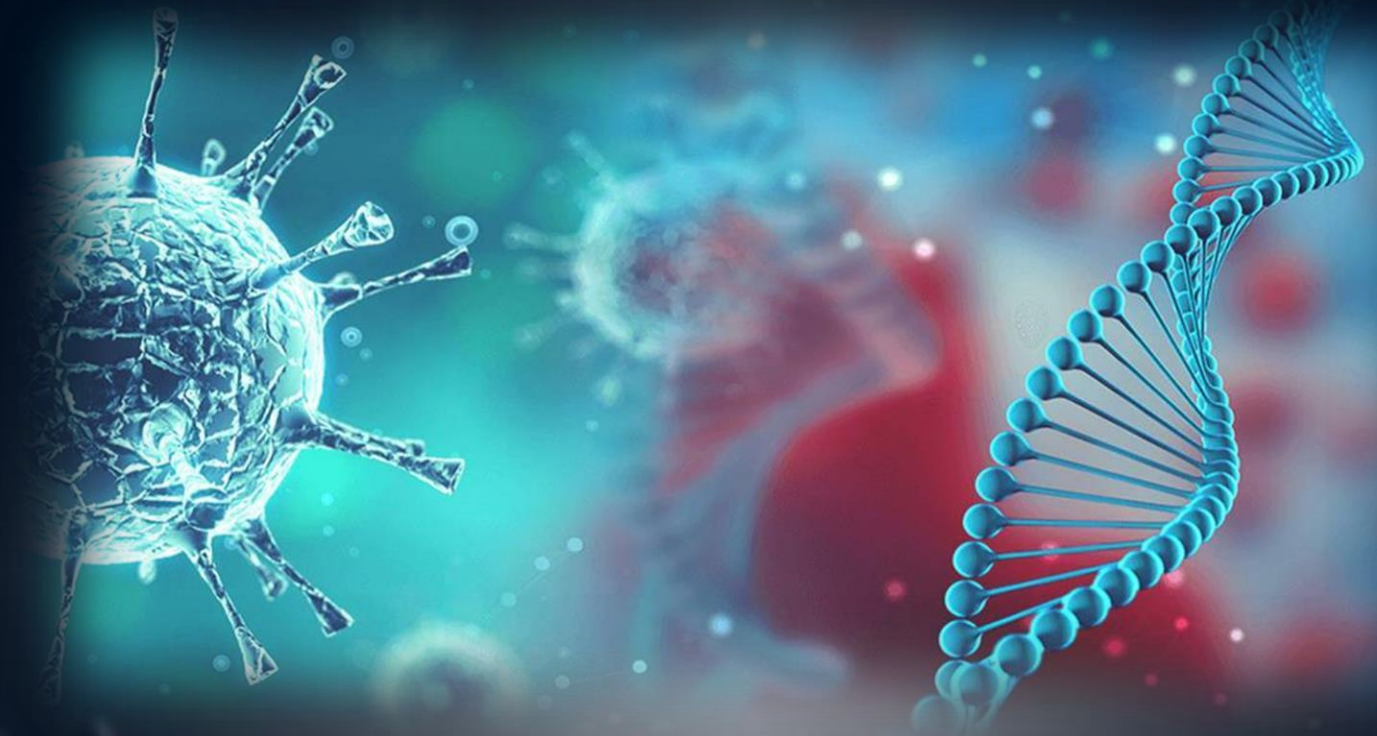


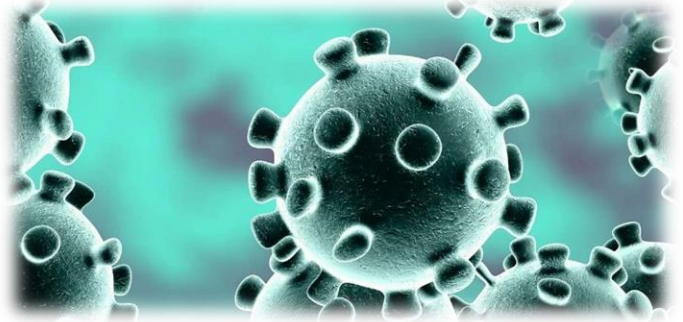


OWJ Nova



Post COVID -19

New Global Mobility
Policy & Process



POST COVID-19 Pandemic

New Working Practices

As the COVID 19 Pandemic has sadly resulted in an unprecedented loss of life and families affected terribly by tragic circumstances our thoughts go out to all that have been impacted by this global crisis.

The world has changed dramatically during the global pandemic and will continue to change in the aftermath of this-crisis. As the world slowly recovers, we at OWJ Nova feel are of the opinion that everyone in the future can play his or her part to prevent a crisis of this magnitude from re-occurring.

As we operate within an industry that generally restricts working from home or remotely such as the Oil & Gas / Energy engineering industry does we must adapt to the current climate and adopt an approach-by changing our day to day business/project continuation procedures and general mobilisation/working practices.

