**APPROVED**

**General Director**

**\_\_\_\_\_\_\_\_\_\_\_\_\_**

**\_\_\_\_\_\_\_\_ \_\_, 20\_\_**

**REGULATION**

**On organization of work on the operations sites of \_\_\_\_\_ Company**

**by shift method**

1. **GENERAL PROVISIONS**
   1. These Regulations were made in accordance with the current norms of the KZ.
   2. The company's sites include: oil and gas fields, material bases and warehouses, located on the contract territories of the \_\_\_\_\_\_\_\_\_.
   3. These Regulations do not apply to the regional offices, located on the licensed areas.
   4. Shift method is a special form of organization of work, where manpower is used on the outlying areas away of their places of residence under the condition that it is impossible to organize transportation of personnel back to their places of residence daily. The work is organized by the special schedule of works, generally the working time is summed, and time for rest is to be spent by the employee at the place of constant residence. The shift method is used when the operations sites are significantly remote from the company's regional offices, and where normal methods of organization of work are inapplicable.
   5. At the organization of works by shift method the work places shall mean company sites, where the operations are conducted. Relocation of the employees in connection of repositioning of operations is not considered as transfer to the other place of work, and does not require the employees consent. Sending of the employee to shift is not considered as business trip.
   6. The shift period shall mean period of time when the works are conducted and the time for rest between working hours.
   7. All production and support personnel, located on the licensed areas shall work by shift method as follows: two weeks of work and two weeks for rest, or one week for work and one week for rest.
   8. Staffing of shift personnel shall be made by the consent of the employee, in accordance with the company organization chart and personnel arrangement. Such employees should have no medical contra-indications for works by shift method.
   9. Employees of age under 18, pregnant women and women with children under three may not be appointed to works by shift method.
   10. Shift personnel during their working shift shall live in field camp, duly equipped.
   11. The cost of use of shift method shall be charged to the cost price of products, works and services.
   12. Organization of works by shift method should provide for smooth production flows, continuity and complexity of works on the company operations sites.

1. **ORGANIZATION OF TRANSPORT** 
   1. Transportation of the employees to place of work shall be done according to the schedules of shifts changes approved and the inner working order of the Company. The personnel shall be transported from the regional office (gathering place) to the place of work and back by automobile transport.
   2. The employees, living outside the licensed areas shall arrive to the gathering place at their own cost by automobile or railway transport.
   3. It is prohibited to transport shift personnel by transport in disrepair or by transport not meeting the safety requirements.
   4. In transportation of shift personnel from the gathering place to work place, the person in charge shall be appointed from among the engineers and technicians, who shall be responsible for safe transportation of shift personnel.
   5. The type of transport for transportation of shift personnel to work place shall be determined by the Company management.
2. **ORGANIZATION OF FIELD CAMP** 
   1. The field camp is a complex of living accommodation, public, sanitary and utility building and installations, destined for living of the employees, engaged in works by shift method, and for servicing of equipment, automobile transport, storage of inventory holdings. Technical and consumer services are provided by support personnel.
   2. The responsibility for maintaining of field camp, organization of domestic services and cultural and entertaining arrangements is placed on the regional offices of the company. The administrative department shall work out the house rules for personnel living in field camp.
   3. The company administrative department shall provide the field camp with water, three meals a day free of charge, and organize for sanitary and fire prevention measures.
   4. It is prohibited to stay in the field camp in the period between the shifts.
3. **WORKING REGIME, LEAVE SCHEDULE, CALCULATION OF WORK TIME**
   1. In the organization of work by shift method the working time is calculated by summation for whole year.
   2. The work time, time for transportation from the gathering place to work place and back and the rest time falling for the shift period is calculated as work time. Here the total work time in the period calculated shall not exceed the normal number of work hours, established by the laws.
   3. Time, required to the employee for transportation from his place of residence to the gathering place, is not included in the work time.
   4. The work time and rest time within the shift period shall be regulated by the work schedule at shift, approved by the company administration department. These schedules set days for delivering of personnel to the work place and back.
   5. Duration of work per day (shift) shall not exceed 12 hours.
   6. Duration of daily rest (between the shifts) for the personnel including the lunch breaks may me decreased up to 12 hours.
   7. If the employee takes discharge before the end of his shift period, then upon the employee's request, the date of his discharge is mentioned accounting the days for rest, accumulated by the employee.
   8. Company administration has right to introduce for technical and engineering employees and the manager, engaged n the field, the same working and rest regime as for the main personnel.
   9. For the company employees working on the five-days working regime, engaged on the objects with shift method of work, the summation of work time is made in accordance with the internal daily work schedule. The normal quantity of hours during which the employee should work in certain period, shall be calculated basing on the five-days work week and 8 hours work shift.
4. **REMUNERATION OF LABOR, BENEFITS AND COMPENSATIONS** 
   1. Remuneration of employees in shift method of work shall be made in accordance with the labor contracts, signed between the company manager and the employee. The employee's remuneration in holidays shall be calculated in double amount, and work in night time 22.00 to 06.00, shall be calculated in sesquialter amount from the hourly rate per each hour.
   2. In case the employee does not arrive to work place in time, the site management may take a decision on attraction of the employees to work over the normal shift period until the new shift arrives.
   3. In case the employee is engaged in works overtime, he shall be granted a compensatory leave equal to the overtime work.
   4. In case the employee did not arrive to the gathering place with reasonable excuse, and had to arrive to the worksite by himself, company administration shall compensate the transportation cost to him.
   5. For the clause 5.4 above the reasonable excuses are: illness, care after the ill member of the family, quarantine, performance of state or other public obligations upon agreement with the Company management or performance of civil duty, natural disasters.
   6. The annual leave to employees, engaged in works by shift method, shall be granted in the established order, in accordance with labor contracts, after the rest days (compensatory leaves) were used in full.
5. **ORGANIZATION OF MEDICAL AID** 
   1. The Company administration shall agree with health authorities at the place of location of operation site the question of registration of the employees in clinics for medical services and medical examinations, and ensure appearance of the employees to medical examinations.
   2. Company administration shall organize medical aid post on the operations sites and provide for medical personnel, medicaments, medical equipment and envisage medical evacuation of ill persons.
   3. The preliminary medical examinations of employees, accepted to work and routine medical examinations of persons, engaged in works by shift method, may be made in the clinic at the place of employee's residence with necessary issuance of medical certificate to the employee.