have done so under other circumstances,
- Offshore/field based man-hour calculation: use actual hours worked, (hours per tour of duty) for Supplier's Personnel at the site who appear on the manning roster, as per work schedule,
- Onshore/support staff man-hour calculation: use actual hours worked, (days per week).

4.3 Reporting to Authorities

Authority reporting shall be in accordance with current and applicable regulatory requirements and routines.

5 PERSONNEL AND TRAINING

5.1 General

Contractor shall provide Contractor Personnel that are trained, competent, qualified, medically fit and able to perform the Work. Contractor shall implement routines and procedures to ensure that Contractor Personnel provided under Order meet the above requirement.

5.2 General Requirements to Contractor's Job Descriptions

Contractor shall establish and communicate job descriptions containing duties, responsibilities and authorities for each position engaged in the Work.

Job descriptions shall include the minimum experience, knowledge and skills requirements including valid trade certificates/licenses for each position/job engaged in performing the Work.

Any deviation from the competencies required within a position must be reported to the Company in advance of Work commencing.

Contractor shall also specify minimum requirements for temporary replacement and relief personnel for each position engaged in the Work. Any gaps related to training, identified during the selection and placement of Contractor Personnel in positions engaged in the Work shall be closed before start-up of operations.

5.3 Training Administration and Record keeping

Contractor shall implement routines, roles and responsibilities for identifying and providing initial and continuous technical - and safety related training, along with a system for verifying competencies for Contractor Personnel engaged in the Work with the requirements in this Section 5.

Contractor shall further establish and maintain records of personnel qualifications and training for members of Contractor Group performing the Work and shall implement routines and procedures to ensure that agreed, minimum required competencies, are met by any members of Contractor Group performing the Work before traveling offshore.

Contractor shall be able to, upon request, provide information to Company on status of agreed training for each individual performing the Work

5.4 Competency Assurance

For Contractor personnel in positions with importance to Operations Integrity, Company may request such personnel to meet specific minimum competency and knowledge requirements. Such positions and skill areas shall be specified by the Company and communicated through the Contract Administrator.

In this context the Contractor shall:

- (a) Prepare competency and knowledge standards for the skills areas and positions as specified by Company.
- (b) Execute competency assessments and close identified competency gaps by means of appropriate additional training until the position holders meet the specified skill standard,
Provide a written confirmation to Company that the position incumbents in question meet the specified competency requirements prior to commencement of the Work. Any deviation from the competencies required within a position must be reported to the Company in advance of Work commencing.
- (c) Retain auditable and traceable documentation to verify that requirements are met,
- (d) Make above requirements applicable to personnel temporarily serving in specified positions.

5.5 Trade Skills and Competencies

Contractor shall provide Contractor Personnel with adequate trade, technical and operational skills, competency and experience, including valid trade certificates/ licenses. Members of Contractor Group performing the Work shall be fully acquainted with the aspects of the equipment and tools that are related to their respective disciplines and trades, including all aspects of PPE.

5.6 Safety Training/Medical Fitness

Members of Contractor Group, assigned to the Work at Company installations, shall have passed the basic safety and emergency preparedness training in accordance with the current regulatory requirements and the guidelines of the industry and shall carry a valid medical fitness certificate in accordance with the regulations. In addition to the above, personnel shall, as a minimum, have successfully attended the following training courses:

- Helicopter Underwater Escape Training (HUET)*
- Company Internal Safety Training (CIST)

*NOTE: Helicopter ditching is not required for short time personnel working offshore in connection with hook-up and commissioning and spot charter of Mobile Offshore Drilling Units (MODUs.)

HUET and CIST refresher training shall be undertaken every 4th year or as specified by Company.

The costs of required training and obtaining medical fitness certificates shall be for Contractor's sole account.

Contractor shall provide Company with such evidence as Company may require of Contractor's compliance with the obligations of medical fitness for Contractor Personnel. Company shall have the right to review and determine the extent to which any such person is medically fit. If Company decides any such person is not medically fit, Contractor shall not employ such person in performing the Work offshore.

Should Contractor fail to have complied with the terms of the preceding paragraph and any such person requires emergency, unscheduled evacuation for medical treatment, Contractor shall, in addition to any other obligation or liability it may have to Company at law or hereunder, reimburse Company any cost incurred by Company arising out of or in connection with such evacuation, including, without limitation, the cost of hiring a helicopter or boat to effect such evacuation.

