**SERVICE CONTRACT (ISO TANK)**

**THIS CONTRACT** is made on **30 September 2025**

**BETWEEN:**

1. **XXX** (Registration No. XXX ), a company incorporated in Singapore and having its registered address at (“**Contractor**”);

and

1. **SINOPEC LUBRICANT (SINGAPORE) PTE. LTD.** (Registration No. 201010257K)**,** a company incorporated in Singapore and having its registered office at 150 Tuas South Ave 5, Singapore 637363 **(“Sinopec”)**.

(each a “**Party”** and collectively the “**Parties**”).

**WHEREAS:**

1. Contractor agrees to provide certain services in favour of Sinopec, and Sinopec agrees to accept the aforementioned services in accordance with the terms and conditions set out below (“**Services**”). The Scope of Service and Price List are specified in **Appendix 1.**
2. The parties have therefore agreed to enter into this Contract in relation to such Services.

**NOW IT IS HEREBY AGREED** as follows:

1. **TERM**

The term (“**Term**”) of this Contract shall be from 1 October 2025 to 30 September 2027. The Parties will have the option to renew this Contract in writing on terms and conditions mutually acceptable to the Parties.

1. **PAYMENTS AND PRICING**
2. Contractor shall issue an invoice for every job completed.
3. Sinopec will verify the invoice before accepting the invoice for payment.
4. The payment terms are as follows:

|  |  |
| --- | --- |
| **Mode of payment** | Bank Transfer/Pay Now |
| **Payment timeframe** | Payment will be made [30] days from the end of the month in which the invoice was received, provided that: (i) the Services have been completed to the satisfaction of Sinopec and in accordance with the terms and conditions in this Contract; (ii) the invoice is acceptable to Sinopec; and (iii) all the relevant documents have been submitted to Sinopec. |
| **Method of settlement** | Direct payment from Sinopec to Contractor in [USD] |
| **Contractor’s bank details** | Payee:  Bank:  A/C No:  Swift code:  Paynow UEN: |

1. If there is any dispute between Contractor and Sinopec, Sinopec will withhold the relevant payment until the dispute is fully resolved and Contractor’s obligation under the contract is fulfilled.
2. **CONTRACTOR’S OBLIGATIONS**
3. Contractor shall carry out its services in a safe, secure, accurate, efficient, professional and workmanlike manner that at least meets prevailing industry standards (“**Services**”).
4. Contractor shall ensure that all its work is carried out in accordance with the industry’s code of practice and regulations, with due attention to consumers, employees and the environment.
5. Contractor shall comply with the requirements of all applicable rules and regulations and the laws of Singapore regarding the licensing, supply and operations of the Services.
6. Contractor further agrees to furnish and/or obtain sufficient personnel to perform the Services.
7. Contractor shall comply with the following housekeeping and safety rules:
8. Contractor’s vehicles must always be kept in a clean and presentable condition.
9. The Contractor shall provide all necessary safety equipment and personal safety protection equipment, including but not limited to safety shoes, gloves and hard-hats to its employees for the loading and unloading operations.
10. The Contractor shall report all accidents to Sinopec immediately.
11. This sub-clause is subject to Appendix 2, Appendix 3 and Appendix 4.
12. **SINOPEC’S OBLIGATIONS**
13. Sinopec shall provide access for Contractor to carry out the Services at a reasonable time as agreed by the Parties.
14. Sinopec shall provide assistance to Contractor to facilitate Contractor’s proper and effective discharge of the Services.
15. SINOPEC shall make payment in a timely manner in accordance with this Contract.
16. **LIABILITY**
17. Contractor agrees, to the fullest extent permitted by applicable laws, to irrevocably and unconditionally indemnify and hold Sinopec, its officers, employees and/or agents harmless from and against any and all suits, actions, legal and/or administrative proceedings, claims, demands, damages, losses, liabilities, interest, legal fees, costs and/or expenses of whatsoever kind or nature arising directly or indirectly out of and/or in connection with any act, default and/or omission by the Contractor, their employees, agents or independent contractors, and/or any breach of the Contractor’s obligations under the terms of this Contract.
18. Contractor shall indemnify Sinopec for any product loss that occurs as a result of Contractor’s acts or omissions, and the amount payable from Contractor to Sinopec will be based on Sinopec’s determined quantity and the prevailing market price.
19. If it appears in Sinopec’s opinion, that the Service or any part thereof does not meet the requirements of this Contract, Sinopec shall so notify the Contractor, stating the particulars of the defect, after which the Contractor shall promptly rectify or otherwise make good such defect as well as any damage to the Service caused by such defects, at Contractor’s expense, if such a defect has been caused by the Contractor.
20. Without limitation to the foregoing, in the event that the Contractor breaches any of its obligations under this Contract, SINOPEC will be entitled to recover from Contractor any and all damages, including, without limitation, any direct, indirect, incidental and consequential damages and all legal and other professional fees and costs incurred by SINOPEC as a result of such breach, including, without limitation, costs, expenses and losses incurred by SINOPEC: (i) in inspecting, sorting, testing, repairing or replacing any item due to the Contractor’s breach; (ii) resulting from production interruptions; (iii) in conducting other corrective actions; and (iv) resulting from personal injury (including death) or property damage.
21. **TERMINATION**
22. This Contract may be terminated at any time upon either Party giving to the other thirty calendar (30) days’ notice in writing if:
23. the other Party commits a breach of the terms of this Contract and fails to remedy such breach within seven (7) calendar days of receiving written notice specifying the breach and requiring its remedy; or
24. the other Party shall go into liquidation, whether voluntary or compulsory, or is dissolved (except voluntary liquidation or dissolution for the purposes of a bona fide solvent reconstruction or amalgamation), or becomes insolvent, or if a petition shall be presented or an order made for the appointment of an administrator, or if a receiver, administrative receiver or manager shall be appointed over any part of its assets or undertaking.
25. Each Party may terminate this Contract without cause by giving the other Party no less than forty-five (45) calendar days’ prior written notice.
26. Any termination by any Party pursuant to this clause shall not have any effect on each Party’s rights, liabilities and obligations, to the extent accrued prior to termination.
27. This clause shall be subject to Appendix 2 – Safety Disciplinary Procedure.
28. **COSTS**

Each Party shall bear its own costs, tax or duty in relation to the conclusion and execution of this Contract.

