

**Company name: SERKA-MSF JOINT VENTURE**

**Date: 18.August.2017**

**Questions on the Duqm Port Project's construction workforce**

1. What is the proportion of migrant workers in your Project workforce? (Tick as appropriate)
- a) <10% \_\_\_\_\_
  - b) 10-25% \_\_\_\_\_
  - c) 25-50% \_\_\_\_\_
  - d) 50-75% \_\_\_\_\_
  - e) >75%   X   (Includes all non Omani workers and staff)
  - f) Not known \_\_\_\_\_

2. What proportion of the migrant workers in your Project workforce are hired directly by your company and how many are hired by sub-contractors?

**Proportion of migrant workers in the Project's workforce hired directly by SERKA-MSF Joint Venture (JV) and by sub-contractors respectively: 56% and 44%. This proportion will be fluctuating in both directions throughout the contract.**

3. What are the most common countries of origin of the migrant workers operating in your Project workforce? **India, Pakistan, Turkish**
4. Does your company have a publicly available commitment to respect human rights? If so, does it cover the human rights of migrant workers? Please provide a copy or link.  
**Because this is a Project specific Joint Venture our commitment to respect human rights is not public. The commitment is part of the JV's Project specific HS&E Plan which complies with all of the contractual and legal human rights requirements specified by the Employer and the Sultanate of Oman.**
5. What policies and processes does the company have in place to:
- a) Ensure workers' health & safety?  
**HS&E Plan which includes amongst others, the implementation of specific training and frequent "toolbox" meetings.**
  - b) Ensure workers receive a contract in a language that they understand?  
**Observation and compliance with all of the contractual and legal requirements specified by the Employer and the Sultanate of Oman.**
  - c) Prevent contract substitution?  
**Observation and compliance with all of the contractual and legal requirements specified by the Employer and the Sultanate of Oman.**
  - d) Provide workers with food, accommodation and transportation?  
**JV HS&E Plan.**
  - e) Issue no objection certificates to workers who wish to transfer employment?

**Observation and compliance with all of the contractual and legal requirements specified by the Employer and the Sultanate of Oman.**

- f) Ensure full and timely payment of a wages? Please include information on the company's policy and processes re:
- overtime pay
  - equal pay for equal work regardless of nationality
  - prevention of illegal deductions

**Overtime payments, equal pay and prevention of illegal deductions are regulated in compliance with Omani Laws. Observation and compliance with all of the contractual and legal requirements specified by the Employer and the Sultanate of Oman.**

- g) Ensure workers are issued with all necessary documentation including residence permits and medical cards, and that these documents are renewed on time?

**All employees must have valid residencies to be able to be employed on site. JV is in full observation and compliance with all of the contractual and legal requirements specified by the Employer and the Sultanate of Oman.**

- h) Provide workers with safe storage and secure access to their passports?

**Observation and compliance with all of the contractual and legal requirements specified by the Employer and the Sultanate of Oman.**

- i) Protect workers from physical and mental abuse?

**JV HS&E Plan.**

6. Does your company have a grievance mechanism? If so, please describe the procedures in place for workers to submit, process and remedy grievances.

**The JV follows the grievance procedures as prescribed in the contractual and legal documents issued by the Employer and the Sultanate of Oman.**

7. How does your company recruit migrant workers for the Project?

**Recruitment is carried out by the JV's Human Resource department with the support of various recruiting agencies.**

8. Does the company pay the charges and costs associated with recruitment (agency fees, travel costs, visas, medical checks) or are these costs paid by the worker?

**Paid by the JV or the JV goes for direct hiring process where possible.**

9. What due diligence checks does the company undertake on recruitment and labour supply agencies in Oman to ensure that they are operating legally and ethically?

**Administrative audit of the agencies during contracting stage.**

10. Does the company require subcontractors (e.g. labour suppliers, recruitment agencies and service providers) to comply with the company's policies and standards? If so, how is their compliance monitored and enforced?

**The JV requires all of the Project's service providers to comply with the its policies and standards which in turn respect the contractual and legal requirements specified by the Employer and the Sultanate of Oman. This matter is dictated and mutually agreed with the subcontractors at the agreement stage. The compliance is monitored by regular audits of these organizations as specified in the Project specific QA/QC Plan.**

