

2020

# SUSTAINABILITY REPORT



ABU DHABI OIL CO., LTD. (JAPAN)

SAFE AND STABLE OPERATIONS, FOR THE PEOPLE AND PLANET.

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## PEOPLE

Our people are our most valuable asset. We respect individuals and their fundamental human rights and strive to create a workplace environment where employees can demonstrate their abilities to the fullest.

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## INTRODUCTION

This report demonstrates and recognizes our social, economic, and environmental achievements, as well as areas of improvement moving forward.

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## PLANET

At ADOC, we are mindful of the environment in which we operate. We recognize the potential environmental impacts that could occur which are intrinsically associated with our industry.

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## **PROFIT**

ADOC's vision focuses on optimizing production and long-term growth. The major targets to achieve this vision include maintaining safe and stable operations, further enhancing individual capability and productivity and executing all planned works within strict time schedules.

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## **HEALTH & SAFETY**

ADOC aspire to become a safe, accident-free company. The safety of our employees and operations is our top priority and we strive to assure the safety of all our business activities.

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# STATEMENT FROM THE GENERAL MANAGER

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This was an exceptionally challenging year for businesses and individuals, yet ADOC were resilient against the difficulties faced by the pandemic and were able to make great strides towards our sustainability commitments, which is testament to our employees strength and dedication to the Company.





**Mr. Koji Ueno**  
Representative & General Manager, ADOC

Welcome to the 10th edition of ADOC's Sustainability Report. Our commitment to sustainability is demonstrated by our actions towards enhancing the environment, society, and economy in which we operate. We are dedicated to continual learning and improvement to support the national and global advancement of sustainability. I am pleased to communicate these commitments to our esteemed stakeholders throughout the contents of this report.

This year with the outbreak of the global COVID-19 pandemic, we faced numerous challenges. Furthermore, oil prices reached a record drop, yet despite these obstacles, we were able to continue safe and stable operations. We are also pleased to have maintained production without any operational disturbances or major incidents.

Most notably, we are appreciative of the resilience of our staff and their flexibility in adapting to the changing work culture and immediately switching to remote working.

The admirable productivity and dedication of our employees located offshore and those working remotely in Abu Dhabi meant there was no interruptions to operational activities. To support this movement, we maintained excellent IT expertise and invested in technological resources to transform our activities to online platforms by upgrading the internal systems with incredible success to allow continued working.

ADOC's responsibility to the health and safety of our employees and Contractors was amplified during 2020, and we went over and above to safeguard the wellbeing of all during the pandemic. A weekly COVID-19 Task Force Meeting was arranged from March to December 2020. All department managers were actively involved in this meeting to share their department's performance, as well as discuss the continual health and safety of their employees. This initiative played an important role in managing the transition.

Continuity was also achieved in training at ADOC in 2020 despite the pandemic. All training courses were shifted online, with an extremely high success rate. This included the Japanese Language Training Programme, which is an initiative to provide Japanese language courses to Emirati Nationals and in schools. The Japanese Language Training Programme was continued throughout 2020 via online classes, including an online graduation ceremony for all students which will be held in 2021.

Looking back, we are proud of our staff's achievements throughout this challenging year which without a doubt has affected all of us on different personal and professional levels. However, our staff have proven their dedication to the Company's overall growth and progression and with this we have achieved safe and stable operations during a historical year. Moving forward, we aim to continue on the same path and build on our leadership's vision towards greater growth and sustainability for our people, planet and profit.

# OUR SUSTAINABILITY APPROACH

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ADOC's key stakeholders were consulted during the preparation of this report, including Company employees, Contractors, and Suppliers to define this year's report content. Engagement of stakeholders was achieved through stakeholder interviews, a Materiality Assessment Workshop and receipt of responses to questionnaires.

## OUR SUSTAINABILITY APPROACH

Abu Dhabi Oil Co. Ltd. (Japan) (ADOC) are pleased to present their 10<sup>th</sup> annual Sustainability Report, covering activities from January 1<sup>st</sup>, 2020 to December 31<sup>st</sup>, 2020. This report demonstrates and recognizes our social, economic, and environmental achievements, as well as areas of improvement moving forward. This reporting practice helps to define and improve our management procedures and guide our future activities for the benefit of our employees, stakeholders, the community, and environment.

We present our report in accordance with the Global Reporting Initiative (GRI) Standards: Core Option. The report has also been aligned with the United Nations (UN) Sustainable Development Goals (SDGs), to demonstrate ADOC's contribution to the global framework.

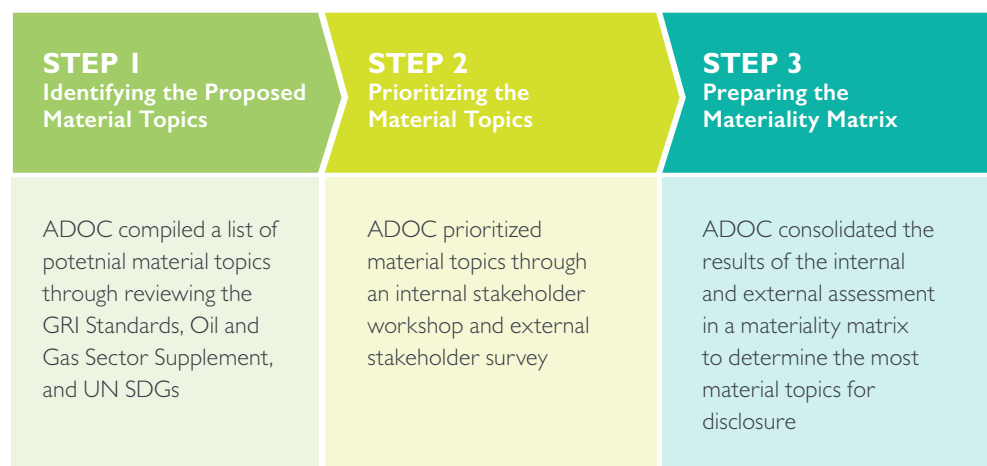
This report focuses on ADOC's United Arab Emirates (UAE) based operations, namely our onshore facilities: Abu Dhabi Office and Mussafah Warehouse; and our offshore facilities: Central Facilities Platform (CFP), Mubarratz Island and supporting facilities, including the Umm Al Anbar Site Terminal (ARST), Neewat Al Ghalan (GA) Terminal, Hail Site Terminal (HST), as well as the four offshore fields: Mubarratz, Umm Al Anbar (AR), Neewat Al Ghalan (GA), and Hail.

### Preparation of the Sustainability Report

ADOC's key stakeholders were consulted during the preparation of this report, including Company employees, Contractors, and Suppliers to define this year's report content. Engagement of stakeholders was achieved through stakeholder interviews, a Materiality Assessment Workshop and receipt of responses to questionnaires. As sustainability covers a broad range of topics; the most important aspects and issues to ADOC and its stakeholders were defined through the focused Materiality Assessment.

In 2019, we carried out a comprehensive Materiality Assessment, which accounted for the addition of an Offshore Operating (OP) Department to our organizational structure. Due to the significant change in circumstances because of the Coronavirus (COVID-19) pandemic and associated changing work environment and culture, it was deemed necessary to undertake a thorough revalidation of the material topics selected for this report. The image below outlines the process for materiality selection.

#### Materiality Assessment Process





Nine material topics were identified and ranked based on the feedback from internal and external stakeholders.

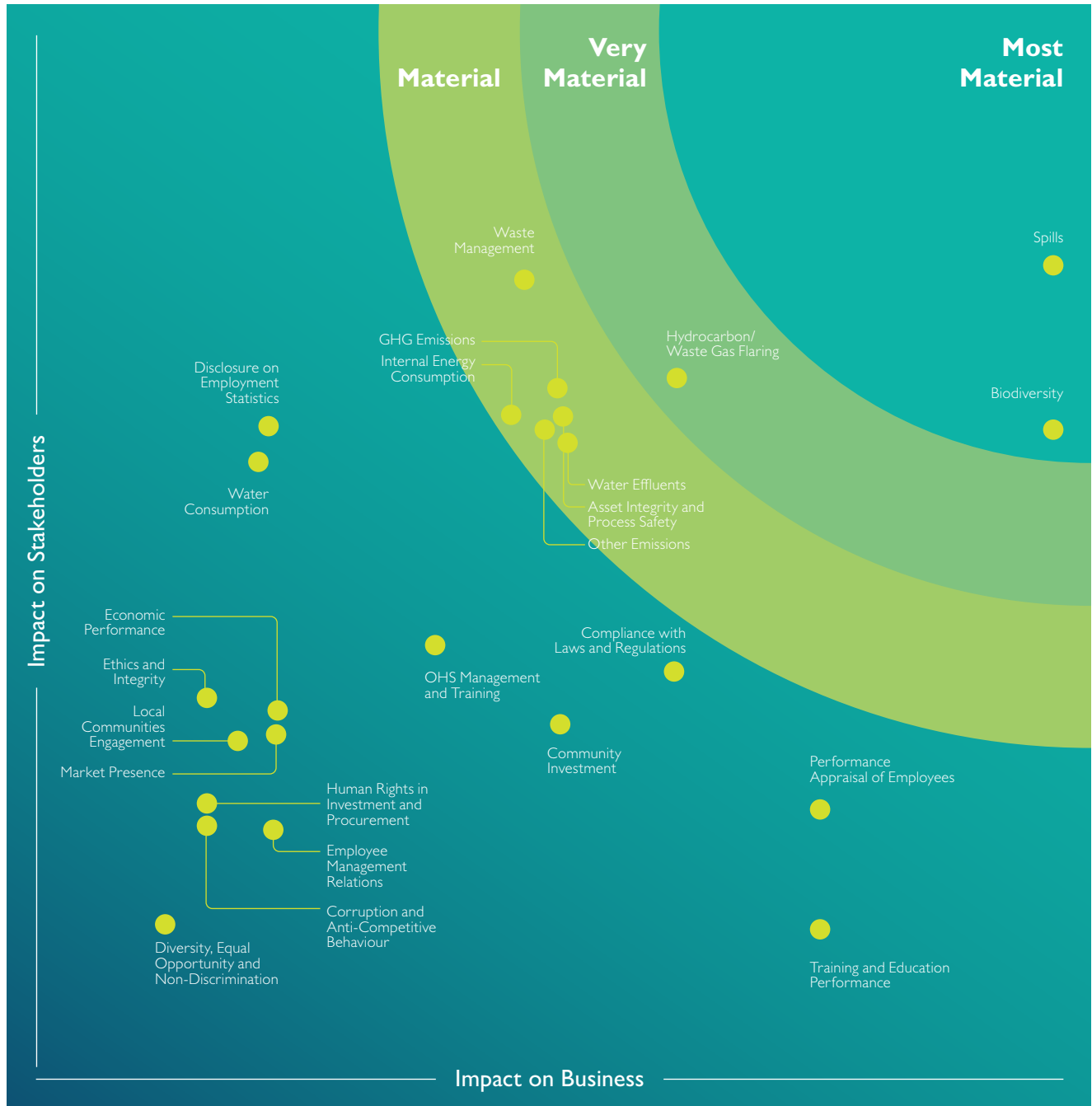
People, planet, and profit issues were assessed by the internal and external stakeholders through a workshop and questionnaires, respectively, to finalize the list of material topics to be reported this year. These have been categorized as material, very material and most material, based on the topic's importance to ADOC and its stakeholders. The boundary of the Sustainability Report focuses on ADOC's UAE operations, and the individual topic boundaries were determined based on the location of the operating activities and reach of their potential risks and opportunities.

Nine material topics were identified and ranked based on the feedback from internal and external stakeholders, presented in the materiality matrix below. It is important to note that 28 employees participated in the internal stakeholder workshop, while 11 external stakeholders participated in the survey.

#### Material Topics for 2020

Rank	Material Topic	Sustainability Pillar	Materiality	Topic Boundary
1	Spills from Operations	Planet	Most Material	ADOC Site Operations
2	Biodiversity	Planet	Most Material	ADOC Site Operations
3	Hydrocarbon / Waste Gas Flaring	Planet	Very Material	ADOC Site Operations
4	GHG Emissions	Planet	Material	ADOC Site Operations
5	Other Emissions	Planet	Material	ADOC Site Operations
6	Water Effluents	Planet	Material	ADOC Site Operations
7	Waste Management	Planet	Material	ADOC Headquarters and Site Operations
8	Asset Integrity and Process Safety	People	Material	ADOC Site Operations
9	Internal Energy Consumption	Planet	Material	ADOC Headquarters and Site Operations

## Materiality Matrix



## ADOC's Alignment to the United Nations (UN) Sustainable Development Goals (SDGs)

The UN SDGs are a roadmap to achieve a better and more sustainable future, addressing global challenges such as climate change, environmental degradation, poverty, inequality, and human rights.

The areas where we actively endeavor to make the most significant contribution to sustainable development through our work and align with the SDGs are as follows:

ADOC promotes the health and wellbeing of all employees by providing medical care and training to ensure all staff are competent in their work to avoid health and safety risks and incidents. ADOC have consistently reported zero fatalities for many years, with zero fatalities in 2020. ADOC also recorded no Lost Time Injuries (LTIs), meeting their Key Performance Indicator (KPI) target, while the Contractors only recorded three LTIs, which is also in accordance with the ADOC KPI.

ADOC supports all employees who wish to further their education by offering flexible working hours and study leave. In addition, ADOC provides in-house and external training courses; a total of 534 hours of training were undertaken in 2020 by Company employees, and we provided 1,271 hours to our Contractors. ADOC also provides education in the community through the Japanese Language Learning Programme, which focuses on the cultural development of the younger generation of Abu Dhabi. This programme continued virtually despite the challenges of the pandemic.



We are committed to advancing sustainable operations and promoting innovation within the oil and gas sector. To reduce our environmental footprint and ecological impact, ADOC are engaged in several activities to preserve the valuable ecosystems in our offshore fields by monitoring, protecting, and enhancing natural environments, such as through mangrove planting and reuse of sewage sludge for the mangrove plantation. The research and activities undertaken by ADOC have been shared with the global community through journal publications and award schemes to transfer knowledge and foster global innovation to promote sustainable development.

We respect individuals and their fundamental human rights; we do not engage in acts that infringe on the moral principles for standards of human behavior. We prohibit discrimination, forced work against workers' wishes and child labor, and we respect the rights of indigenous people. All ADOC operations have undergone human rights reviews or human rights impact assessments in this reporting year.

ADOC are committed to supporting a safe, resilient, and sustainable city by paying close attention to their environmental, social, and economic impacts. For example, we proactively make every effort to minimize the waste generated by our operations to reduce our environmental footprint and operational costs. We manage our waste in accordance with the applicable regulatory laws on waste management for handling, storage, and disposal, as well as Abu Dhabi National Oil Company (ADNOC) Health Safety and Environment (HSE) Standards.

We are committed to investing in the safety of our operations and continually report on our performance. ADOC follow a stringent set of requirements set by ADNOC and ADOC, as well as follow international best practice to ensure responsible production.



ADOC supports sustainable water management and ensures that water conservation is a priority through efficient and responsible use of water by every individual. We also encourage water recycling, for example, ADOC uses treated wastewater for irrigation purposes at Mubarratz Island. In addition, we strive to improve water quality by reducing and eliminating pollution, dumping, and releases of hazardous chemicals and materials to the marine environment. ADOC are dedicated to preventing and minimizing the number and volume of hydrocarbon spills to the marine environment through strict operations and maintenance procedures, and firmly adheres to national and international guidelines for discharges into the marine environment.

With respect to every individual and their fundamental rights, ADOC prohibits discrimination on the grounds of birth, nationality, race, beliefs, religion, gender, age, or disability. ADOC have a robust Code of Conduct which is implemented by every employee to prevent inequalities in the workplace.

ADOC completed the transition of their Energy Management System (EnMS) from the International Organization for Standardization (ISO) 50001:2011 to 50001:2018 standard. This standard provides a framework for more efficient use of energy and continual improvement, by setting targets and objectives and measuring the results.

Despite the COVID-19 pandemic, ADOC successfully maintained stable operations by meeting all crude oil production targets, therefore promoting sustained economic growth in a difficult year, as well as full and productive employment, securing all employee positions.



We consciously take action to reduce our carbon emissions from our operations. ADOC adhere to a zero-flaring policy and monitor all operations with respect to air emissions.

We protect the marine environment through risk assessments and conservation activities around our offshore operations. For example, no significant spills recorded in this reporting year; preventing and reducing marine pollution.

We ensure environmental and biodiversity protection through environmental impact assessments, conservation, and monitoring activities, such as our mangrove plantation, and osprey, seagrass and coral monitoring programs.

ADOC also operate in line with the highest standards of governance, compliance, and ethics in accordance with national and international legislation and enforce similar regulations throughout our supply chain.

## Reporting Framework, Scope and Limitations

The list of material aspects and boundaries have been revised for the year 2020 to reflect the internal and external stakeholder assessment. In this report, we focus on the most material topics as defined by the stakeholders. In addition, we have also undertaken the process of mapping our material topics to the UN SDGs, to align and positively contribute to the UAE's commitment to the implementation of the goals.

We welcome your valuable feedback on our 2020 Sustainability Report and encourage you to contact us at [auhse@adoc.ae](mailto:auhse@adoc.ae) with any comments or suggestions.

# ABOUT ADOC

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ADOC was established on the 17<sup>th</sup> of January 1968 when it was awarded the exploration and development of the oil concession Mubarratz Field, located off the coast of Abu Dhabi. The first exploratory well successfully produced crude oil in September 1969 in Mubarratz Field, and in June 1973, the first shipment of Mubarratz crude oil was transported to Japan.

## ABOUT ADOC

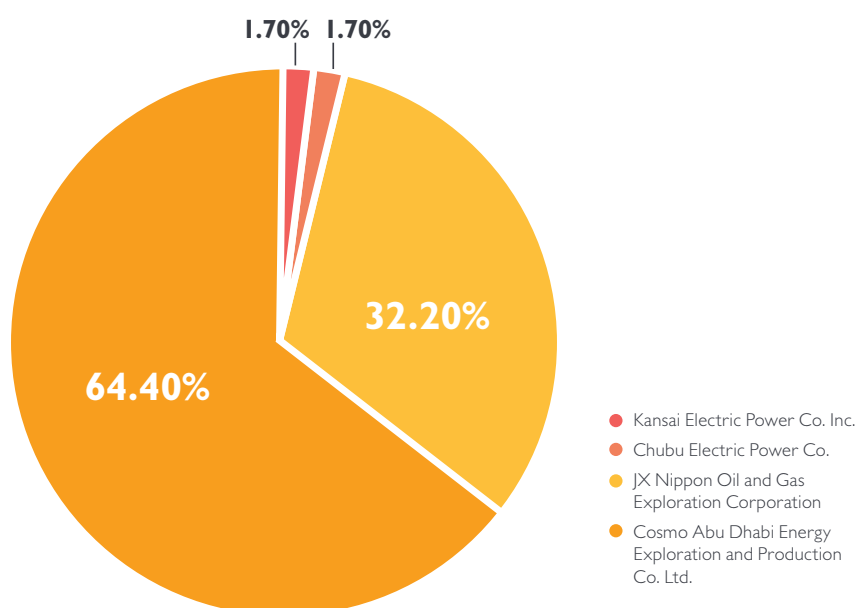
ADOC, Abu Dhabi Oil Co. Ltd. (Japan) is a privately held company that specializes in the development and production of oil, with our head office based in Tokyo, Japan. ADOC's operations in Abu Dhabi are regulated under the Supreme Petroleum Council (SPC). The SPC is the superior authority responsible for the petroleum industry in the Emirate of Abu Dhabi. The SPC formulates and oversees the implementation of Abu Dhabi's petroleum policy and follows up its implementation across all areas of the petroleum industry in the Emirate to ensure that the goals set are accomplished. ADOC also follows standards and guidelines in line with Abu Dhabi National Oil Company (ADNOC), which is a state-owned corporation responsible for the production and marketing of all Abu Dhabi oil and gas exploration and production.

