

**Saudi TOTAL Petroleum
Products Company Limited (STPP)
Head Office in Jeddah**



TotalEnergies

**Visitor HSE
PASSPORT**



At TotalEnergies,
we consider safety first
above all else

WELCOME TO STPP

Here at STPP, We wish to make your visit to our facility as safe as possible. We therefore request you to read this passport carefully.

The passport is intended to familiarize you with important HSE requirements of the site that you are expected to comply to.

Should you have any queries in this respect, please consult your host.

Your valued suggestions for improving the prevailing standards of HSE will be appreciated.

HSE Passport issued to:

HSE Passport issue date:.....

Emergency Contact Number



FOR ALL EMERGENCIES SUCH AS

Fire, Spill, Accident & Illness

- | | |
|---------------------------------------|-------------------------|
| • Reception | +966 012 225 6320 |
| • HR Director | +966 54 673 4441 |
| • HSEQ & Projects Director | +966 58 318 8830 |
| • 24 Hrs Duty Manager | +966 54 263 2565 |
| • Police / Emergency | 911 |



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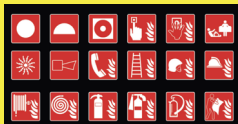
VISITOR PASS

- Please put on your visitor's pass at all times while at office

- The entire office is a **Non-Smoking** area.
For designated smoking area, contact your host.



- Obey all **safety & Fire prevention** warning signs.



- **Report Immediately** nearmiss, incident or accident events to your host.



- **Always “PULL”** the office cabin doors, never push them.



- **Photography is Prohibited** in STPP premises.



- **Alcohol is Prohibited** in STPP premises.



- For **First Aid** requirements please contact your host.



- Be alert to potential hazards of moving hand trolleys.



EMERGENCY EVACUATION PLAN

UPON HEARING THE FIRE ALARM:

- ✓ On Hearing the Fire Alarm, (or information from the witness), **all** persons must rush to the Emergency Assembly Point (EAP) located outside the office main gate (Refer to the map on HSE Passport.)
- ✓ There is no need to panic.
- ✓ Visitors **will** be guided to EAP by one of **STPP 's representative.**



EMERGENCY TELEPHONE NUMBERS

FIRE/POLICE/AMBULANCE

911

INSURANCE/NAJM

9200 00 560

HSEQ & PROJECTS DIRECTOR

+966 58 318 8830

SAUDI GERMAN HOSPITAL (JEDDAH)

92 000 7997

STPP DUTY OFFICER

+966 54 26 32565

DO'S IN STPP PREMISES

- ✔ Park the vehicles in reverse at designated parking areas only.
- ✔ Proceed to the STPP office to get Visitors Pass
- ✔ Visitors need to be accompanied by STPP's representative at all times.
- ✔ ALWAYS dispose waste correctly & maintain good housekeeping.
- ✔ Hold railings when using staircases.

DONT'S IN STPP PREMISES

- ⊘ DO NOT Leave your personal items at the office desks.
- ⊘ DO NOT walk on slippery or wet floor (warning sign).
- ⊘ DO NOT touch any mechanical or electrical equipment, unless authorized to do so.
- ⊘ DO NOT push the doors unless not possible to do, if you have to push a door please be vigilant.

Dear Guest,

In Saudi Total Petroleum Products Co. Ltd (STPP), we are very glad to inform you that we have defined & implemented our “Community Grievance Management” process. The process will be followed in order to consider and resolve all complaints/grievances raised by our valued stakeholders.

Complaints are accepted verbally or in writing (e-mail, phone, letter, in a meeting, etc.). There are several ways, community members/complainants can register a complaint with STPP:

1. Send an e-mail or fill out the complaint form and send it to: ms.sa.stppgrievancemgt@total.com
2. Contact our Grievance Officer
Mr. Hani AL HARBI on 0583188830.
3. Fill out a complaint form and mail it or hand deliver it to STPP offices for the attention of Mr. Hani AL HARBI.

* KAEC Plant:

SAUDI TOTAL PETROLEUM PRODUCTS CO LTD (STPP)
7969 Industrial Area, Phase 1, IV1A-C41, Unit No. 705
King Abdullah Economic City , Post Code 23989-2230
Kingdom of Saudi Arabia

*** Jeddah Head Office:**

Saudi TOTAL Petroleum Products Co. Ltd (STPP)
Zahran Business Center, Tower-B Office 1007,
Prince Sultan St. PO Box 4861, Jeddah 21463,
Kingdom of Saudi Arabia

*** Riyadh Sales Office:**

Saudi Total Petroleum Products Co. Ltd.
Exit 14 eastern ring road
Ar rayyan area, abu suliman al rajhi building, 3rd floor
P.O. Box 222283, Riyadh 11495, Kingdom of Saudi Arabia

*** Dammam Sales Office:**

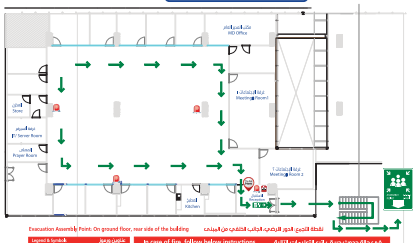
Saudi Total Petroleum Products Co. Ltd
4th floor, #401, Al-Jazeera building, king saud road,
Al Safa Dist. P.O. box 69342, dammam 31547,
kingdom of Saudi Arabia

4. Go to STPP's Web Site **<https://www.totalsaudi.com/en>**
and fill the complaint form under Contact us.

خطة مسار عملية الإخلاء في حالة الطوارئ

EMERGENCY EVACUATION ROUTE PLAN

مكتب جدة - الدور العاشر Jeddah Office - Tenth Floor



Evacuation Assembly Point: On ground floor, rear side of the building

نقطة التجمع: الدور الأرضي، الجانب الخلفي من المبنى

Legend & Symbols	أشكال ورموز
Fire alarm pull station	أشكال
Emergency exit	مخرج طوارئ
Exit door	باب الخروج
Fire alarm pull station	محطة إنذار حريق
Water Evacuation Route	طريق إخلاء المياه
Stair	سلم

In case of fire, follow below instructions	في حالة حدوث حريق، اتبع التعليمات التالية
Pull down the fire alarm pull station	استخدم جرس إنذار الحريق
Exit the building using the nearest emergency exit	الخروج من المبنى باستخدام أقرب مخرج طوارئ
Go to the designated assembly point	انتقل إلى نقطة التجمع
Do not re-enter the building until authorized to do so	لا تقم بالعودة إلى المبنى حتى يُسمح لك بذلك



Saudi TOTAL Petroleum Products Company Limited (STPP)
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