



5 March 2020

To All: Contractors / Vendors

Ref: DEL-UPC-20-00001

Subject: COVID-19

Dear Madam/Sir,

In-light of the recent regional and international acceleration in the spread of COVID-19, Dolphin Energy Limited ("Company") has elevated its level of alert.

Therefore, the following new standing instructions have been issued and are immediately applicable for both UAE and Qatar until further notice. These measures are necessary in contribution to the global mitigation of the spread of the COVID-19 and as the health of our personnel is of the utmost importance to Company.

a. Capitalized terms in this letter shall have the following meaning:

"Agreement" shall mean a written agreement, purchase order or contract entered into between Contractor and Company.

"Company" shall mean Dolphin Energy Limited.

"Company Premises" shall mean any site or location whether office or industrial in which Company's business is conducted.

"Contractor" shall also mean Vendor or Consultant and include sub vendors and subcontractors.

"Most at Risk Countries" means countries which have been classified by World Health Organization (WHO) as countries constituting possible threat for spread of COVID-19, as updated on regular basis.

"Potential Risk Individual(s)" means any individual who have personally been or any of his/her direct family members in any of the "Most at Risk Countries" in the last 14 days.

b. All Contractor personnel classified as Potential Risk Individuals, shall not be permitted in Company's Premises for a duration of 14 days after their return from Most at Risk Countries and shall promptly report the situation and any possible communication with the respective health authorities to the following email (healthcare@dolphinenergy.com) with copy to Dolphin Corporate HSE&S email (CorpHSES@dolphinenergy.com).

c. Any Contractor's visitors to Company Premises shall have to undergo a mandatory admission procedure and complete a form and questioner upon their arrival. Any visitor who has been in the "Most at Risk Countries" for the last 14 days will be denied



entry. Please inform your intended visitors of this new procedure prior to any arrivals to Company Premises.

- d. Should safety or operational needs require the physical presence of a Potential Risk Individual to enter Company Premises, prior Company approval must be sought. In such event, specific mitigation measures may be enforced by Company.
- e. All missions, business travels, non-essential travel and abroad trainings relevant to Company's activities and operations (including those already planned) that involve travel to (or from) the Most at Risk Countries are currently suspended until further notice. Missions, business travels and abroad trainings to other countries are also suspended until further notice except for safety and operationally critical reasons, which may be authorized on a case by case basis.

Company requests Contractor's compliance with aforementioned instructions.

A handwritten signature in blue ink, consisting of several loops and a long horizontal stroke at the bottom, enclosed within a blue oval.

Obaid Al Dhaheri
Chief Executive Officer