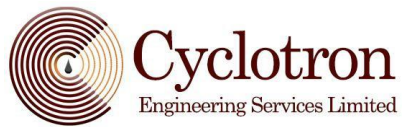


Community Relations Policy



Cyclotron
Engineering Services Limited

Turbomachinery | Asset Integrity | Maintenance



Cyclotron Engineering Services Limited

Administrative and Technical Publication

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Contents

Contents	3
Introduction	5
1.0 Community Policy.....	6
1.1 Community Relations Plan.....	6
1.2 Employment of Local Labor	7
1.3 Recruitment Guideline.....	7
1.4 Payment of Remuneration to Community Employees	8
1.5 Communities Assisted Projects.....	8
1.6 Transport for Staff	8
1.7 Audit of Activities	8
1.8 Communication	8
1.9 Security Emergency Response.....	9
1.10 Security	9
1.11 Media/Press	10
2.0 Recruitment of Nigerian Professionals.....	11
2.1 Specific Process to Locate Nigerians In-country	11
3.0 Appendix	13
3.1 Community Affair Policy	13
Our Offices.....	14

Core Competencies

- | Turbomachinery Operations & Maintenance |
- | Asset Integrity Management |
- | Equipment Installation and Commissioning |
- | Procurement and Delivery | Training and Certification |

Introduction

This document seeks to provide an insight into the plans and policies behind the decision of **Cyclotron Engineering Services Limited** approach to general Safety and Mutually beneficial work environment to direct its stakeholders (community, employees, contractors and clients) in the day-to-day operational decision making.

Over the past, **Cyclotron Engineering Services Limited** has taken several bold steps towards this objective, with most encouraging results. We have recently completed a corporate change process to enhance our capabilities and ensure service delivery to our clients and employees in our three core areas of concern, namely communication, recruitment and development. While each of our Divisions provides distinct products and expertise, they all share our corporate commitment to client satisfaction.

We shall also continue to package and deliver our services in ways that simplify the communication and transaction processes between us and the community while offering **Cyclotron Engineering** signature depth of technical services.

To that end, we are hopeful you shall always find it more advisable to do business with

us. Thank you.

Joe Ekanem, CEng, CMRP, FIMechE

Managing Director

Cyclotron Engineering Services Limited

1.0 Community Policy

Cyclotron Engineering Services Limited core business strategy is to maintain good working relationships with host communities we operate in by employing where possible many skilled and unskilled labor from our host communities.

Cyclotron makes concerted efforts to expand the Nigerian Content of all our operations through hiring practices and the use of partnering/subcontract companies of host community when possible. In the execution of any contract, we shall maintain close contact with the host communities through regular visits/meeting, provide support as may be agreed with the community, respect their culture and avoid damage to the environment.

Cyclotron shall provide adequate training for our employees on community related issues, avoid being reckless, maintain low profile, avoiding show of superiority to the community. We continue to explore and employ avenues to demonstrate ourselves as a corporate citizen through honesty, discreet, respect/recognition of our host(s) native customs/traditions. We handle complaints/criticisms politely and display concern/empathy towards community issues.

1.1 Community Relations Plan

At the award of a contract, **Cyclotron Engineering Services Limited** shall meet with the contract host community representatives to pay a courtesy call on the community leaders; thereafter, **Cyclotron** shall appoint a Community Liaison Officer (CLO) from within the contract host communities who would be officially presented to the communities. Prior to mobilizing personnel, materials and equipment to facility, the CLO will visit the host community to intimate them of **Cyclotron's** intention to work in the area.

Cyclotron intends to maintain a proactive well-defined program of action that will guarantee peaceful co-existence between **Cyclotron** and host community. Every reasonable effort shall be made to achieve our Community Relations Target. The Following procedure shall be adopted:

- Establish from Client the rightful Community to deal with and their accredited representatives.
- Recognize that presently, community leaders do not automatically represent the Youths. Be ready to deal with the Youths as a separate body but via client's arrangement.
- Pay the Community a courtesy visit and get a date/time/location for a more formal visit by Top Company representatives with M/D leading the Team. The highest ranking Community and Youth leader/spokesman must be present at this meeting.
- The object of this meeting is to pay homage and inform the Community that we are coming to their area and to give clear details of our type of activities. Client's reps must also attend this meeting but only as observers. Arrivals to such meeting(s) shall be prompt.
- At the meeting, new dates and venues should be agreed for meetings to listen to

the community's immediate pressing needs and what assistance we can render to make a positive impact and demonstrate good will. Outright cash gift is not allowed.

- Upon first arrival of the work spread and latest by 0900 Hrs next day, the Construction Superintendent will pay a visit to the Community to inform them that we have arrived as prior indicated seeking their consent in principle to commence work.
- Immediately after above and before the spread arrives, some tangible action must have commenced on at least one of the Community Assistance Projects.
- Maintain regular and honest contact with the Community throughout our stay

1.2 Employment of Local Labor

The recruitment of labor from host community shall be in accordance with recruitment guidelines and the objectives shall be to:

- Provide employment for host community.
- Reduce work stoppages due to community demonstrations arising from non-employment of indigenes
- Perform contractual obligations under contract with recruited community labor force without compromising work equality or HSSE standards.

