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Dear Colleagues!

I am addressing you regarding the issue that concerns us all today. We see how dramatically the COVID-19 pandemic situation is deteriorating, despite the joint efforts of the medical community, experts, the population and, of course, governments of many countries.

In these circumstances, the company still manages to fulfil all of its obligations to employees and is focusing on such key issues as combating the spread of the coronavirus disease, preserving jobs, ensuring production reliability and, most importantly, the safety of people, which has always been and remains our absolute priority.

In this regard, Sakhalin Energy has developed a set of measures aimed at maintaining the health of our staff and contractors. They are being implemented while taking into account the dynamic nature of the situation and fully comply with the requirements that Russian Federation and Sakhalin Oblast impose on employers.

One such requirement is that people must self-isolate for 14 days prior to entry to production assets. For its part, the company has set up special self-isolation facilities for workers employed on the Sakhalin-2 project. These facilities are equipped with everything necessary so that rotators can stay there for two weeks prior to the start of their shifts.

I understand that your usual life routine has been disrupted. But we must all rise up to the challenge of self-isolation. I am sure that you realise the importance of your personal responsibility in ensuring that the measures taken by the company work as effectively as possible. This is a two-way street. I expect that each of you will take a conscientious approach and hope for your understanding. Victory in the fight against this infection, which we simply must achieve, depends on our disciplined actions.

I urge you to carefully read the requirements and recommendations contained in this brochure, and to observe them strictly. We all need to get over this difficult period together as the company has to re-format the way it does business. Yet Sakhalin Energy has always been committed to ensuring an optimal level of support for its employees.

I believe that overcoming external challenges gives us a chance for new opportunities. Use the time of forced self-isolation for your development and quality preparation for the upcoming work. Coronavirus is not a reason for us to fail to deliver our targets. Now it is especially important to rally up and reaffirm our professionalism. Our common goal is to ensure sustainable production today, while laying the foundation for strong growth in the future.

I wish good health to you and your families.

Roman Dashkov
Chief Executive Officer

2. HOUSE RULES FOR TEMPORARY ACCOMODATION FACILITIES

Temporary accomodation facilities (TAFs) are intended for a 14-day period of isolation.

The company's assets have been declared sterile. All measures taken are designed to prevent infection from spreading to the assets.

2.1 GENERAL HOUSE RULES

The following rules must be observed on the territory and at the premises of the temporary accommodation facilities:

- If you have questions, please contact the coordinator of the temporary accomodation facility or a medical professional (contact numbers are provided during HSE induction before check-in).
- Care should be taken to prevent damage to furniture, equipment and plumbing fixtures in common areas on the premises of the temporary accomodation facility.
- The coordinator of the temporary accomodation facility should be informed in a timely manner about breakdowns and malfunctions of equipment or furniture. Do not attempt repairs yourself.
- Installing any wall-mounted objects and devices in the room (thermometers, hooks, hangers, screws, nails, clothesline, etc.) is not allowed.
- Unauthorised alteration of electrical wiring systems, fire alarms is strictly prohibited.
- In order to avoid food poisoning, it is forbidden to bring in any perishable products, such as eggs, milk, dairy products, cooked/smoked sausage, grease, pickled smoked fish, home cooked pastries, all home-canned products like mushrooms, cucumbers, salads, kimchi, etc.
- It is allowed to bring to TAF, subject to being kept in the integral (not opened or damaged) packaging, the following foodstaffs like dry seasonings, salt, pepper, chili saucee, dry confectionery products (cookies, muffins), chocolate, candy, halva, tea, coffee, sugar, honey, cream powder, nuts, muesli, dried fruit, crispbread, chip, instant noodles/cereal/potato, fruit (1kg.), sports nutrition.
- Unauthorised replacement/relocation of electrical equipment, lighting devices is not allowed.
- Rearranging furniture in the room without consent of the temporary isolation facility coordinator is forbidden.
- Each room is supplied with necessary hygiene items (soap, toilet paper).

IMPORTANT! In case of a fire or signs of burning (smoke, burning smell, temperature increase, etc.), the temporary accommodation facility coordinator should be notified immediately. Only attempt to put out a fire using available equipment if situation is non-life-threatening.



2.2 CATERING

To reduce the likelihood of infection of isolated workers and maintenance staff, meals are provided in the living areas.

The time and method of food delivery at each temporary accomodation facility are set individually. Meals are provided in disposable plastic containers.