5.7 Offshore Safety Training

Contractor shall ensure all personnel either employed by it or supplied by it to perform the Work or any part thereof on any Company offshore installation, or elsewhere offshore, have undertaken safety induction and emergency training in accordance with the OLF Guidelines for Safety and Emergency Training. Training should, wherever possible, be in accordance to the training standards set by OLF for Norway continental shelf.

Contractor shall supply to Company documentary evidence of Contractor's compliance with such procedure. Company will refuse to allow personnel in respect of whom it has not received such evidence to travel offshore. The costs of such training shall be for Contractor's sole account. Contractor shall be liable for, and shall defend, indemnify and hold harmless Company from and against any and all claims arising out of or contributed to by a breach by Contractor or by any of its Subcontractors of this Sub -Clause.

5.8 Work Management System

Contractor Personnel issuing or involved in using work orders/permits shall be adequately trained in the application of these procedures. Contractor shall ensure that appropriate training is provided in this skill before offshore Work is commenced.

5.9 Risk Assessment/Hazard Awareness and Identification

Contractor shall ensure that selected Contractor's personnel are adequately trained as follows:

- (a) For all relevant Contractor Personnel :
 - Job specific Working Environment related hazards and exposures
 - Operations/Work Hazards identification methodologies
 - Operations Hazard mitigation
 - Risk assessment methods and tools in order to support Job Safety Analysis (JAS)
- (b) For selected onshore and offshore staff:
 - Risk identification and assessment techniques
 - Risk assessment methods and tools in order to support Total Risk Assessments and Emergency Preparedness and Response Analysis along with other formal generic and specific Risk Assessments related to the Work.

5.10 Additional/Specialist Training

For this type of training Contractor shall plan and implement any training, as specified by Company, in a timely manner before and during the Work.

5.11 Company guidelines and expectations

Contractor shall ensure that all Contractor Personnel assigned to perform services for Company receive general information as described Requirements.

6 VIOLATION OF SHEQ REQUIREMENTS

Contractor shall include in the operating procedures concise requirements pertaining to disciplinary action for breach of the offshore Work Site SHEQ rules and regulations. While the seriousness of the violation will affect the level of response, the following will normally apply;

- 1) First offence will result in a verbal warning
- 2) Second offence will result in a verbal and written warning
- 3) Third offence will result in suspension from Work for Company.

Contractor management shall always be notified before any written warning is given to Contractor's personnel.

Contractor shall record and report to Company all disciplinary incidents and remedial actions taken to prevent reoccurrence.

7 PERSONNEL PROTECTIVE EQUIPMENT AND HEARING

Personnel Protective Equipment, Respiratory Protective Equipment and clothing shall, where relevant, be provided by Contractor, at its own cost, to all members of Contractor Group involved in the Work. Training in the use of PPE & RPE is the responsibility of the Contractor, the cost of which shall be for Contractor's account.

Company minimum specifications for PPE can be found on the following website:

<http://www.solutionshop.no/>

e-mail: PointResources Password: Point5434

Any deviation from equipment types must be approved by the appropriate Company Representative.

8 HEARING CONSERVATION

Company continuously reviews and updates its Safety and Health programs to ensure they reflect the latest knowledge and standards. A primary focus area is in hearing conservation, which the Company manages using enhanced hearing conservation programs, field studies and other data related to the effectiveness of hearing protective devices.

The main focus area in Company endorsed programs relate to:

- Ensuring knowledge on noise attenuation of hearing protection is up to date with regulatory standards.
- Provision of information to personnel regarding noise, enhanced hearing protection, and noise injuries.
- Marking of noise areas and sources. For personnel working on Company sites the corresponding noise limits are in force:
 - 85-95 dB for single hearing protection,
 - 95-105 dB for double hearing protection
 - exceeding 105 dB additional noise reducing measures are required

While these focus areas directly affect Contractors that work at the Company's sites and the Company take the above steps as part of our Hearing Conservation Program, Contractors also have a duty to ensure their employees comply with the Company's requirements when at Company sites, and to maintain effective hearing conservation programs for Contractor employees when not at Company sites.