1. **CONFIDENTIALITY**
2. Prior to the execution of this Contract and during the term of this Contract, Sinopec may disclose non-public information (“**Confidential Information**”) to the Contractor from time to time. Once the Contractor receives the Confidential Information, the Contractor shall, in perpetuity:-
3. Hold and keep secret and in confidence any and all such Confidential Information, and not release any Confidential Information to any third party without prior written approval from Sinopec;
4. Not make use of the Confidential Information or any part thereof except for and solely for the purposes specified in this Contract;
5. Use the same degree of care but no less than a reasonable degree of care as it would use to prevent the unauthorized use, dissemination and republication of the Confidential Information as the Contractor uses to protect its own confidential information;
6. Ensure that only such of its directors, officers, advisors, employees or agents (collectively referred to as “**Representatives**”) whose duties require them to possess the Confidential Information shall have access to the Confidential Information provided always that such access shall strictly be to the extent and on a “need-to-know” basis only. Each of such Representatives shall be informed of the contents of this Contract by the Contractor and it shall be the responsibility of the Contractor to ensure compliance of the contents of this Contract by each employee and to restrain such Representatives from any prohibited or unauthorized disclosure or use of the Confidential Information. In any event, any default or breach by any of the Contractor’s Representatives of any term in this clause shall be deemed a default or breach by the Contractor;
7. Ensure that the Confidential Information will not be copied or reproduced in any form whatsoever by the Contractor or its Representatives or any other third party without the express written permission of Sinopec, except for such copies and to such extent as may be necessary for the performance of this Contract;
8. After the expiry or termination of this Contract (or upon Sinopec’s request at any time), whichever is earlier, the Contractor shall return or procure the return to Sinopec (or destroy upon Sinopec’s request) all the materials (including their copies) that contain and/or are based on the Confidential Information, whether supplied to or reproduced by the Contractor or its Representatives. Within ten (10) days of such a request, the Contractor shall provide a written assurance to Sinopec that the aforementioned materials have been returned or destroyed;
9. Immediately inform Sinopec of any loss of confidentiality, unauthorized disclosure, misappropriation or misuse by any person of any Confidential Information or part thereof, upon the Contractor having knowledge of the same;
10. Take, at the Contractor’s expense but under the control of Sinopec or other party designated by Sinopec, any action, including but not limited to legal proceedings, reasonably required to prevent or stop the unauthorized disclosure or use of the Confidential Information or any part thereof by any of the Contractor’s Representatives, or by any third party who has gained access to the Confidential Information or any part thereof due to the fraudulent, wilful or negligent act or omission of the Contractor or any of its Representatives or the failure by the Contractor or any of its Representatives to perform any of its obligations hereunder.
11. **FORCE MAJEURE**
12. Neither Party shall be liable to the other Party for any failure to perform its obligations hereunder to the extent that such failure is caused by an event unforeseeable and beyond the affected Party’s reasonable control, without the affected Party’s fault or negligence, including but not limited to strikes, labour disturbances or disputes affecting the Party’s employees or agents or otherwise, legislative or administrative interference, war or civil unrests (“**Force Majeure Event**”).
13. In the event that there is a Force Majeure Event that prevents either Party from performing its obligations under this Contract, the affected Party shall immediately inform the other Party of such Force Majeure Event (including the anticipated duration of the delay) and use its best endeavours to avoid or mitigate the effect of such Force Majeure Event.
14. A Party successfully invoking this clause is relieved from its duty to perform its obligations under this Contract and from any liability in damages or from any other contractual remedy for breach of contract, from the time at which the impediment causes inability to perform, provided that the notice thereof (which should include sufficient proof of the Force Majeure Event) is given without delay, and in any event no more than ten (10) calendar days after the Force Majeure Event occurs. If such notice is not given without delay, the relief is effective from the time at which notice thereof reaches the other Party. The other Party may suspend the performance of its obligations, if applicable, from the date of the notice.
15. Where the effect of the impediment or event invoked is temporary, the consequences set out under sub-clause 9.3 above shall apply only as long as the impediment invoked prevents performance by the affected Party of its contractual obligations. The affected Party must notify the other Party as soon as the impediment ceases to impede performance of its contractual obligations and resume its performance of this Contract thereafter.
16. The affected Party is under an obligation to take all reasonable measures to limit the effect of the event invoked on the performance of this Contract. If requested by the other Party in writing, the affected Party shall, within five (5) calendar days after the other Party’s request, provide adequate assurances that the delay in the affected Party’s performance resulting from such event will not exceed thirty (30) calendar days.
17. In the event that: (i) the Force Majeure Event lasts for more than thirty (30) calendar days; (ii) the delay in the affected Party’s performance resulting from such event lasts more than thirty (30) calendar days, or (iii) the affected Party does not provide such adequate assurances, the non-affected Party shall have the right (at its sole discretion) to terminate this Contract immediately.
18. **ASSIGNMENTS**

This Contract is not assignable by either Party without prior written consent of the other Party. This Contract shall also be binding upon legal successors of the Parties, if any.

1. **AMENDMENTS**

Any addition or amendment to this Contract shall be of no effect unless made in writing by mutual consent.

1. **SEVERABILITY**

Should individual provisions or part thereof of this Contract be, or become, invalid and/or unenforceable, this shall not affect the validity and/or unenforceability of the remainder of this Contract. An invalid or unenforceable provision shall be replaced by one which comes closest to that particular provision in its meaning and purpose.

1. **WAIVER**

A Party's failure to exercise any right or the waiver by a Party of any breach, shall not prevent a subsequent exercise of such right or be deemed a waiver of any subsequent breach of the same or any other term of this Contract.

1. **RIGHTS OF THIRD PARTIES**

A person who is not a Party to this Contract has no right under the Contracts (Rights of Third Parties) Act 2001 of Singapore to enforce any term of this Contract.

1. **NO PARTNERSHIP, JOINT VENTURE OR AGENCY**

Nothing in this Contract shall constitute or be deemed to constitute a partnership between the Parties or constitute or be deemed to constitute either Party as an agent, franchisee, joint venture partner or employee of the other Party.

