



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, Sakhalin Energy) decided to implement the restrictions and recommendations applicable to Sakhalin Energy personnel as follows:

- Rotational shift duration of Company's and contractor's personnel is increased to 3 months for rotational personnel (from 23 of March 2020);
- The part of the Company's staff having a 5/2 work schedule transitioned to working from home. A list of employees required for ensuring the Company's business continuity who will continue working from their regular workplaces is prepared (from 23 of March 2020);
- Company and contractor crew changes are restricted/suspended (from 23 of March 2020);
- For those staff members whose work cannot be performed from home for reasons beyond the employer's and employee's control downtime is announced;
- Business trips outside and within Russia are restricted;
- It is recommended that employees avoid private trips outside Russia;
- In the event cancelling business or private travel abroad is not possible:
 - to prevent possible spread of the disease, those who return from abroad are required to self-isolate and avoid all direct contact with their co-workers for a period of two weeks after their return from a foreign country (crossing the RF border). For this purpose, such persons may take annual leave or work remotely from home, subject to their line manager's approval, or be quarantined if prescribed by state authorities;
 - should an employee or his/her cohabitant(s) experience symptoms of a respiratory disease or fever, he/she must stay at home and call a healthcare professional/facility immediately to seek medical advice and assistance;

- Information about any travel abroad or any symptoms of a respiratory illness experienced by employees or cohabitants must be collected and recorded;
- Any meetings that involve 10+ participants are restricted;
- A 24/7 hotline at +7-914-759-47-11 is organized;

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.

Sakhalin Energy requests that all contractors develop business continuity management plans containing a list of measures to prevent the spread of the virus aligned with the measures taken by the Company.

Please call to organised 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,



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