

## 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 both 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 We endeavor to continuously improve our HSEQ performance;
- 4 We will apply a risk-based management approach in the prevention of HSEQ incidents;
- 4.1 We will promote open communication in matters relating to HSEQ with all stakeholders;
- 4.2 We will comply to all applicable legal and statutory requirements;
- 4.3 We will, at all times, offer quality products and services to our customers;
- 4.4 We will adhere to the principles of Environment, Social & Governance (ESG);

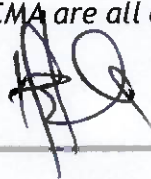
### 4. Our Principles

- 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 life and the life 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 endeavors; 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 directors of NOCMA are all committed to the fulfillment of this policy.*

CHIEF EXECUTIVE OFFICER



HSSE MANAGER



## DRIVER SAFETY POLICY

### 1. Introduction

*NOCMA values the lives of employees, business partners and neighboring communities. Our goal is to conduct our business in a safe, secure and eco conscious manner. This policy is in place to promote safe driving behaviour 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 licence 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 licences 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 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;*
- 2.11 Take a minimum of 15minutes health break after 2.5hours of continuous driving; and*
- 2.12 At all times comply with NOCMA's transport policy requirements*

### 3. Responsibilities of the company

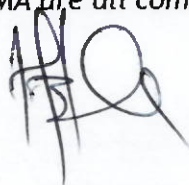
*National Oil Company of Malawi shall:*

- 3.1 Ensure that vehicles are issued to personnel with valid driving licence;*
- 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 fulfilment of this policy.*

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

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

CHIEF EXECUTIVE OFFICER



HSEQA MANAGER