EXHIBIT C - COMPANY GUIDELINES AND EXPECTATIONS

Contractor shall ensure that all Contractor personnel assigned to perform Work for Company receive and understand information regarding the following:

- (a) Vår Energi's Integrity Management System and its expectations pertaining to Contractor personnel safety. (Introduction to Production Safety Philosophy)
- (b) Safe work procedures and practices as well as disciplinary actions for non-compliance. (refer to Exhibit B)
- (c) Company's Drug and Alcohol policy requirements (refer to Exhibit A (if Exhibit A is made part of the Order)). Contractor C shall maintain copies on file of ATTACHMENT 4 - "Personnel Policy Compliance Form", signed by each assigned individual signifying that they have read and understood the following documents:

- ATTACHMENT 1 - Safe Work rules
- ATTACHMENT 2 - Short Service Worker Instructions
- ATTACHMENT 3 - Helicopter Administration Guidelines and Personnel Registration Forms

and that Contractor's personnel have read and understand their rights and duties with respect to Company's Drug and Alcohol policy requirements. The forms shall be submitted to Company, without undue delay, at Company's request.

- ATTACHMENT 5 - The Individual Obligation Agreement to this Exhibit may apply for some or all of Contractor's personnel assigned to perform work under the Order. Company will decide who the Individual Obligation Agreement will apply to, and may request Contractor's employees to sign the Individual Obligation Agreement prior to commencement of the Work.

The information leaflets are sent to Contractor prior to commencement of Order, and will be basis for information provided by Company. The signed Individual Obligation Agreements shall be submitted to Company prior to first mobilisation.

Attachment 1-Safe Work Rules

INSTRUCTIONS TO: Contractor Personnel Performing Services for Company

The following rules shall be adhered to when working for Company:

- You must report promptly to your supervisor any injury you sustain while at work. You are also encouraged to report accident details that did not result in personal injury or property damage, but could have if the circumstances had been different.
 - NEVER engage in scuffling, practical joking, or horseplay on the job.
 - NEVER run unless the situation is life-threatening.
 - Appropriate hearing protection MUST be worn in areas where signs are posted warning of excessive noise levels. Hearing protection should also be worn in posted areas that are suspected of temporary excessive noise.
 - In all work situations, inside or outside of the living quarter it is not allowed to wear rings or jewels on hands, face or ears.
 - Everyone MUST wear approved and suitable eye wear protection for the job at all times while on Company property where the potential for eye injury exists.
 - Good, strong safety shoes MUST be worn on Company property where potential for foot injury exists. Footwear must be supplied in line with Vår Energi requirements, i.e. lace up type. The exception being the use of Wellingtons or specialist protective footwear for short durations or specialist applications.
 - Safety hats MUST be worn on Company property where potential for head injury exists.
 - Clothing suited to the work, the weather, and the environment in which the services are to be performed must be worn.
 - Your supervisor or the Company representative in charge MUST familiarise you with the following on your initial assignment at an Company facility:
 - (a) Emergency, fire, and escape procedures (including alarm identification)
 - (b) Potential for hazardous gases such as H₂S
 - (c) Location of abandonment equipment
 - (d) Emergency, abandon platform, and man overboard alarmsNOTE: Items (c) and (d) are offshore specific.
 - Smoking is only permitted in designated SAFE SMOKING AREAS (including living quarters offshore).
 - The use, possession or transportation of illegal drugs, alcoholic beverages, firearms (in whole or partly) while on Company premises is prohibited.
 - Work Permits are required to perform the majority tasks which affect ignition sources and flammables along with surveillance of these, as well as personnel coordination and safety issues. Always ask your supervisor or the Company representative in charge before you initiate work without a Work Order/Work Permit.
 - Avoid skin contact with all chemicals (including detergents). Appropriate protective clothing must be worn when handling chemicals.
 - It is against Company policy to throw, drop, or allow anything (solids or liquids) to be released to the environment that might be harmful. You MUST report any incident or sighting to your supervisor or Company representative promptly.
 - Good housekeeping is essential to good safety practices. The following guidelines will help achieve and maintain good housekeeping.
 - (a) Keep workplace clean and orderly
 - (b) Keep tools placed correctly in racks and cabinets provided for them
 - (c) Keep all passageways, ladders and other walkways free of oil, grease or obstructions
 - (d) Clean up all work areas before proceeding to another job.
- These safety rules and additional practices are outlined in the induction process and all associated procedural controls.

Attachment 2-Short Service Worker instructions**1.1 Introduction**

A prerequisite for safe offshore operations is employees and Contractors familiarity with:

- The installation
- Employee's / Contractor's work station
- Relevant requirements and guidelines

To assist new employees with familiarisation to Company's SHE philosophy and adapting to work and life onboard, a program is in place to take care of this

1.2 Definition

A Short Service Worker is an employee or Contractor who has less than 14 days on the installation during the last 12 months.

