

HUMAN RESOURCES POLICY

Purpose of HR Policy of RESOURCE MANAGEMENT SERVICE is effective personnel management, consolidation and improvement of human capital of Company, increasing of Company value by getting competitive advantage in human capital.

Company is obliged:

- Determine general strategy and principles of staff management, implement them in daily works by all the managers of Company divisions including company Managers.
- Plan the company needs in personnel considering the existing staff composition. The planning is performed considering the factors that impact on the needs in staff (strategy of development, quantity of manufactured products, used technologies, dynamics of working places and etc.).
- Involve, select and manage personnel. For this purpose it was developed the Regulation on procedure of employment, transfer and termination of labor relations with employees, were determined the criteria of selection of employees. Optimize ratio of internal (transfer within Company) and external (employment of new employees) involvement of personnel, develop clear system of labor payment.
- Upgrade the qualification of employees and their re-qualification. For this purpose should be determined forms of training for qualification upgrade (with help of employees of structural division of Company responsible for work with human resources or external training courses).

HR Policy is a part of whole management behavior and production policy of Company. Its purpose is to create cohesive, responsible, highly developed and highly productive manpower.

HR Policy must provide not only favorable work conditions but as well give opportunity of career upgrade and necessary grade of responsibility in tomorrow's day for employees.

That is why the basic target of Company HR Policy is daily manpower work, consideration of interests of all the categories of employees and social groups of Company team.



Approved by
Director

Resource Management Services LLP

Ritesh Parakkal

RITESH PARAKKAL

HSE POLICY

"RESOURCE MANAGEMENT SERVICE" LLP is the Kazakh Company providing services on consulting, engineering, training and migration support in oil and gas and chemical spheres.

Company shall be obliged:

- perform all the applicable legal requirements of ROK, the best practices and requirements of Clients in sphere of Occupational Health and Safety;
- train and inform its own employees and subcontractors about potential risks concerned with their work and as well safe site practice;
- provide proper management and activities on risk decreasing to prevent industrial traumas, accidents and occupational diseases of our employees and subcontractors;
- provide safe workplaces and environment for its employees and subcontractors;
- provide safe operating and maintenance of vehicles and equipment;
- prevent contaminations and decrease harmful environment exposure
- Report, investigate and implement lessons learned from all the HSE incidents, and ensure continuous study and improvement of the rules on HSE and best work practices to our employees and subcontractors;
- ensure improvement of HSE systems and procedures in our daily activities;
- perform requirements of OHSAS 18001 standard and constantly increase effectiveness of HSE Management System;
- structurally cooperate with all the concerned parties to achieve mutual understanding in HSE issues.

Company declares that the results of our work in sphere of OHS are open and transparent for all the concerned parties.

Our efforts are aimed at performance of 100% safe and nonstop works.

Approved by
Director of
"RESOURCE MANAGEMENT SERVICE" LLP
Ritesh Parakkal



SUBSTANCE ABUSE POLICY

The observance of Company internal policy is plainly provided for all employees both entering employment and executing the work. Non-observance of this policy is a grossest violation and implicates the strict disciplinary sanctions up to the termination of employment agreement.

OBJECTIVES:

Non-admission of intake, distribution of alcohol drinks, addictive, psychotropic and other agents adversely affecting the physical condition and health of Company employees.

Prevention of accidents, personal injuries and infliction of damage to property and reputation of the Company due to intake and distribution of the mentioned above substances and agents.

GENERAL REQUIREMENTS:

Appearance at workplace under the influence of alcohol, drugs and other psychotropic substances is strictly prohibited both at Company facilities at place of Company employees operation and at Client's facilities.

0.00 % is the allowable level of alcohol concentration in blood.

Alcohol, drugs and/or any other psychotropic substances are prohibited during transportation from/to the place of work and during business trips.

Company employees may be sent for passing the medical examination. The method of random alcohol and drug tests shall be applied at all areas where Company performs its activities.

COMPANY MANAGEMENT ENSURES:

The requirements of this policy are applicable to all personnel of the Company, Contractors and Subcontractors as well as to visitors being indoors and at Company sites.

Each employee is responsible for compliance with Safety requirements.



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Director of
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ENVIRONMENT PROTECTION POLICY

"RESOURCE MANAGEMENT SERVICE" LLP is the Kazakh Company providing services on consulting, engineering, training and migration support in oil and gas and chemical spheres.

Aimed to achieve high level in sphere of environment protection. The Company strategy implies to satisfy Customer requirements and other concerned parties by means of accurate control of processes during all the stages of work performance.

Company acknowledges responsibility on possible impact of industrial processes on environment and voluntarily assumes responsibilities on arrangement of industrial and environment protection activities in such a manner that environment exposure would become minimal and step wise continuously aimed to decrease.

The Company shall:

- Perform own activities strictly in conformance to environment protection legislation, regulations and other environment requirements;
- By conduction of trainings and qualification upgrade – to provide development of employees' skills and conscious attitude to the issues concerned with environment protection;
- Prevent occur of environment contamination by efficient preventative actions;
- Systematic assessment and revision of own activities to get optimization of environmental parameters
- For our key processes, we establish goals on their further improvement including decrease of harmful exposure on environment.

Company management and each employee at own work place shall take all the efforts to resolve of the set goals aimed to improve and enhance Company activities in sphere of environment protection.



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