1.3 Recruitment Guideline

Recruitment guidelines below are in accordance with Nigerian factories act of 1987 and labor enactment of the federation of Nigeria 1990. However, certain provisions of the above references may be relaxed due to the peculiar nature of employment from host community. This decision will however be subject to the fact that non-conformance to such provisions are not against the law and also will not affect the execution of the obligations of **Cyclotron** under the contract.

- All persons from host community seeking employment must be registered with the community head or body/person approved by the community to discuss community related issues with **Cyclotron**.
- **Cyclotron** shall agree with host community on the work type by grade, qualification and quantity required. This agreement reached shall be documented in the memorandum of understanding agreed on between **Cyclotron**, client and host community.
- Based on requirements agreed to by **Cyclotron** and host community, the community shall send to **Cyclotron**, local labor approved to work under the contract.
- **Cyclotron** shall thereafter screen the workers both medically (if deemed necessary) and by skill acquired. Those found unsuitable shall be sent back to the community for replacement.
- This exercise shall be repeated until competent workers are found.

Notwithstanding the procedures outlined above, personnel will be required to demonstrate the following:

- Medical fitness.

- Workers are indigenes of the host community.
- Workers are not predisposed to violence and theft to a large extent.

After the recruitment exercise, successful host community workers shall attend **Cyclotron** assigned HSSE training program prior to entry to facility.

1.4 Payment of Remuneration to Community Employees

Wages and salaries of community employees shall be paid promptly in line with oil industry standard and in line with **Cyclotron** payment structure.

1.5 Communities Assisted Projects

Cyclotron shall agree with the communities on community development projects to execute during the life of the contract and the modalities. Memorandum of Understanding (MOU) shall be signed with the host communities and client shall witness to that. A copy of the MOU shall be provided for ease of monitoring of the implementation.

1.6 Transport for Staff

Cyclotron shall provide means of transportation for her staff from the contract host communities to and from project location on daily basis or a cash in lieu payment.

1.7 Audit of Activities

Audit of community development activities shall be carried out periodically. This is documented and communicated to the community leaders. This Community Relation auditing is a method, which will give a reasonable indication of how well Community Relation program is working in all its aspects.

1.8 Communication

It is necessary and imperative that interaction between **Cyclotron** and host community is effectively managed. Proper interface will lead to greater respect, harmony and reduced community disturbance or agitation. Clear line of communication shall be established so that information flow is not hampered. **Cyclotron** team comprising the site superintendent, and client CLO with the representative of client shall pay a courtesy visit to the affected community leaders/executives prior to mobilization to facility. Subsequently, meeting shall be held (as is necessary) to discuss all community related issues. This will include the community workers to be hired for the duration of contract, memorandum of understanding and jobs that can be subcontracted out. During these meetings, **Cyclotron** shall request for the name of community representatives who **Cyclotron** shall interact with during the contract. The names of such persons shall be specified in the memorandum of understanding agreed on between host community, **Cyclotron** and client. Periodically, meetings shall be held between host community, **Cyclotron** and client to discuss issues such as accidents/incidents relation to the project, which affects community problems encountered in community by **Cyclotron** etc. Client CLO shall preside at such meetings. A report shall be prepared and circulated. All parties involved after contract award shall decide on the regularity of such meetings.

Community Relations issues shall be discussed on monthly basis during HSE monthly review meeting. In the event of a serious matter requiring special attention from all the employees, a special meeting shall be called. Records of all community relations issues raised throughout the performance of the work shall be kept and communicated to all interest parties as required.

1.9 Security Emergency Response

1.9.1 Normal Situation

During normal situations, the following arrangements shall be instituted at all crews;

- **Cyclotron** security guards shall keep a 24hours service. They shall be equipped with adequate number of whistles to ensure proper coordination of their effort within the crews as well as ensure proper contact with radio room in emergency.
- Communication with base camps and logistics support centers shall be maintained.
- Open channel of communication between host communities shall always be maintained.
- Client CLO shall regularly provide reports on community mood and disposition to **Cyclotron** management, field supervisors and Client.

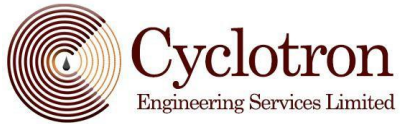
1.9.2 Community Disturbance Emergency Plan

As much as possible, **Cyclotron** intends to establish and maintain a harmonious relationship with the community. In the event of any community disturbance, **Cyclotron** shall follow the procedure outlined below:

- As quickly as possible, the Client CLO and **Cyclotron** site supervisor should be informed.
- The Client CLO shall proceed immediately to the location to determine the grievance of the community.
- If the issue is within his authority to resolve, he shall proceed to negotiate with the community to secure clearance for work to continue. In cases where the disturbance becomes violent, he shall inform all field supervisors by radio for further guidance. Also Client security shall be notified to secure all plant and equipment at site.
- If the issue requires client intervention, the CLO shall contact client and inform them of the development.
- Client CLO shall proceed jointly with **Cyclotron** CLO to hold discussions with the community.
- At resolution of the issue, normal operations will resume, otherwise, the procedure for managing community disturbance should be followed.

