



Policy Statement



TOTALGAZ

Security Policy

We will manage security affairs as part of our program and minimize the impact and number of security incidents for all staff, clients and third parties involved in our operations. In deploying our Information Security Management System ("ISMS"), our Management Team aim to maintain existing known risks at their current low level and ensure that new and changing risks are managed in an equally consistent and professional manner. We shall engage competent resource persons to implement and coordinate security programs.

Purpose

The purpose of the Policy is to protect both 3Gas Ltd and its Customers Assets from all threats, whether internal or external, deliberate or accidental. Protection of information is set out in terms of:

1. Confidentiality: Ensuring only persons who are authorized have access to information.
2. Integrity: Ensuring the purity, accuracy and completeness of information.
3. Availability: Ensuring information, associated assets and systems can be accessed when required by authorized persons.
4. Regulatory: Regarding regulations, laws and codes of practice in each country where we operate as a minimum standard in our Information security management standard.

In particular, 3Gas will:

1. Ensure we comply with the requirements of the security policy. Minimize the risk of damage to company assets, information, reputation, hardware, software or data.
2. Ensure that 3Gas people and computer systems do not infringe any copyright, licensing or laws.
3. Set out clearly the company's policies relating to all aspects of software.
4. Define a systematic approach to risk assessment by identifying a method of that is suited to the ISMS, the identified requirements.
5. Setting policy and objectives for the ISMS to reduce risks to acceptable and identify the acceptable levels of risk.

The Security Manager has direct responsibility for maintaining the Security Policy and providing advice and guidance on its implementation.

All managers are directly responsible for implementing the Security Policy within their business areas, and for adherence by their staff.

It is the responsibility of each member of staff to adhere to the Security Policy. Failure to do so may result in disciplinary action.

3Gas will manage security affairs as part of the company's CASHES program and minimize the number of security incidents for all staff, clients and third parties involved in our operations. The company shall engage competent resource persons and Chief Security Officer to implement and coordinate security programs.

In addition to this, licensed and professional security men shall be engaged in rare circumstances, such as riots and armed attacks.

Local security men shall be engaged to protect company property and facilities. This will further enhance company/community relationship. Essential gadgets such as radios, torches, uniforms, batons, fire alarms etc shall be provided as necessary to enhance security services.

Community Relations Policy

For enhancement of harmonious relationship between company and host communities with the aim to ultimately reduce operating costs and shut down culminating from unhealthy company – host community relationship, 3Gas shall engage 60% of the non – skilled work force from the local/host communities.

3Gas shall engage a community liaison officer who shall liaise between the community and the company on matters such as employment of indigenous and community development projects.

The implementation of the community relations plan shall be the responsibility of the Community/Corporate Affairs Department

3Gas has it as a policy and function to manage community affairs as an integral part of the company's business with a view to maintaining good relationship between the business, the company and her host communities.

3Gas shall therefore co-operate and develop interface with the client and third parties to avoid unnecessary delays, shut down and cause unwarranted loss of man-hours.

Prior to the mobilization/motivation in any locality, 3Gas shall pay a visit to the community chiefs and leaders. Any community disturbance or threat shall be reported to the client without delay.

3Gas aspires to be a leader in community relation, treating the local citizens with dignity and respect, and developing good relationship and mutual trust with local government, as well as implementing industry best practice and environmentally friendly web technology.

We believe that conducting our activities in a responsible manner without any complication for the local citizens is integral to good business management. We will utilize appropriate management systems including regular meeting with the local government representatives and citizens, reporting operations transparently, and operate an organization to support the concept of continued improvement. All of our employees and contractors will, at all level, treat local citizens with dignity and respect for human rights and national traditions.

3Gas shall fulfil its commitment to the community by:

1. Complying with all applicable legislation and regulations in its operations;
2. Respecting national traditions for making all planning and operational decisions, and listening to locals to identify, assess and manage their requests and concerns;
3. Ensuring all employees and contractors maintain friendly relationship with the local citizens by developing requirements and organizing training;
4. Supporting the government policy on creating jobs in remote areas of the country by training and hiring residents for jobs at our offices

Corporate Quality Assurance Policy

It is the primary objective and policy of 3Gas to work satisfactorily to meet client's requirement, specification and standards. The quality of our work and operation always guarantee clients satisfaction and also stand the test of time.

Our objective will be continuous improvement towards the attainment of error-free work, to target, to rework, extra cost and time.

We will at times make it a must to:

- Act responsibly
- Meet specified standards
- Make joint decision and work as a team to achieve satisfaction.

Management supervisors and employees have a role to play in the enhanced CASHES management by showing good example and reacting promptly against negative attitude. This is our quality assurance policy for the year.

Environmental Policy

We are committed to responsible environmental stewardship and sustainable business practices. As an LPG solutions and services company, we recognize that our operations have an impact on the environment. In the interest of our stakeholders, including our employees, clients, strategic partners and suppliers, we're firmly committed to minimizing this impact. We do this by continuously improving our own business practices and developing, promoting and implementing LPG solutions and services

- both internally and for our clients
- that assist in preventing pollution.