The Offshore Installation Manager (OIM) or Supervisor may choose to deviate from this requirement for obviously competent/experienced personnel (for instance maintenance supervisor on a land-based rotation).

Visitors are not short service workers as long as they do not perform physical work. They may however be requested to wear an identifying helmet in case of an emergency situation, etc.

1.3 Pre-qualification

The person who calls out a Short Service Worker shall ensure himself that the Short Service Worker is qualified. The Company representative shall check that the person has:

- Necessary experience and knowledge
- Safety training
- Offshore experience

Awareness to SHE goals and personnel accountability towards safety.

Prior to traveling to the installation, the Short Service Worker shall have gone through the following training:

- Facility onshore introduction.
- Internal training at contractor (for contract personnel)
- Additional familiarisation at the installation

Any deviation from the competencies required within a position must be reported to the Company in advance of work commencing.

A SSW form will be completed and sent to the person requesting the service or the installation contact to help access the requirements to manage the safety of the SSW, (Refer to Short Service Worker Procedure)

The installation will use this form, and append further information or restrictions upon it.

1.4 Introduction on the installation

When a Short Service Worker arrives at the installation, she/he will be met by the OIM or his designated Supervisor/Team Lead and given a general introduction to the installation either at that time or later in the day, focusing on the key safety messages and expectations

A supplemental induction may be used as guidance in the specific topics to be covered in the meeting.

The Short Service Worker shall then be informed separately about behavior and expectations and any further new start introductions. The person responsible for the call-out shall communicate number of persons and their experience via the ONIX/POB planner Norway.

1.5 Mentor for short service worker

The Short Service Worker shall meet the responsible supervisor who will designate a Mentor. The Mentor role may be filled by several persons due to length of the short service worker program and rotation schedule.

The following shall be addressed as a minimum in this meeting:

- Work management system review
- Safety issues
- Questions and answers (two-way communication)
- The Short Service Worker Form will be completed and any work restrictions agreed and documented for each SSW.

A Mentor must be a Company employee or an experienced contractor who is familiar & experienced with the Company systems.

1.6 Mentor system

- The Short Service Worker shall wear an Yellow helmet
- The first five days, the Mentor shall typically co-sign work permits with the Short Service Worker.
- In the remaining short service period, the Mentor shall on a daily basis do work observations and be a resource person for the Short Service Worker
- The Mentor can be responsible for several Short Service Workers when they are part of a team, painters, etc.
- If a permit system is not applicable for the Short Service Worker, she/he shall still follow the relevant parts of the mentor programme and wear an identifying helmet outside of the living quarters.
- Unsupervised lone working shall be avoided by default, with only rare exceptions permitted e.g. where the Short Service Worker is working on a low risk task in a well populated area where others can monitor them for safety purposes.

1.7 Professional secrecy and respect

The Mentor must respect the Short Service Worker's desire for professional secrecy regarding proprietary data from their own Company.

1.8 Evaluation

The Short Service Worker shall register number of days he/she is on the short service worker programme and have this approved by the supervisor at the end of the rotation before a white hat is issued.

The OIM or supervisor shall perform an evaluation of the Short Service Worker after a period defined in the SSW procedure, typically 3 offshore rotations or 12 weeks onshore. This evaluation shall include:

- SHE goals
- Knowledge of emergency preparedness plan and alarm instructions
- Work management system
- Platform organisation (where to find, when to contact, who to contact)
- Safety understanding and compliance
- Installation Layout

If this evaluation concludes that the Short Service Worker is not qualified, the OIM /supervisor shall consider an extension of the mentor period or reassignment to alternative work.

Attachment 3 - Helicopter Administration Guidelines and Personnel Registration**1.1 Check in time**

Contractor's Personnel shall check in at heliport no later than 1 hr. prior to the helicopter departure time. Late arrivals may be refused permission to board the helicopter.

1.2 Safety Certificate

Contractor's Personnel not in possession of a valid certificate according to Norwegian Oil and Gas Guidelines will be refused permission to board the helicopter. Additionally, personnel may be refused to board the helicopter if unable to present documentation verifying valid Basic Safety Training (GSK), valid Company Internal Safety Training (CIST). Additionally the CIST-training will expire if a Vår Energi offshore installation has not been visited during the last 2 (two) years prior to traveling offshore.

1.3 Drugs and Alcohol

Refer to Exhibit A .