Used disposable tableware together with food waste should be placed in a bag with household garbage.

2.3 BED LINEN CHANGING AND LAUNDERING

Each room has a set of bed linen and towels. Bed linen and towels are changed once a week (seven days after arrival). Used bed linen and towels should be put in a special bag with the room number indicated, and placed outside the room

Personal items shall be washed in accordance with the TAF operating rules.

2.4 DISINFECTION

Disinfection of the common areas (corridors, bathrooms, exits/entrances, etc.) within the temporary accomodation facilities is carried out two to three times a day.

Each room is cleaned in accordance with the TAF operating rules.

2.5 WASTE DISPOSAL

Each room has a supply of garbage bags, as needed.

Once the waste bags are full, they should be placed outside the room at the appointed time for the subsequent disinfection and disposal.

2.6 OTHER ACTIVITIES

Leaving rooms for short periods are carried out in accordance with the TAF operating rules.

3. RESPONSIBILITY OF AN ISOLATED RESIDENT

By Decree of the Government of the Russian Federation dated January 31, 2020, No. 66, coronavirus infection (2019-nCoV) was included in the list of diseases that are dangerous to others. The most substantive measures to combat the threat of the spread of coronavirus infection are being taken throughout the country, including the island region. The company is also taking all possible measures to prevent the spread of the infection.

3.1 RIGHTS

Each resident has the right to:

- safe living conditions, subject to mandatory observance of the self-isolation rules;
- a separate bed in an isolated room of a temporary accommodation facility;
- disposable personal protective equipment;
- three meals a day;
- emergency medical treatment.

3.2. DUTIES

During the period of 14-day isolation, each resident must:

- undergo temperature scanning and fill out a questionnaire when checking in at a temporary accomodation facility;
- undergo medical checks twice a day (temperature scanning, visual examination, questioning);
- live only in the room designated during check-in. After checking in, do not leave the room until instructed otherwise;
- open the room door only with a mask on;
- if an alarm goes on, leave the building of the temporary accommodation facility and proceed to a muster point;
- when leaving a room, wear personal protective equipment (PPE): medical mask and disposable medical gloves. PPE is available in the living rooms;
- put used PPE in a separate bag for subsequent disposal;
- keep a distance of at least 1.5 m from other residents and from the staff when moving around the temporary accommodation facility and its territory;
- wear a medical mask and medical gloves outside the living room;
- clean the room, collect household garbage and change bed linen by themselves;
- follow the advice of medical professionals and report any changes in health.

Each room should designate a person responsible for informing the dispatcher, in case of an emergency, by mobile phone (or walkie-talkie) that the evacuation is over and all people living in the room are mustered.

3.3. LIMITATIONS AND RESTRICTIONS

During the entire period of isolation, the residents must stay in the rooms unless notified otherwise.

- Unauthorised persons are not allowed into the rooms of the isolated residents, to include room to room visits.
- Cooking in rooms is not allowed.

3.4 RECOMMENDATIONS

When staying in a room, it is **recommended** to:

- observe personal hygiene rules, wash hands thoroughly with soap and water (for at least 20 seconds);
- comply with ethical behaviour and interpersonal communication standards;
- keep the isolation facility clean and tidy;
- air the room regularly;
- observe quiet hours at night;
- respect neighbours' and colleagues' privacy.

3.5 LIABILITY

Violation of the self-isolation regime raises the risk of spreading the infection and endangers everyone at the temporary accommodation facility.

The laws of the Russian Federation provide for civil and criminal liability for breaches of sanitary and epidemiological rules.

In the event of an employee's violation of the House Rules at the temporary accommodation facility while isolating, the employer has the right, subject to specific circumstances, to hold the employee liable in accordance with the norms of the Labour Code of the Russian Federation

4. COVID-19 PREVENTION

COVID-19 is a disease caused by a new coronavirus. SARS-CoV-2 is the name of the virus itself. The source of infection is an infected person.

4.1 SYMPTOMS

Symptoms of coronavirus infection include high body temperature, chills, headache, weakness, nasal congestion, cough, shortness of breath, muscle pain, conjunctivitis, etc.

In some cases, symptoms of gastrointestinal diseases may occur: nausea, vomiting, diarrhoea.

Among complications, viral pneumonia predominates. In this case, the patient's condition worsens rapidly, respiratory failure develops within 24 hours, requiring immediate respiratory support with mechanical ventilation.

Less commonly, the asymptomatic course of the disease is observed, without any clinical manifestations.

