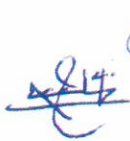


SABIC Bus Service – HR Policy

1. This Service will cover SABIC and it's Affiliates in Jubail.
2. This Service will be applicable for Direct Hire Staff only normal & shifts.
3. Employee's Contribution will be SAR 500 per month and it will be deducted from first month joining the service regardless of the subscription date.
4. Participants will be committed for minimum one-year membership including vacations except exceptional leave (Unpaid Leave).
5. An exemption will be applied if an employee transferred to Jubail Industrial City, If an employee transferred within SABIC sites in Jubail, then it will be subject to availability.
6. If an employee resident city changed to another (within specified cities) (Dammam, Khobar, Safwa, Saihat, Qatif) – then, it will be subject for availability.
7. (Smoking, loud sounds, taking pictures, making videos, carrying food in open containers) are prohibited during the journey. Travelers must observe housekeeping at all times.
8. Travelers must also observe code of ethics & rules of conduct during the journey.
9. In case a misconduct/ violation is committed, employee will be subject to penalties stipulated in the violations & penalties schedule for SABIC and Affiliates approved by Ministry of Labor.
10. Employee shall present his company ID card to the Bus Driver for verification before riding the bus.



Approved by:



MAZEN ALMODIAN
General Manager
SS-General Services

Endorsed by:



WALEED BIN SALAMAH
Director
MEA HR Policy & Committees