1. **GOVERNING LAW AND DISPUTE RESOLUTION**
2. This Contract shall be governed by and construed in accordance with the laws of Singapore.
3. Any dispute arising out of or in connection with this Contract, including any question regarding its existence, validity or termination, shall be settled through friendly negotiation. In case no settlement can be reached within thirty (30) days of such negotiation, the dispute shall be referred to and finally resolved by arbitration administered by the Singapore International Arbitration Centre (“**SIAC**”) in accordance with the arbitration rules of the SIAC for the time being in force, which rules are deemed to be incorporated by reference in this clause.
4. The seat of the arbitration shall be Singapore. The Tribunal shall consist of one (1) arbitrator. The language of the arbitration shall be English.
5. The decision made by the Tribunal shall be final and binding upon both Parties, and the fees for arbitration shall be borne by the losing Party unless otherwise awarded.
6. **WARRANTIES**

The Contractor guarantees that the Service shall conform to and perform in accordance with the requirements of this Contract, be free from defects and be fit for Sinopec’s intended purposes.

1. **CONTRACTOR’S INSURANCE**
2. It is agreed and understood that Contractor is entering into this Contract as an independent contractor of Sinopec, and all of Contractor’s personnel and subcontractors are to be considered for all purposes as officers, employees or agents of Contractor’s. Under no circumstances shall officers, employees or agents of Contractor’s be construed or considered to be employees of Sinopec. Sinopec will not be responsible for acts or omissions of Contractor’s officers, employees or agents.
3. Contractor shall be responsible for maintaining the required insurance coverage at its own expense for all its officers, employees or agents including but not limited to workers’ compensation insurance. Contractor shall ensure its insurance coverage is valid for the duration of the engagement and shall provide proof of insurance coverage to Sinopec. Contractor shall also furnish a renewal certificate before the expiration of the insurance policies.
4. **QUALITY, HEALTH, SAFETY AND ENVIRONMENT (QHSE)**

Each Party shall ensure that performance of its obligations under this Contract shall meet quality, health, safety and environment standards as required by the applicable laws and regulations.

1. **SANCTIONS AND ANTI-CORRUPTION**
2. None of the Parties, their legal/beneficial owners, their subsidiaries (if any), nor (to the knowledge of the respective Party) any of their respective officers, directors or employees, is the subject or target of any sanctions administered by the United Nations Security Council, the European Union, the Office of Foreign Assets Control of the U.S. Department of the Treasury, Singapore or China (collectively, “Sanctions”), nor are the Parties located, organized or resident in a country or territory that is the subject or target of broad and comprehensive countrywide or territory-wide sanctions administered by the United Nations, European Union, United States, Singapore or China. Either Party shall be entitled to terminate this Contract immediately upon written notice to the other Party if, at any time, the contents of this clause or any part thereof proves to have been or becomes untrue.
3. Each Party shall procure its officers, directors, employees, representatives, affiliates, consultants and/or advisors to comply with the applicable anti-corruption laws applicable to the relationship between them.
4. **NOTICE**
5. Any notice to be given under this Contract (including but not limited to all orders, order confirmations and other written documents or notices under this Contract) shall be delivered: (i) in person; (ii) by registered mail; (iii) by email; or (iv) by fax in accordance with the Parties’ respective addresses below:

Notices to Sinopec shall be sent to:

Attention: Lim Chia Theng

Address: 150 Tuas South Ave 5, Singapore 637363

Tel.: +65 6499 7027

Email: Chiatheng.lube@sinopec.com

Notices to the Contractor shall be sent to:

Address:

Tel.:

Email:

1. The address of each Party for the purpose of notices or communications under this Contract may be amended by giving advance written notice to the other Party.

1. **MISCELLANEOUS**
2. Parties agree that a copy of the signed original of this Contract transmitted by fax or email shall be binding on the Parties and have the same force and effect as the signed original.
3. This Contract may be executed in counterparts, each of which shall be deemed an original, but all of which together shall constitute one and the same instrument.
4. All Appendixes annexed to the Contract shall be an integral part of the Contract.
5. Entire Agreement. This Contract and its appendixes contains the whole agreement between the Parties relating to the subject matter of this Contract and supersedes all previous agreements, contracts, letters of intent, memorandum of understanding etc. between the Parties relating to the subject matter.

**IN WITNESS** whereof the Parties hereto or their duly authorized representatives have duly executed this Contract the day and year first above written.

Signed by )

[Name] )

[Designation] )

for and on behalf of )

**XX** )

Company Stamp

Signed by )

[Name] )

[Designation] )

for and on behalf of )

**SINOPEC LUBRICANT** )

**(SINGAPORE) PTE. LTD.** ) Company Stamp

**Appendix 1 -The Scope of Service and Price List**

**Scope of Service**

1. The services required shall comprise of loading, transporting, unloading and delivery of raw materials and finished products contained in ISO Tank or Road Tanker.
2. Contractor shall provide all drivers, ISO Tank, Road Tanker, truck to fulfil the services as covered in paragraph 1 above. These shall include the following:
   1. Providing trained driver(s) in handling of all documents with the loading/unloading parties.
   2. Providing qualified driver(s) for the particular class of truck.
3. Contractor is expected to have at all times sufficient trucks and ISO Tank/Road Tanker to ensure the efficient handling and prompt delivery of raw materials and finished products.

1. All transportation carriers together with all fixtures must be fit and sound and approved by the relevant authorities to carry the raw materials and finished products.
2. All transportation carriers shall comply with all laws or acts governing its use and shall be in accordance with the relevant rules and regulations as stipulated in the Petroleum Act, Traffic Act and any other pertinent governmental regulations.

