



Sakhalin Energy Investment Company Ltd. Сахалин Энерджи Инвестмент Компани Лтд.

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Management of Sakhalin Energy Investment Company Ltd. contractors

Dear management of Sakhalin Energy contractors!

Due to the continuing rapid spread of respiratory disease caused by the novel coronavirus (COVID-19), the Committee of Executive Directors of Sakhalin Energy Investment Company Ltd. (hereinafter – the Company) decided to implement the additional measures to limit the further spread of the coronavirus infection. Starting from 19.03.2020 all Company offices and assets have implemented the following changes:

1. Effective from 19.03.2020 transition to remote work was implemented for the employees working at the Company offices and assets on 5/2 basis, in case there is possibility to organize such transition.
2. For the employees working on rotation basis, the rotation period has been increased up to 90 days for the period from 19.03.2020 till 31.12.2020 in the following order:
 - 2.1. For the employees who were on duty at the Company's assets as of 03.19.2020 – the work shift is extended for up to three months.
 - 2.2. For the employees on inter-shift leave as of 19.03.2020 – declared standby for the shift period in accordance with the approved work schedule.

These restrictions and recommendations will remain effective until further notice. If necessary, Company is ready to consider deviations from the above measures on a "case by case" basis.

All the above measures also apply to employees of contracting organizations (hereinafter – the Contractor), whose staff perform their duties at the assets and in the offices of the Company. In connection with the above, all Contractors are requested to ensure that the following activities are carried out within the time frames indicated below:

3. By the end of the day on 24.03.2020, provide the Company with a list of Contractor employees and their contact information (mobile phone, email address) for round-the-clock communication with representatives of the Company for the period of implementation of the above measures.
4. In close coordination with the end-users of the services in the offices and production facilities of the Company, by the end of the day of 24.03.2020, provide the types of works and lists of the Contractor's personnel working in the offices and facilities of the Company in 5/2 mode,

whose work can be transferred on the remote method in accordance with the actions taken by the Company specified in p.1.

5. Based on the measures taken in respect of workers working on a rotational basis in accordance with pp. 2.1, 2.2, make the appropriate changes to the work schedules of the Contractor's shift staff (with an increase in the shift period for up to 90 days), in compliance with the annual balance of working hours and staff interchangeability to ensure continuity of Company work processes. The revised work schedules of the rotational personnel of the Contractor must be provided to the Company Representatives (the relevant contract holder and the Company's SCM specialist) by 31.03.2020.
 6. Provide timely information to Company Representatives on the progress of the implementation of measures to prevent coronavirus infection by the Contractor.
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7. In connection with the above proposals, please confirm by the end of the day of 24.03.2020 that these measures can be taken within the specified time by a response letter to the Company.

If you have any questions, please immediately send inquiries to the relevant Representatives of the Company.

Please call to organized 24/7 hotline at +7-914-759-47-11 for information and questions related to the disease caused by the novel coronavirus (COVID-19).

Your sincerely,



Roman Sinitskiy
Deputy Finance Director,
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