

01st January 2026

Al-Saj Al-Abiyad Trad. & Cont. Co. Commuting Policy

ASAATCO acknowledges the risks of commuting to the workplace in the Oil & Gas community and the history of incidents that have occurred.

ASAATCO shall provide all employees, based on contract, with safe commuting options, including bus and flight transportation from designated hubs/airports to workplaces and vice versa.

ASAATCO will provide this service at no cost to the employee and any visitors traveling to the site on ASAATCO's behalf.

- Personnel working for ASAATCO will be provided with travel tickets instead of a financial sum to discourage the use of private transportation.
- Personnel living within an hour's travel time, as determined by the speed limit, from the worksite will be transported by a PDO-compliant vehicle to and from their nearby homes during daylight hours only.
- Private vehicles cannot be used in the interior PDO concession area for business purposes. The voluntary use of a private vehicle by individuals residing in the interior will be considered non-work-related travel.
- Where commuting by flight or heavy bus is not practical due to financial or logistical reasons, ASAATCO shall define the use of a pre-approved light vehicle or bus for more than 200 km one way, with all necessary authorizations obtained from the authorized personnel stipulated in the commuting policy.
- If an employee does not arrive in time for their scheduled flight, resulting in a 'NO SHOW,' ASAATCO will take disciplinary action against the employee for personal negligence. The cost of the ticket and days lost will be deducted from the employee's account in accordance with the deduction policy in the MOL guidelines.
- If an employee misses their commuting bus due to personal negligence, resulting in a 'NO SHOW,' the cost of the ticket and days lost will be deducted from the employee's account according to the deduction policy in the MOL guidelines.
- As all ASAATCO personnel traveling to the interior represent the company, they are expected always to be polite to the transportation providers.
- ASAATCO will provide transportation for all employees from designated hubs to the work location and back. Travel beyond the hubs will be considered non-work-related.
- In the event of a family emergency, personnel can be booked on the flight system using emergency booking, which can be arranged on short notice. If this is not possible, a PDO-provided light vehicle escort will convoy personnel from the interior to their commuting hub or home using an approved commuting service for emergency evacuation.
- At any given time, ASAATCO management will verify whether employees use approved commuting methods. If it is found that employees who have been provided with approved travel methods choose to commute privately, consequences will apply. Strict disciplinary action will be taken against them as per the contract.



QHSE Manager

Alan Atkins



Chief Executive Officer

Tojomon Joseph



Chairman

Saad Mubarak Al Mahri

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01st January 2026

Al-Saj Al-Abiyad Trad. & Cont. Co. Confidentiality Policy Statement

It is the policy of ASAATCO to safeguard and limit the disclosure of confidential information that could be detrimental to the best interest of the Company and its Stakeholders. This policy applies to all employees of ASAATCO.

- Employees shall not, at any time, whether directly or indirectly, disclose, share, reproduce, transfer, publish in whole or part of, any confidential information without the knowledge or consent of the Management.
- Confidential information includes, any information that is proprietary or sensitive, including but not limited to customer, client, or business affiliate information and other data, contracts, pricing, processes, strategies, reports, trade secrets, financial information, HR information, Minutes of Meetings, Policies, Work Procedures, Personnel Information, visual media, CCTV footage, Software Data, Incoming & Outgoing emails and other library sources that are essential and incidental to the business of the Company;
- All employees must comply with the policy. Any Non-Compliance will be considered a breach of confidentiality and will lead to appropriate action as per prevailing Labour Law Regulations and Management Decision.



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Al-Saj Al-Abiyad Trad. & Cont. Co. Environmental Policy Statement

ASAATCO has an ongoing responsibility to provide its employees with a safe and healthy environment in which to perform their duties.

ASAATCO acknowledges that tasks should not be started until all necessary measures are in place to ensure that they can be completed safely and with due regard given to environmental conservation.

ASAATCO confirms that Health, Safety and Environmental conservation are integral parts of its primary business activity and it will adopt and maintain the following tenets when compiling future business plans and strategies.