**Price List**

1. The prices reflected in this price list shall be fixed for the entire term of this Contract.

**Appendix 2 –Safety Disciplinary Procedure**

**PROCEDURE**

For the commission of any of the below unsafe acts, safety violation or involvement in near-

misses incident and workplace related accident, an employee/contractor shall be subject to

disciplinary action up to and including termination. Disciplinary action for the same or different

offences shall progress in the following manner:

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| --- | --- | --- |
| Level 1 -Minor Unsafe Acts | Commission Frequency | Punishment |
| **Personal Protection Equipment Violation**  a) wearing defective / worn off personal protective     equipment knowingly at work.  b) failure to conform to site specific operation PPE   requirement.  **Machinery/Equipment Violation**  a) using any lifting machine/appliance/accessories   when it's validity had expired.  b) violate any requirement stipulated in the forklift   management procedure SLS-QMS-WI-062 叉车管理  规定  **Procedure Violation**  a) failure to adhere to the implemented safety measures   stipulated in the risk assessment.  b) failure to adhere to the safe work procedure   requirement  **Behavioural Violation**  a) use of mobile phone in DCS control room for   personal matters other than official matters.  b) failure to maintain speed of 15km/hr whilst driving   inside the facility or exiting the plant applicable to   both forklift and other land transport  c)reckless driving of forklift/battery pallet truck leading  to damages to machinery, equipment and facility d) failure to maintain speed of 5km/hr when driving   forklift/battery pallet truck in the production shop floor   and when making turn or going up/down slope  e) failure to put on seat belt whilst travelling on   company provided bus transport to and fro from   company  f) failure to ensure loose empty metal 200litre container   were shrink wrapped prior to transporting them by   forklift.  g) failure to remove keys from forklift, scissor lift and       battery cart when the equipment is not in used.  h) failure to adopt reverse driving for transporting   stacked items on forklift when vision was obscured.  ( except the following;  i) this requirement does not apply to forklift operating   in the designated loading/unloading area and   container stuffing area &  j) when stuffing the cargo lift with the objective to   relocate the packaging component and others to 2nd  or 3rd floor  k) wearing rings/watches/bracelet in the shop floor      whilst operating machinery.  l) creating unsafe haphazard condition to other workers   due to negligent in his work | First violation  Second violation | **Written Warning**: notification in writing of unsafe work behavior. This should be signed by the employee/contractor and pass to HR for Record.  **Termination** — Employee/contractor is terminated for proper cause. |

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| --- | --- | --- |
| Level 2 Violation -Serious At-Risk Behaviors. | Commission Frequency | Punishment |
| 1) Involved in any MOM reportable case where injuries   to oneself or to others is due to personal negligence,  failure to follow established safe work procedure and  control measures stipulated in the risk assessment.  2) Involved in any workplace near-misses incident   where the unplanned is due to personal negligence,   failure to follow established safe work procedure and  control measures stipulated in the risk assessment.  3) Smoking in the shop floors.  4) Operating forklift/scissor lift without operator license   and training.  5) Performing Hot work/Work at height/Confined   space/Electrical Work without license and training.  6) Horseplay whilst at work (pushing one another in the  shop floor) resulting in injury in fellow employee  7) Carry lighter or any fire source as part of belonging  whilst working in the shop floor.  8) Physical fight in the shop floors  9) Failure to perform Lock Out Tag Out to de-energise   equipment/machinery before performing repair of   equipment/machinery | First violation | **Termination** — Employee/contractor is terminated for proper cause. |

Notwithstanding the above, the company shall reserve its rights to amend this procedure at any time it deem fit and shall have all the exclusive rights to terminate any employee/contractor even if it is a first time unsafe act.

6.2 For Level 2 - Unsafe Acts results in workplace incident including near miss, the employees’/contractor’s immediate line leader/supervisor and its teammate who shall be reasonably expected to remind but had turned a blind eye shall be penalised and their performance appraisal will be affected. Department Management Team shall be punished accordingly to the investigation results.

6.3 For proactive reporting and immediate unsafe acts intervention by employees’/contractor’s immediate line leader/supervisor and its teammate, they will not be subjected to punishment.

**7 HSE RECOGNITION AND REWARDS**

Employee who has outstanding HSE performance or who have contributed to QHSE   
 reporting will be rewarded and the rewards will be determined by the company.

**Appendix 3 -** **CONTRACTOR MONETARY FINE SYSTEM**

**PROCEDURE**

For the commission of any of the below unsafe act(s), or violating the plant safety rules and regulations, safe work practices and near-misses incident, contractor or service provider shall be subjected to monetary fine and demerit points and shall progress in the following manner:

Over one year period, contractor/service provider shall not accumulated more than 36 demerit

points,else they will be disqualified and barred from future bidding for any new projects from

Sinopec Lubricant Singapore Pte Ltd.

|  |  |  |  |
| --- | --- | --- | --- |
| Group A Safety Offences | Commission Frequency | Monetary Fine Value | Demerit Points |
| **Personal Protection Equipment Violation**  a) Failure to provide/ use personal protective equipment.  b) Failure to conform to site specific operation PPE requirement.  **Machinery/Equipment Violation**  a) Violate any requirement stipulated in the forklift management procedure SLS-QMS-WI-062 ,Sinopec forklift safe work procedure & Sinopec forklift risk assessment.   **Procedure Violation**  a) Failure to adhere to the implemented safety measures stipulated in the risk assessment.  b) Failure to adhere to the safe work procedure requirement.  **Behavioural Violation**  a) Failure to maintain speed of 15km/hr whilst driving inside the facility or exiting the plant applicable to both forklift and other land transport.  b) Failure to maintain speed of 5km/hr when driving forklift/battery pallet truck in the production shop floor and when making turn or going up/down slope.  c) Failure to put on seat belt when operating the forklift  d) Failure to put on safety harness whilst working on the scissor lift or boom lift.  e) Improper use of tools other than what it  is designed for.  f) Causing obstruction to fire   extinguisher/fire hose reel.  g) Carrying lighter source as part of clothing.  h) Storing flammable paint in haphazard  condition.  i)Bring hazardous chemical into Sinopec without prior approval.  j) Performing hot work in unauthorized location without prior approval.  k) Unsafe storage of gas cylinder.  l) Perform hot work without the proper   personal protection equipment.  m) Failure to remove key from forklift/scissor   lift/boom lift when the equipment is not in used.  n) Parking of vehicle in prohibited area other than the designated car park.  o) Sleeping in prohibited area other than the   designated restroom.  p) Having meals in prohibited area other than the designated area.  q) Failure to perform housekeeping and maintain the 6S and cleanliness.  r) Damaged road kerb and safety barriers.  s) Trailer, 40 footer container and container illegal reversing inside Sinopec facility. | First violation | S$50 Singapore Fifty Dollars | 3 points |
| Second Violation | S$100 Singapore One Hundred Dollars | 6 points |
| Third Violation | S$200 Singapore Two Hundred Dollars | 9 points |

