

## **LEADERSHIP COMMITMENT TO HSE**

**ANDOLF Energy Services Limited Top Management is committed to seeking continual improvement in the management of HSE issues of the company.**

**Success of the implementation of this commitment provides the condition for safe system of work. Efforts will therefore be focused on the full and personal participation of Top Management or their delegates in HSE Meetings, Audits, and Management Review, essential to identifying areas of improvement and implementation of this commitment.**

**This will be achieved by the following means:**

- Allocating adequate resources for HSE Management;**
- Attending HSE meetings or delegating;**
- Promoting HSE issues in company communications;**
- Conducting intermittent workplace or site HSE inspections personally;**
- Supporting HSE initiatives;**
- Supporting staff training on HSE;**
- Monitoring and measuring compliance.**



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**C.D Mbonu Mrs.  
(Managing Director)**

**AUGUST, 2020**

**Date**

# **HEALTH, SAFETY, ENVIRONMENT AND SECURITY POLICY**

**ANDOLF Energy Services Limited is fully committed to ensuring the health, safety and welfare of its employees at work and to protect other persons, including the general public, against risks to Health, Safety, Environment and Security arising in connection with the activities of the Company and its employees at work.**

**ANDOLF Energy Services Limited will constantly maintain the highest standards of Health, Safety, Environment and Security in all its operations / activities, by promoting and ensuring safe work practices.**

**ANDOLF Energy Services Limited believes in the importance of healthy and safe working conditions / environment and shall always ensure compliance by its sub-contractors.**

A handwritten signature in black ink, appearing to read "C.D Mbonu Mrs.", written over a horizontal line.

**C.D Mbonu Mrs.  
(Managing Director)**

**AUGUST, 2020**

**Date**

## **SAFETY POLICY**

**It is the policy of ANDOLF Energy Services Limited to carry out activities in such a way that the lives of all employees and other people who may be affected by or connected with our operations are safeguarded. The company makes adequate provision for personal protective equipment and adheres strictly to the usage and safety precautions required in any area of its operation.**

**To maintain high safety standards, the company will assist and develop health, safety and environmental awareness in all her staff in accordance with our policies.**

**There are rewards in form of prize and promotions for excellence in achieving this goal while negative attitudes will attract penalties.**

**For all jobs, detailed Job Safety Analysis and or Permit to Work procedures must be followed and signed off prior to the commencement of the job.**



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**C.D Mbonu Mrs.  
(Managing Director)**

**AUGUST, 2020**

**Date**

# **OCCUPATIONAL HEALTH AND SAFETY POLICY**

The Management of ANDOLF Energy Services is responsible for providing safe and healthy working conditions for her employees and will make every possible effort to prevent accidents and preserve the health of her employee

Every employee is obliged to take care of his or her own Health and Safety of his or her co-workers who may be affected by his or her actions by complying with all company Health and Safety rules, regulations, guidelines, legislations and established safe work practices.

In essence, Health and Safety are the top corporate concern. Safety is everybody's business. Safety is not an option but an obligation.



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**C.D Mbonu Mrs.  
(Managing Director)**

AUGUST, 2020

**Date**

## **INFECTIOUS DISEASE POLICY**

**ANDOLF Energy Services Limited will take proactive steps to protect the workplace in the event of an infectious disease outbreak. It is the goal of ANDOLF Energy Services Limited during such time and period, to strive to operate effectively and ensure that all essential services are continuously provided and that employees are safe within the workplace.**

**ANDOLF Energy Services Limited is committed to providing authoritative information about the nature and spread of the infectious disease(s) including signs and symptoms to watch for, as well as required steps to be taken in the event of an illness or outbreak.**

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**C.D Mbonu Mrs.  
(Managing Director)**

AUGUST, 2020

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## **COMMUNITY AFFAIRS POLICY**

Community relation is of much interest to ANDOLF Energy Services Limited. Our organisation intends at all times to be a good corporate citizen and a friend of the communities in which we carry out our operations.

ANDOLF Energy Services Limited shall strive to understand the cultural values of the communities and solicit for peace through their local leaders. We shall also strive to utilize people from the host communities in the execution of our projects if the need arises.

ANDOLF Energy Services Limited shall ensure that there shall be no negative impact on the host community while executing any project for ANDOLF.

ANDOLF Energy Services Limited shall endeavour to provide services and projects that would impact positively on the life of the community.

Dialogue shall be employed when dealing with communities.

A handwritten signature in black ink, appearing to read "C.D Mbonu", written over a horizontal line.