The company is making every effort to detect infection in its early stages.

It is imperative to comply with all necessary preventive measures.

Timely treatment alleviates the disease consequences.

4.2 PREVENTION RULES

To prevent the spread of the infection, a set of everyday rules should be observed.



RULE 1. WASH YOUR HANDS REGULARLY WITH SOAP

Hand hygiene is an important measure to prevent the spread of influenza and coronavirus infection. In this case, the use of soap helps remove viruses. In the absence of such a possibility, use hand sanitizers or antibacterial hand wipes.

Cleaning and regular disinfection of the surface of tables, chairs, door handles, electronic devices, etc., prevents the spread of viruses.



RULE 2. OBSERVE DISTANCE AND ETIQUETTE

Viruses are transmitted from a sick person to a healthy person by airborne droplets (sneezing, coughing). Keep at least 1,5 m away from other individuals.

Cover your mouth and nose when coughing, sneezing.

Do not touch your eyes, nose or mouth — the influenza virus and the coronavirus spread by contact with mucous surfaces.

Wear a mask or use other available protective equipment (see Rule 4).



RULE 3. LIVE A HEALTHY LIFESTYLE

A healthy lifestyle increases the body's resistance to infection. Observe a regimen that includes good quality sleep, maintain physical activity.

RULE 4. PROTECT RESPIRATORY ORGANS WITH A MEDICAL MASK

Mask respiratory protection is one of the most effective ways to prevent airborne droplet infections. A necessary number of masks will be stored at each room.



Masks can have different designs and different levels of protection, be disposable (for 2, 4, 6 hours of wearing) or reusable. Do not wear a mask for longer than its service life and do not reuse a disposable mask to avoid infection.

RULE 5. IN CASE OF SYMPTOMS OF RESPIRATORY DISEASE

Contact your medical professional immediately and follow his/her instructions.

IMPORTANT!

It is **forbidden** to disregard the isolation regime even in the absence of signs of the

It is **forbidden** to self-medicate.

It is **forbidden** to put others at risk. Avoid handshakes and hugs, observe hygiene when coughing and sneezing, use disposable tableware and a personal towel. You can be near other people only while wearing a medical mask.

5. NOTICE OF CHECK FOR PROHIBITED ITEMS AND SUBSTANCES

The company and the contractors strive to ensure the safest working conditions at all assets of the Sakhalin-2 project.

To achieve this goal, measures are taken at temporary accomodation facilities to detect items and substances that pose hazards and threats to the lives and health of people, and endanger the environment.

All personnel are subject to a mandatory baggage check at the asset entrance.

Items and substances that are prohibited within the temporary accomodation facility include:

- explosives and improvised explosive devices;
- radioactive substances;
- firearms, gas, airguns and ammunition intended for it;
- electric shockers stun guns;
- knives and devices related to the category of knives;
- alcoholic drinks, drugs, as well as equipment for their production and use;
- any over-the-counter medications;
- toxic chemicals (including, but not limited to, mercury, caustic acids and alkali).

All persons staying within the temporary accomodation facility may be randomly checked for prohibited substances.

Personnel staying at the temporary accomodation facility must assist the security personnel.

IMPORTANT! Individuals who refuse to undergo the baggage check are not allowed to enter the Company's temporary accomodation facility. Individuals who have committed an offence, consumed alcohol or drugs will be removed from the assets.

During the isolation period the random testing of TAF residents is carried out to determine the alcohol concentration in the exhaled air.

The use of alcohol and drug substances is regarded as a gross violation by employees of their labour duties and is documented in the manner prescribed by the Labour Code of the Russian Federation.



6. PERSONNEL MANAGEMENT

6.1 GENERAL ISSUES

During the 14-day isolation, as well as during the shift, when resolving personnel-related matters, the employer's policies and regulations shall be applied, unless specified otherwise.

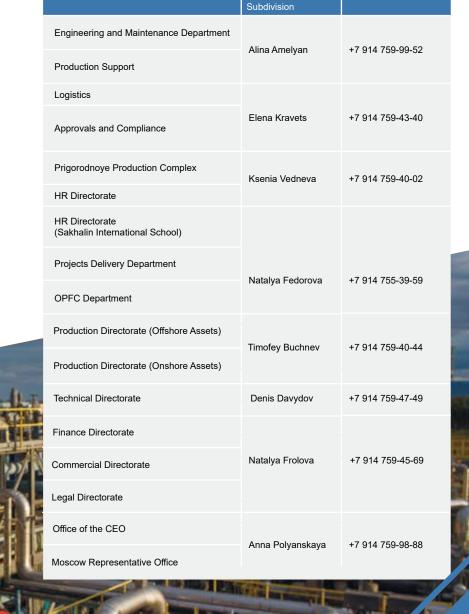
During self-isolation, you can request necessary personnel-related documents (statements, applications, etc.) from your employer's HR department, using electronic communication tools.