ADOC was established on the 17<sup>th</sup> of January 1968 when it was awarded the exploration and development of the oil concession Mubarratz Field, located off the coast of Abu Dhabi. The first exploratory well successfully produced crude oil in September 1969 in Mubarratz Field, and in June 1973, the first shipment of Mubarratz crude oil was transported to Japan. Since commencing its operations in May 1973, ADOC has been highly regarded for its achievements within the industry through safe, effective, and reliable operations. ADOC is strongly committed to health, safety, and the environment, and has developed procedures in alignment with the ADNOC Health, Safety and Environment (HSE) Standards. Through ADOC's safe and stable operations, we can continue our contribution to the development of Abu Dhabi and the supply of crude oil to Japan.

## Our Shareholders

ADOC is owned by four Japanese shareholders, who provide governance and propel the growth of the Company in a safe and sustainable manner. ADOC was originally formed in 1968 by Maruzen Oil Co., Ltd., Daikyo Oil Co., Ltd. (these two companies have since merged into the present Cosmo Abu Dhabi Energy Exploration and Production Co., Ltd.) and Nippon Mining Co., Ltd. (now JX Nippon Oil & Gas Exploration Corporation). Since then, two additional shareholders, Kansai Electric Power Co. Inc. and Chubu Electric Power Co. Inc. have also joined the consortium. The ADOC shareholders lead all decision-making processes relating to the future of the Company.

### ADOC's Shareholder Percentages

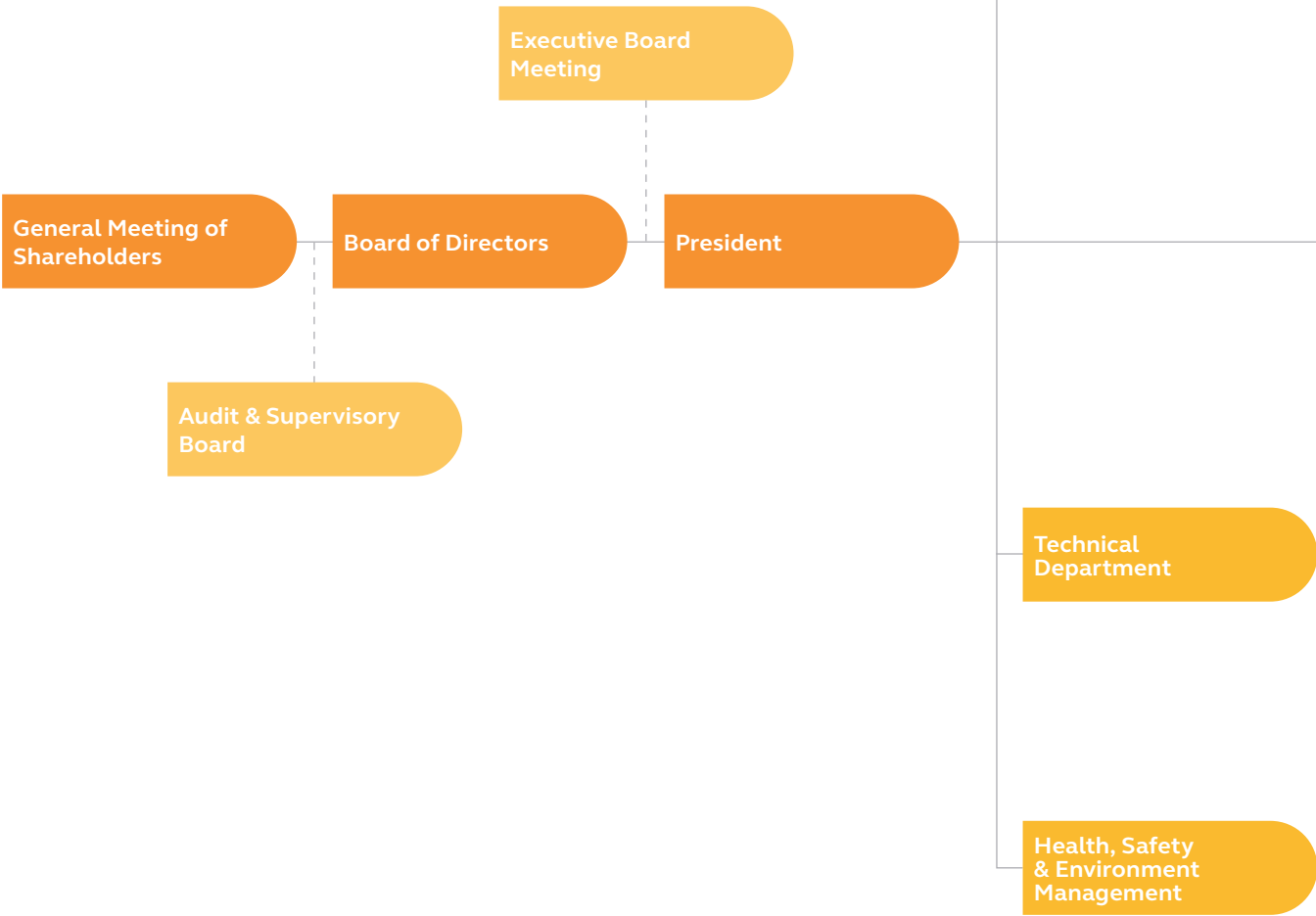


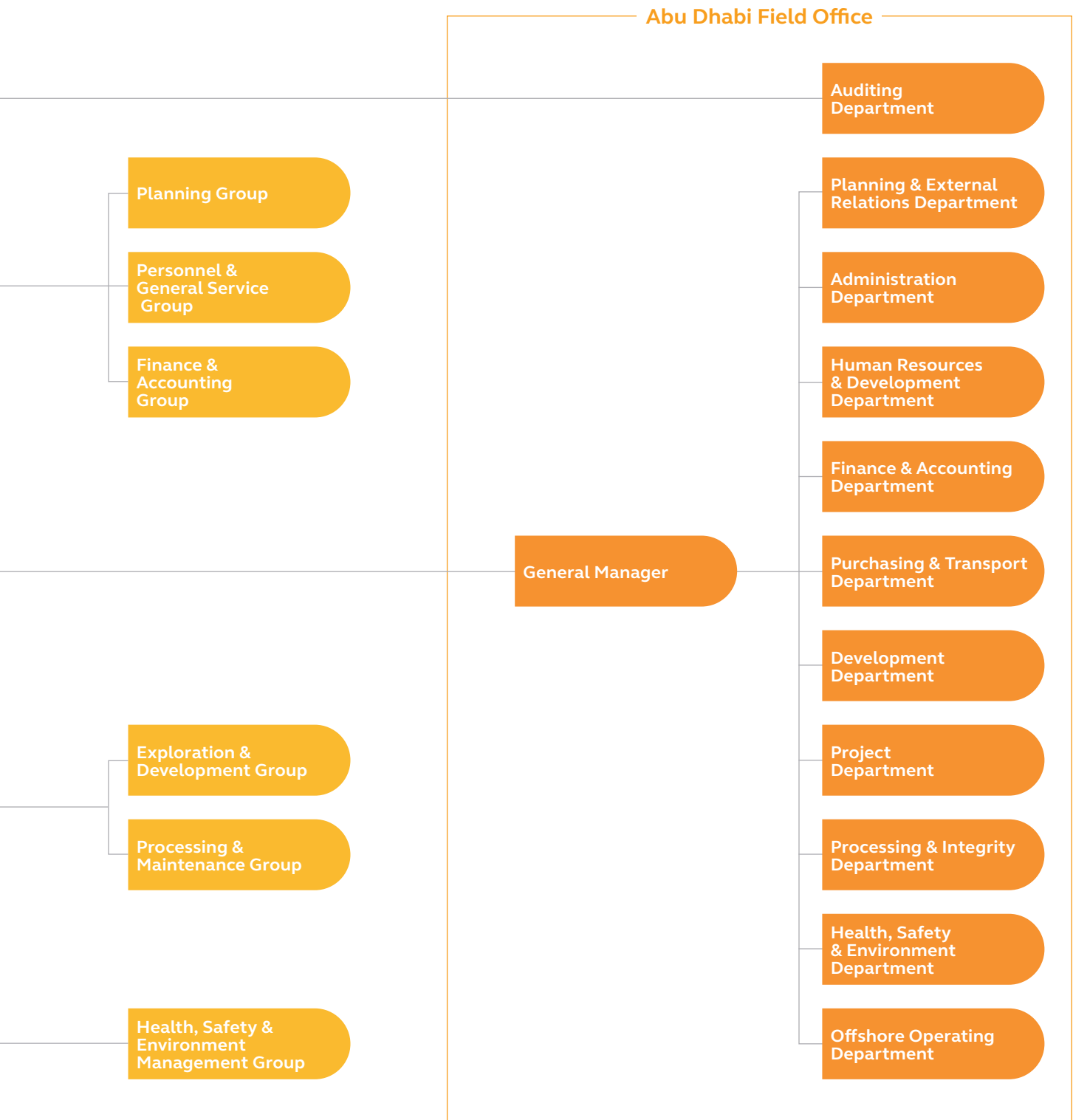


Organizational Structure

ADOC's operations in Abu Dhabi have 10 departments operating under the General Manager, including Planning and External Relations (PL), Administration (AD), Human Resources and Development (HR), Finance and Accounting (FA), Purchasing and Transport (PT), Development (DP), Projects (PJ), Processing and Integrity (PI), Health, Safety and Environment (SE) and the Offshore Operating (OP) Department. The Auditing (AU) Department also operates in Abu Dhabi; however, it is governed from the headquarters in Japan. No additional departments were added to the Abu Dhabi organization structure in this reporting year.

The General Manager reports directly to the President of ADOC, located in Japan. The General Manager is responsible for managing the economic, environmental, and social impacts of our operations, along with a committee of managers from each of the 10 departments who have delegated responsibilities on issues related to these topics. Each manager is responsible for the identification of impacts, risks, and opportunities, as well as the implementation of suitable mitigation and control measures. Due diligence assessments are undertaken through the Internal AU Department to ensure the adequacy of these measures, as well as periodic external audits.





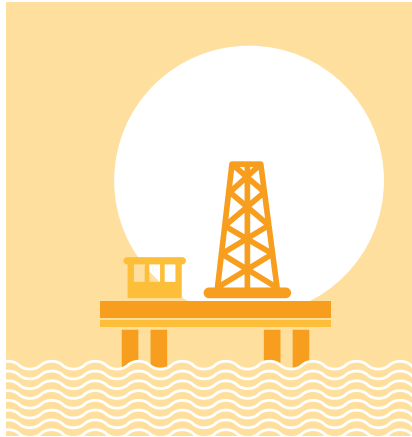
ADOC operates in the UAE oil and gas sector, and is responsible for the extraction, processing, and transportation of crude oil to Japan.

## OUR OPERATIONS

ADOC operates in the UAE oil and gas sector, and is responsible for the extraction, processing, and transportation of crude oil to Japan. ADOC operates four oil fields approximately 100 kilometers west of Abu Dhabi City: Mubarratz, Umm Al Anbar (AR), Neewat Al Ghalan (GA) and Hail, which are all currently producing oil. The main processing and support facilities are situated on Mubarratz Island, south of the GA Field.

Mubarratz Island hosts oil and gas processing, crude storage, crude loading, water treatment utilities, accommodation blocks and other associated infrastructure.

Crude oil produced from Mubarratz, AR, GA and Hail Fields are processed at Mubarratz Island and shipped as Mubarratz crude oil to Japan. The field operations are supported by the offices in Abu Dhabi and the warehouse facility in Mussafah.



### Mubarratz Field

Commercial production in Mubarratz Field commenced in 1973. The Field consists of the Central Facilities Platform (CFP), located in the center of Mubarratz Field, three production platforms, seven well platforms, and twelve tripod well platforms.

Fluid from the production wells is treated on the production platforms for the first stage separation and then transported to CFP through submarine pipelines, where the oil and gas is gathered and transported to Mubarratz Island via pipelines for final processing. The CFP has a living quarters platform, control room platform and a production platform, which are connected by a bridge.

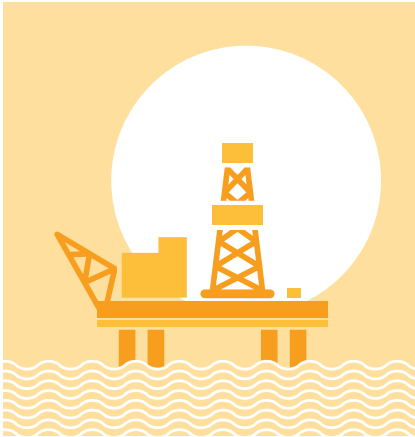


### AR and GA Fields

Commercial production in the AR and GA Fields commenced in 1989 and 1995, respectively. The AR Site Terminal (ARST) is in the center of the AR Field and is equipped with oil processing, sweet gas injection and sour gas injection facilities. A causeway provides onshore access from Mubarratz Island to the ARST.

Well-head streams from the AR and GA Fields are gathered through the pipeline network at the ARST, where both oil and gas are then separated using multi-staged separators. The separated oil is then transported to Mubarratz Island and the gas is sent to sweet and sour gas injection facilities where it is used in reservoirs to enhance oil recovery.





## Rig Operations

ADOC previously had two rigs for their operations. However, one rig was dehered in August 2020, leaving one rig available at present for drilling new wells or to work-over existing wells. We use jack-up type offshore rigs that are designed to operate in the shallow waters.

The rig possesses a barge-shaped hull with three truss legs and is also equipped with a derrick and other devices for drilling and work-over operations. The jack-up rig is towed to a location with its legs positioned upwards. Once at the site, the legs are firmly positioned on the seabed for work-over or drilling operations.



## Hail Site Terminal and Field

Hail Field is located 10 kilometers south of Mubarraz Island. The Hail Field development project is planned in two phases: Early Production Scheme Phase and Full Field Development Phase. The Early Production Scheme was commissioned and started production in late 2017. The Hail Site Terminal (HST) was constructed as part of the early production, and includes production wells, well testing facilities, production pipelines, gas injection and gas lift pipeline, subsea cable lines, chemical injection, and other utility systems. Fluid produced from Hail Field is transferred via pipelines to Mubarraz Island for processing.

Hail Field is located within the Buffer Zone of the Marawah Marine Biosphere Reserve, in extremely shallow waters around the Hail Shoal. The waters provide important coral and seagrass habitats for Dugongs and other marine wildlife, including sea turtles and dolphins.



## Mubarraz Island

Crude oil from the Mubarraz, AR, GA and Hail Fields is gathered through pipelines at Mubarraz Island, where facilities are used to process the crude oil into the final crude product, and loading facilities are used for shipment to Japan through a Single Point Mooring (SPM) facility. Separated water and wastewater at Mubarraz Island are injected into the underground formation through a disposal well to eliminate effluent discharge into the sea. The island also hosts a residential facility that accommodates approximately 500 personnel, as well as sports and recreation facilities, including a soccer field, tennis court and golf course.

## OUR PRODUCT

Our product is the processed crude oil produced from ADOC's oil fields. Tankers loaded with crude oil in Abu Dhabi leave the Arabian Gulf through the Straits of Hormuz, across the Indian Ocean and through the Straits of Malacca to deliver the crude oil to Japan. The tankers travel approximately 11,500 kilometers with a sailing time of 18 days. The marketing and sales operations are undertaken in Japan where the product is sold (beyond the scope of this report). ADOC's customers are in Japan.

## CHAPTER 01

# INTRODUCTION

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This report demonstrates and recognizes our social, economic, and environmental achievements, as well as areas of improvement moving forward.

## OUR COMMITMENTS AND ENGAGEMENTS

To ensure smooth, sustainable, and stable operations in today's business environment, regular interaction with our stakeholder groups is key. ADOC encourage open dialogue between all stakeholders to maintain and strengthen collaboration through transparent and trusted communications. At ADOC, we define our stakeholders as groups or individuals that can either affect or be affected by our business. We engage with our stakeholders on a regular basis through internal meetings, site visits, presentations, participation in regional forums, grievance procedures, and committees.

### ADOC Stakeholders



We continued to engage with those influenced or affected by our activities, despite the challenges posed by the COVID-19 pandemic, which limited face-to-face interactions. We engaged all departments in the materiality assessment, including the OP Department which was formed in 2019. The SE department, in consultation with other relevant departments, identified the stakeholder representatives who are responsible for the engagements. The SE Department ultimately provides feedback to the General Manager for approval. Moreover, ADOC and Contractor employees continued to participate in training sessions despite alternative working conditions due to the pandemic. Suppliers were also interacted with on a regular basis.

Our commitment to Emiratisation remained a priority this year. We continually engaged with our UAE National employees, providing them with regular training and performance reviews to assist them in reaching their goals and to further progress their careers. One of the main priority areas for improvement identified at ADOC through stakeholder engagement, particularly through communications with UAE Nationals initially, is employee advancement throughout the grading system at ADOC. ADOC are currently undertaking a full review of the mechanism for employee progression based on this feedback.

CORPORATE GOVERNANCE

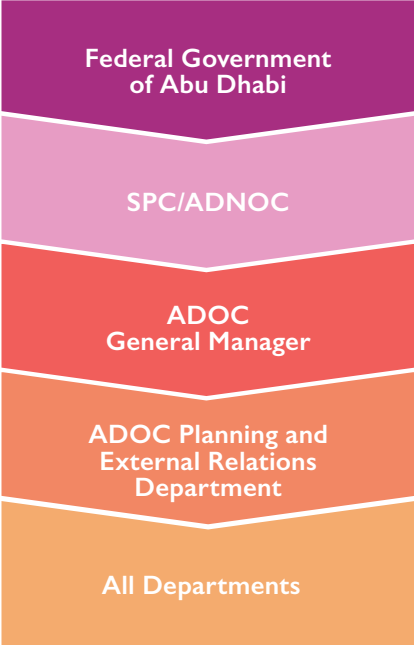
The Board of Directors is directly responsible for the governance of ADOC, who are overseen by the General Meeting of Shareholders, where shareholders can make decisions related to the Company and to assess the Board of Directors' actions. The Board of Directors are responsible for setting regulations and management policy and appointing directors as part of their duty.

As per the regulations governing the Board of Directors, meetings are held every quarter. Extraordinary meetings are held as needed. The primary aim of the meetings are to act on organizational matters, examine the progress of business initiatives, and assess the course of action to resolve ongoing problems.

In Abu Dhabi, ADOC operates under and is regulated by the SPC, the superior authority responsible for the petroleum industry in Abu Dhabi. ADOC are bound by all legal requirements issued by the Federal Government of Abu Dhabi, which are communicated through SPC. ADOC also adheres to the ADNOC standards and guidelines, such as the ADNOC HSE Standards.

The General Manager at ADOC receives all notifications of revised regulations, which are conveyed to the PL Department and are subsequently assigned to the relevant departments at ADOC. Any potential issues that may arise are addressed in the weekly department managers' meetings, Health, Safety, Security and Environment (HSSE) committee meetings, and management review meetings.

Regulatory Enforcement Process



## Corporate Principles of ADOC

The main principle at ADOC is 'Safe and Stable' operations. ADOC continued to strive to achieve this principle through the following commitments:

- We regard **safe and stable operations** as our top priority and strive for harmonious coexistence with society through the assurance of safety in all our business activities.
- We strive to ensure the stable supply of crude oil as a responsible energy supply company. We seek to **satisfy our customers and shareholders**, while also **contributing to the development of Japan and the global community**.
- We believe in the **resolution of global warming** and other problems related to the global environment. We are committed to the implementation of environmental preservation measures and activities.
- We value communication with society and proactively and independently contribute to the **development of regional communities**.
- We are determined to act as a **responsible and sensible member of society**.

## MEMBERSHIP AND CERTIFICATION

ADOC reports environment and safety data to ADNOC on an annual basis for reporting to the International Association of Oil and Gas Producers (IOGP). The IOGP is a global forum in which members identify and share best practices in every aspect of health, safety, environment, security, social responsibility, engineering, and operations.