**C.D Mbonu Mrs.  
(Managing Director)**

AUGUST, 2020

**Date**

# **HSE INDUCTION POLICY FOR NEW WORKERS**

**ANDOLF Energy Services Limited shall ensure that a HSE Induction is carried out for all new workers in her office premises and or working remotely. For persons working remotely, HSE induction shall be conducted via the intranet. All inducted personnel shall sign off an attendance in acknowledgment immediately after the induction exercise.**

**The induction briefing will cover the following areas as a minimum:**

- 1. Company's HSE Plan / Policies**
- 2. Accident Preventive Measures and Reporting**
- 3. Emergency Preparedness and Response Plan**
- 4. HSE Meetings.**
- 5. Infectious Disease Awareness and Control Measures**
- 6. Unsafe Acts / Conditions.**
- 7. Individual HSE roles and responsibilities.**
- 8. Etc.**



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**C.D Mbonu Mrs.  
(Managing Director)**

**AUGUST, 2020**

**Date**

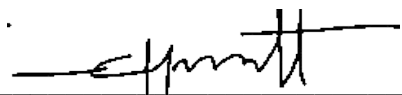
# **EMERGENCY RESPONSE POLICY**

**It is the policy of ANDOLF Energy Services Limited to effectively respond to emergencies, which threaten the health, safety and security of staff, the environment and company assets i.e.:**

**ANDOLF Energy Services Limited is committed to:**

- 1. Saving Lives**
- 2. Caring for the injured**
- 3. Preventing damage to Assets.**
- 4. Carrying out regular exercises to confirm Effectiveness of response and identifying any improvement to be made.**
- 5. Maintaining close liaison with appropriate authorities.**

**Emergency Drills shall be carried out intermittently to keep the workers at alert in case of Emergency.**

A handwritten signature in black ink, appearing to read "C.D Mbonu", written over a horizontal line.

**C.D Mbonu Mrs.  
(Managing Director)**

**AUGUST, 2020**

**Date**



## **ALCOHOL AND DRUG POLICY**

The health of personnel is of prime concern to ANDOLF Energy Services Limited. The abuse of drugs and alcohol can impair performance at work, and can be a serious threat to personnel.

It is strictly prohibited for any employee to be under the influence of alcohol or hard drug while in the course of doing a job for the company.

The illicit use of legal drugs or the possession, distribution, or sale of drugs and alcohol in company business or work location is strictly prohibited.

The company may decide at any time to carry out checks and investigation to detect the presence of, or the use of drugs or alcohol at working places.

Disciplinary measures shall be taken for non-compliance with this entire policy.

In pursuing this policy, the company shall respect the right of the individual and not intrude into employee's private affairs but will not tolerate workers under the influence of alcohol or drugs.



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**C.D Mbonu Mrs.  
(Managing Director)**

AUGUST, 2020

**Date**

## **NO SMOKING POLICY**

In keeping with the law that provides for the regulation of smoking in public places in Lagos State and for connected purposes, smoking is strictly prohibited within all ANDOLF Energy Services Limited work areas and public spaces including conference rooms, closed offices, reception areas, restrooms, staircases, hallways and workstations, as well as all other enclosed areas.

This applies to all employees, clients, contractors and visitors.

For clarity, the following actions/practices are prohibited in ANDOLF Energy Services premises.

- The carrying or holding of any lighted pipe, cigar, cigarette of any kind, or any other lighted smoking equipment.
- The lighting, inhaling or exhaling of smoke from a pipe, cigar or cigarette of any kind.
- Being in possession of any other lit substance in a form in which it could be smoked.

All employees, clients, contractors and visitors are requested to abide with this law with ANDOLF premises as well as comply with the Non-smoking law policy in any other place where they may be called to perform activities for ANDOLF Energy Services. This policy is applicable to all ANDOLF work locations/sites.

Violation of this policy will result in disciplinary action up to and including Legal action. In addition, civil fines will be imposed for smoking in violation of the law. LSPC/27/1/2014/30.



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**C.D Mbonu Mrs.**  
**(Managing Director)**

AUGUST, 2020

**Date**

## **ENVIRONMENTAL POLICY**

**ANDOLF Energy Services Limited believes in sustainable development through sound Environmental practices as one of its prime responsibilities and a significant factor in its business decisions.**

**ANDOLF Energy Services Limited therefore commits to:**

- **Conducting its activities in an environmentally responsible manner to comply with applicable regulations**
- **Minimizing waste generation, promote recovery, recycle and reuse**
- **Reducing Environmental Pollution**
- **Striving for continual improvement in her environmental performance by setting appropriate targets.**
- **Conducting necessary programmes to create and enhance environmental awareness amongst her employees**
- **Reviewing this policy as updating as necessary**



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**C.D Mbonu Mrs.  
(Managing Director)**

**AUGUST, 2020**

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