6.2 TIME MANAGEMENT

The time spent in self-isolation facilities should be correctly reflected in the timesheets. This ensures the accuracy of accounting and payroll. Sakhalin Energy employees must use the coding "OB"; contractor employees must use the coding adopted by their respective employers.

6.3 INTERACTION WITH HUMAN RESOURCES SPECIALISTS

In case of matters relating to personnel management, Sakhalin Energy employees can contact their respective HR business partners (see the table below), and contractor employees can contact the HR departments of their organisations.



HR Business

Mobile Phone Number

Operations

Customer Group

7. LEARNING AND COMPETENCE DEVELOPMENT **OPPORTUNITIES**



During your stay in self-isolation, you can go through the HSE competency assessment process, as well as training in various available areas, based on the Training Plan and the need to fill gaps in mandatory competencies/certifications.

In the event of questions about training arrangements. Sakhalin Energy employees can contact their respective area's team leads.

Area	Contact Person	Telephone
Mandatory HSE Training / HSE Learning	Anna Mikhailyuta	+7 914 759-94-87
In-House Technical Training / Competence Assurance Programme	Tatyana Darmeshkina	+7 914 759-47-93
Professional Learning, CBD	Yakov Pyak	+7 914 759-95-76
Industrial Safety, Electrical Safety	Elena Kovatskaya	+7 914 759-41-84

8. INFORMATION SECURITY

During the High Alert mode, compliance with the information security rules as per the Sakhalin Energy Media and Representation Policy becomes even more

All company employees, including shareholder secondees and agency personnel, must comply with the provisions of this Policy when discussing the company's activities with the media (including websites, instant messengers and social networks) and their representatives, both officially and privately.

The employees' communication in social media, websites and messengers on behalf of the company will be treated as information disclosure to the media. Company employees are liable for the content of their publications in social media. instant messengers and websites.

When using social media, instant messengers and websites, company employees are not allowed to:

- speak on behalf of the company;
- post any information related to the activities of the company if this information is not in the public domain:
- post photos taken at the company assets, even if taken by Sakhalin Energy employees;
- use the company's logo and name;
- use a company e-mail address when registering on the web for personal

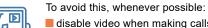
Any information related to Sakhalin Energy and the Sakhalin-2 project activities may be used/distributed only with the consent of the Corporate Affairs Department and the permission of the Chief Executive Officer.

IMPORTANT! When isolated, please study Assets Technical Action Plan, available in the rooms. You can also prepare for upcoming activities by contacting your line manager or a Sakhalin Energy Representative at the asset (see section 11.1 the "Asset Contact Information").



9. IT RELATED MATTERS

Due to the limited capacity of communication channels, please expect some delays and interruptions while working and making calls over the Internet.



- disable video when making calls over the Internet;
- when watching a video, set the quality to 240p or 320p;
- reduce the use of streaming services to watch videos and listen to music (YouTube, Yandex Music, etc.)

To learn how to connect to the temporary accomodation facility network (Wi-Fi, 3G, LTE), please use the relevant support service (see section 11 "Contacts").

If you have questions about connecting to a VPN, please contact IT Support by phone +7 (4242) 66-44-44.

Please pay attention to compliance with the information security requirements:

■ Be sure to lock your computer's desktop when not in use.



- Do not leave your personal portable computer (laptop) or any storage media, such as an external hard drive or memory card unattended.
- Keep your GID-card in a safe place; do not share it or personal data of accounts with anyone.
- Installing software on a c;[ompany computer can only be done through an IT request. Installation and launch of unapproved software, including portable (not requiring installation), is prohibited.
- Be cautious of phishing e-mails. Do not open links, do not download or open attachments in suspicious e-mails. On an office computer, select spam and phishing messages and click the Report Phishing button. If in doubt, please contact IT Support by phone +7 (4242) 66-44-44.
- Do not discuss sensitive information if it can be overheard by
- Keep confidential documents in the designated area of the Unica system.