1.4 Survival suits

All costs for personal Helicopter Survival Suits, protective equipment (PPE) and respiratory equipment (if required) including any training or certification for use of said equipment is covered by Supplier

1.5 Baggage Allowance

The maximum accompanied baggage shall be according to Norwegian Oil and Gas guideline 003 – maximum 10 kg per bag, max size 60x50x30cm, Excess baggage may be transferred for consignment by a later flight or by supply boat.

1.6 Passports and approved identification

Contractor personnel traveling offshore are subject to Norwegian immigration regulations. Personnel shall be in possession of passport, ID card and residence and work permit as may be required by customs and immigration authorities. Personnel will be refused to board the helicopter if unable to present approved identity document.

Approved identity documents apply:

- Valid Passport with optically variable elements
- Driver's license with optically variable elements from a country in the Schengen Area
- National ID card with optically variable elements

1.7 Medical records

Contractor personnel not in possession of a valid Certificate of Medical Fitness shall be refused permission to board the helicopter. The subject Medical Certificate shall meet the requirements of the Norwegian legislation and thus be approved for use on the Continental Shelf.

1.8 Prohibited items and substances

Transmitting radios and battery-operated items for outdoor use, firearms, weapons, explosives, drugs, drug paraphernalia, intoxicating beverages (alcohol) are not allowed on Company property, Work Sites, Company furnished transportation or other premises. Entry into or onto such property, Work Sites or transportation units is subject to the consent and recognition of the right of Company and its authorized representatives to conduct searches of the person and property of individuals when entering on or departing said sites. For some items listed above, for use in line of work, a Carry-on Permit may be obtained by contacting the Company Booking office in due time prior to the flight.

Procedures for Medications, Dietary Supplements and Vitamins are regulated in Norwegian Oil and Gas Guideline 003 ...:

Tools, equipment and instruments are not allowed in the personnel luggage and shall be checked-in as freight minimum 1,5 hour prior to helicopter departure.

1.9 Refused permission to board

Contractor shall bear all costs associated with personnel refused permission to board the helicopter.

Contractor, its employees, agents, and subcontractors shall comply with the requirements set forth in this Exhibit. Contractor shall notify its employees, agents, and subcontractors of the requirements of this Exhibit.

Personnel Registration Form

Return Vår Energi
Helibooking

Page 1 of 1

Phone 51 63 92 00

E-mail Frs.helibooking@varenergi.no

Please use block letters

Personnel (Personalia)

NOTE:

FAMILY NAME AND FIRST NAME MUST BE IDENTICAL TO NAMES REGISTERED IN YOUR PASSPORT

Family name _____ First name: _____

Birth: _____ Sex: M F

Position: _____

Material status: Single Married Cohabitant

Nationality: _____ Usual airport: _____

Address: _____

Phone - private: _____ Mobile phone: _____

Private E-mail Address _____

Vår Energi Employee ID nummer

--	--	--	--	--	--	--	--	--	--

Employer (Arbeidsgiver)

Company name: _____

E-Mail Address _____

Address: _____

Phone: _____

Emergency Contact Duty Phone:

Next of kin (Nærmeste pårørende)

Family name _____ First name: _____

Birth: _____

Relationship: Spouse Cohabitant Mother Father
Daughter Sister Brother Son Other

Address: _____

Phone - private: _____ Mobile phone: _____
Work phone: _____

Important:

- **Passports:** Contractor personnel travelling offshore are subject to Norwegian immigration regulations. Personnel shall be in possession of passport or ID card and residence and work permit as may be required by Norwegian Customs and immigration authorities.
- **Attach copies of health certificate and all safety courses.**
- **Passenger is requested to create a "MinDaWinci" ID.** The ID is required to use the Check-in Automates at the heliports. Link to "MinDaWinci" : <https://mindawinci.no/index.action>

Attachment 4 Personnel Policy Compliance Form

Definitions relating to the Order:

Company = Vår Energi AS

Contractor = Your company, a company performing services for "Company"

Contract Work = means the services described in the contract and in each applicable purchase order including labour, supervision, any specified materials, supplies, and other services.

This Personnel Policy Compliance Form should be completed by all Contractors' Personnel, prior to mobilizing to Company's offshore installation(s). All Contractor Personnel must sign off this form before mobilisation.

I (name) _____ am an employee of (name) _____

have read and understood the information and consequences of breaching the rules.

I understand this will be the applicable rules and regulations when working on Company installation and for Company.

