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## PETROFAC LIMITED

### BUSINESS CONTINUITY POLICY

#### Vision

Petrofac recognises that the unexpected could and may be encountered by our operations, the effect of which may result in business disruption. Thus, implementing a robust Business Continuity Programme is essential for the safeguarding of our business. Petrofac will actively promote company resilience so that following any disruptive incident there is an orderly resumption of normal business operations with a minimum impact on our people, clients, business operations and reputation.

#### Commitment

The Petrofac Board of Directors has ultimate responsibility for Business Continuity and is committed to:

- ensuring the Business Continuity Programme aligns with the organisation's objectives and processes;
- ensuring the Business Continuity Programme is adequately resourced;
- reviewing the Business Continuity Programme regularly to ensure its requirements are being met and support continuous improvement;
- ensuring the Executive Committee oversees the effectiveness of the Business Continuity programme; and
- ensuring an incident is managed within Petrofac's Risk Appetite and business operations are restored within the defined Recovery Time Objectives.

#### Objectives

To meet this commitment, Petrofac will:

- establish and maintain a Business Continuity Programme that aligns with industry good practice and leading standards;
- establish management oversight via the Executive Committee in which Business Continuity management roles and responsibilities are clearly defined and communicated;
- develop Group Business Continuity performance standards and management practices to ensure a systematic approach to Business Continuity management;
- periodically review the suitability and effectiveness of this policy, the Group Business Continuity Management standards and management practices, targets and objectives;
- monitor compliance with this Policy and its associated Standard;
- ensure lessons identified from crises, incidents or exercises are communicated and integrated into prevention, planning, training and future exercises;
- ensure all plans are regularly exercised so they may be effective and efficiently implemented in response to incidents; and
- provide appropriate Business Continuity training to employees and actively promote Business Continuity awareness.

Each Petrofac office, site and location will:

- develop and maintain the appropriate Plans to support the effective implementation of this Policy and associated Standards;
- analyse business services, and identify prioritised activities that require additional risk treatment; and
- implement this Policy through their documented business management systems and conduct periodic reviews to verify compliance and promote continual improvement.

## Responsibility and implementation

Business Continuity is a line management responsibility that starts with the Group Chief Executive and flows down through the line management structure to front line employees. Every Petrofac employee is responsible for making themselves aware of this Policy's requirements and shall contribute to the Business Continuity Programme as appropriate.

This Policy applies to all operating companies and service lines within Petrofac Limited and all partnerships or Joint Ventures over which Petrofac has management control.

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**Sami Iskander, Chief Executive Officer**

**31 January 2022**