|  |  |  |  |
| --- | --- | --- | --- |
| **Group B Safety Offences** | Commission Frequency | Punishment | Demerit Points |
| 1) Smoking in the shop floors.  2) Performing Hot work/Work at height/Confined   space/Electrical Work without license and training.  3) Horseplay whilst at work (pushing one another in   the shop floor) resulting in injury in fellow   employee.  4) Physical fight in the shop floors.  5) Failure to perform Lock Out Tag Out to de-energise equipment/machinery before performing repair of equipment/machinery.  6) Involved in any hit and run accident involving vehicle without reporting to Sinopec.  8) Work at height without donning the full body safety   harness.  9) Toppled finished product storage drum of any   types.  10)Causing finished product bulk leaked out from   storage drum.  11) Using equipment/machinery that does not comply  with legal and other requirement  12) Violate any of the clauses stipulate in Sinopec   safety rules and regulation  13) Improper disposal of toxic, flammable and   hazardous wastes  14) Failure to provide secondary containment when   dismantling machinery/equipment and pipelines   which have potential oil leaked opportunity. | First violation | S$100 Singapore One Hundred Dollars | 5 points |
| Second Violation | S$200 Singapore Two Hundred Dollars | 10 points |
| Third Violation | S$300 Singapore Three Hundred Dollars | 15 points |

**7 HSE RECOGNITION AND REWARDS**

Contractor and service providers who have outstanding HSE performance or who have contributed to QHSE reporting will be rewarded and the rewards will be determined by the company.

Notwithstanding the above, the company shall reserve its rights to amend this procedure at any time it deems fit and shall have all the exclusive rights to terminate any contractor even if it is a first time unsafe act.

**Appendix 4 –** **SINOPEC LUBRICANT SINGAPORE PTE LTD SITE HSE REQUIREMENT**

**QHSE 方针QHSE Policy**

中国石化润滑油（新加坡）有限责任公司 质量、健康、安全和环境政策

Quality, Health, Safety and Environmental (QHSE) Policy

As a Team, We shall作为一个团队，我们应

Ensure compliance to all applicable legal and other requirements at all times. 确保在任何时刻都能守适用的法律及其它要求。

Always aim to achieve customer satisfaction by providing the best quality products and highest quality services.

提供最优质的产品和最优质的服务；以达到客户满意为目标。

Set effective objectives, targets and programmes to ensure continual improvement. 设定有效的宗旨、目标、方案，并确保能持续改善。

Reviews our policy, objectives and targets periodically to ensure effectiveness of our Quality, Health, Safety and Environmental management systems.

定期审核该政策、宗旨、目标，以确保该质量、健康、安全和环境管理系统的有效性。

Prevent pollution to the environment as well as injury and ill一health by introducing appropriate controls to all work tasks and operational activities.

对所有工作任务和业务活动弓｝入适当的控制措施，以防止环境污染及伤害和疾病。

Strive to protect the environment, occupational health and safety of all persons working for or on behalf of the company.

努力维护所有为公司服务或代表公司服务的人员的环境、福利、安全。

Ensure compliances to the company Quality, Health, Safety and Environmental management systems through involvement of employees and suppliers participation and consultation.

通过员工的参与及供应商的参与和咨询，以确保遵守该公司的质量、健康、安全和环境管理 系统。

Share and communicate our Quality, Health, Safety and Environmental Policy to all interested parties for awareness.

对所有有关人士分享及交流该质量、健康、安全和环境管理系统的认识

**安保政策SECURITY POLICY**

As a Team, We shall

作为一个团队，我们应

•Response on terrorism threat through the use of SgSecure.

通过使用SgSecure来应对恐怖主义的威胁

•Trained employee to recognise or detect terrorist activity

训练员工识别或侦察恐怖活动

•Trained employee on the proper way to response to shut down equipment & to inform the management where there is any terrorist threat

训练员工以适当的方式回应关闭设备，并向管理层通报有哪些恐怖主义的威胁

•Implement strict security enforcement & include consideration of terrorist threat in our risk assessment

实施严格的安全执法，并包括在我们的风险评估中考虑恐怖主义威胁

•Strive to stay alert, united and strong against terrorism threat

努力保持警惕，团结一致，反对恐怖主义威胁

**Contractor Dress Code 承包商车间劳保要求**

For physical works in Sinopec Lubricant Singapore Pte Ltd production shop floors which include both grease and lubrication department, the contractor shall be gowned in long sleeve jacket with long pants and safety shoes.

承包商在中国石化润滑油（新加坡）有限责任公司生产车间内作任何物理工程必须穿长袖套装，长裤和安全鞋和佩戴相关的劳保。

**In-house Rules & Regulations - Driving 厂内车辆规定和规则**

•Conduct pre-operational safety check on their vehicle performance and ensure their vehicle were functioning well prior to commute in them

对车辆进行预范性操作安全检查，确保车辆运行良好

•Observe all traffic safety signage posted in the facility

观察设施中张贴的所有交通安全标志

•Maintain speed of 15Km/hr.

保持15公里/小时的速度

Overtaking & speeding is prohibited. Those caught red handed shall be barred from future entry.

禁止超速行驶。被抓的人将被禁止进入未来。

•Use of mobile phone whilst driving is prohibited

禁止在开车时使用手机

•Taxi/Cab shall alight passenger outside the main guard house unless raining heavily they shall be permitted entry into the plant.

德士应在警卫室外下乘客，除非下大雨，否则他们不允许进入工厂

•Small vehicle including motor cycle, van and saloon cars shall gain entry into the plant by the East Gate.

小型车辆将进入东门进入工厂

•Heavy vehicles including lorry, delivery truck, self collection lorry, roadtanker ,trailer, 40 footer truck and 44 footer truck shall gain entry into the plant by the north gate

重型车辆，包括卡车、运货卡车、自收卡车、公路油罐车、拖车、40英尺高的卡车和44英尺高的卡车，将进入北门进入工厂。

•Container ( waiting to be stuffed) parking in Sinopec premise at the designated location shall be parked in an orderly manner and before the tiger lines.

集装箱(等待填满)在指定地点停放的，应当按顺序停放，并在虎行前停放

•Container parking at the designated location shall have adequate inflated tyre .