I will document my acceptance by my signature below and ticking off the boxes:

Information	Document reference:	Read and understood
Safe Work Rules	Attachment 1	
Short Service Worker Instructions	Attachment 2	
Helicopter Administration Guidelines	Attachment 3	
Scope of Work for my assignment	-	

I acknowledge when working for Company that I may have access to Company confidential information. I have therefore read and understood the following:

Information	Document reference:	Read and understood	Not applicable for me
Individual Obligation Agreement	Attachment 5		

In addition to this, I will fill in and submit

Information	Document reference:	Have seen the document
Personnel Registration Form	Attachment 3-2	

for Contractor to submit to Company prior to my mobilisation.

Signature, place and date

Attachment 5 Individual Obligation Agreement

The Individual Obligation Agreement may apply for some or all of Contractor's personnel that will be assigned to perform work under this Order. Company will decide who this agreement will apply to, and may request Contractor's employees to sign this agreement prior to commencement of work. The information leaflets are sent to Contractor prior to commencement of Order, and will be basis for information provided by Company.

The undersigned _____ is an employee of _____

(hereinafter Contractor), assigned to Company for the purpose of **Contract Work** and has read and understood the following clauses (I-V):

I CONFIDENTIALITY CLAUSE

The Undersigned Duty of Confidentiality. The Undersigned shall hold in confidence all business and technical information that is made available directly or indirectly, by Company or developed or acquired while performing Services under the Order (collectively "Confidential Information"), except:

- (a) Information which is or becomes, without fault of the Undersigned, part of the public domain;
- (b) Information which the Undersigned can show was received by Undersigned from an independent third party that is under no obligation to Company or any Affiliate regarding the information;
- (c) Information which the Undersigned can show was already in his/her possession at the time the information was made available directly or indirectly, from Company or any Affiliate;

Additionally, if so required by Law or valid legal or regulatory process, Undersigned may disclose Confidential Information, but only following notice to Company of the requirement to disclose and reasonable cooperation with any attempt by Company to maintain the confidentiality of such Confidential Information.

Use of Confidential Information. The Undersigned shall not, without the prior written approval of Company as appropriate, use the Confidential Information which the Undersigned is required to keep confidential hereunder for any purpose other than the performance of Services under the Order.

The Undersigned's Information. Company shall have no obligation of confidence with respect to any information disclosed to Company by the Undersigned, and Company shall be free to use or disclose any or all of the information contained in any drawing, record or other document to third parties without accounting to the Undersigned therefore; unless, however, information is specifically covered by a separate, written confidentiality agreement between Company, as applicable, and the Undersigned. In the absence of any such separate confidentiality agreement, the Undersigned shall not place any restrictive notices on any information, no matter the form of its recording that the Undersigned provides to Company hereunder. If the Undersigned places any such restrictive notices on any drawing, record or other document, Company is hereby authorised to nullify, remove, or disregard those notices.

II OWNERSHIP OF INVENTIONS AND DOCUMENTS

Documents. The Undersigned agrees that all tracings, designs, drawings, field notes, requisitions, purchase orders, specifications, computer programs (data files and other software in whatever form), and other documents or records ("Documents") developed by the Undersigned in connection with this Order shall be the sole property of Company. The Undersigned shall provide the original and all copies of the Documents to Company when Services are completed or earlier upon Company's written request. The Undersigned may, with the prior written approval of Company, retain one archival copy of Documents. The Undersigned shall keep any approved archival copy confidential and shall not use it directly or indirectly in providing any services to any other person or entity or for any other purpose without first obtaining Company's prior written permission. The Undersigned hereby assigns the copyrights in all Documents to Company.

Inventions. If the Undersigned makes any inventions, discoveries or improvements (collectively, "Inventions") patentable or unpatentable, resulting from activities hereunder, he/she shall promptly disclose those Inventions to Company in writing. Inventions covered in this Sub-Article shall include those conceived during the term of the Order between Company and the Undersigned and within one (1) year thereafter. Further, the Undersigned hereby assigns each such Invention to Company. The Undersigned shall also execute such papers as Company requests in connection with any assignment and in connection with the acquisition of letters patent on any Inventions. Any claims that Undersigned may have shall be directed to the Contractor.

III COMPANY SAFEGUARDING INFORMATION

Company's Safeguarding Information as presented by Company prior to commencement of Order.

IV BUSINESS PRACTICES

Company's Business Practices Policy described on Website www.varenergi.no