Identify environmental aspects, in doing this consider:

- Omissions into the air
- Discharges to water
- Spills and leaks
- Waste management
- Use of energy, materials and resources
- Environmental noise and vibration
- Land take and degradation

Identify environmental effects (impacts) in doing this consider both the beneficial and adverse impacts:

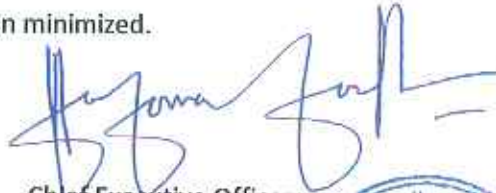
- On natural resources of air, water and land
- On human health
- On flora and fauna
- On cultural and heritage resources

The environment will be protected and pollution minimized.



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Al-Saj Al-Abiyad Trad. & Cont. Co. HSE Policy Statement

ASAATCO recognizes its responsibilities to promote and encourage among its employees, subcontractors, measures to safeguard and protect the health and safety of all who may be affected directly or indirectly by its activities.

ASAATCO has an on-going responsibility to provide its employees with a safe and healthy environment in which to perform their duties

ASAATCO acknowledges that tasks should not be started until all necessary measures are in place to ensure that they can be completed safely and with due regard given to environmental conservation

ASAATCO confirms that Health, Safety and the Environmental conservation are integral parts of its primary business activities and it will adopt and maintain the following when compiling future business plans and strategies.

- Everyone has the empowerment to **STOP** unsafe work
- HSE is a line responsibility
- All injuries are preventable
- Safe working practises will be enforced
- Effective safety training will be enforced
- Employees have an individual and collective responsibility for each other's safety
- Natural resources will be efficiently utilized
- Medical shall be conducted for all personnel prior to employment and bi-annual reassessment to ensure the well-being of staff. PDO & Government approved medical facilities shall also be made available in case of injury or illness.
- All vehicle occupants and machinery users shall be working with Safe Standard PDO vehicles or equipment and shall always use the safety measures applicable
- All personnel working for or presenting ASAATCO shall follow all Omani Laws and Company Rules



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Al-Saj Al-Abiyad Trad. & Cont. Co. Driving and Traffic Violation Policy Statement

ASAATCO deeply values the safety and well-being of all employees. Due to the risk of motor vehicle accidents resulting from traffic congestion, unsafe driving habits, road conditions and distraction.

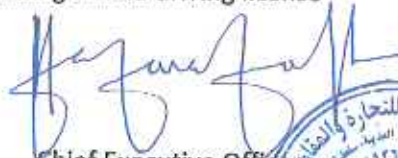
ASAATCO is instituting a safe driving policy and rules. This safety policy applies to all employees who operate a motor vehicle on company business and/or company time, whether operating a company vehicle or personal vehicle.

Safety Rules:

- Inspect vehicles prior to use to ensure that they are in safe operating condition;
 - If a vehicle does not pass inspection, do not use the vehicle and report the defect to your immediate supervisor
 - Vehicles are not to be operated unless in a safe operating condition
- Drivers must be physically and mentally able to drive safely. Fatigue, medications and physical injuries can affect an employee's ability to safely operate a vehicle
- Drivers must conform to all traffic laws and make allowances for adverse weather and traffic conditions. Speeding and aggressive behaviour will not be tolerated
- Seat belts must be worn whenever a vehicle is in motion
- Cell phone usage, including texting, is prohibited while driving for company purposes
- Use of radar detectors is forbidden in all vehicles owned or used by the company
- Hitchhikers and passengers other than company employees are not permitted
- Cargo should be secured and all doors should be locked, both when the vehicle is en-route and when it is parked
- Respect the rights of other drivers and pedestrians
- Drivers may not be under the influence of drugs or alcohol while operating a vehicle for company purposes
- All traffic violations, whether on company or personal time, must be reported to the Public Relations Officer within 24 hours or by the next working day
- ASAATCO will review motor vehicle reports annually
- If an employee has a change in license status, including a renewal, he must give a copy of his new license to the supervisor for the employee file
- Employees are responsible for maintaining a valid driving license



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Al-Saj Al-Abiyad Trad. & Cont. Co. Quality Policy Statement

ASAATCO is a transport and logistics service provider and its success in business is dependent on its customer's satisfaction with the quality of service it provides.