指定地点的集装箱停放处应当有适当的充气轮胎。

•Container parked in Sinopec premise shall be free of rubbish specifically at the fifth wheel plate area.

集装箱专用于第5个轮板区域不能有垃圾

•Rude & violent driver shall be barred from future entry.

粗鲁和暴力的司机将被禁止未来进入厂

•Hit and run accident driver if caught red handed shall be barred from future entry.

司机事故后没报和离开现场，将被禁止未来进入厂

•Driver must be properly attired and in safety shoes. Shorts and sleeveless shirt prohibited.

司机必须穿着得体，穿着安全鞋。禁止穿短裤和无袖衬衫

•Delivery truck shall only unload in the designated unloading area.

送货卡车只能在指定卸货区卸货。

•No two delivery truck are allowed in the logistic unloading area at any one time.

任何一段时间内，在物流卸货区都不允许有两辆运货车。

•Heavy vehicle prohibited from reversing in Sinopec facility.

重型车辆禁止在SINOPEC设施中倒车。

•Driver shall report any incident involving their vehicle whilst driving into/exiting Sinopec facility

司机在进入/退出SINOPECs设施时，应当报告涉及车辆的任何事故。。

•Driver without official appointment or fail to furnish the name of Sinopec hosting employee will be barred from entry

未经正式的约会司机将被禁止进入SINOPEC

•External vehicles shall not parked in any location except in the main building car park unless unloading of equipment/working tools near to the work site as approved by the responsible Sinopec employees.

外来车辆不得停放在任何地点，除非在靠近工作地点卸工具但必须由SINOPEC负责任批准。

•Ist time driver shall attend the Sinopec Safety Orientation Induction Video and be trained on Sinopec procedures on plant vehicle management procedure and contractor management procedure and be oriented physically through site walkabout to understand the site traffic flow and requirement

第一次入厂司机必须参加SINOPEC的安全定向视频培训，并接受中石化有关工厂车辆管理程序和承包商管理程序的培训，并通过现场指导了解现场交通流量和需求。

•When vehicle break down in Sinopec premise, driver shall immediately move their vehicle to safe location without obstructing the Sinopec premise traffic flow and shall contact their mechanic and towing crew immediately

当车辆在中石化的基础上抛锚时，司机应立即将车辆移至安全地点，而不妨碍中SINOPEC交通流量，并应立即与他们的机修工和拖航人员联系

**Security 安保规定和规则**

Report to Security and exchange for pass

前往警卫室通报并换取通过证

Watch HSSE Safety induction video

观看入厂安全HSSE介绍视频

When you walking around in our plant, please follow the designated passageway

当在厂内行走、请沿着人行道

Do not enter to Restricted Area and Barricaded Zone

禁止进入限制区、警示带内围

Equipped with proper PPE while in Operation Area:

在个别作业区内配备适当的劳动保护如

* 安全帽 Safety Helmet
* 工作服（包括：长衫与长裤）Work Suit (incl.: Long Sleeve & Long Pant)
* 劳保鞋Safety Shoe

Mobile Phone Prohibited while in Operation Area

作业区禁止使用手机

Smoking Prohibited禁止吸烟

Photo/ Video Taking Disallow while in Operation Area

作业区禁止拍照、录影

**Emergency & Evacuation 应急和疏散**

1. 请与您的代表确认所指定的紧急疏散集合点

Please check with your direct superior the designated Emergency Assembly Area

1. 当您听到警报、请及时疏散到紧急集合区

Upon you hearing the fire alarm activation, please proceed to the Emergency Assembly Area ( Car park) without any delay and panic

1. Do not use the lifts during evacuation在紧急疏散时、不要使用电梯
2. 当疏散到紧急疏散集合点及时向SINOPEC负责人报到以计算人数、并等待进一步的指令

Report to your Sinopec hosting employee for head count at our assembly area and standby for further instruction

**Emergency Contact 应急联络**

* + 保安室 Security Office
    - Contact Number: 6499 7041 (东门卫 East Security Office)

6499 7042 (北门卫 North Security Office)

* + 安全官 Safety Officer
    - Contact Number: 6499 7035 96824001

**High Risk Work 高风险作业**

All high risk work activities which include work at height ( above 3 meters), work in confined spaces, alteration to electrical works, hot works

And the use of mobile crane shall be subjected to SINOPEC permit to work control

所有高风险作业，包括高度工作(3米以上)，在密闭空间工作，改变电气工程，热工

移动式起重机的使用必须经过SINOPEC的许可证的控制和批准。

**Mobile Cranes and Hoists Work**

**移动式起重机作业**

Any proposed use of lifting equipment, including mobile cranes, must be coordinated with and approved by the Contractor Coordinator. Contractor cranes, hoists, and slings must meet all applicable requirements and have all required certifications, licenses, and inspections. Qualified lifting supervisor shall be presence throughout the entire lifting operation which include preparation until the lifting operation ceased

任何使用的起重设备，包括移动式起重机，都必须与中国石化润滑油（新加坡）有限责任公司安全官进行协调并得到批准。承包商的起重机、起重机和吊索必须满足所有适用的法律要求，并具有必需的证书、许可证和检查。合格的吊装主管应在整个吊装操作过程中在场，包括准备直至吊装操作停止

Mobile crane lifts shall not be attempted over or adjacent to occupied areas. If such work is necessary, it must be coordinated by the Contractor Coordinator and the occupied area cleared of all personnel not associated with the lift before starting the work

移动式起重机不得在有多人的领地区上空或邻近地区进行。如果这种工作是必要的，在开始工作之前，必须疏散与升降机无关的所有人员

**Scaffolding Work**

**脚手架作业**

The use and construction of scaffolding shall comply with the Workplace Safety and Health (Scaffolds) Regulations 2011 and other applicable requirements.

脚手架的使用和施工应符合2011年《工作场所安全与健康(脚手架)条例》及其他适用法律要求

Anchorage and bracing shall be provided so that scaffolds will be prevented from swaying, tipping, or collapsing. The footing or anchorage for scaffolds shall be sound, rigid, and capable of carrying four times the maximum intended load without settling or displacement.Scaffolds and their parts shall be sound, rigid, and capable of supporting a least four times their maximum intended load.

