

HEALTH, SAFETY, ENVIRONMENTAL AND QUALITY (HSEQ) POLICY

1. Introduction

We at NOCMA value the lives of our employees, business partners and the communities around us. We recognize the impact that our activities can have on people and the environment. Therefore, safety, health and protection of the environment and property form an integral part of our business planning and decision making.

2. Our goal

To conduct our business in a manner that poses zero harm to people, property and the environment.

3. Our commitment

- 3.1 To adhere to the principles of sustainable development; balancing ecological, social and economic sustainability;
- 3.2 To comply to all applicable legal and statutory requirements;
- 3.3 To provide quality products and services to our customers;
- 3.4 To promote open communication in matters relating to HSEQ with all stakeholders; and
- 3.5 To continuously improve in our HSEQ performance.

4. Our Principles

- 4.1 The company is responsible for providing information, instruction, training and supervision in regard to health and safety of its employees in accordance with Occupational Safety and Health Act of 1997;
- 4.2 Management is responsible for providing all necessary resources for the fulfillment of this policy;
- 4.3 Managers are accountable for the Health and Safety of people in their departments;
- 4.4 Managers lead by example by committing to the HSEQ principles and requirements of this organization;
- 4.5 Employees are obliged to act in a manner that does not endanger their lives and the lives of others around them. Safety is a basic pre-requisite for continued employment at NOCMA;
- 4.6 Safety, Health, Environment and Quality considerations shall be integrated in all our business endeavours; and
- 4.7 We shall continuously protect people, property and the environment by following best operating practices in our day to day operations.

This policy is a living document hence it is reviewed annually or as need arises.

The board and Management of NOCMA are all committed to the fulfillment of this policy.



CHIEF EXECUTIVE OFFICER



HSSE MANAGER

DRIVER SAFETY POLICY

1 Introduction

We at NOCMA value the lives of our employees, business partners and the communities around us. Our goal is to conduct our business in a manner that poses zero harm to people, property and the environment. Our business demands constant travel, which exposes our people to various risks on the road. This policy is in place to promote safe driving behavior amongst our employees and business partners for their safety and the safety of other road users.

2 Responsibilities of the driver

Every driver of NOCMA owned, rented, leased or private vehicle used on company business shall:

- 2.1 Be in possession of a valid driving license for the type of vehicle;
- 2.2 Be in possession of a valid defensive driving certificate;
- 2.3 At all times, operate the vehicle in accordance to the requirements of the Road Traffic Act of Malawi and/or other applicable Acts if driving outside the country;
- 2.4 Ensure that the vehicle is in good working condition before commencing any journey;
- 2.5 Ensure that all licenses and permits are available and valid;
- 2.6 Not drive under the influence of alcohol or drugs;
- 2.7 Only drive if physically, psychologically and medically fit;
- 2.8 Ensure that seat belt is worn at all times by all occupants of the vehicle before the vehicle is in motion;
- 2.9 Not use any hand held communication device, unless the vehicle is safely and legally parked;
- 2.10 Not operate the vehicle at night if travelling outside a city or town. Authorized hours of driving shall be from 6am to 6pm; and
- 2.11 At all times comply with NOCMA's Transport Policy requirements.

3 Responsibility of the company

National Oil Company of Malawi Limited shall:

- 3.1 Ensure the vehicles are issued to personnel with valid driving license;
- 3.2 Ensure that the vehicle is repaired and maintained according to the requirements of the manufacturer and any other local requirements; and
- 3.3 Offer training and/or instruction required for the fulfillment of this policy.

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CHIEF EXECUTIVE OFFICER



HSSE MANAGER