3Gas Ltd places premium on the preservation of the natural environment. Our operations and activities will therefore be carried out in a manner that will minimize the impact on the environment. Any environmental mishap or pollution that occurs in the course of carrying out our operations shall be immediately attended to and adequate measures taken to control and forestall recurrence. All pollutants and allied products in use on site must be controlled within the site to avert impinging on the surrounding environment. We make it imperative to preserve our environment.

Scope

Our commitment to continual improvement extends across the entirety of the business. This includes -

- i. Our business operations. Within the administrative and operational areas of our business, we demonstrate our commitment to continuous environmental improvement through the deployment of environmental management systems (EMSs). We will continue to deploy EMSs across additional geographies, demonstrating our on - going commitment to measuring and monitoring our environmental footprint, reducing our energy consumption, travel - related carbon emissions, paper and consumables' usage and waste. In addition, we are continually seeking to improve the lifespan of products by re - using and recycling them wherever possible.
- ii. Our clients and client services. Through the services we provide, we seek to promote energy efficient and environmentally sustainable options appropriate for our clients. We aim to consider not only their energy consumption, but the impact of the entire life cycle of any hardware involved – from manufacturing to final disposal – wherever possible, and to help our clients reduce their travel. We work with our clients, manufacturers and partners to foster an overall

understanding of and best practices for a sustainable business, so that environmental impacts are minimized during operation and on disposal.

iii. Our partners and suppliers. The degree of environmental responsibility demonstrated by our existing and potential manufacturers and suppliers increasingly plays a part in our procurement decisions. Our regional businesses are adopting environmental procurement policies as part of their procurement strategies.

iv. Our employees. Our people are integral to our environmental practices, and we prioritize communicating with our employees about how they can help the company and themselves to be more aware of environmental impact in their everyday lives.

Objectives

As an organization, we are specifically committed to the following Environmental legislation and regulation objectives and continuous improvement by –

- Complying with all legal requirements within our business operations and service provision. Operations and business practices
- Measuring, monitoring and reducing the carbon and environmental impact of our business.
- Continually identifying and monitoring environmental issues that may arise from our businesses and services and resolving these promptly and effectively.
- Working to set targets and programs to reduce our travel, energy and waste.

Community and employees

- Fostering environmental awareness among our employees, and ensuring they are an integral part of the Group's sustainability initiatives.
- Undertaking regular evaluations of our sustainability initiatives and reporting internally and publicly on our progress in reducing our impact.

Environmental governance and accountabilities

We are actively committed to responsible environmental stewardship and sustainable business practices.

3Gas places premium on the preservation of the natural environment. Our operations and activities will therefore be carried out in a manner that will minimize the impact on the environment.

Any environmental mishap or pollution that occurs in the course of carrying out our operations shall be immediately attended to and adequate measures taken to control and forestall recurrence. Report of any spillage and extent of safety spillage will be sent promptly to the asset holder.

All pollutants and allied products in use on site must be controlled within the site to avert impinging on the surrounding environment. Also leakages and overflow to the neighbourhood must be avoided at all costs. This will be suck-ups and discharged at client's approved discharge pit.

We make it imperative to preserve our environment.

Occupational Health Policy

All staff shall be confirmed medically fit before and throughout their engagement with company.

3Gas shall maintain an insurance policy against any liability that may result to any worker who suffers any occupational disease or impairment to health.

The company maintains clinics to handle all routine and emergency medical emergencies. The health of all staff shall be monitored to ensure the continued fitness of all staff.

First Aid boxes with a qualified MEDIC shall be provided for all field operations. Operations records of treatment administered must be documented.

The CASHES manager shall enforce this policy.

Safety Policy

Obligations

Management is firmly committed to a policy enabling all work activities to be carried out safely, and with all possible measures taken to remove (or at least reduce) risks to the health, safety and welfare of workers, contractors, authorized visitors, and anyone else who may be affected by our operations.

We are committed to ensuring we comply with the Work Health and Safety Act, Regulations and applicable Codes of Practice and Nigerian Standards as far as possible.

Responsibilities

Management:

Will provide and maintain as far as possible:

- a safe working environment
- safe systems of work
- plant and substances in safe condition
- facilities for the welfare of workers
- information, instruction, training and supervision that is reasonably

necessary to ensure that each worker is safe from injury and risks to health

- a commitment to consult and co-operate with workers in all matters relating to health and safety in the workplace
- a commitment to continually improve our performance through effective safety management.

Workers:

Each worker has an obligation to:

- comply with safe work practices, with the intent of avoiding injury to themselves and others and damage to plant and equipment
- take reasonable care of the health and safety of themselves and others
- wear personal protective equipment and clothing where necessary

- comply with any direction given by management for health and safety
- not misuse or interfere with anything provided for health and safety
- report all accidents and incidents on the job immediately, no matter how trivial
- report all known or observed hazards to their supervisor or manager.

Application of this policy

We seek the co-operation of all workers, customers and other persons. We encourage suggestions for realizing our health and safety objectives to create a safe working environment with a zero accident rate. This policy applies to all business operations and functions, including those situations where workers are required to work off-site.

Policy authorized by: *Joesebama*

Date: 1st January, 2018