应提供锚固和支撑，以防止脚手架晃动、倾倒或倒塌。脚手架的基础或锚固应牢固，能够承受四倍于预期最大负荷的重量，而不产生沉降或位移。

Guardrails, guardrail screens, toe boards, and outriggers shall be used. All required ties to the structure shall be installed as soon as the scaffold has been completed to the tie-in area during erection. A safe and unobstructed means of access, such as a walkway, stair, or ladder shall be provided to all scaffold platforms.

护栏，护栏屏风，脚板和外挂应使用。在安装过程中，脚手架一旦安装到连接区域，就应立即安装与结构所需的所有连接。所有脚手架平台都应配备安全、畅通的通道，如走道、楼梯或梯子

For the above works to be approved, Contractor, subcontractor shall provide the risk assessment on all physical activities which will be undertaken in Sinopec facility, the safety training certificates of their workers, method of statements on how the work is going to be conducted, environmental aspect and analysis ( if any) and namelist of workers working on site

上述作业的批准,承包商,分包商应提供风险评关于在SINOPEC设施的活动,工人的安全培训证书,语句的方法如何工作进行,环境因素和分析(如果有的话)和该工人到现场的名单

**Hot Works Involving Welding, Cutting, Open Flame**

**动火作业 （包括焊接、切割、明火等）**

Hot works shall be performed by qualified welder at designated forklift maintenance workshop. When hot works is required outside the designated hot work area, it shall be subjected to Sinopec Lubricant Singapore Pte Ltd permit to work system and be approved by Sinopec Safety Manager.

在指定的叉车维修车间，由合格的焊工进行热工。在指定的热作业区域以外需要进行热作业时，需经中国石化润滑油新加坡有限责任公司许可证和安全经理批准。

Hot work conducted outside the building should be located away from building air intakes. Contractors shall take measures to prevent hot work odors from entering building ventilation systems.

动火作业如在建筑物外进行必须应远离建筑物的空调进气口。承包商应采取措施防止热工作气味进入建筑通风系统

Contractors must remove flammable and combustible from site and prepared the fire blanket and fire extinguisher which is easily accessible at the hot work area.

承包商必须将易燃和易燃物从现场移走，并准备好防火毯和灭火器，以便在热工作区容易接近。

After welding, cutting, or open flame work is completed, first hour and third hour fire watch shall be undertaken by the welder before he leave the hot work area to ensure there are no smoldering or previously unnoticed fires. Sinopec Lubricant Singapore Pte Ltd must be notified whenever hot work has started a fire, even if the contractor was able to extinguish the fire before there is any damage.

焊接、切割或明火工作完成后，焊工应在离开热工作区域前进行一小时和三小时的火警监督，以确保没有闷烧或以前未发现的火灾。当高温作业引发火灾时，必须通知中国石化润滑油（新加坡）有限责任公司，即使承包商能够在火灾发生前将其扑灭

All the high risk works undertaken in SINOPEC must complied with local legislation , Code of Practices and the Singapore Standard requirement

所有在SINOPEC进行的高风险工作都必须遵守当地的法律法规，规范和新加坡的标准要求。

**Environmental Protection环境保护**

**Waste Management废弃物管理**

All wastes generated in the plant from any contracted works shall be segregated accordingly to general wastes, toxic waste and chemical wastes and shall be identified and labeled and stored in suitable container and disposed outside SINOPEC facility

在工厂内施工产生的废弃物，应根据一般废物、有毒废物和化学废物进行隔离，并将其标识、标记并储存在适当的容器内，并在SINOOPEC设施外处置

**Environment Pollution Control环境污染控制**

All contracted works undertaken in SINOPEC facility which have the potential to pollute the environment which include the ground water and storm water drainage arising from leaked oil and chemicals shall be provided with suitable drip tray or secondary containment

所有有可能污染环境的承包工程，包括因泄漏的油和化学品引起的地下水和暴雨排水，应提供适当的接油盘或二次密封装置

**Vehicle Emission汽车排放**

Vehicle parked in SINOPEC shall have its engine switched off at all times when there is no activity。 Vehicle shall not be parked at any location within Sinopec facility without prior approval

停在SINOPEC设施的车辆，在没有活动的情况下，应关掉引擎。未经事先批准，车辆不得停放在中国石化新加坡有限公司设施内的任何地点。

**Chemical & Solvent**化学，溶剂和油漆

Chemical，solvent and paint as well as gas bottles which the contractor intend to bring into SINOPEC shall be accompanied with safety datasheet , with suitable storage cabinet and be approved by the safety manager.

Contractor shall not store these items at any location in Sinopec without prior approval.

承包商如果有打算引入化学和溶剂,油漆或气瓶进入SINOPEC设施，必须附有安全数据表，并有合适的储存柜，和经过SINOPEC安全经理批准。未经批准，承包人不得在SINOPEC境内任何地点存放.

Secondary containment or drip tray shall be provided for all hazardous liquid chemicals or solvent used in SINOPEC premises.

所有的危险液体化学物品，溶剂和油漆必须使用接油盘或提供二次容器

**Roadtanker/ISOtank**

Roadtanker and isotank driver shall gown in long sleeve jacket with long pants and safety shoes to gain entry into Sinopec facility

道路油槽车和保序库司机入厂劳保要求必须穿长袖套装，长裤和安全鞋。

All roadtanker and isotank driver shall ensure weight of the roadtanker and isotank both empty and after filled were weighed at Sinopec Lubricant Singapore Pte Ltd weighing bridge

道路油槽车和保序库司机要确保道路油槽车和保序库的重量（包括空车或满车）都在中国石化润滑油（新加坡）有限责任公司的称重桥上取重量。

Roadtanker & ISOtank driver shall only parked in the additive/base oil loading and unloading area in the presence of the duty technician

道路油槽车和保序库司机只能在中国石化润滑油（新加坡）有限责任公司值班技术人员在场时才能在添加剂和基础油装卸区域停车

Upon parking at the additive/base oil loading and unloading area, roadtanker driver shall switched off the vehicle engine, raised up the tank top safety barrier and exit the vehicle during the filling process.

在添加剂/基础油装卸区停车后，油罐车和保序库司机应关闭汽车发动机，抬高油罐车

油箱顶部的安全屏障，并在灌装过程中离开车箱

Roadtanker must be equipped with spill control kit and fire extinguisher for emergency purposes.