Quality assurance is therefore an extremely important part of its strategy to become recognized in Oman and throughout the Gulf region as the cargo haulage/rig moving contractor of choice.

ASAATCO acknowledges that tasks should not be started until all necessary measures are in place to ensure that they can be completed safely with regard given to environmental conservation.

ASAATCO will achieve its mission by implementing a process of continuous Quality Control which will;

- Improve its competitiveness and profitability
- Increase customer satisfaction
- Reduce costs related to non-conformance
- Increase employee motivation

The following basic tenets are fundamental to the success of Asaatco business strategy;

Customers:

ASAATCO must seek and hold in high esteem its customers goodwill, without Customers there is no business.

Services:

ASAATCO must provide its customers with products and services which meet their needs and which are supported by the finest road transport capability within the Gulf region.

Employees:

ASAATCO employees are their most valuable assets. They control and determine its reputation for intelligence, innovation and integrity.



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Al-Saj Al-Abiyad Trad. & Cont. Co. Smoking, Drug, Alcohol and Contraband Policy

ASAATCO management, in support of maintaining Health and Safety of Employees and in line with Royal Oman Police Regulations, shall ensure strict disciplinary action including termination of employment for the following cases:

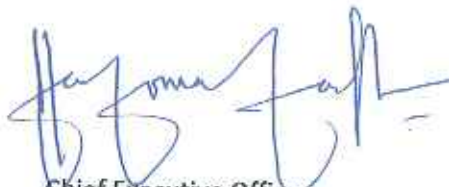
- Smoking inside camp areas, portable cabins, equipment and operating areas
- Employees failing to inform company of any personal use of medication or prescribed drugs that have potentially impairing side effects on work activity
- Use, possession, distribution, purchase or sale of any illegal drugs or other controlled substances by any person while on company premises, engaged in company business or while operating company equipment
- Use or being under the influence of any illegal drug or other controlled substance or alcohol which causes or contributes to unacceptable job performance or unusual job behaviour while on company premises engaged in company business or while operating company equipment
- Use, possession, transportation or sale of explosives, unauthorised flammable materials, firearms or other weapons while on company premises, engaged in company business or while operating company equipment

Management as appropriate may arrange for rehabilitation assistance in the form of counselling, programme or professional treatment



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Al-Saj Al-Abiyad Trad. & Cont. Co. Uniformity Policy

Al-Saj Al-Abiyad Trad. & Cont. Co. (ASAATCO) understands the risks associated with its activities and is committed to providing a safe working environment for all employees. ASAATCO will educate its employees on workplace hazards to ensure they understand potential dangers that may arise or escalate due to their actions, even if they are unaware of them. In this spirit, ASAATCO has established the Uniformity Policy to guide employees on the proper materials to wear in the workplace and certain requirements that must be followed to ensure safety:

- ASAATCO employees will be provided with suitable personal protective equipment (PPE) for their specific roles. It is the employees's responsibility to care for and utilize their PPE properly and to report any damages or need for replacements to ASAATCO.
- PPE sizes must be provided accurately to ensure that clothing is not loose-fitting (to avoid snagging) and that boots offer adequate steel-toe protection.
- Employees with shoulder-length hair or longer must ensure that their hair is restrained to avoid obscuring vision or becoming entangled in machinery.
- Jewelry should be removed before beginning work for ASAATCO or when representing the company, with the exception of functional items such as watches.
- Wedding rings may be removed if feasible. While employees have the discretion to keep their wedding rings on for personal reasons, they should understand that retaining such items could pose a risk of finger amputation.
- Some employees may wear certain items for religious or cultural reasons; these items should not interfere with the functionality of the provided PPE.
- Employees entering any ASAATCO facility or client location must be wearing fully approved and provided ASAATCO PPE.
- Employees who do not comply with the above requirements may face disciplinary measures, especially if they repeatedly violate them.
- Vehicles owned by ASAATCO and assigned to employees must not be modified under any circumstances, including the addition of stickers, badges, or items hanging from mirrors. Such modifications could offend, discriminate, or pose potential hazards.

This policy ensures the safety and well-being of all ASAATCO employees. Thank you for your cooperation.



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