ADOC also completed the transition of the EnMS to the ISO 50001:2018 Energy Management Systems standard. This certification demonstrates ADOC's commitment to continual improvement in energy management by preparing a framework to manage, minimize and measure energy usage in the Company.

The main principle at ADOC is 'Safe and Stable' operations.





# Sustainability Highlights 2020

1



No fines issued for environmental, social or safety violations

4



23 employees undertook the Competency Based Training programme for UAE Nationals

5



GHG emissions increased by 4.6% due to increases in flaring and energy utilization. Despite the increase, this is significantly less than the 23% increase experienced in 2019 from 2018 levels

6



100% of all Suppliers were screened, assessed, and approved as per ADNOC guidelines and protocols

10



No non-compliance issues with social, economic, and environmental laws and/or regulations

11



534 ADOC training hours complete, as well as 1,271 Contractor training hours

12



Weekly COVID Task Force Meeting created

16



ADOC submitted a publication on 'Enhancing Growth of Mangrove Seedlings in the Environmentally Extreme Arabian Gulf using Treated Sewage Sludge' to the Marine Pollution Bulletin Journal



Zero LTI incidents recorded for ADOC employees and celebration of 4,000 days without an LTI in CFP and 1,000 days without an LTI in Mubarratz Warehouse



No employee grievances raised



Average daily gas flared KPIs for Mubarratz, ARST and CFP were reduced to optimize our operations and reduce our environmental impact, which were achieved, demonstrating ADOCs constant efforts achieve zero flaring at their facilities



ADOC applied for the International Environmental Award in the World Association for Waterborne Transport Infrastructure (PIANC) – Working with Nature – Certificate of Recognition Category



ADOC submitted their efforts on mangrove planting to the International Association of Dredging Companies (IADC) Terra et Aqua Quarterly Publication



No major oil or chemical spills were recorded



19,788 mangrove saplings were planted



88% of the total spending on procurement was on local vendors



ADNOC published a paper in the Marine and Freshwater Research Journal on 'Mangrove Planting on Dredged Material: Three Decades of Nature-Based Coastal Defense along a Causeway in the Arabian Gulf'

## CHAPTER 02

# PEOPLE

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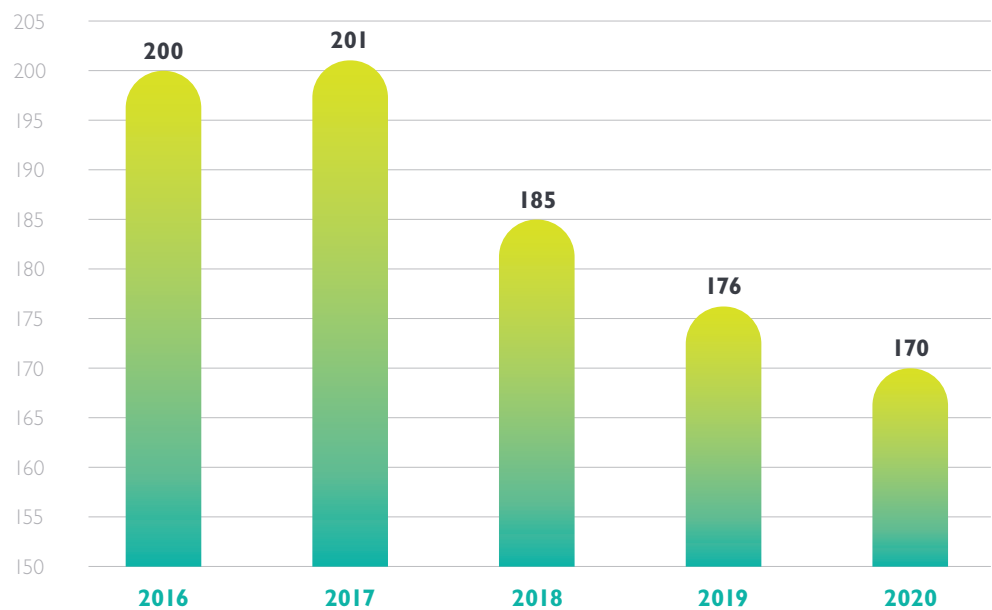
Our people are our most valuable asset. We respect individuals and their fundamental human rights and strive to create a workplace environment where employees can demonstrate their abilities to the fullest and contribute to their clear career paths. The HR and AD Departments are responsible for talent acquisition and recruitment, training, development and career advancement of employees, and fair and equal benefits to all employees.

## OUR EMPLOYEES

At the end of 2020, our team in the UAE comprised of 170 employees, which is a slight decrease from 176 employees within the organization in 2019. All 170 employees, including both male and female employees, are on permanent, full-time contracts. A total of 13 new employees were hired, while 19 individuals left the employment of ADOC, resulting in an 11% turnover rate. The individuals who were hired in this reporting year included 11 males and two females, with four employees under the age of 30 years old, eight employees between 30-50 years old, and one employee over the age of 50 years old. Most new hires assumed middle management positions, while one employee was hired at a staff level.

Unfortunately, 19 employees left ADOC in 2020, many of which either retired or returned to Japan to the mother company operations. In total, 18 of the employees were male, and one was a female member of staff, with six employees under the age of 30 years old, seven personnel between the age of 30-50 years old and six personnel over the age of 50 years old. Two of the employees were from an executive and senior management position, 13 were from middle management positions and four were staff positions. Although the number of employees has steadily decreased in the past four years at ADOC, this reflects our positive employee optimization and efficiency initiatives across our departments.

### Total Number of Employees (2016-2020)



## DIVERSITY AND EQUAL OPPORTUNITY

Our multicultural workforce represents nationals from the Middle East, Africa, Asia, the United States of America, Europe, and Australia. We believe that a culturally diverse organization brings together various backgrounds, knowledge, skills, and experiences that play a vital part in establishing a vibrant, motivated, and productive workforce.

### Employee Origin by Region

UAE

34%

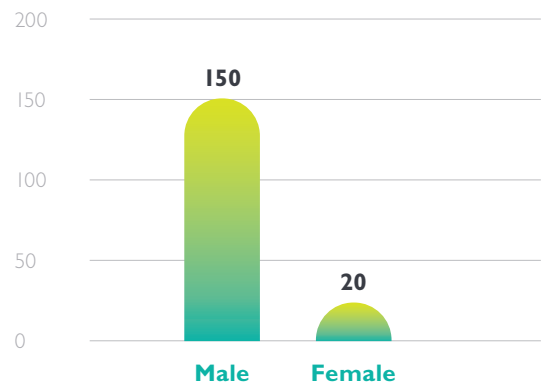
Rest of Asia

58%

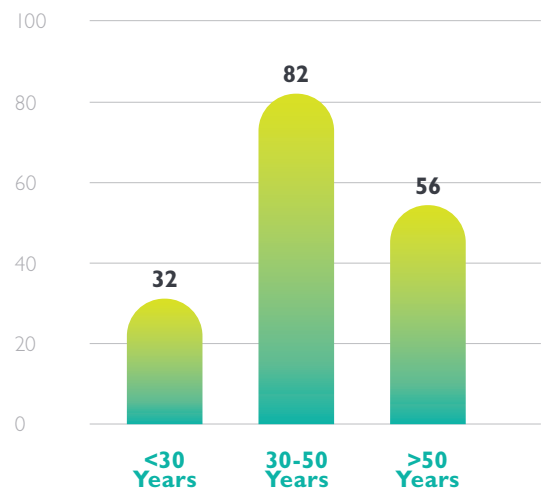


Our commitment to diversity and equal opportunity is also reflected in our prohibition of discrimination on the grounds of age and gender. Our hiring policy is not mutually exclusive to either gender, and females account for 12% of our total workforce at ADOC, which has been maintained from the previous year.

### Number of Employees Per Gender



### Number of Employees Per Age Group



Africa  
**1%**

Non GCC  
MENA  
**5%**

N&S  
America,  
Europe &  
Australia  
**2%**

The staff employment and benefit conditions at ADOC are regulated in accordance with the UAE Federal Law No. (8) of 1980 (UAE Labor Law), including a comprehensive benefits package for all full-time employees. The following benefits are standard for full-time employees: health insurance, life insurance, disability coverage, compassionate leave, parental leave, retirement provisions, education assistance and pension contributions for UAE nationals.

All employees at ADOC are also entitled to parental leave as per the government guidelines. During 2020, one female employee took parental leave, and returned to work in the reporting period after their parental leave ended, resulting in a 100% retention rate of employees that took parental leave.



**Ms. Najwa Rahman**  
Health, Safety &  
Environment Department

I have been a part of the Company since 1999. Since joining, I have undertaken roles in several departments such as finance, client servicing, and the health, safety, and environment department. This was essential in my career development and ensuring that I am always feeling challenged in my role.

ADOC are very supportive of working mothers, allowing new mothers to take the government mandated maternity leave, and continue for another 6 months unpaid if needed. ADOC also allow a flexible 'parenting hour' either in the morning or evening until the child is two years old, which is more than the government minimum which is 18 months.



**Ms. Khulood Khamees**  
Purchasing & Transport  
Department

I have been at ADOC for six years, and my current role is an administration officer in the PT Department. During my time at the Company, I completed my Master's Degree in Business in my first year, and I am currently undertaking a Doctorate in Business Administration.

I received immense support from my manager to continue my education. I have granted exceptional time off work and study leaves during my course to attend classes which was extremely helpful.

## REMUNERATION POLICIES

All employees at ADOC receive a basic salary with various allowances depending on their position, for example, junior employees are entitled to housing and meal allowances, as well as overtime payments, whilst senior executives receive a management allowance. Employees completing 10-, 20-, 25- or 30-years' service also receive a long-term service bonus in the month of their work anniversary with ADOC to recognize their long-term commitment to the Company.

For all UAE National employees, ADOC contributes to their pensions throughout their employment. All employees leaving ADOC are entitled to an end of service benefit as per the UAE Labor Law. The gratuity payment is calculated based on their base salary and years of service.

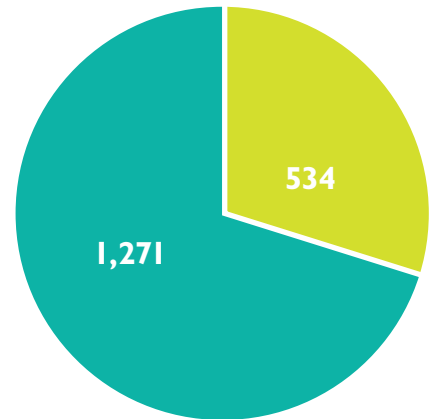
## TRAINING AND DEVELOPMENT

The key to making ADOC a stronger and a more competitive company is the knowledge, skill, and productivity of our valuable employees. All employees are encouraged to enhance their capabilities through their daily work, and ADOC are committed to supporting their development through training and education to retain a strong and motivated workforce.

Despite a difficult year, ADOC are proud to have continued their support for employee development by completing 534 hours of training. Although there was a significant work culture shift with social distancing and working from home, all training programmes and courses were moved online to allow employees to still participate in the sessions. In addition, 1,271 hours of training were also provided to our Contractor staff.

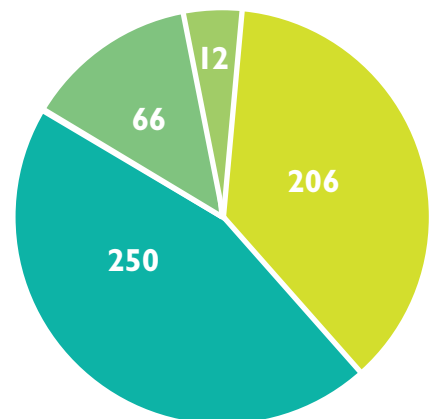
As all external training agencies were closed due to COVID-19 for the most part of 2020, ADOC provided additional in-house training to their employees. It was critical to continue health and safety courses for site employees, such as the Hydrogen Sulphide (H2S) course, to ensure the safety and wellbeing of our staff. ADOC offered refresher H2S training courses on site, while always maintaining social distancing. We also extended the course and support to our Contractors by providing virtual training. Mandatory training courses resumed in the third quarter on site by external agencies.

Training Hours for ADOC Employees and Contractors



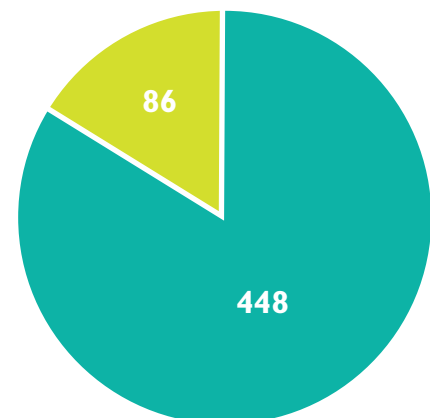
● ADOC Employees ● ADOC Contractors

Training Hours Per Employment Category



● I0 ● I1-13 ● I4-16 ● I7+

Training Hours by Gender



● Male ● Female



The key to making ADOC a stronger and a more competitive company is the knowledge, skill, and productivity of our valuable employees.

In total, 18 employees also undertook the National Examination Board in Occupational Safety and Health (NEBOSH) HSE Certificate in Health and Safety Leadership Excellence. This certification focuses on the moral, legal, and financial reasons for good health and safety, and the links between leadership and culture.

All employees at ADOC undergo annual performance reviews, including the General Manager and members of the committee of managers from each of the departments. The annual appraisal is conducted through a management review and self-assessment. The annual performance review is subsequently the basis for the training needs analysis on an annual basis.

#### Training Needs Analysis Protocol

Constructive feedback is obtained on the individuals performance during the annual review

Gaps are assessed and reviewed

Training requirements are identified and a list of skills-based courses is formed

Training courses are prioritized based on the maximum number of requirements for a particular skill

A training schedule is drafted and shared with all departments



**Mrs. Layla Al Rashdi**  
 Supervisor, Training & Development Group  
 Human Resources & Development Department

There was a huge challenge this year for the HR Department to provide continued training to employees during the pandemic. We are extremely proud of our achievement in moving all training courses online, and despite the challenges, we were able to accomplish a significant number of training hours. The option of completing training courses online provided all employees with more flexibility to attend the courses anywhere.

Although only in-house training could be completed for the majority of the year as public training courses were unavailable, ADOC have a new style of training planned to offer more diverse, technical training courses in 2021 and beyond.

A Training Needs Analysis was undertaken for employees at ADOC in 2020, which is used to identify what employees need to improve and build on in terms of job skills and development. All employees, including top management, are invited to participate in the analysis each year and the results are used to build the yearly Training Plan to ensure all ADOC employees are prepared for their jobs.

In 2020, ADOC employees requested additional technical courses related to their job functions, which will be actioned in the coming year.

ADOC are also working on improving the career path and progression of their employees. During 2020, ADOC conducted interviews with their staff, including UAE nationals, to understand their thoughts on career progression. A common concern raised was how employees could increase their job level. ADOC are currently working on a plan to allow easier movement up the grade scale, which will hopefully be implemented in 2021/2022.

This year has demonstrated the resilience of all ADOC employees to changing work environments. Through the training and development support provided, we continued to fulfill our commitments to all employees for their personal career progression and ability to complete their work using the appropriate skills. We hope to build on the valuable feedback provided by our colleagues to further invest in their learning and development to create an even stronger and more motivated workforce.



### Training Courses Completed

- Information Security Awareness Training Campaign, both basic and advanced training
- Finance for non-finance professionals
- HV Cable Jointer training course
- English Language Course
- Impact of COVID-19
- NEBOSH HSE Excellence
- Coaching skills for optimum performance
- Microsoft Office- Excel
- Project Management Professional
- AutoCad 2019
- Process Plant Start Up, Commissioning & Trouble Shooting
- Work and Business Ethics
- Competency Based Training (CBT) Program



CODE OF CONDUCT

ADOC's Code of Conduct details the rules, responsibilities, and proper practices of the organization with the purpose of maintaining a standard for acceptable behavior in the Company and the wider society. In this document, we set out the initiatives required to put the corporate vision into practice, together with the ethical rules we should each observe as members of the ADOC organization. Fairness and honesty are at the heart of all our actions by all individuals at ADOC.



2020 Annual HSE Performance Awards Ceremony

## ETHICS

Through our Corporate Ethics Regulations, ADOC are committed to complying with relevant laws and regulations, and to act fairly and sincerely as a member of the society in all Company activities. ADOC have a corporate ethics committee that decides, promotes, executes, and audits the corporate ethics of the organization.

As part of the Corporate Ethics Regulations, all Company employees and Contractors are committed to abide by the principles in our Code of Conduct, which sets out the initiatives outlined in ADOC's corporate vision. Regular training is provided on work and business ethics for all employees; in 2020 a total of 44 employees undertook this training, including our new hires, as well as 54 Contractor staff.



### Training on Work and Business Ethics

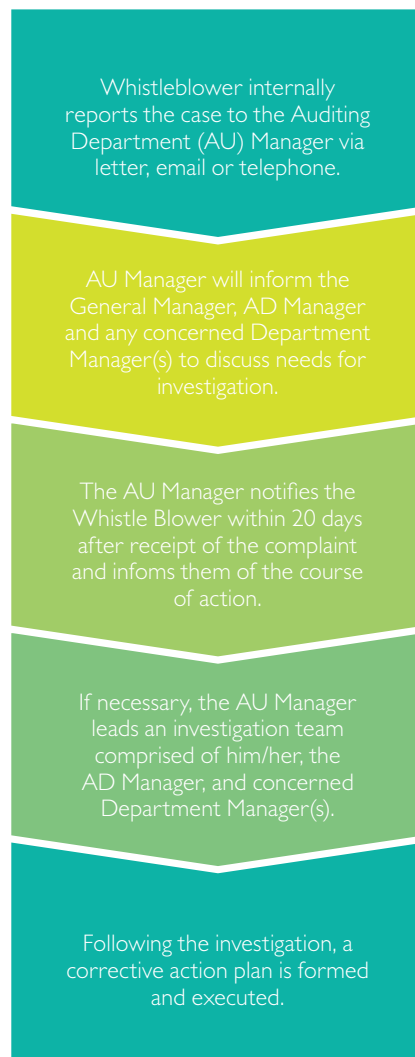
44 ADOC employees undertook training on Work and Business Ethics.

- **Grade I7+**  
6 employees (13%)
- **Grade I4 to I6**  
7 employees (16%)
- **Grade I1 to I3**  
28 employees (64%)
- **Grade I0**  
3 employees (7%)

## WHISTLEBLOWING PROCEDURE

ADOC have also established a Whistle Blowing Policy whereby employees can anonymously raise concerns over fraud or unethical matters encountered during their work. The policy encourages internal employees to report any fraud or unethical matters as they become aware of them through a confidential means of reporting. As per the policy, any individuals who report in good faith are protected.

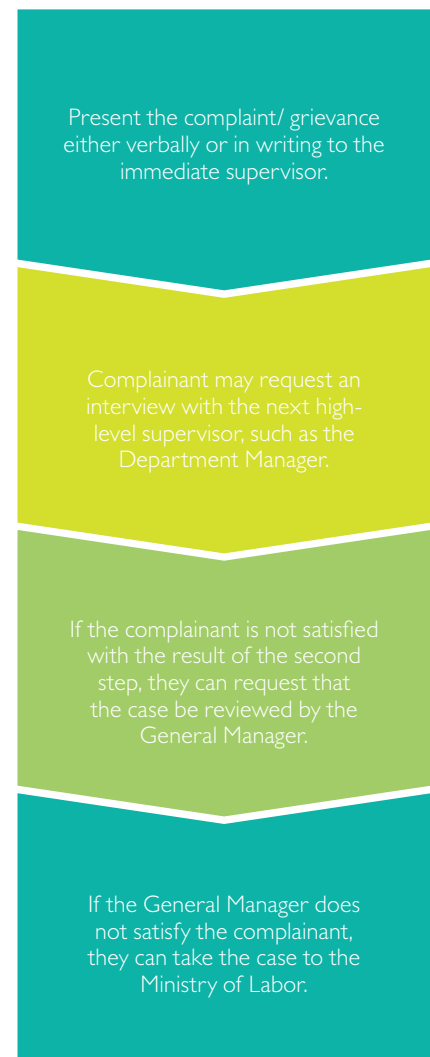
### Training Needs Analysis Protocol



## GRIEVANCE PROCEDURE

Personal complaints and grievances are handled in accordance with the "Grievance Procedure" defined in the "Personnel Manual" of ADOC. If an employee has a complaint or grievance, (s)he must follow the steps outlined in the "Grievance Procedures". However, no issues have been raised through this system.

### Grievance Procedure





## CONFLICTS OF INTEREST

Conflicts of interest within ADOC are prevented through our Code of Conduct which prohibits any employees' from engaging in activities with the potential to jeopardize our integrity.

Transactions that compete with the Company, transactions with our competitors or other acts that conflict with the interests of ADOC are strictly prohibited. This also includes the prohibition of insider trading at ADOC.

## HUMAN RIGHTS

Human rights are a fundamental principle that is respected at ADOC. We are honest in our transactions and reserve the right to suspend business with partners when they engage in acts that infringe on human rights.

Through the ADOC Code of Conduct, we also support the principles of the Universal Declaration of Human Rights, prohibiting discrimination, forced work against workers' wishes and child employment, respect for indigenous people and elimination of security measures that infringe on human rights. In this respect, all operations have undergone human rights reviews.



## EMIRATIZATION

ADOC launched their Emiratisation Programme in line with the directives of the UAE Government and SPC/ADNOC's requirements. The Programme aims to ensure that our Emirati employees grow within an attractive working environment by improving skills, competencies, and enhancing career progression.

ADOC had one UAE National in a senior management role within the HR Department, as well as 57 other Emirati employees within the organization. Emiratisation is mandated by the UAE government for the inclusion of Emiratis in the job sector, particularly the private sector, to increase their contribution to the economy. ADOC's Emiratisation programme aims to increase the number of Emiratis within the organization and develop their skills and experience relevant to the labor market in the UAE.

ADOC have a five-year manpower plan for UAE Nationals (2019 – 2023), which targets an increase in the number of Emirati Nationals within the Company each year. At the end of 2020, 34% of our workforce consisted of UAE Nationals, which has been maintained from 2019. Although we were unable to achieve our target of 40.4% Emirati Nationals this year due to the challenges faced, in the coming years, as we continue to expand, we will strengthen our efforts towards Emiratisation.

To enhance the employability and development of the Emiratis within ADOC's existing workforce, the HR Department implement initiatives such as the Competency Based Training (CBT) Programme for both technical and non-technical fields. This initiative has continued successfully this year despite working from home conditions due to COVID-19. In total, 23 trainees participated in the training, representing 68% of the total Emirati workforce at ADOC.

ADOC's Emiratisation programme aims to increase the number of Emiratis within the organization and develop their skills and experience relevant to the labor market in the UAE.



Note: This photo was taken prior to the COVID-19 pandemic





Japanese Calligraphy Event February 2020



Japanese Language Teaching Programme 2019

Note: These photographs were taken prior to the COVID-19 pandemic

Despite the pandemic, ADOC continued their Japanese Language Teaching Programme (JLTP), which focuses on the development of the younger generation of Abu Dhabi.

## OUR COMMUNITY

This year it was imperative that the community in which we operate unified to combat the impact of COVID-19, which significantly impacted, and continues to influence, individuals lives. We recognized our obligation as an employer and responsible member of the community to assist in the global fight against the pandemic and to support recovery efforts.

We acted quickly and efficiently to protect our staff and Contractors, and by extension, the community.

We updated our health and safety plans and supporting guidance, including robust disinfection programs, health screening, social distancing and provided additional Personal Protective Equipment (PPE). We also adhered strictly to the trusted guidance provided by the UAE government to stop the spread of the virus.

Despite the pandemic, ADOC continued their Japanese Language Teaching Programme (JLTP), which focuses on the development of the younger generation of Abu Dhabi. The goal of the JLTP is to teach students with a technical background the Japanese language and introduce the Japanese culture to them.

In previous years, students would participate in a two-week summer camp at Ritsumeikan Uji High School in Kyoto, Japan to get firsthand experience of the Japanese culture from an educational, cultural, professional, and technological point of view. However, due to the pandemic and travel restrictions put in place, the JLTP program was conducted online. The alternative was still met by great success and engagement from the students. The students have praised the class as a great opportunity to learn a new language, meet new people and learn about the Japanese culture.





### **Dr. Nakawa and Medical Team** Medical Director & Occupational Health Coordinator

The health and wellbeing of all employees at ADOC is of the utmost importance. The unprecedented outbreak of COVID-19 required vigilant action by the medical team and necessitated the implementation of rigorous countermeasures to protect not only ADOC employees, but also the wider community.

In early 2020, the medical team took precautionary and proactive initiatives against COVID-19 by creating awareness about the pandemic, providing individuals with masks, sanitizer and gloves, and enforcing social distancing. ADOC also had the ingenuity to tailor their own masks to ensure the protection of staff while working due to lack of supplies in the country.

In April 2020, PCR testing and health screening questionnaires became vital for all employees travelling offshore. As of January 2021, PCR tests are now all conducted in the Abu Dhabi Office and on offshore facilities.

All staff on the medical team received both doses of the COVID-19 vaccine and helped those who wished to be vaccinated receive their doses. The medical team facilitated their

vaccination process by arranging appointments with private medical clinics. ADOC are currently working on an initiative to send a private medical team offshore to administer the vaccine so that people who wish to be vaccinated have the chance while working offshore.

The medical department also facilitated vital online consultations and the delivery of prescription medication to the offshore facilities for those who were unable to travel onshore to visit a doctor. Our medical team has also been helping staff working from home by conducting special awareness sessions regarding handling of new routines enforced by COVID-19. We also provided advice related to mental health and overcoming stress during this time to staff in need.

This year has been unparalleled to any of those seen before. I am proud of the medical team and frontline support at ADOC for their tireless efforts to keep our community safe. Although the situation is still evolving, we are satisfied that the robust measures implemented will continue to safeguard the wellbeing of the organization and the public.

## CHAPTER 03

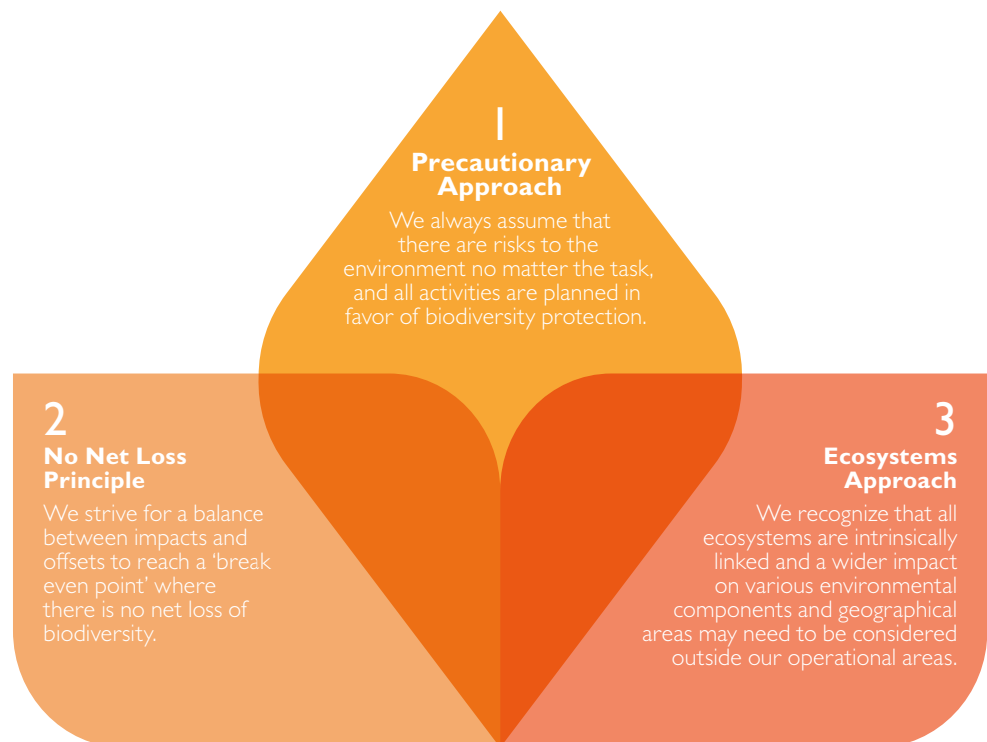
# PLANET

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At ADOC, we are mindful of the environment in which we operate. We recognize and mitigate the potential environmental impacts that could occur which are intrinsically associated with our industry, including the emission of Greenhouse Gasses (GHG), generation of waste, disposal of wastewater and the potential for spills to the natural environment.

## MANAGEMENT OF ENVIRONMENTAL ASPECTS

At ADOC, we are mindful of the environment in which we operate. We recognize and mitigate the potential environmental impacts that could occur which are intrinsically associated with our industry, including the emission of Greenhouse Gasses (GHG), generation of waste, disposal of wastewater and the potential for spills to the natural environment. In accordance with the ADNOC HSE Standards, as well as international best practice, we operate with three main principles in mind: the Precautionary Principle, the No Net Loss Principle, and the Ecosystems Approach.



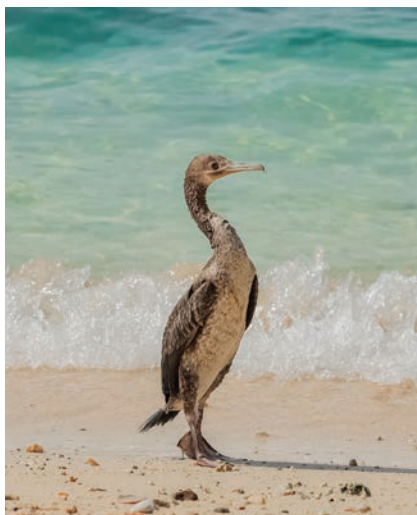
Our offshore fields are partially located within the Marawah Marine Biosphere Reserve, including Mubarratz Island, Hail Field and AR and GA Fields. The Mubarratz Field is not located within the reserve. The reserve was designated as a protected area by Abu Dhabi Ministerial Decree No. 18 of 2001, and was recognized as a United Nations Educational, Scientific and Cultural Organization (UNESCO) Man and Biosphere Reserve in 2007. It is an important area of natural diversity, encompassing traditional and cultural uses of the coastline and marine environment. The reserve represents 40% of Abu Dhabi's coral reefs, 32% of the Emirate's seagrass and 3% of its mangroves.

As a result, it is an important area for foraging Green Turtles and nesting sites for Hawksbill Turtles, as well as a home to the second largest population of Dugongs in the world. These species, as well as the Indo-Pacific Bottlenose Dolphin, Indian Ocean Humpback Dolphin, Indo-Pacific Finless Porpoise and Socotra Cormorant, have all been sighted in ADOC's operating waters. These species are categorized as significant species as per the International Union for the Conservation of Nature (IUCN) due to the threats to their populations and habitats.



Mangrove Seedling

To safeguard our fragile environment, ADOC manage operations through stringent environmental impact assessments and management programs, in compliance with the ADNOC HSE Standards and international best practice.



Socotra Cormorant



Mottled Crab

To safeguard our fragile environment, ADOC manage operations through stringent environmental impact assessments and management programs, in compliance with the ADNOC HSE Standards and international best practice. ADOC commissioned an independent HSE Consultant to undertake a Health, Safety and Environmental Impact Assessment (HSEIA) for all existing facilities, which included detailed Environmental Impact Assessments (EIA). The objective of an operational HSEIA is to demonstrate that all residual HSE risks during normal operations are acceptable and provide additional mitigation and monitoring measures where shortfalls are identified.

The main potential risks identified from our facilities include impacts to air quality from electricity generation, waste incineration and gas flaring, ballast water discharges, ambient noise generation, brine discharge from desalination and oil spills to the marine environment.

The facilities were assessed individually in separate comprehensive HSEIA/EIA reports for Mubarras Island, AR, GA and SPM, and, CFP and HST. Recommendations for additional measures captured in the EIA process from each report are presented in an Action Tracking Register to ensure sufficient close-out of all committed actions to reduce the severity and likelihood of all key risks.



## ENERGY

ADOC ensures its commitment to support its Energy Management System (EnMS) by defining and establishing an appropriate Energy Policy and providing the resources essential to establish, implement, maintain, and improve the EnMS. The ADOC Energy Policy is the result of continuous efforts of ADOC Management to promote energy management and conform to the policy requirements of the ISO 50001:2018 standards. The policy is communicated to all employees of ADOC through emails, notice boards, and the ADOC portal.

We meet our energy demands through direct and indirect energy consumption. Direct energy requirements are generated internally, while our indirect energy needs are met by Abu Dhabi Water and Electricity Authority (ADWEA). Direct energy is required for our offshore operational activities, and the main power generation units are located on Mubarratz Island. The electricity produced is supplied to Mubarratz Island, ARST and CFP and Hail. All direct energy generated by ADOC is consumed; no surplus power is sold. Indirect energy provided by ADWEA is typically required to power our onshore headquarters, and warehouses. Although ADOC have installed solar panels at their onshore office facilities, no renewable energy was generated this year due to ongoing maintenance activities.

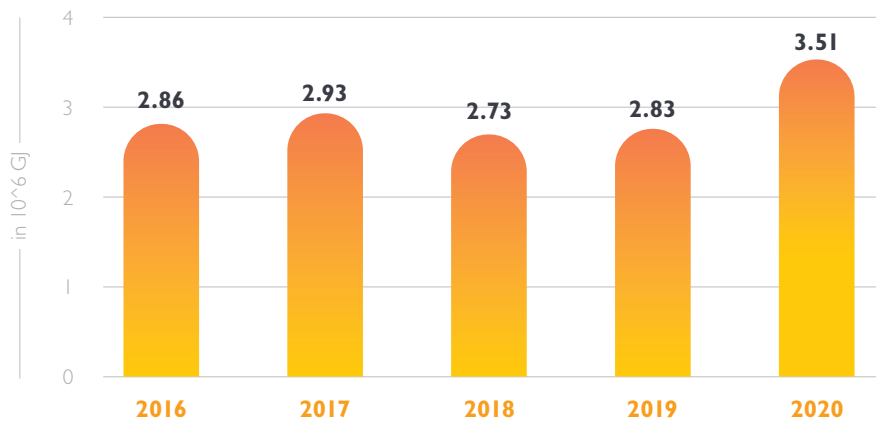
A 24% increase in direct energy consumption was recorded compared to 2019. It is recognized that 2020 was a difficult year with additional challenges due to COVID-19, which may have resulted in increased direct energy requirements. A 4.5% increase in indirect energy consumption was recorded compared to 2019. Overall, although the EnMS transition was implemented, it is too early to identify if any energy savings had been accomplished. This will be closely monitored in 2021 to determine the impact of the transition.



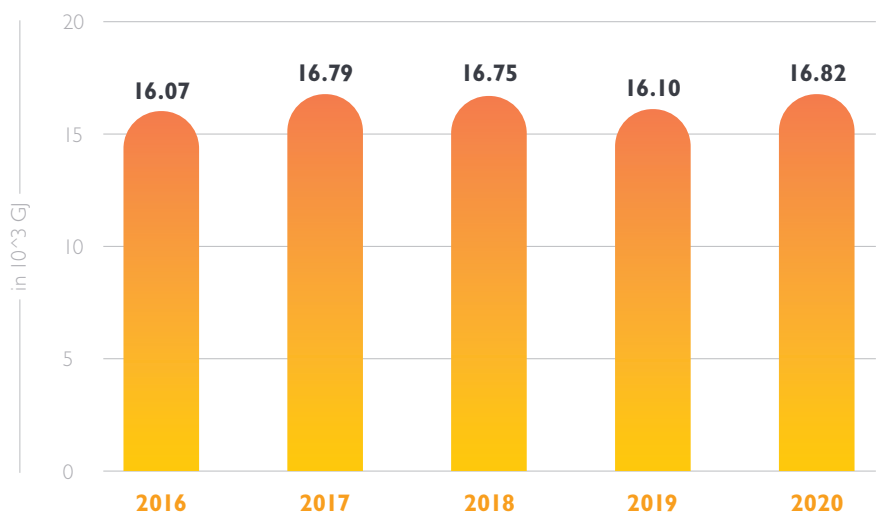
### Energy Intensity

The energy intensity of ADOC's upstream activities was 204,084.43 GJ / million-barrel oil equivalent in 2020. This has been calculated based on the fuel utilized for the offshore activities within the organization. This is an increase from 163,869.26 GJ / million-barrel oil equivalent reported in 2019, which suggests more energy was required to produce one barrel of crude oil in 2020 compared to 2019.

### Total Direct Energy Consumption



### Total Indirect Energy Consumption



## Energy Management System Transition

ADOC successfully achieved the transformation of their Energy Management System (EnMS) from the ISO 50001:2011 to ISO 50001:2018 standard. We conducted internal and external audits and provided online awareness sessions for all operators on energy management to assist with the changeover.

We also commissioned a third party to undertake a gap analysis study to identify and closeout any gaps in ADOC's EnMS to positively complete the transition.

The internal and external audits, as well as the interviews conducted for the gap analysis, were carried out online due to travel and meeting restrictions caused by COVID-19. Nonetheless, all sessions were accomplished effectively.

The key objectives of the Gap Analysis Study were to identify clauses where significant differences existed between the ISO 50001:2011 and ISO 50001:2018 standard, identify in practice where ADOC did not comply with these differences and hence gaps existed for specific clauses, and to make recommendations as to how these gaps could be closed. The recommendations were implemented and verified through the external transition audit.

The ADOC EnMS was found to generally follow the ISO 50001:2018 standard, based on the assessment undertaken. Updates were however made to the ADOC EnMS Manual, Register of Opportunities, Register of Risks and Procurement Procedure for Energy Related Equipment, to ensure compliance with the ISO 50001:2018 requirements.



ISO 50001:2018 Management System Certificate



## CLIMATE CHANGE

The National Climate Change Plan of the UAE (2017-2050) aims to address the causes and impacts of climate change and to plan the transition into a climate resilient green economy. ADOC have adopted measures to reduce our GHG emissions and conserve energy and resources throughout our business activities.

### GHG Emissions

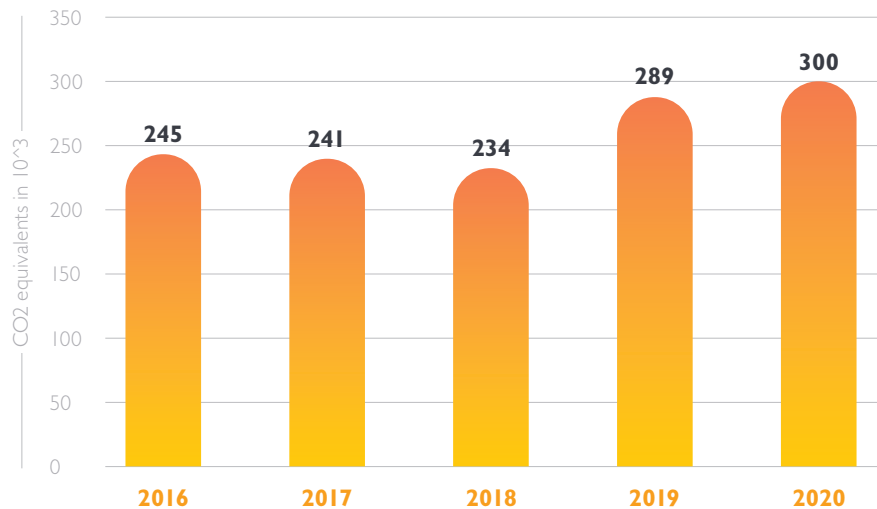
ADOC currently measures their Scope 1 and Scope 2 GHG emissions. Scope 1, or direct emissions, refer to the annual emissions of Carbon Dioxide (CO<sub>2</sub>), Methane (CH<sub>4</sub>) and Nitrous Oxide (N<sub>2</sub>O) from power generation, combustion and flaring, which are applicable to ADOC's operations. Indirect emissions, or Scope 2 emissions, refer to those associated with the purchase of electricity, steam, heat, or cooling.

ADOC's indirect emissions relate to their utility purchases from ADWEA, which is calculated based on the net energy consumed. These values were determined by conversion to tonnes of CO<sub>2</sub> equivalent values according to the "Methods for Estimating Atmospheric Emissions from E&P Operations". ADOC's Scope 1 and Scope 2 GHG emissions increased by 4.6% in 2020. Despite the increase, this is significantly less than the 23% increase experienced in 2019.

### Ozone Depleting Substances

Zero emissions of ozone-depleting substances were emitted from ADOC sites in 2020. ADOC has retrofitted air-conditioning units by converting Ozone-depleting compounds (HCFCs) to Ozone friendly compounds (HFC), thus continuing their efforts to have zero ozone-depleting substances.

### GHG Emissions



### Nitrogen Oxides (NO<sub>x</sub>) and Sulphur Oxides (SO<sub>x</sub>)

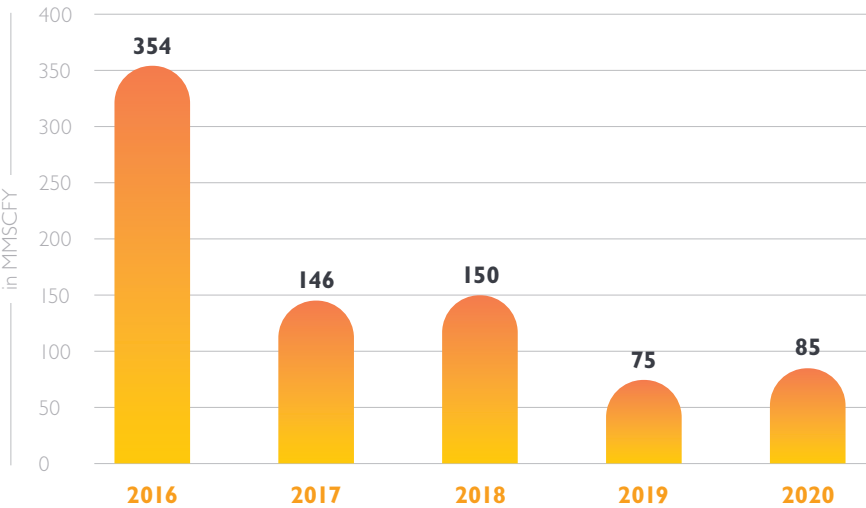
As a result of our energy generation via gas turbines and back-up diesel generators, as well as flaring, ADOC generates emissions of Sulphur Dioxide (SO<sub>2</sub>), Nitrogen Oxide (NO<sub>x</sub>), Carbon Monoxide (CO) and Non-Methane Volatile Organic Compounds (NMVOCs). ADOC maintains an individual point source emission inventory for all operating equipment. Persistent Organic Pollutants and Hazardous Air Pollutants were not generated.

ADOC plan to conduct Fugitive Emissions Monitoring in 2021 for all sites. Leaking equipment, such as valves, pumps, and connectors, are a large source of fugitive Volatile Organic Compounds (VOCs) and Volatile Hazardous Air Pollutants (VHAPs). Fugitive Emission Monitoring is investigative monitoring technique designed to identify leaking equipment so that any leaking component can be identified for repair or replacement which can reduce product losses, increase safety for workers and reduce emissions.

ADOC have adopted measures to reduce our GHG emissions and conserve energy and resources throughout our business activities.

The average daily gas flared KPIs for Mubarraz, ARST and CFP were reduced to optimize our operations and reduce our environmental impact.

Flared Gas Volume



Flared Gas KPI (Average Daily Gas Flared, MMSCFD)

2019 Target		2020 Target	2020 Actual
Mubarraz <0.2		Mubarraz <0.1	Mubarraz 0.03
ARST <0.6		ARST <0.5	ARST 0.19
CFP <0.2		CFP <0.1	CFP 0.02

Flare Management

Since 1971, ADNOC have successfully reduced the volume of natural gas flared by more than 90% due to their zero-flaring policy. Accordingly, ADOC prohibits continuous flaring at their sites through their Zero Gas Flaring Project which considerably reduced the need for flaring of gases. Flaring only occurs during non-routine activities in the event of planned maintenance, emergencies, shut down and start-up operations. The total volume of flared hydrocarbons in 2020 increased 12.3% from 2019.

ADOC set yearly KPIs to encourage continuous improvement in our operational performance. The average daily gas flared KPIs for Mubarraz, ARST and CFP were reduced to optimize our operations and reduce our environmental impact. The KPIs at each location were achieved, demonstrating ADOCs constant efforts to achieve zero flaring at their facilities.



**Mr. Yasunori Fujimoto**  
Head, Offshore  
Maintenance Group,  
con. Head, Electrical  
Section, Offshore  
Maintenance Group,  
Offshore Operating  
Department

The Offshore Maintenance Group is responsible for periodic and preventative maintenance to ensure the integrity of the facilities and prevent upset conditions. The department mainly focused on emergency preparedness and stable operations because of the pandemic and high economic impact of the drop in oil prices. Instead of implementing new initiatives, we prioritized maintaining production safely.

Many restrictions were imposed by ADNOC and the government due to COVID-19. The operations and maintenance teams had to continuously update their schedules and adapt to the changing restrictions. We constantly followed the ADOC HSEMS while carrying out our operations and as a result we experienced no major delays or upset conditions.

The success would not have been possible without the cooperation from all ADOC employees working for long days without home leave.

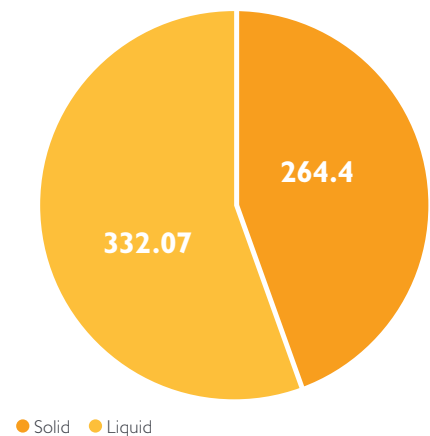
## WASTE MANAGEMENT

We proactively make every effort to minimize the waste generated by our operations to reduce our environmental footprint and operational costs. We manage our waste in accordance with the applicable regulatory laws on waste management for handling, storage, and disposal, as well as ADNOC HSE Standards. Hazardous and non-hazardous waste is generated at ADOC's onshore offices and warehouse facilities, and at our offshore sites.

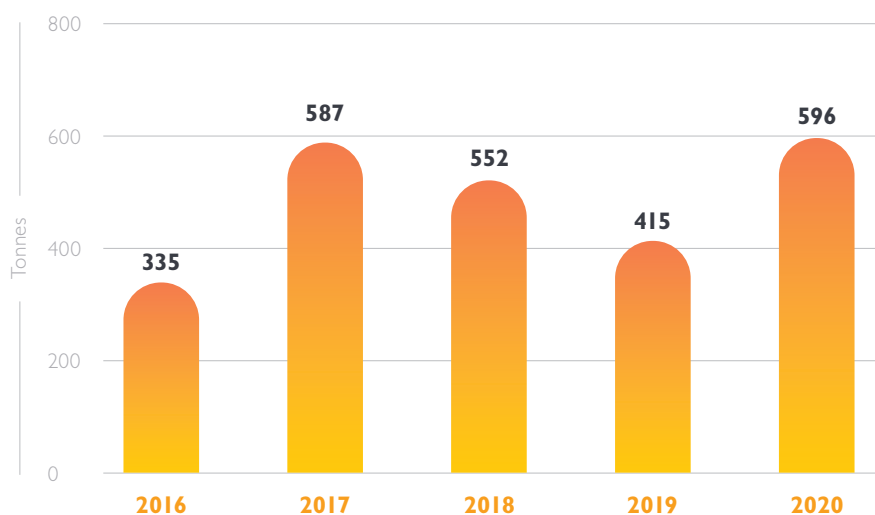
### Hazardous Waste

Hazardous waste generated at our offshore facilities includes sludge, waste oil, incinerator bottom ash, used filters, paint residue, used batteries, medical waste, laboratory chemicals and empty chemical containers. All hazardous waste generated is transported to the ADNOC Central Environment Protection Facility (BeAAT) for treatment and disposal. In total, 596.47 tonnes of hazardous waste was generated and sent to BeAAT in 2020, which is a 43% increase from 2019. Of the total, 264.4 tonnes were solid hazardous waste, and 332.07 tonnes were liquid hazardous waste.

**Category of Hazardous Waste Generated (tonnes)**



### Hazardous Waste sent to BeAAT



## Non-Hazardous Waste

Non-hazardous waste is generated at both our onshore and offshore facilities. The types of waste generated include office waste (paper and cardboard), domestic waste (kitchen and food waste), packaging (bottles, glass, etc.), metals and metallic sheets and wood wastes. In total, 652.1 tonnes of non-hazardous solid waste were generated in this reporting year, which is a 12.6% increase from 2019. Non-hazardous waste is collected by Tadweer-approved Environmental Service Providers, with the exception of domestic and office waste from Mubarratz Island and the CFP which is incinerated on site. If the waste volumes exceed the incinerator capacity, they are collected for disposal onshore.

## Wastewater

We manage our effluent discharge in accordance with Federal law and relevant ADNOC HSE Standards. Effluent released to the municipal sewerage system in Abu Dhabi from the onshore facilities is in compliance with the Abu Dhabi Sewerage Services Company (ADSSC) regulations, while wastewater discharged to the marine environment from the offshore operations

is in compliance with the ADNOC HSE Standard for Standard Limit for Effluent Discharge to the Marine Environment and the Abu Dhabi Quality Conformity Council (QCC) Environmental Specifications for Land-Based Liquid Discharges to the Marine Environment and Ambient Marine Water and Sediments Specifications. ADOC also adhere to the relevant Environment Agency Abu Dhabi (EAD) guidelines for working within the Marawah Marine Biosphere Reserve.

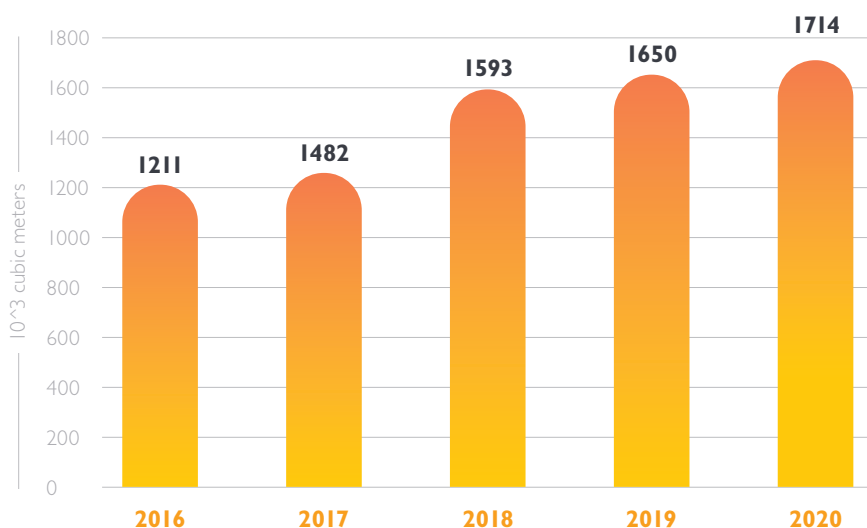
## SPILLS

ADOC are dedicated to preventing and minimizing the number and volume of hydrocarbon spills, particularly given the fragile environment in which we operate. We mitigate the risk of spills through strict procedures for handling hydrocarbons, chemicals, and waste, through regular maintenance of our assets and by implementing our asset integrity management system. We also have dedicated Spill Response Procedures and resources for each of our operating fields and facilities (further information is provided in Chapter 4). We reported no major spills in this reporting year.

## WATER WITHDRAWAL

ADOC adopts conservation principles which encourage the minimization of water usage wherever possible. ADOC withdraw water from municipal supplies and the sea. A 4% increase in water withdrawal levels were recorded in 2020 compared to 2019. ADOC also produces desalinated water; 24% of this water was treated and reused as irrigation water in 2020. The treated wastewater is analyzed against the ADNOC Limits for Irrigation. ADOC do not withdraw water from any water stressed sources, or any freshwater supplies.

### Water Withdrawal



## BIODIVERSITY

ADOC work continuously to promote the conservation of the environment and sustainable use of natural resources. We understand the responsibility of working within a marine protected area and implement effective ecological management procedures and monitoring programmes to safeguard the ecosystems and the wildlife that rely on them for survival.

### Mangroves

Some 30 – 40% of the UAE's mangroves occur within Abu Dhabi. They are classified as a 'Critical' habitat by the EAD, that are under threat from coastal development and climate change. They are an essential ecosystem that protect the coastline against tidal surges, purify the surrounding waters and store CO<sub>2</sub> thus contributing to the fight against global climate change.

ADOC have engaged in the cultivation and preservation of the mangrove plantations on Mubarraz Island for the past 30+ years. Mangrove planting has been a continuous effort by ADOC to sustain this important habitat, and the mangroves now cover approximately 6.5 hectares along the Mubarraz Causeway and Island shorelines. ADOC planted an additional 19,788 mangrove saplings in this reporting year.

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ADOC work continuously to promote the conservation of the environment and sustainable use of natural resources.



Socotra Cormorants at Mubarraz Island



Mangroves at Mubarraz Island





Replanting



Mangrove Planting



Mangrove Maintenance

Note: These photographs were taken prior to the COVID-19 pandemic

Furthermore, to offset the impact of the construction of two new culvert systems along the Mubarraz Causeway, 300 mangroves were translocated to a new tidal channel further south along the causeway in 2019. The relocation effort – the largest of its kind attempted - tested the influence of tidal inundation, freshwater treatment, and initial plant size on the survival of the mangroves.

ADOC monitored the effectiveness of the translocation on the survival of the mangrove trees. After seven months, the rate of survival was approximately 33%, which proves higher than the 26% overall mean rate of survival that mangroves experience over a long-term period at Mubarraz. The rate of survival is restricted by the hot and arid conditions of the region, poor soil conditions and the limited pruning carried out.

ADOC are committed to advancing innovation for the benefit of sustainable development and the protection and conservation of our planet. We furthered our research and development into mangrove conservation and shared our findings with the global community.





PIANC Acknowledgment Award for Mangrove Planting Program at Mubarratz Island



## Mangrove Planting on Dredged Material

ADOC are proud to have published a scientific paper on their efforts of mangrove planting on dredged material over the past 30 years. ADOC shared their experience in successfully establishing mangrove vegetation along the 6.7-kilometer shoreline at Mubarratz Island within artificial tidal channels excavated parallel to the Mubarratz Causeway.

The results demonstrated that planting mangroves on dredged material is feasible, even under extreme climatic conditions faced in the UAE, and may offer a cost-effective alternative for shoreline protection, as well as habitat creation.

ADOC have also submitted their findings for the following publications and award schemes:



International Environmental Award in the World Association for Waterborne Transport Infrastructure (PIANC) – Working with Nature – Certificate of Recognition Category



International Association of Dredging Companies (IADC) Terra et Aqua Quarterly Publication



CFP Sludge Water Experiment

## The Use of Sewage Sludge to Enhance Mangrove Growth

We operate Sewage Treatment Plants (STPs) at our offshore CFP facility and on Mubarratz Island. The sludge and associated water generated from the STPs is currently transported onshore for treatment and disposal. To reduce the cost and environmental impact of the transportation and disposal, ADOC undertook an investigation into the reuse of the STP sludge to promote the growth of the mangroves on Mubarratz Island. An experiment was conducted at the mangrove nursery at Mubarratz Island to study the effect of the CFP STP sludge on the growth and survival of mangrove seedlings.

Four-month-old mangrove seedlings were subjected to five different watering treatments, consisting of combinations of CFP STP sludge, freshwater, and seawater. Each treatment involved six replicates and the plant height, survival, and percentage of which the plant is green, was examined monthly for three and a half months.

The results of the watering experiment revealed a significant beneficial effect from CFP STP sludge on the growth and survival of mangrove seedlings, yielding significantly better results than seedlings watered with freshwater or seawater, which was attributed to enhanced nutrient levels in the wastewater.

The plants exposed to 100% CFP Sludge, 50% freshwater + 50% seawater, and 50% CFP Sludge + 50% seawater, exhibited significantly greater plant height than those exposed to 100% seawater or freshwater. All treatments, apart from the 100% seawater treatment, demonstrated strong leaf health. Seedlings treated with 50% CFP Sludge + 50% seawater, and 100% CFP Sludge had more leaves, root biomass and leaf biomass. The highest stem biomass was achieved using 100% CFP.

In conclusion, there is potential for CFP sludge to be used for watering the mangroves, which would reduce the requirement for transportation and treatment / disposal onshore.

This will save costs and benefit the environment in several ways including decreased emissions from reduced vessel transportation, reduced requirement for potable water for watering the mangroves and reduced waste from the treatment and disposal of the water.

ADOC have submitted the findings of the experiment for publication in the Marine Pollution Bulletin Journal titled 'Enhancing Growth of Mangrove Seedlings in the Environmentally Extreme Arabian Gulf using Treated Sewage Sludge', which was published in 2021.

## Seagrass

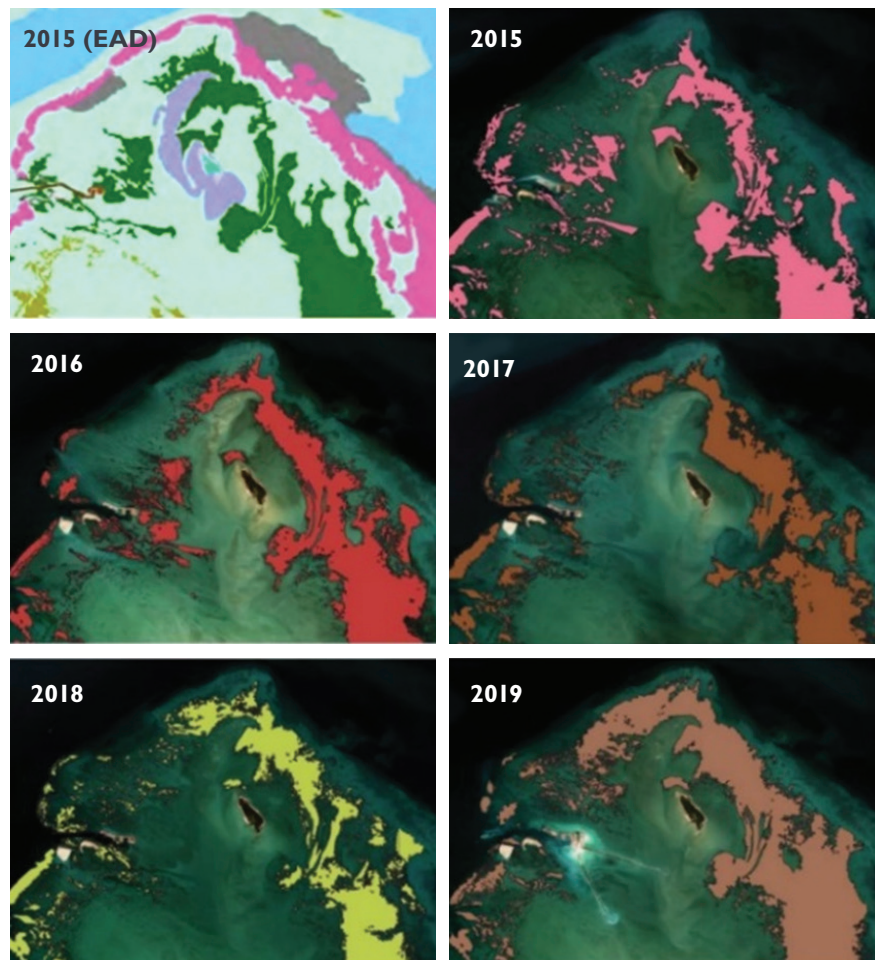
Seagrass is a highly productive ecosystem in the UAE that provide shelter, nursery, and foraging grounds for key marine species, including Green Turtles and Dugongs, as well as commercial fisheries such as penaeid shrimps and oysters. It is estimated that 4,240 hectares of seagrass vegetation exists at Mubarratz Island. Hail Shoal, a shallow reef shoal located 5 kilometers south of Mubarratz Island, is also known to contain rich seagrass habitats.

ADOC commissioned a specialist to undertake Geographic Information Systems (GIS) mapping of the Hail Shoal seagrass ecosystem to document the spatial extent and density, and to establish a greater understanding of the temporal dynamics of seagrass distribution over the years.

The results indicate that the spatial extent of seagrass fluctuated between 2015 and 2019, with the highest density recorded in 2019, providing little evidence of any large-scale impacts from recent activities by ADOC in the area. ADOC will continue to monitor and evaluate the seagrass habitats around Mubarratz and Hail Shoal to ensure the prevention of degradation of this important ecosystem.

It is estimated that 4,240 hectares of seagrass vegetation exists at Mubarratz Island. Hail Shoal, a shallow reef shoal located 5 kilometers south of Mubarratz Island, is also known to contain rich seagrass habitats.

### Seagrass Extent at Hail Shoal (2015 – 2019)



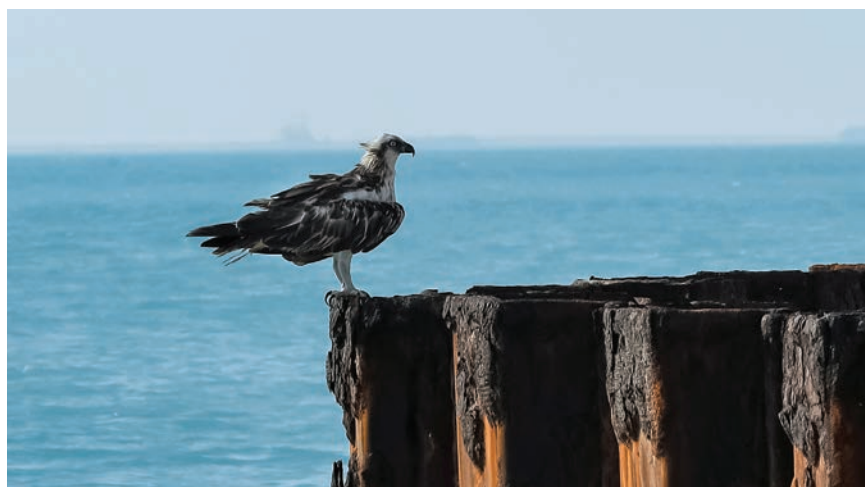


We continually monitor our impact on the coral reefs within our operating fields to ensure our activities are causing no lasting impacts on this precious ecosystem.

## Ospreys

The Osprey is a regional priority species and has a resident breeding population in the UAE, which are exclusively found in the Emirate of Abu Dhabi. It is estimated that 70-75 breeding pairs are present in the Emirate, accounting for 75% of the entire Arabian Gull breeding population. Since 2005, we have continuously carried out monitoring and preservation of the Osprey on Mubarratz Island.

To further enhance the growth of the inhabiting Osprey, artificial Osprey nests have been installed around Mubarratz Island and the ARST where these nests are periodically monitored. The average number of monthly Osprey sightings in 2020 was 25, which is consistent with the sightings made between 2015 and 2019.



Osprey



Corals

## Coral

The coastlines and islands of Abu Dhabi host large areas of coral assemblages, with approximately 34 hard coral species. However, corals in the Emirate are significantly impacted by rising temperatures because of global warming and high levels of salinity due to the shallow waters of the Arabian Gulf, resulting in coral bleaching and mortality. Nonetheless, coral reefs still represent the most species rich habitat in the Gulf. They provide spawning, nursery, refuge and feeding areas for a large variety of organisms, including sponges, crustaceans, and sea turtles. The fringing reefs within Hail Field stretch along the west, north and eastern boarder of Hail Shoal.

We continually monitor our impact on the coral reefs within our operating fields to ensure our activities are causing no lasting impacts on this precious ecosystem. Temperature sensors were installed in 2014, and in 2016 coral transplanting activities were undertaken with Taisei.

ADOC replaced and installed new temperature sensors within the coral reef habitats in 2020 to continue to monitor the fluctuation in temperatures that may impact the growth and survival of the corals in Hail Field and around Mubarratz Island. Coral monitoring was also undertaken in November 2020 to identify coral preservation and propagation potential for future conservation activities.



Helicopter Transport to Offshore Facilities

## Environmental Impact of Transportation

In Abu Dhabi, transportation includes the movement of equipment, materials, and personnel offshore through helicopters and marine vessels, as well as the use of Company vehicles onshore. We continue to monitor emissions from transportation, as well as the impact of vessels in the marine environment, particularly with regards to the disturbances to marine habitats and species and introduction of invasive species.

We undertake regular maintenance of our transportation fleet to ensure they operate at full efficiency. Furthermore, ADOC operate all vehicles and vessels in accordance with the relevant ADNOC HSE Standards and international best practice.

ADOC's vessels also comply with the International Convention for the Prevention of Pollution from Ships (MARPOL) and relevant UAE standards on treatment and discharge of sewage wastewater from ships. We also implement the International Maritime Organization (IMO) regulations for the Control and Management of Ships' Ballast Water and Sediment Convention to prevent the introduction of invasive species from international waters.

## Environmental Impact of Product and Services

Once the crude oil is loaded into tankers at our SPM facility bound for Japan, ADOC is no longer responsible for the products. Therefore, this section is not applicable to ADOC's operations.

We undertake regular maintenance of our transportation fleet to ensure they operate at full efficiency.



## CHAPTER 04

# HEALTH & SAFETY

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ADOC aspire to become a safe, accident-free company. The safety of our employees and operations is our top priority and we strive to assure the safety of all our business activities. We implement a stringent Health, Safety and Environment Management System (HSEMS) that reflects our “Safety First, Think before Act” philosophy.

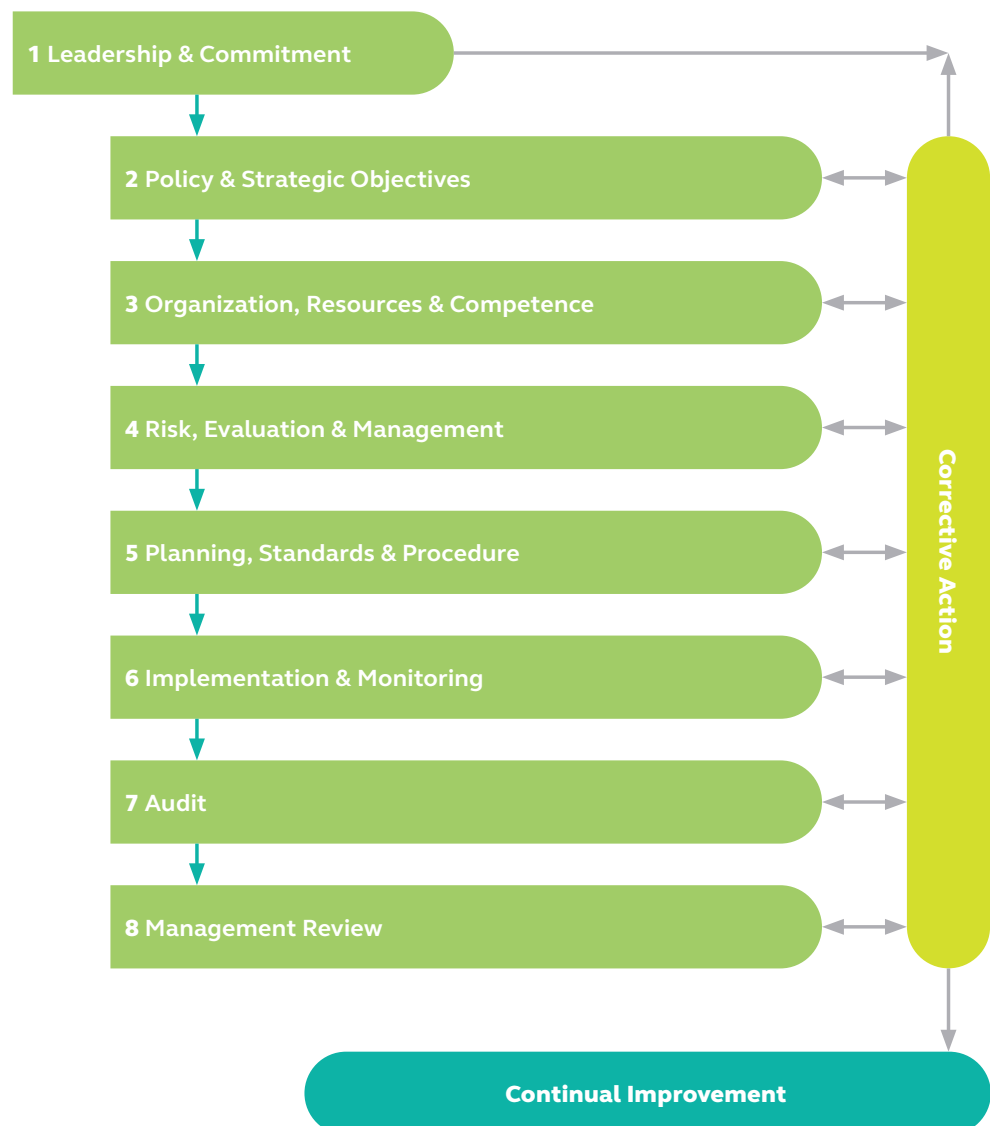
## ADOC'S HSEMS

Our HSEMS complies with international standards and safety-related guidelines established by ADNOC, and it manages the hazards identified for every activity or project. By applying our HSEMS, which is based on structured, risk-based assessment and management principles, ADOC can make better business decisions and reduce risk which will ultimately aid prevention of incidents and losses.

All employees and ADOC activities are covered by the HSEMS. Furthermore, as per the general terms and conditions signed by all Contractors/ Suppliers, all third parties are also required to follow the ADOC HSEMS.

ADOC also implement their HSE Procedure on various topics to execute our activities to meet the HSEMS requirements. These include procedures such as Assurance of Competence, HSE Training, Management of Contractor HSE, Ensuring Legal Compliance, Near Miss Reporting, HSEMS Action Tracking, etc.

### ADOC's HSEMS Elements





شركة نفط أبوظبي المحدودة (اليابان)  
ABU DHABI OIL CO., LTD. (JAPAN)

<p><b>Health, Safety, Security and Environment (HSSE) Policy</b></p> <p>To maintain safe and stable operations with continuous improvement of health, safety, environment, and sustainable performance, ADOC is committed to:</p> <p><b>HSSE in General</b></p> <ul style="list-style-type: none"> <li>• Providing a proactive HSE Management System and a Security Management System which ensure that all necessary steps are taken to protect our people, the community, and the environment.</li> <li>• Enhancing an organizational HSSE culture with commitment to "100% HSE" which involves contribution and participation of all personnel.</li> <li>• Encouraging all personnel to put forward HSSE initiatives by providing opportunities for their competency development.</li> <li>• Ensuring compliance with ADNOC's Health, Safety and Environment Standards, all applicable laws, regulations, and international standards.</li> <li>• Identifying HSE hazards/aspects and minimizing their risks/impacts to the business through effective controls.</li> </ul> <p><b>Health, Safety, and Security</b></p> <ul style="list-style-type: none"> <li>• Providing a healthy and safe working environment by controlling occupational health hazards and safety hazards.</li> <li>• Achieving reliable operations by managing the process safety and the integrity of assets.</li> <li>• Ensuring the safety and security of our people during any emergency, crisis, or business disruption.</li> </ul> <p><b>Environment</b></p> <ul style="list-style-type: none"> <li>• Adopting the best available technologies and practices to maintain sustainable environment.</li> </ul>	<p><b>سياسة الصحة والسلامة والأمن والبيئة</b></p> <p>من أجل الحفاظ على عمليات آمنة ومستقرة مع التحسين المستمر للصحة والسلامة والبيئة والأداء المستدام، تتلزم أدوك بما يلي:</p> <p><b>الصحة والسلامة والأمن والبيئة بشكل عام</b></p> <ul style="list-style-type: none"> <li>• توفير نظام إدارة الصحة والسلامة والبيئة والاستجابة ونظام إدارة الأمن الذي يضمن إتخاذ جميع الخطوات اللازمة لحماية أفرادنا والمجتمع، والبيئة.</li> <li>• تعزيز ثقافة الصحة والسلامة والأمن والبيئة التنظيمية إلزاماً بسياسة "100% للصحة والسلامة والبيئة" التي تتضمن مساهمة ومشاركة جميع الموظفين.</li> <li>• تشجيع جميع الموظفين على طرح مبادرات الصحة والسلامة والبيئة بتأمين الفرص لتطوير كفاءاتهم.</li> <li>• ضمان الامتثال لمعايير أدوك للصحة والسلامة والبيئة، ولجميع القوانين المعمول بها ولوائح والمعايير الدولية.</li> <li>• تحديد مخاطر الصحة والسلامة والبيئة وتخفيض هذه المخاطر والحد من تأثيرها على العمل من خلال السيطرة الفعالة.</li> </ul> <p><b>الصحة والسلامة والأمن</b></p> <ul style="list-style-type: none"> <li>• توفير بيئة عمل صحية وآمنة من خلال السيطرة على المخاطر الصحية المهنية ومخاطر السلامة.</li> <li>• تحقيق عمليات موثوقة بها عن طريق إدارة سلامة الأصول.</li> <li>• ضمان سلامة وأمن أفرادنا خلال أي حالة طارئة، وخلال أي أزمة أو أي تعطل للأعمال.</li> </ul> <p><b>البيئة</b></p> <ul style="list-style-type: none"> <li>• اعتماد أفضل التقنيات والممارسات المتاحة لتأمين بيئة مستدامة.</li> </ul>
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August 2020

Koji Ueno  
Representative & General Manager

أغسطس 2020

كوجي أونو  
الممثل والمدير العام

Health, Safety, Security and Environment (HSSE) Policy

## ADOC'S HSE POLICY

No changes were made to the ADOC HSSE Policy in 2020 compared with 2019. The policy was only updated to reflect ADNOC's update of their Codes of Practice to HSE Standards that were issued in 2019/2020. A new set of HSSE Targets were however developed. Where possible, ADOC strived to create more stringent targets, such as the Flare Gas KPI discussed previously.

Due to COVID-19, the targets were reviewed during a mid-year review. Most of the targets remained unchanged, with the exception of the requirements for the number of site visits and Contractor audits which were reduced to limit social interactions due to the pandemic.



### Alignment with the new ADNOC HSE Standards

In 2019/2020, ADNOC phased-in a new set of HSE Standards, replacing the previous Codes of Practice. ADOC commissioned a Gap Analysis of the 79 new standards to ensure alignment with the ADOC HSEMS and HSE Procedures. At the end of 2020, the Gap Analysis was completed for 23 standards, while the remainder will be completed by Q1 2021. Based on the result of Gap Analysis an update of existing procedures will be carried to aligning with the new standards.



## HAZARD IDENTIFICATION AND RISK ASSESSMENT

ADOC implement a stringent HSEIA process to identify work-related hazards and assess risks on routine and non-routine operations. In compliance with the ADNOC HSE Standards, ADOC prepares HSEIA studies for the existing operational facilities, as well as any new projects that are planned. ADOC commissioned an independent Consultant to prepare an operational phase HSEIA for Mubarratz Island and ARST, the CFP and HST. The HSEIA reports assess the significance/ severity of impacts/ risks and advises control measures as well as recommendations to minimize risks to an acceptable level.

The results of the HSEIA process were captured in an action tracking register to ensure closeout of all mitigation and monitoring requirements identified.

During operations, all employees can report incidents and unsafe acts through a Safety Observation Card. All observations are investigated, and where required additional measures may be implemented, as well as any necessary updates to the HSEMS. If at any time an unsafe act occurs, all employees have the right to stop their work and only after the safety of the personnel has been confirmed shall works resume. Where incidents occur, a Root Cause Analysis is undertaken to discover the cause of the failure or incident in the first place and identify sufficient actions to ensure that it does not reoccur.

ADOC implement a stringent HSEIA process to identify work-related hazards and assess risks on routine and non-routine operations.

In 2020, ADOC achieved 4,000 days without an LTI at the CFP on 15<sup>th</sup> January 2020.

## SAFETY PERFORMANCE

We monitor our safety performance to continuously improve and reduce the number of incidents that occur on an annual basis. Through our detailed HSEMS, training and awareness courses, as well as employee dedication, we can achieve our safety KPIs. ADOC and the Contractor staff recorded no high consequence work-related injuries, including zero fatalities. ADOC also experienced no Lost Time Injuries (LTIs), reportable injuries or first aid cases in 2020, which was based on 381,656 hours of work.

The Contractor staff recorded 3 LTIs, which complies with the ADOC KPI for LTIs. The LTI Frequency (0.69) did however exceed the ADOC KPI for Contractor staff ( $\leq 0.56$ ), based on 4,474,312 hours of work.

In 2020, ADOC achieved 4,000 days without an LTI at the CFP on 15<sup>th</sup> January 2020. In celebrating this admirable achievement, ADOC SE Department organized a ceremony at the CFP, hosted by our former General Manager, Mr. Hiroyuki Yamamoto.



**Mr. Imran Ali and Mr. Michael Satish**  
Man of the Year in CFP

The employee of the year award is given to employees for their excellent performance throughout the year. We are proud to have received this award in for the positive action taken in response to the pinch point Lost Time Incident (LTI) that occurred while mooring a boat. The award recognized the positive action taken to prevent the reoccurrence by undertaking a root cause investigation and encouraging more communication between supervisors and employees before starting their jobs. Supervisor approval is now required before starting any job and no additional jobs can be undertaken without discussion with the supervisor.

Furthermore, procedures have been re-emphasized, and a toolbox talk is now conducted before every job undertaken by a Contractor to confirm that they are aware of the necessary safety precautions. A procedure has also been developed based on the sea state conditions and mooring requirements.

This was the first LTI to occur on the CFP in 10 years', so it motivated all staff to refocus and re-emphasize on safe working practices and everyone is taking more precautions and is more focused on the job.



*This is a very remarkable accomplishment considering the conditions that you face in a limited workplace such as CFP where you always face continuous restless nights. It is a reflection of the commitment and concentrated efforts by all CFP staff in our operational activity through maintaining the motto, 'Safety first; Think before act'!*

**Mr. Hiroyuki Yamamoto,**  
former General Manager, Celebration  
for 4,000 Days without an LTI at CFP



HSE Awards for 4,000 Days without an LTI at CFP

Note: This photograph was taken prior to the COVID-19 pandemic

Furthermore, on 12th August 2020, ADOC achieved 1,000 days without LTI at Mussafah Warehouse. A ceremony was conducted on 13th August 2021, hosted by our current General Manager, Mr. Koji Ueno. Due to the COVID-19 outbreak all over the world, we conducted the ceremony online.

Such celebrations encourage employees to undertake their work safely. Despite the outbreak of the pandemic and as low oil prices prevailed, ADOC managed to execute these activities which improves the moral of our employees. This demonstrate how ADOC management proactively adapt to new environments and sustain their work during hard times.

*We are happy to announce the remarkable milestone achievement of "1000 days without Lost Time Injury". During this COVID pandemic situation which has impacted our routine operations, ADOC's achievement can be seen as a sign of optimism for the future and a reason to celebrate.*

*We take this opportunity to recognize the fact that each of our ADOC employees have been proactive about safety and has directly / indirectly helped to fine-tune the organizations direction on HSE. It's been said that "safety doesn't happen by accident." Thanks to our employees for always promoting safe work habits and setting a positive example for safe and stable operation.'*

**Mr. Koji Ueno,** General Manager,  
Celebration for 1,000 Days without an LTI  
at Mussafah Warehouse



## Personal Protective Equipment

ADOC ensure that all personnel are provided with the correct equipment at work which protects them against risks to their health and safety. In November 2020, ADOC upgraded all coveralls over a two month transition period in accordance with the requirements of the ADNOC HSE Standard for PPE (both types are shown in this report).

## ADOC HSE Awards

The ADOC HSE Awards is an annual event, recognizing the achievements of individuals or departments for their exceptional performance and implementation of innovative HSE initiatives. There are four categories, including HSE Achievement, Special Recognition Award, HSE Good Proposal Award and HSE Best Practice Award. In 2020, a special category was introduced for COVID-19 Precautional Achievements and Initiatives.

The HSE Awards is a scheme to encourage all employees to strive for excellence in their daily activities. In total, 86 applications were received for the competition. Among the winners were Dr. Nakawa and the ADOC Medical Team for their 'COVID-19 Preparedness and Response: Infection Prevention and Control in ADOC Community / Workplace'.



ADOC HSE Awards 2020

The medical team were recognized for their work on the frontline during the pandemic, keeping all ADOC employees safe during such unprecedented times.

During the awards ceremony, the medical team were thanked and honored for their dedication, compassion, and selfless support.

## ADOC Safety Performance 2020

KPI	Target	Actual
HSE Leadership Site Visits	6	10
HSE Inspections by Site Management	12	15
Minimum Number of Contractor Audits by ADOC	7	8
Close Out of Audit Gaps	>80%	93.57%
Near Miss Reports/ Safety Observations	700	788
Fatalities	ADOC – 0 Contractor – 0	ADOC – 0 Contractor – 0
Lost Time Injuries	ADOC – 0 Contractor – ≤3	ADOC – 0 Contractor – 3
Lost Time Injury Frequency	ADOC – 0 Contractor – ≤0.56	ADOC – 0 Contractor – 0.69
Lost Time Injury Severity	ADOC – 0 Contractor – ≤12.3	ADOC – 0 Contractor – 15.6
Total Reportable Injury	ADOC – 0 Contractor – ≤9	ADOC – 0 Contractor – 5
Total Reportable Injury Rate	ADOC – 0 Contractor – ≤1.68	ADOC – 0 Contractor – 1.14
First Aid Cases	ADOC – ≤2 Contractor – ≤25	ADOC – 0 Contractor – 6

## HSE AWARENESS AND EDUCATION

As discussed in Chapter 2, training needs are assessed based on individual annual performance reviews for all employees. External and in-house training courses and awareness campaigns are offered, depending on whether third party certification is required.

All training is provided free of charge for all employees and is conducted during working hours. The effectiveness of the training is determined through an evaluation of incidents that occur. Following an incident and Root Cause Analysis, the requirement for additional training may be identified to prevent future reoccurrence.

A total of 20 campaigns and educational awareness sessions were conducted specifically for HSE related topics. These included sessions on Chemical Management, Adverse Weather, Hand Safety Awareness, Life Raft Operation, Beat the Heat, Electrical Safety, Food Safety and Hygiene, Road Safety and Novel COVID-19 awareness.

In addition, training sessions were provided for Company and Contractor staff regarding Sea Survival, Helicopter Underwater Escape Training, H2S/ Breathing Apparatus, Advanced Fire Fighting, Crane Operator Refresher, Appointed Person Lifting Operation and Safety Integrity Level.

## HEALTH

All employees at ADOC have access to non-occupational medical and healthcare services through universal health coverage as part of the comprehensive benefits package for full-time employees. At the ADOC facilities, two clinics and one first aid post are operated to ensure employee health and wellbeing while working onshore and offshore. The clinics are located in the Abu Dhabi Office and Mubarras Island, and the first aid post is located in the CFP facility. All three locations are licensed by the Department of Health through an annual audit review.

Abu Dhabi-based employees may utilize the ADOC clinic for medical examinations and treatment to the extent of the available services, and staff working offshore can use the various offshore facilities. Onshore and offshore employees may request a referral from the ADOC doctor if further examination and treatment is required. At any time, the employees may seek treatment outside of the clinic in government and private hospitals utilizing the health insurance coverage provided by ADOC.

No work-related ill health incidents occurred in 2020 for ADOC employees or the Contractors. Voluntary health promotion programs were focused on the physical and mental health impacts related to COVID-19. In addition, fatigue management training and a campaign were carried out for all staff.

As part of the HSEIA process, an Occupational Health Risk Assessment is undertaken to identify and create an inventory of agents potentially hazardous to health, evaluate risks to health, decide on control measures required, consider any emergency (recovery) measures needed, demonstrate compliance to ADNOC Standards and Federal laws, and demonstrate the effectiveness of controls.



**Mr. Toshihide Izawa**  
Head, Drilling Group  
Development Department

Although it was a tough year for all rig activities, we are proud that we were able to continue carrying out operations without any incidents. This was possible due to the strong collaboration between rig and service companies working with ADOC and support from all ADOC rig personnel and other ADOC departments to continue our activities safely.

As the rigs have limited accommodations and spaces, our primary counter measure to the pandemic was to prevent any positive cases/ contact cases from entering the rig from Abu Dhabi. Even during the drilling activities, the presence of personnel was on an 'as needed basis' to minimize contact. All visiting personnel took a PCR test and completed a behavioral report confirming their whereabouts in the past 14 days.

On the rig site, isolation rooms and site-specific procedures were prepared to mitigate risk of pandemic at the site in the event of a positive case. As a result of the commendable precautions taken by all staff, no positive case has been occurred at the site and no significant negative effects have impacted rig operations. We conducted workovers and drilled one new well; a water disposal well at Mubarras Island. We followed established procedures for environmental protection and as a result, no environmental incidents occurred and no mortalities or injuries to marine wildlife happened during the operation of the rig and the drilling activities.





### Emergency Response Priorities

- Human Life
- Environment
- Protection of Facilities
- Business Continuity

## EMERGENCY MANAGEMENT

It is ADOC's responsibility to ensure plans, procedures and resources are available to effectively respond to emergency situations. ADOC have developed a comprehensive Corporate Emergency Response Plan (ERP) for responding to unplanned situations. The ERP provides the systems and measures to contain and control the effects of major accidents. The responsibility to ensure that the procedure is in place and operable is under the General Management, through the HSE Manager, where the selected personnel are trained to act as a team under the incident commander.

We also developed an Oil Spill Response Plan for Mubarratz Island, ARST and HST, and a separate plan for CFP and Mubarratz Field. Given the location of ADOC's activities in a marine protected area, the Oil Spill Response Plan is crucial for the avoidance of releases to the marine environment. The Oil Spill Response Plan establishes the roles and responsibilities and procedures necessary to control oil spills in a timely manner.

Seventeen emergency drills were carried out throughout 2020. Although 25 drills were planned, some were cancelled due to COVID-19 in order to maintain the social distancing rules applied within ADOC.



Corporate Emergency Response Plan Training



ADOC Emergency Fire Fighting Vehicle



**Mr. Satoshi Ito and Mr. Senthamizh Selvan**  
Head, Health, Safety & Environment Department

ADOC and the SE Department have been able to showcase their environmental achievements through international publications and awards schemes. ADOC took the opportunity to submit a publication (now under review) to the Marine Pollution Bulletin Journal, highlighting the use of sewage sludge as fertilizer to support enhanced mangrove growth in Mubarras Island. The findings of the study are a unique achievement that accomplishes better mangrove growth and reduces operational costs as the sludge does not have to be shipped for disposal. ADOC also applied for The World Association for Waterborne Transport Infrastructure awards, to recognize their achievements for mangrove planting on dredged materials. We are currently expecting a response to the award application soon and are hopeful of success.

Another achievement of 2020 was the extension of the remote satellite seagrass mapping to the Hail Shoal. Due to the pandemic, physical mapping could not be undertaken as the specialized

personnel and equipment could not be mobilized offshore, therefore physical calibration of the habitats will happen soon. ADOC were still able to regularly monitor the seagrass in various ways to make sure the operations did not affect the habitat. No negative impacts from ADOC's operations were recorded on the seagrass in 2020.

The ADOC SE Department also implemented the Environment Asset Safety Integrity Documentation (EASIDOC) system, which is a HSE digital platform that can be accessed by all company employees to report HSE cases. ADOC aim is to move towards having a digital library that all employees can refer to which will provide 100% visible communications, support a paperless environment and produce faster and more reliable data. Due to the faster reporting cycles, HSE management has been improved.

ADOC also achieved transformation to the 2018 ISO: 50001 Energy Management standard. This was undertaken successfully thanks to coordination between

employees to complete internal and external audits despite the pandemic challenges. The audits were all successfully completed online, and a gap analysis was also conducted by a third party to determine the requirements for the transition. Subsequently, we closed out the gaps related to energy management systems by implementing a lot of new documents. Although it is too early to determine the results of the implementation, the ultimate purpose is to increase energy efficiency and reduce consumption, and ADOC are continuously working towards achieving these goals.

Lastly, all HSE targets for 2020 were achieved despite the challenging conditions posed by COVID-19. Three Lost Time Injuries occurred, two of the cases happened in routine operations. ADOC reacted by taking actions to identify hidden hazards, prepared visual awareness materials, and encouraged and advised all staff to be a safety leader without compromise – all employees are accountable for health and safety.





ADOC Pointing and Calling Awareness Programme

Note: This photograph was taken prior to the COVID-19 pandemic

We endeavor to achieve reliable operations by focusing on process safety and asset integrity management.

## SECURITY

The ADOC AD Manager is responsible for security at our Abu Dhabi Office, while the Critical Infrastructure and Coastal Protection Authority (CICPA) are accountable for security at all our operational sites. CICPA is the official authority for the security and protection of all critical infrastructure and resources in Abu Dhabi; they issue security clearance for all companies or employees working within such critical sites.

CICPA is responsible for the installation and maintenance of security systems at each of the offshore facilities. At the CFP, a Security Control and Command room with associated equipment such as cameras has been installed. Plans are also in place for a permanent security system for HST.

## ASSET INTEGRITY

Asset Integrity is a sub-element of the Planning, Standards and Procedures as part of the ADOC HSEMS. Any risks identified in ADOC's operations are subject to additional preventative and mitigating controls to ensure the risk is As Low as Reasonably Practicable (ALARP). The ALARP principle is the foundation of our HSE Policy, ensuring our activities are safety-centric.



### Mr. Takao Sakata

Assistant Manager

Offshore Operating Department - Mubarratz

We had 3 Lost Time Injuries (LTIs) at ADOC this year, including a painting incident, a slip and trip and a pinch point injury where a finger was caught in a rope. We undertook investigations to identify the root causes of each of the incidents.

As a result of the investigations, we conducted campaigns on site to create awareness of such risks, revised the hiring policy to ensure all personnel are fit for their tasks, re-shared the HSE life-saving rules with all sites, and conducted Toolbox Talks.

Contractors for the Mubarratz site were also required to undergo training to go over protection measures and preventative training in order to increase their awareness on safe working conditions.

Moreover, due to the lockdown and no home leave, employees were getting fatigued resulting in lack of attention during routine tasks. To combat this, ADOC introduced staff breaks to relieve employees and provided additional activities, such as a COVID-19 awareness quiz. The winner was given a reward.

Overall, safe operations were achieved despite the global pandemic situation through continuous efforts of all employees.



### EASIDOC Implementation

ADOC implemented the Environment Asset Safety Integrity Documentation System (EASIDOC), a new HSE system that allows all employees to access and report HSE incidents and share information. This is in line with ADOC's mission to move towards a digital library that all employees can reference, resulting in 100% digital communications. This system has already enabled a faster reporting cycle for improving HSE management and is a paperless initiative to reduce paper use.

## CHAPTER 05

# PROFIT

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In early 2020 when the full impact of COVID-19 pandemic was realized, as well as a fall in the global oil price, it was decided to shift the economic focus towards maintaining production, and the majority of new projects and initiatives were put on hold. Despite this, ADOC were able to maintain production without any serious incidents.

## ECONOMIC PERFORMANCE

ADOC's vision focuses on optimizing production and long-term growth. The major targets set by ADOC at the beginning of 2020 to achieve this aspiration were:

**Maintain safe and stable operations** - Putting the safety of all employees first in order avoid incidents involving ADOC staff and disruption to production. This is the most important management philosophy and ongoing goal of the Company.

**Further enhance individual capability and productivity** - Improving individual skill, knowledge, and productivity through daily work to make ADOC stronger and a more competitive company in Abu Dhabi.

**Firmly execute the planned construction and maintenance works within strict time schedules** -

Avoiding delay of annual planned construction and maintenance works to ensure safe and stable operations.

Financial control at ADOC is the responsibility of the FA Department. The key role of this department is the preparation and control of budgets and management of ADOC's funds and tax declarations. No new procedures or policies were formulated in the ADOC FA Department in 2020. We continued to implement the standard systems such as the Oracle Enterprise Resource Planning tool and ADOC budget book systems to maintain and increase efficiency in the department.

In early 2020 when the full impact of COVID-19 pandemic was realized, as well as a fall in the global oil price, it was decided to shift the economic focus towards maintaining production, and the majority of new projects and initiatives were put on hold. Several big projects were planned, such as the water injection project, Mubarratz re-development study and the ADNOC sole risk drilling work. The planned construction and maintenance works were halted to focus on business continuity to achieve production targets in the difficult situation caused by the pandemic. Despite this, ADOC were able to maintain production without any serious incidents. This is considered a significant achievement particularly due to the additional restrictions and procedures that were put in place because of COVID-19.

INDIRECT  
ECONOMIC  
PERFORMANCE

ADOC's activities as an employer and consumer of local products and services in the UAE indirectly supports local economic development. For example, 34% of ADOCs employees are Emirati Nationals, while 88% of the total spending on procurement was on local vendors in 2020. ADOC strive to create long-term job creation and well as continued demand for local services.

PROCUREMENT

A total of 227 Suppliers were procured by ADOC PT Department to provide equipment, spare parts, materials, and services such as new fan units, cables, filters and inspection and calibration services. Almost all the local Suppliers were selected from an approved list of vendors based on a stringent set of criteria through the ADNOC Commercial Directory. This is a repository of approved partners permitted to provide services to the ADNOC Group Companies and ADOC.

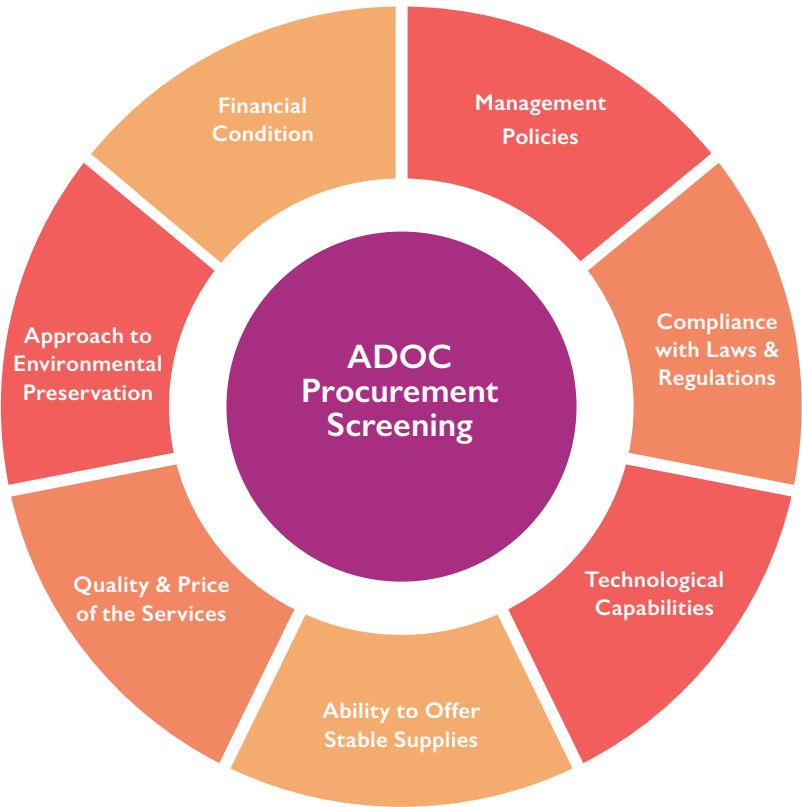
The Commercial Directory has a screening process to ensure a qualified, competitive, and sustainable supply chain of partners and services providers. Basically, all potential partners and service providers should be registered and prequalified to do business with any of the ADNOC Group Companies. The prequalification assessment is part of ADNOC's due diligence of a new relationship with a Supplier. We also actively engage with our key stakeholders, particularly our Contractors and Suppliers, to manage economic, environmental, and social impacts, risks, and opportunities.

We also engage in free and fair transactions in accordance with our Code of Conduct, and endeavor to promote mutual prosperity with our Contractors and Suppliers. Through the Code of Conduct, we also screen Contractors and Suppliers by assessing a set of criteria to ensure proper selection.

We are also committed to boosting the local economy by hiring local Suppliers in line with ADNOC's In Country Value (ICV) program. This initiative focuses on enhancing in-country manufacturing, local procurement, employment of Emirati Nationals and local investment. Overall, 88% of the total spending on procurement was on local vendors. Although there was a 3% decrease on local spending from 2019 (91%), a substantial amount of ADOC's purchases are from local vendors, which supports the local economy.

ADOC are committed to boosting the local economy by hiring local Suppliers in line with ADNOC's In Country Value (ICV) program.

ADOC Procurement  
Screening Criteria







**Capt. Mousa M. Hamad**  
 Head, Offshore Purchasing  
 and Transportation Group,  
 Offshore Operating  
 Department

Although movements were restricted due to the pandemic, the ADOC OP Department managed to continue transportation of crude oil products without compromising the safety of all parties involved. The situation in 2020 totally changed the way we are dealing with vessels and carriers due to additional safety equipment and precautionary measures, however we managed to handle operations safely without delay.

Due to COVID-19, staff are now required to wear additional safety equipment such as masks and gloves, which makes the activities more difficult, particularly for those operating the choppers and boats. As a result, we have provided special training on how to operate these while wearing additional PPE so that the operators can do their jobs effectively.

Other safety precautions implemented included completing maritime health declaration forms before the arrival of all boats including the tanker, completing temperature monitoring sheets, limiting contact with vessel crews, and conducting regular PCR tests.

Ship crews were also required to confirm whether they were tested or vaccinated by filling out the mandatory ADOC health questionnaires. Furthermore, any cargo that was transported from Abu Dhabi to Mubarratz, by means of chopper or boats was always sanitized before delivery. Despite the additional requirements, the measures become a routine job, so the transportation schedule has not been impacted.

One slip and trip incident occurred on one of our boats during 2020. Instantly, we launched an investigation and root cause analysis to find out the main cause as it was a routine activity. As a result, we instructed the Contractor to carry out training, Toolbox Talks, and provide re-training on the lifesaving rules to avoid reoccurrence. The training was applied to all boats, not just the one where the incident occurred, to provide an example for all other vessels.

Despite the pandemic, continued environmental precautions were also taken in 2020 by ADOC. Prior to the arrival of foreign vessels, ADOC ensures that they follow the International Maritime Organization (IMO) water management plan. Also, a nominated tanker will undergo ADNOC vetting inspection to come onto the port. Pre-arrival questionnaires and documents need to be filled out by the vessel to report on their ballast discharge and waste disposal. If it meets ADNOC and BWB Convention by IMO and ROMPE regulations, then the vessel is permitted to de-ballast within the UAE waters. This is crucial to protect the marine environment of the UAE by avoiding the release of potentially invasive species and marine contaminants into UAE waters.

# ABBREVIATIONS LIST

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## ABBREVIATIONS LIST

<b>AD</b>	Administration
<b>ADNOC</b>	Abu Dhabi National Oil Company
<b>ADOC</b>	Abu Dhabi Oil Co. Ltd. (Japan)
<b>ADSSC</b>	Abu Dhabi Sewerage Services Company
<b>ADWEA</b>	Abu Dhabi Water and Electricity Authority
<b>ALARP</b>	As Low as Reasonably Practicable
<b>AR</b>	Umm Al Anbar
<b>ARST</b>	AR Site Terminal
<b>ATHS</b>	Applied Technology High School
<b>AU</b>	Auditing
<b>BeAAT</b>	Central Environment Protection Facility
<b>CBT</b>	Competency Based Training
<b>CFP</b>	Central Facilities Platform
<b>CH<sub>4</sub></b>	Methane
<b>CICPA</b>	Critical Infrastructure and Coastal Protection Authority
<b>COVID-19</b>	Respiratory disease caused by SARS-CoV-2
<b>CO</b>	Carbon Monoxide
<b>CO<sub>2</sub></b>	Carbon Dioxide
<b>EAD</b>	Environment Agency – Abu Dhabi
<b>EASIDOC</b>	Environment Asset Safety Integrity Documentation System
<b>EIA</b>	Environmental Impact Assessment
<b>EnMS</b>	Energy Management System
<b>ERP</b>	Emergency Response Plan
<b>GA</b>	Neewat Al Ghalan
<b>GHG</b>	Greenhouse Gas
<b>GIS</b>	Geographic Information Systems
<b>GJ</b>	Giga joules
<b>GRI</b>	Global Reporting Initiative
<b>H<sub>2</sub>S</b>	Hydrogen Sulphide
<b>HR</b>	Human Resources and Development
<b>HSE</b>	Health, Safety and Environment
<b>HSEIA</b>	Health, Safety and Environmental Impact Assessment

<b>HSEMS</b>	Health, Safety and Environment Management System
<b>HSSE</b>	Health, Safety, Security and Environment
<b>HST</b>	Hail Site Terminal
<b>ICV</b>	In Country Value
<b>IMO</b>	International Maritime Organization
<b>IOGP</b>	International Association of Oil and Gas Producers
<b>ISO</b>	International Organization for Standardization
<b>IUCN</b>	International Union for the Conservation of Nature
<b>JLTP</b>	Japanese Language Teaching Programme
<b>KPI</b>	Key Performance Indicator
<b>LTI</b>	Lost Time Injury
<b>MARPOL</b>	International Convention for the Prevention of Pollution from Ships
<b>MMSCF</b>	Million Standard Cubic Feet
<b>MMSCFD</b>	Million Standard Cubic Feet per Day
<b>MMSCFY</b>	Million Standard Cubic Feet per Year
<b>N<sub>2</sub>O</b>	Nitrous Oxide
<b>NEBOSH</b>	National Examination Board in Occupational Safety & Health
<b>NMVOCS</b>	Non-Methane Volatile Organic Compounds
<b>NO<sub>x</sub></b>	Nitrogen Oxides
<b>PIANC</b>	World Association for Waterborne Transport Infrastructure
<b>PPE</b>	Personal Protective Equipment
<b>QCC</b>	Quality Conformity Council
<b>SDGs</b>	Sustainable Development Goals
<b>SO<sub>2</sub></b>	Sulphur Dioxide
<b>SO<sub>x</sub></b>	Sulphur Oxides
<b>SPC</b>	Supreme Petroleum Council
<b>SPM</b>	Single Point Mooring
<b>STP</b>	Sewage Treatment Plant
<b>UAE</b>	United Arab Emirates
<b>UN</b>	United Nations
<b>UNESCO</b>	United Nations Educational, Scientific & Cultural Organization

# GRI INDEX

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## GRI INDEX

GRI Standard	Disclosure	Information/ Page Number	Omission
<b>GRI 102: General Disclosures</b>	Organizational Profile		
	I02-1 Name of the organization	Page 7	-
	I02-2 Activities, brands, products, and services	Page 14-17	-
	I02-3 Location of headquarters	Page 13	-
	I02-4 Location of operations	Page 14-17- This report covers ADOC's operations in the UAE; transportation and marketing, sales and consumption of the crude oil in Japan is beyond the scope of this report.	-
	I02-5 Ownership and legal form	Page 13 – 17 - ADOC 100% owned by four Japanese shareholders.	-
	I02-7 Scale of the organization	Page 14-17, 22-23	ADOC's net revenue has not been disclosed since its considered confidential by ADOC.
	I02-8 Information on employees and other workers	Page 25-27	-
	I02-9 Supply chain	Page 68	-
	I02-10 Significant changes to the organization and its supply chain	No changes have been made in ADOC's organizational size, structure, ownership or supply chain.	-
	I02-11 Precautionary Principle or approach	Page 39	-
	I02-12 External initiatives	Page 10-14, 21, 40-41	-
	I02-13 Membership of associations	Page 21	-
	Strategy		
	I02-14 Statement from senior decision-maker	Page 5 - Statement from General Manager	-
	I02-15 Key impacts, risks, and opportunities	Page 39-40, 59	-
	Ethics and Integrity		
	I02-16 Values, principles, standards, and norms of behavior	Page 32 - 33	-
	I02-17 Mechanisms for advice and concerns about ethics	Page 32 - 33	-
	Governance		
	I02-18 Governance structure	Page 14	-
	I02-19 Delegating authority	Page 14 and 20	-
	I02-20 Executive-level responsibility for economic, environmental, and social topics	Page 14	-
	I02-21 Consulting Stakeholders on Economic, Environmental and Social Topics	Page 20	-



GRI Standard	Disclosure	Information/ Page Number	Omission
	I02-23 Chair of the highest governance body	Page 14	-
	I02-25 Conflicts of interest	Page 33 – 34	-
	I02-27 Collective knowledge of highest governance body	Page 30-31	-
	I02-29 Identifying and managing economic, environmental, and social impacts	Page 21	-
	I02-32 Highest governance body's role in sustainability reporting	Each year, the Sustainability Report is reviewed by the General Manager and the Department Managers. The final approval of the report is provided by the General Manager, after all comments have been addressed and closed.	-
	I02-33 Communicating critical concerns	Page 33 - Whistleblowing Policy	-
	I02-35 Remuneration policies	Page 29	-
	Stakeholder Engagement		
	I02-40 List of stakeholder groups	Page 19	-
	I02-41 Collective bargaining agreements	Employee associations such as unions and collective bargaining are not permitted in the UAE under the Federal law.	-
	I02-42 Identifying and selecting stakeholders	Page 19	-
	I02-43 Approach to stakeholder engagement	Page 19	-
	I02-44 Key topics and concerns raised	Page 61	-
	Reporting Practice		
	I02-45 Entities included in the consolidated financial statements	All UAE entities are included in the consolidated financial statements.	-
	I02-46 Defining report content and topic boundaries	Page 7 – 8	-
	I02-47 List of material topics	Page 8 – 9	-
	I02-48 Restatements of information	No restatements of information have occurred in the reporting period.	-
	I02-49 Changes in reporting	Page 7 – 9	-
	I02-50 Reporting period	Page 7	-
	I02-51 Date of most recent report	December 2019	-
	I02-52 Reporting cycle	Annual	-
	I02-53 Contact point for questions regarding the report	Page 11	-
	I02-54 Claims of reporting in accordance with the GRI Standards	Page 7	-
	I02-55 GRI content index	Page 73- end	-
	I02-56 External assurance	This report has not undergone an external assurance process	-

GRI Standard	Disclosure	Information/ Page Number	Omission
<b>Economic Performance</b>	I03-1 Explanation of the material topics and its boundaries	Page 7 – 9	-
	I03-2 The management approach and its components	Page 7 – 9	-
	I03-3 Evaluation of the Management Approach	Page 59 – 60	-
	201-1 Direct economic value generated and distributed	As a privately held company, ADOC do not disclose this information.	ADOC is a privately held company. ADOC's financial information is reported to the parent companies of Cosmo Energy and Nippon Oil and Gas Exploration. We also report our financial information to ADNOC as an operating company, and therefore do not wish to disclose financial information separately as a single entity.
	201-4 Financial assistance received from government	ADOC does not receive any financial assistance.	-
<b>Market Presence</b>	I03-1 Explanation of the material topics and its boundaries	Page 7 – 9	-
	I03-2 The management approach and its components	Page 27 and 59 – 60	-
	I03-3 Evaluation of the Management Approach	Page 59 – 60	-
	202-01 Ratios of standard entry level wage by gender compared to local minimum wage	There is no minimum wage in the UAE, however all ADOC payments are in alignment with the general market conditions.	-
	202-2 Proportion of senior management hired from the local community	Number of personnel in executive/ senior management positions that are UAE Nationals is 1 or 8.33%. The position is HR Manager.	-
<b>Indirect Economic Impacts</b>	I03-1 Explanation of the material topics and its boundaries	Page 7 – 9	-
	I03-2 The management approach and its components	Page 27 and 59 – 60	-
	I03-3 Evaluation of the Management Approach	Page 59 – 60	-
	203-2 Significant indirect economic impacts	Page 17, 59 – 60	-
<b>Procurement Practices</b>	I03-1 Explanation of the material topics and its boundaries	Page 7 – 9	-
	I03-2 The management approach and its components	Page 59 – 60	-
	I03-3 Evaluation of the Management Approach	Page 59 – 60	-
	204-1 Proportion of spending on local suppliers	Page 59 – 60	-

GRI Standard	Disclosure	Information/ Page Number	Omission
<b>Anti-corruption</b>	103-1 Explanation of the material topics and its boundaries	Page 7 – 9	-
	103-2 The management approach and its components	Page 33 – 34	-
	103-3 Evaluation of the Management Approach	Page 33 – 34	-
	205-2 Communication and training about anti-corruption policies and procedures	Page 33 – 34	-
	205-3 Confirmed incidents of corruption and actions taken	No confirmed incidents of corruption were recorded in ADOC.	-
<b>Anti-competitive behavior</b>	103-1 Explanation of the material topics and its boundaries	Page 7 – 9	-
	103-2 The management approach and its components	Page 33 – 34	-
	103-3 Evaluation of the Management Approach	Page 33 – 34	-
	206-1 Legal actions for anti-competitive behavior; anti-trust, and monopoly practices	No legal complaints for anti-competitive behavior; anti-trust, or monopoly practices were reported in ADOC.	-
<b>Energy</b>	103-1 Explanation of the material topics and its boundaries	Page 7 – 9	-
	103-2 The management approach and its components	Page 39 – 41	-
	103-3 Evaluation of the Management Approach	Page 39 – 41	-
	302-1 Energy consumption within the organization	ADOC's total direct energy consumption was 3.51x10 <sup>6</sup> Gigajoules (GJ) and our total indirect energy consumption was 16.82 x10 <sup>3</sup> GJ.	-
	302-3 Energy intensity	Page 39	-
<b>Water and Effluents</b>	103-1 Explanation of the material topics and its boundaries	Page 7 – 9	-
	103-2 The management approach and its components	Page 44-45	-
	103-3 Evaluation of the Management Approach	Page 44-45	-
	303-2 Management of water discharge-related impacts	Page 44-45	-
	303-3 Water withdrawal	In total, 1,714,000 cubic meters of water was withdrawn; a total of 70,628 cubic meters was withdraw from municipal supplies, whereas 1,643,111 was withdrawn from the sea. In addition, ADOC produced 379,201 cubic meters of desalinated water in 2020, 91,134 cubic meters of which was treated and reused as irrigation water.	-
	303-4 Water discharge	ADOC generated 1,413,312 cubic meters of wastewater; a total of 67,097 cubic meters was disposed in the municipal sewerage system and 1,346,215 cubic meters was discharged to the sea as RO brine water. All produced water and other process wastewater streams are injected into a wastewater disposal well.	-

GRI Standard	Disclosure	Information/ Page Number	Omission
<b>Biodiversity</b>	303-5 Water consumption	Page 46	-
	103-1 Explanation of the material topics and its boundaries	Page 7 – 9	-
	103-2 The management approach and its components	Page 37 – 39	-
	103-3 Evaluation of the Management Approach	Page 37 – 39	-
	304-1 Operational sites owned, leased, managed in, or adjacent to, protected areas and areas of high biodiversity value outside protected areas	Page 37 – 39	-
	304-2 Significant impacts of activities, products, and services on biodiversity	Page 37 – 39	-
	304-3 Habitats protected or restored	Page 45 – 49	-
	304-4 IUCN Red List species and national conservation list species with habitats in areas affected by operations	Page 37 – 39	-
<b>Emissions</b>	103-1 Explanation of the material topics and its boundaries	Page 7 – 9	-
	103-2 The management approach and its components	Page 37 – 43	-
	103-3 Evaluation of the Management Approach	Page 37 – 43	-
	305-1 Direct (Scope 1) GHG emissions	Page 41 – 42 The total volume of flared hydrocarbons in 2020 was 85.04 Million Standard Cubic Feet (MMSCF).	-
	305-2 Energy indirect (Scope 2) GHG emissions	Page 41 – 42	-
	305-5 Reduction of GHG emissions	Page 41 – 42	-
	305-7 Nitrogen Oxides (NOX), Sulphur Oxides (SOX), and other significant air emissions	In total, 2,209 tonnes of SO <sub>2</sub> , 608 tonnes of NOX, 235 tonnes of CO and 42 tonnes of NMVOCs were emitted.	-
<b>Waste</b>	103-1 Explanation of the material topics and its boundaries	Page 7 – 9	-
	103-2 The management approach and its components	Page 43 – 44	-
	103-3 Evaluation of the Management Approach	Page 43 – 44	-
	306-1 Waste Generation and significant waste-related impacts	Page 43 – 44	-
	306-3 Waste generated	Page 43 – 44	-
<b>Environmental Compliance</b>	103-1 Explanation of the material topics and its boundaries	Page 7 – 9	-
	103-2 The management approach and its components	Page 37 – 39	-
	103-3 Evaluation of the Management Approach	Page 37 – 39	-
	307-1 Non-compliance with environmental laws and regulations	ADOC did not identify any non-compliance issues in environmental laws and/or regulations. No fines or non-monetary sanctions were brought upon ADOC.	-

GRI Standard	Disclosure	Information/ Page Number	Omission
<b>Supplier Environmental Assessment</b>	I03-1 Explanation of the material topics and its boundaries	Page 7 – 9	-
	I03-2 The management approach and its components	Page 59 – 60	-
	I03-3 Evaluation of the Management Approach	Page 59 – 60	-
	308-1 New suppliers that were screened using environmental criteria	Page 59 – 60	-
<b>Employment</b>	I03-1 Explanation of the material topics and its boundaries	Page 7 – 9	-
	I03-2 The management approach and its components	Page 22 – 27	-
	I03-3 Evaluation of the Management Approach	Page 22 – 27	-
	401-1 New employee hires and employee turnover	Page 22-23	-
	401-2 Benefits provided to full-time employees that are not provided to temporary or part-time employees	Page 27	-
	401-3 Parental leave	Page 27	-
<b>Occupational Health and Safety</b>	I03-1 Explanation of the material topics and its boundaries	Page 7 – 9	-
	I03-2 The management approach and its components		-
	I03-3 Evaluation of the Management Approach		-
	403-1 Occupational health and safety management system	Page 55	-
	403-2 Hazard identification, risk assessment and incident investigation	Page 39 and Page 55 – 57	-
	403-3 Occupational health services	Page 59	-
	403-5 Worker training on occupational health and safety	Page 29 – 31 and Page 59	-
	403-6 Promotion of worker health	Page 59	-
	403-8 Workers covered by an occupational health and safety management system	Page 55	-
	403-9 Work-related injuries	Page 58 – 59	-
	403-10 Work-related ill health	Page 58 – 59	-
<b>Training and Education</b>	I03-1 Explanation of the material topics and its boundaries	Page 7 – 9	-
	I03-2 The management approach and its components	Page 29 – 30	-
	I03-3 Evaluation of the Management Approach	Page 29 – 30	-
	404-1 Average hours of training per year per employee	Page 29 – 30	-
	404-3 Percentage of employees receiving regular performance and career development reviews	Page 33	-



GRI Standard	Disclosure	Information/ Page Number	Omission
<b>Diversity and Equal Opportunity</b>	I03-1 Explanation of the material topics and its boundaries	Page 7 – 9	-
	I03-2 The management approach and its components	Page 26 – 31	-
	I03-3 Evaluation of the Management Approach	Page 26 – 31	-
	405-1 Diversity of governance bodies and employees	Page 26 – 31	-
	405-2 Ratio of basic salary and remuneration of women to men	There are no women team members within the Executive and Senior Management Team of ADOC. 100% of the women staff in middle management team as well as other staff (professional, operational and administrative) receive the same basic salary and remuneration as men.	-
<b>Non-discrimination</b>	I03-1 Explanation of the material topics and its boundaries	Page 7 – 9	-
	I03-2 The management approach and its components	Page 22 – 27 and 33	-
	I03-3 Evaluation of the Management Approach	Page 22 – 27 and 33	-
	406-1 Incidents of discrimination and corrective actions taken	No significant incidents of discrimination were reported to ADOC.	-
<b>Freedom of Association and Collective Bargaining</b>	I03-1 Explanation of the material topics and its boundaries	Page 7 – 9	-
	I03-2 The management approach and its components	Page 33	-
	I03-3 Evaluation of the Management Approach	Page 33	-
	407-1 Operations and suppliers in which the right to freedom of association and collective bargaining may be at risk	Employee associations, such as unions and collective bargaining are not permitted in the UAE under the Federal law.	-
<b>Child Labor</b>	I03-1 Explanation of the material topics and its boundaries	Page 7 – 9	-
	I03-2 The management approach and its components	Page 33	-
	I03-3 Evaluation of the Management Approach	Page 33	-
	408-1 Operations and suppliers at significant risk for incidents of child labor	As part of the ADOC Code of Conduct, child employment is prohibited. Furthermore, based on Federal law, the operations and suppliers are not considered to have significant risks of incidents of child labor/ young workers exposed to hazardous work.	-

GRI Standard	Disclosure	Information/ Page Number	Omission
<b>Forced or Compulsory Labor</b>	I03-1 Explanation of the material topics and its boundaries	Page 7 – 9	-
	I03-2 The management approach and its components	Page 34	-
	I03-3 Evaluation of the Management Approach	Page 34	-
	409-1 Operations and suppliers at significant risk for incidents of forced or compulsory labor	As part of the ADOC Code of Conduct, forced or compulsory labor is prohibited. Furthermore, based on Federal law, the operations and suppliers are not considered to have significant risks of incidents of forced or compulsory labor.	-
<b>Human Rights Assessment</b>	I03-1 Explanation of the material topics and its boundaries	Page 7 – 9	-
	I03-2 The management approach and its components	Page 33 and 34	-
	I03-3 Evaluation of the Management Approach	Page 33 and 34	-
	412-1 Operations that have been subject to human rights reviews or impact assessments	Page 33	-
<b>Supplier Social Assessment</b>	I03-1 Explanation of the material topics and its boundaries	Page 7 – 9	-
	I03-2 The management approach and its components	Page 59 – 60	-
	I03-3 Evaluation of the Management Approach	Page 59 – 60	-
	414-1 New suppliers that were screened using social criteria	Page 59 – 60	-
	414-2 Negative social impacts in the supply chain and actions taken	N/A- This is undertaken by ADNOC.	-
<b>Socioeconomic Compliance</b>	I03-1 Explanation of the material topics and its boundaries	Page 7 – 9	-
	I03-2 The management approach and its components	Page 33 – 34	-
	I03-3 Evaluation of the Management Approach	Page 33 – 34	-
	419-1 Non-compliance with laws and regulations in the social and economic area	ADOC did not identify any non-compliance issues with social, economic and environmental laws and/or regulations. No fines or non-monetary sanctions were brought upon ADOC.	-



ABU DHABI OIL CO., LTD. (UAE)

**NEST No 14**