在紧急情况下，道路油罐车必须配备溢油控制箱和灭火器

**Haulage & Self Collection Service Provider**

运输及只提服务商

All prime mover driver shall provide wheel chock behind the container wheel to deter the container from sudden movement prior to co-joining with the laden container

原动机司机员应在集装箱轮后提供轮垫，以防止集装箱在与装载的集装箱联合之前突然移动

Driver shall check and ensure that the 5th wheel locking mechanism is fully lock before moving the laden container

在搬运装载货物的集装箱之前，司机应检查并确保五轮锁紧机构完全锁紧

Heavy Vehicle Designated Entry & Exit Routes重型车辆指定进入和出口路线



**Roaming around office building 行驶办公楼区域**

No prime mover nor container chassis shall roam around the office building unless stuffed container chassis were parked or located near office building pending truck out.

除非在办公楼附近有放置等待托运的集装箱，否则集装箱车头不能行驶办公楼区域

廉洁从业责任书

Agreement on Business Ethics and Principles

甲方：中国石化润滑油(新加坡)有限责任公司

Party A: Sinopec Lubricant (Singapore) Pte. Ltd.

乙方：

Party B:

为规范甲乙双方的商业行为，维护公平竞争，经双方协商，签订本责任书。

For the purpose of regulating business activities and maintaining the fair competition, after kind negotiation, Party A and Party B herein agree to sign this Agreement on Business Ethics and Principles as follows:

第一条 任何一方应严格遵守双方注册地或主要住所地所在国有关反对商业贿赂和廉洁从业的各项法律规定，严格履行双方签订的合同或协议，恪守商业道德和正当竞争的市场行为准则，共同营造公平公正的商业交易环境。

Article 1. Either party shall strictly comply with relevant laws and regulations of anti-commercial bribery and business of ethics and principles of both parties’register locations or their main domiciles of their own country. Party A and Party B shall strictly execute any contracts or agreements signed by and between them, adhere to commercial morality and code of market conduct, to jointly build a fair and impartial business environment.

第二条 甲方应禁止本公司员工、代理人利用职务之便，向乙方及其相关单位和人员索要或接受折扣费、中介费、佣金、礼金、有价证券、支付凭证、贵重物品等任何好处；不得参加乙方及其相关单位安排的可能影响公平交易的宴请及健身、娱乐等活动；不得向乙方及其相关单位和人员提出超出工作范围之外的，可能影响公平交易的事项或要求。乙方发现甲方及其员工、代理人有违反本责任书规定的，应当予以拒绝，并及时向甲方监察部门通报。

Article 2. Party A shall prohibit any of its employees and agencies from taking advantages of their positions to request or accept discount fees, agency fees, commissions, gift-money, marketable securities, disbursement voucher, costly presents or any other valuable goods and services from Party B or any other relevant companies and personnel; and shall prohibit them from attending any banquets, gymnastic activities, entertainment or any other activities arranged by Party B or relevant companies which may affect the fair execution of business between Party A and Party B. Party A shall not make any requirements or demands on Party B or any other relevant companies or personnel that are beyond the working scope and may affect the fair execution of business between both parties. If Party A, its personnel and agencies are found to break rules of this Agreement, Party B shall reject those requirements or demands and report timely to Party A’s inspection and supervision department.

第三条 乙方应禁止本公司员工、代理人及其相关单位和人员，给予或允诺、暗示给予甲方员工、代理以折扣费、中介费、佣金、礼金、有价证券、支付凭证、贵重物品等任何好处；不得安排有可能影响公平交易的宴请、健身、娱乐等活动；不得为甲方员工、代理及其特定关系人提出的超出工作范围之外的，可能影响公平交易的任何事项提供便利。

甲方发现乙方及其相关单位和人员有违反本责任书规定的，有权选择索赔或在本公司、本公司控股企业及其关联企业内给予通报、限制或禁止与其交易的处理。

Article 3. Party B shall take all necessary measures to prevent its employees, agencies, relevant companies and personnel from offering, promising, or implying presenting discount fees, agency fees, commissions, gift-money, marketable securities, disbursement voucher, costly presents or any other valuable goods and services to Party A’s employees and agencies; and shall not arrange any banquets, gymnastic activities, entertainment or any other activities which may influence the fair and impartial execution of business between Party A and Party B; and shall not offer any improper convenience which is beyond the working scope and may affect the fair execution of business between both parties to Party A’s employees, agencies and special related person.

If Party B, or its relevant companies and personnel are found to violate the rules of this Agreement, Party A will be entitled to request the compensation, or to give notification among Party A, its holding companies and relevant enterprises, and to restrict or prohibit Party B to do business with Party A.

第四条 本责任书经双方签署后生效。甲乙双方签订交易合同的，本责任书作为交易合同附件，与交易合同具有同等法律效力；未签订交易合同的，本责任书独立有效。

Article 4. This agreement will come into effect as soon as it is signed by Party A and Party B. If contracts are signed by both parties, this agreement shall be deemed as the appendix of the contracts and have the same legal effect as that of the contracts; if no contracts have been signed by and between both parties, this Agreement shall be valid independently.

第五条 甲乙双方及其人员在商业活动完成后，发生或发现违反本责任书规定的行为，按本责任书规定处理。

Article 5. Party A, Party B and their personnel should conform to this Agreement strictly, and should be governed by this Agreement after the business activities are fulfilled.

第六条 本责任书以中文和英文书就，中文内容与英文内容之间的任何不一致，以英文内容为准。

Article 6. This agreement has been made out in both

Chinese and English versions. In case of any divergence of interpretation, the English version shall prevail.

第七条本责任书一式两份，甲乙双方各执一份，具有同等法律效力。

Article 7. This Agreement is made in two copies, one copy to be held by each party, and each copy is legally of equal effect.

甲方单位：中国石化润滑油(新加坡)有限责任公司

Party A: Sinopec Lubricant (Singapore) Pte. Ltd.

姓名/Name:

职称/Designation:

电话/Telephone Number:

日期/Date:

签名和公章/Signature and company stamp:

乙方单位：

Party B:

姓名/Name:

职称/Designation:

电话/Telephone Number:

日期/Date:

签名和公章/Signature and company stamp: