



## HSEQ POLICY

Design Institute 'OPTIMUM' LLP is a new type Design Company, which accumulates highly qualified intellectual resources based on the best practices in Engineering & Design. Over a period of 20-years the Company managed to build a high-level engineering school, directed by experts in their respective fields. We provide a full cycle of research & development and engineering services to meet the requirements and expectations of Oil & Gas Companies, in accordance with innovations, best practices and technologies.

### HSEQ Policy implementation is achieved through:

- ✓ **Client focus** in terms of current and future Client needs and requirements, monitoring Client satisfaction, improving quality of projects to be performed to meet Client expectations;
- ✓ **Company management leadership** by setting objectives both for Company Management and departments, by creating efficient work environment to achieve the objectives and form Company shared values;
- ✓ **Involvement of each employee** into Company business activity by creating safe working conditions, providing all necessary tools, as well as regular competence development and employee incentive programme in place, constantly consult and ensure the participation of employees in the company's business processes;
- ✓ **Systematic approach** for effective management of business processes to evaluate Company performance results and improve them in line with standards;
- ✓ **Continued Company efficiency improvement** by introducing innovations, best practices, software updates and business process optimization.

### Key HSE objectives are to:

- ✓ **Plan and implement** business activity in accordance with legislative and other requirements adopted by Company in the field of Industrial Safety, Occupational Health & Environmental Protection based on ST RK ISO 45001-2019 (ISO 45001: 2018);
- ✓ **Create** safe working environment and preserve employee life and health;
- ✓ **Continuously** improve employee competency proficiency, encourage a high sense of responsibility for compliance with HSE requirements;
- ✓ **Prevent** adverse environmental impact, accidents, incidents and near-misses as a result of business activity;
- ✓ **Require** our Contractors to adhere to HSE standards and regulations.

Within implementation of the HSEQ Policy the Company Management takes the responsibility for providing high quality services, safe workplaces, occupational health and environmental conservation.

The Policy is developed in accordance with **ST RK ISO 9001-2016 (ISO 9001: 2015); ST RK ISO 14001-2016 (ISO 14001: 2015); ST RK ISO 45001-2019 (ISO 45001: 2018)**.

The HSEQ Policy is maintained updated, brought to the attention of all Company employees and shall be available to all Clients, Shareholders and the Public.

**Director General**

A handwritten signature in blue ink, appearing to read "B. Kurmanov", is written over a horizontal line.

**B. Kurmanov**