Do not transfer unprotected confidential documents via a shared network drive. Internet connection details and additional IT-information for each asset are provided individually in the temporary accomodation facility.

10. SAFETY RULES

10.2. LIFE-SAVING RULES

Our commitment to achieving **Goal Zero** targets is based on compliance with laws, standards and procedures, on the practice of interventions and care for others. This is feasible thanks to our Corporate HSE Management and Social Performance System, which includes 10 Life-Saving Rules. They must be strictly observed when performing work at all assets of the company.



10.3. SAFETY CULTURE. GOAL ZERO

Sakhalin Energy strives to achieve **Goal Zero**, that is, the prevention of incidents to the full. This means that:

- employees health and safety are a deeply held value, integral to honesty, integrity and respect for people;
- we tirelessly strive to ensure the safety of people and to prevent serious incidents and spills;
- Goal Zero changes the way we think and act;
- achieving a "zero target" is possible.

GOAL ZERO CULTURE MODEL

 Safety is our way of life, a deeply held value, we work safely not because we are forced to but because we want to.

GOAL ZERO

- 7. We support development of leadership at all levels, to build safety and continuous improvement culture.
- 6. We work as one team within our company, and with our customers, suppliers, contractors and subcontractors.
 - 5. We learn and share openly lessons learned and best practices, not only within the company but across the industry and worldwide.

- We treat people with care and respect, at all levels we demonstrate commitment and leadership, and develop trusted relationships.
 - 3. We sustain a culture of conscientious accountability and fairness.
- We inspire and support
 our people to be proactive, we recognize
 personal examples of effective intervention
 and responsibility.



10.4. FIRE SAFETY RULES

MOST FIRES ARE HUMAN-CAUSED!

It is everyone's obligation to prevent the occurrence of fires. Read the following information carefully and use it to prevent a fire.

- In case of a fire or signs of burning (smoke, burning smell, temperature increase, etc.), the temporary accomodation facility coordinator should be notified immediately.
- Make sure you familiarise yourself with the location of fire extinguishers.
- Only attempt to put out a fire using available equipment if situation is non-lifethreatening.
- Improper use of fire or rescue equipment is a serious violation.
- It is necessary to maintain a safe space between the heater and furniture (at least 20 cm). Do not cover the heaters in the rooms, do not dry towels or clothes on them.
- Use of non-certified electric heating appliances (boilers, irons, coffee pots, electric stoves, etc.) in the room is not allowed.
- If an emergency alarm sounds, it is necessary to immediately go to the designated meeting place, despite the self-isolation regime. In this case, it is necessary to wear a medical mask, gloves and, if possible, maintain a distance of at least 1.5 m from other people.



10.5. MANAGING STRESS

For many people, the outbreak of COVID-19 is accompanied by severe stress. Increasing anxiety, fear of illness can cause a person to lose their temper and create a difficult emotional state. It is important to remember that these feelings are completely natural and that people tend to perceive events differently.

There are a number of simple actions with which you can maintain your mental health and thereby support both yourself and those you care about. The following are examples of such. This resource can be used as informational support or as an occasion to start a conversation, which is able to favourably affect each individual person.



COPING WITH STRESS AND ANXIETY DURING COVID-19

WHAT ARE SOME OF THE FEELINGS YOU CAN EXPECT?

- Anxiety, worry, or fear related to: Your own health status.
- The health status of others whom you may have exposed to the dise
- The resentment that your friends and family may feel if they need to go into quarantine as a result of contact with you.
- The experience of monitoring yourself, or being monitored by others for signs and symptoms of the disease
- Time taken off from work and the potential loss of income and job security.
- The challenges of securing things you need such as groceries and personal care items.
- Concern about being able to effectively care for children or others in your care.
- Uncertainty or frustration about how long you will need to remain in this situation, and uncertainty about the future.
- Loneliness, associated with feeling out off from the world. and from loved ones.
- Anger if you think you were exposed to the disease because of others' negligence.
- Boredom and frustration because you may not be able to work or engage in regular day-to-day activities.
- Symptoms of depression, such as feelings of hopeless changes in appetite, or sleeping too little or too much

WHAT ACTIONS CAN YOU TAKE?

a routine

Try and maintain your normal routine as much as possible – e.g. get up at the same time as normal, follow your usual moming routines, go to bed at your usual time. Work on weekdays during the normal business hours. I she mis-breaks and get proper rest after work. Sicking to a routine can keep you active and less likely to sprial, and at will be easier to readjust to the cubies don't defined its mice got leach to business a usual.

self-care

and reduction strategies. Create conditions for a good night's sleep – regularly ve your room, do exercises that you enjoy to relieve stress. This will help to increase

intake

Be a helper Helping others is a known mood-booster. If you're not under strict isolation rules yourself, and you're in a position to do so, find ways to support those in need by defening to run errands and collect supplies for them. Be aware of those in you crite that might be partial vulnerable during this time and check on them by phone or e-mail -even small acts! "A indicates can they decrease feelings of helplessness."

Focus on things you can control

Currently, there are many things cutain of our cortrol, including how to tog the produced to the tower offers propile are however, and with a group of bargon in an orientmetical. Aft is uncontainty, as difficult to accept. When you find you need greating caught up in fear of what might happen, by a shift your loss to things you can control inseless of focusion on questions with pipe, you can't control how server the commandation of the control of the control of the control of the you can't control how server the commandation of the control of the control of the control of the you can't control how server the commandation of the control of the control of the you can't be stoped to notice you wore presental risk (and the risk, you'll unknownly).

COVID-19 +7 914 759-47-11

10.6. HOW TO REPORT AN INCIDENT

In the event of an emergency (injury, smoke or fire), you must:

- inform the temporary accomodation facility coordinator using the duty contact phone, describe the scene of the incident, the nature of the incident, the required assistance;
- take measures to provide first aid to the injured;
- ensure that the scene of the incident is not disturbed until the arrival of the Investigation Commission, unless it poses a threat to the lives and health of people.

11. CONTACTS

11.1 CONTACT NUMBER FOR THE DUTY MEDICAL PROFESSIONAL (DOCTOR)

Telephone: +7 914 759-99-19 (29-99-19)

11.2 HOTLINE

IMPORTANT! The company has a 24/7 hot line: +7 914 759-47-11.

11.3 LINKS TO THE COMPANY WEBSITE

www.sakhalinenergy.com

sww.sakhalinenergy.ru/seic/COVID-19/index.html

11.4 HOTLINES

The Sakhalin Oblast Ministry of Health has set up a telephone line for citizens to address coronavirus issues — testing, diagnostics, and treatment.

Calls are received by phone: +7 800 300-65-03.

You can also use the phone: 1300.

CONTACT INFORMATION OF ROSPOTREBNADZOR CONSULTATIVE CENTRES IN REGIONS

Nº	Territory	Rospotrebnadzor Hot Line
	Rospotrebnadzor Single Consultative Centre	+7 800 555-49-43 (RU/ EN)
1	Sakhalin Oblast	+7 800 300-65-03 (ext. 8) 1300 (ext. 8)
2	St. Petersburg / Leningrad Oblast	+7 (812) 448-04-00
3	Moscow / Moscow Oblast	+7 800 555-49-43 (RU/ EN)
4	Republic of Bashkortostan	+7 (34727) 9-91-20
5	Krasnodar Krai	+7 800 200-03-66 +7 918 677-49-89
6	Khabarovsk Krai	+7 (4212) 27-47-67
7	Arkhangelsk Oblast	+7 (8182) 66-99-07 +7 (8182) 20-54-91
8	Primorsky Krai	+7 (4232) 54-82-10
9	Kaliningrad Oblast	+7 (4012) 53-69-42
10	Astrakhan Oblast	+7 800 200-33-09 +7 (8512) 33-98-97
11	Tyumen Oblast	+7 800 302-26-70
12	Tomsk Oblast	+7 800 350-88-50
13	Volgograd Oblast	+7 (8442) 24-36-30
14	Tatarstan Republic	+7 800 222-59-00
15	Irkutsk Oblast	+7 800 350-26-86
16	Stavropol Krai	+7 800 700-88-26
17	Khanty-Mansiysk Autonomous District	+7 800 100-86-03
18	Samara Oblast	+7 800 302-21-63
19	Perm Krai	+7 (342) 211-48-48
20	Chuvash Republic	+7 (8352) 58-24-48, 58-51-66
21	Saratov Oblast	+7 800 100-18-58 +7 (8452) 20-18-58
22	Orenburg Oblast	+7 800 302-50-50
23	Sverdlovsk Oblast	+7 (343) 312-08-81
24	Nizhny Novgorod Oblast	+7 910 397-41-28
25	Novosibirsk Oblast	+7 800 350-50-60

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