1.10 Security

Keep visitors and unnecessary personnel from entering a facility or area after an emergency has occurred. Safeguarding property, equipment, and/or materials during an emergency is important. If the field operation has in house or contract security personnel then they should be integrated into the emergency action plan. If not, it may



be necessary to assign company employees to act as watchmen during and after the emergency.

1.11 Media/Press

Plan on how to handle the press: It is best to designate one senior manager as the spokesperson. In cases of a fatality or similar disaster, the recommended procedure is to keep informed and to refer press inquiries to the Communications Department.

Be factual but do not minimize or deny the existence of a problem

If a facility or project emergency may place a community at risk, the appropriate community emergency response personnel should be notified and given pertinent information on the occurrence.

2.0 Recruitment of Nigerian Professionals

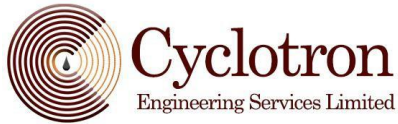
Cyclotron Engineering Services Limited as a priority/policy shall maximize local indigenous employment of worthy (Engineers, Technicians, supervisors, skilled and unskilled workers) for this project.

2.1 Specific Process to Locate Nigerians In-country

At **Cyclotron Engineering Services Limited**, we have in our database and from other sources, a pool of pre-qualified Nigerians clearly identified and listed on priority one, this is periodically updated after each survey. We continually have access to Nigerians in-country through the utilization of the following resources.

- **Recruitment Partners:** We have relationship with different recruitment companies in Nigeria, where we forward requests online and are replied with CV's of personnel matching such request.
- **Careers Website/Database:** We maintain a full-fledged website (www.cyclotroneng.com) and email (info@cyclotroneng.com) for the collection of prospective applicants. We maintain a database of qualified personnel that can be engaged. The website is available through different networks, international and local search and broadcast systems, seminars, etc. were they are encouraged to upload their CVs and certificates.
- **Advertising:** We create awareness in a specific area by utilizing a variety of promotional mediums including newspaper advertising, advertising through consulting companies like Accenture, Oilcareer.com, and through Craft Trade Unions and Foreign Organization Liaison Officers.
- **Social & Business Network:** We put out job vacancies and request for qualified Nigerians to work in international companies in Nigeria, in social and business networks, such as Facebook, LinkedIn, Yahoo jobs, Jobs in Nigeria,
- **Networking & Previous Placements:** We network extensively with our current and former contract employees, our clients, and with each other to find and locate qualified applicants.
- **Referrals:** This involves referrals from current contract employees.
- **Local Community & Professional Associations:** We have created relationships with local and international employment offices, Chambers of Commerce, Professional associations etc. and other group organizations.
- **Job Fairs & Seminars:** We participate and attend job fairs and seminars like the Careers in Africa, NOIG etc. To identify potential candidates and network within both local and visiting Nigerians.
- **Government:** We shall relate with government organizations such as NCDMB, Ministry of Labor, consult the council of registered Engineers Nigeria (COREN), Nigerian Society of Engineers (NSE), Nigerian Society of Safety professionals (NISPP) etc. to assist in identifying and locating qualified pool of Nigerians.

Cyclotron Engineering Services Limited shall invest in training to bridge the gaps between business needs and local capabilities relevant training in various Fields of human Endeavors techniques relative to the Project scope to engineers, technicians, skilled, unskilled personnel to ensure adequate technological skills transfer that would equip them to perform all tasks



specified within the contractual scope of works and services.

Cyclotron Engineering Services Limited shall fill positions with the best-qualified candidates from Nigeria. We believe that for certain professional, administration, technical and engineering positions there abound qualified and suitable Nigerians in-country. This is borne out of the fact that we have been able to identify in years believe that for certain professional, administration, technical and engineering positions there abound qualified and suitable Nigerians in-country. This is borne out of the fact that we have been able to identify in years

Selected personnel are expected to go through our full recruitment process embodied below.

- Identification
- Check quality
- Suitability (Job Fit)
- Presentation

Being an integral part of our recruitment process and our avowed local content development plan, we ensure that Nigerians are available to fill positions.

3.0 Appendix

3.1 Community Affair Policy

Cyclotron Engineering Services Limited will ensure that the relationship between its host communities is beneficial and cordial and are united with those of the company, government and clients to improve socio-cultural and economic conditions of the communities

Concerted efforts will be made where possible to employ skilled and unskilled labor from the host communities and to expand Nigerian content of all projects through use of partnering and sub-contractors of host community companies.

Adequate training shall be given to all employees on host community related issues encouraging them to avoid reckless behaviors and show respect to host community

We shall respect and recognize the customs of the host communities and handle complaints and criticisms politely and honestly.

Our Offices

- Head Office;** 13 Gbenga Adeyinka 1st Street
Off Freedom Way,
Lekki Phase 1,
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