OWJ Nova has always been steadfast when it comes to the health & safety of everyone connected to our business and we will remain extremely vigilant in doing so.

We will be working closely on a day-to-day basis over the coming weeks & months with our clients, suppliers, local authorities and worldwide governments to introduce OWJ Nova's new global mobilisation procedures to ensure every person connected to [OWJ Nova](#) is mobilised and demobilised from every project we are engaged in safely and confidently. Our 1st priority of every working day will be to ensure that all our staff, contractors & consultants return home to their friends and families safely.

Jonpaul Whitaker – Managing Director

Post Covid-19 Mobilisation Procedures

Although the current OWJ Nova mobilisation procedures exceed all standard levels of safety & compliance we will be adding into the global mobility process the following additional safety checks:

- Virus screening at the standard pre-mobilisation medical in the persons home country
- Virus screening upon arrival in the country of the project location
- Arrival screening will take place a minimum of 48 hours prior to arrival at the site or project office location
- All OWJ Nova staff/contractors/consultants will undergo monthly screening at site
- All staff/contractors/consultants will be tested & screened at least 48 hours prior to demobilisation & returning home.
- All rotational staff/contractors/consultants will be screened & tested at each rotation prior to site arrival and upon leaving the site/country at the end of each rotational schedule
- All staff/contractors/consultants will be mobilised no sooner than an absolute minimum of 72 hours prior to start of assignment and will arrive in the country of assignment at a minimum of 3 days/72 hours prior to beginning work.

We will be constantly monitoring the regulations and also the advisory bodies of the World Health Organisation and Department/Ministry of Health of each country (either directly or through affiliates)

to ensure that we comply with the advice of each country that we operate within.

These new procedures are in immediate effect as of the 20th April 2020 and will be in effect for a minimum of 12 months from this date to be reviewed on the 20th April 2021.

Cost Impact sharing

As we face this crisis and challenge together, we must also look at the sharing responsibility to ensure safety of all site or international based staff & contractors. We intend to share the additional mobilisation costs with our clients, the extra “2-3 travel time/days” will be built into the standard costing as normal however the cost impact of virus testing on each mobilisation/rotation and also the extra 2 nights cost of housing/hotels etc will be shared between OWJ Nova and the client.

Please note: Any additional costs as mentioned above will be charged at cost only and will appear on the invoice as a separate item with zero mark-up.

Continued...



Mobilisation day 1

- Medical check and testing completed prior to flight
- Certification of results sent to OWJ Nova & Client prior to flight

Mobilisation day 2

- Arrival in country and virus tested upon arrival
- Contractor/Consultant will spend a minimum of 2 days in hotel in country pending results
- This waiting period can be run consecutively with project arrival induction/HR induction etc

Mobilisation day 3/4 Arrival at site

- Upon arrival at site, all health check forms, and negative results must be handed to site HR and sent to OWJ Nova HR department
- For staff/consultants/contractors, monthly testing will occur, and results must be sent to OWJ Nova along with signed timesheets at the end of month no later than the 1st of each month. Failure to do so will impact the staff's payroll inclusion of that payroll month. (This will be highlighted in every contractor's agreement or contract of employment)

Demobilisation

Prior to arrival at the departure airport, all OWJ Nova contractors will be tested at least 2 working days after leaving the site or work location and will remain in a hotel/accommodation for 48 hours prior to boarding or until results prove negative. We understand that everyone will be in a rush or excited to return home to loved ones. However, we feel this extra 48 hours prior to departure is designed to keep our staff and their families safe.

Rotational Staff

All the above procedures will take place at the start and at the end of every work cycle/rotation. Unless the contractor/staff is based or living in the country of assignment. However, they will still be required to undertake monthly testing at site.

Mutual Co-operation

We understand that most governments, companies, work sites, ship/fabrication yards and general assignment locations will implement their own procedures following the pandemic and OWJ Nova will seamlessly integrate our policies into that of the government, client or operator's policy and procedures to either run in tandem or comply to the existing policy.

Disclaimer*

Please note that the new OWJ Nova policy above will be implemented without fail from home to site and will continue upon arrival at site or location and throughout the assignment unless OWJ Nova agrees to and implements agreed changes in procedure to coincide with the country or client in the specified country of the project.

For any further information regarding post covid-19 procedures, internal Covid-19 policy or related information regarding our Global Mobility Services please contact us at: globalmobility@owjnova.com or refer to the website www.owjnova.com



OWJ Nova

Contact Us



OWJ Nova Head Office
Soho Suites
Jalan Perak, Kuala Lumpur
50450
Tel: +6 117 260711
Email: info@nova-owjnova.com
Web: www.owjnova.com

Copyright © 2023 OWJ Nova - All rights reserved.