



Training and Development Policy

The success of each of the Company employees in their professional activities and teamwork depends on their knowledge and skills. OKTA Exploration and Production Limited provides opportunities for employees to continuously improve their abilities and skills. The key aspect of the staff training and development policy is the strategy of internal growth and professional development.

OKTA Exploration and Production Limited has a unified corporate personnel training system covering all areas of business and categories of personnel.

The corporate system of training and development of OKTA Exploration and Production Limited personnel is aimed at addressing the following strategic objectives:

1. To ensure the level of professional and technical competence of employees corresponding to the current and future needs of the Company's business.
2. To strengthen the Company's management competencies, including through the development of the internal talent pool.
3. To provide the Company's strategic projects with trained personnel.
4. To comply with mandatory state requirements to the level of training of fuel and energy complex personnel aimed at ensuring quality and safety at production facilities; to ensure the necessary level of competence of all Company employees involved in the industrial safety management system.
5. To ensure the necessary level of competence of all Company employees involved in the corporate industrial safety and labour protection management system.

In accordance with the aforementioned tasks and depending on the goals for which training and development is carried out, the programs are divided into the following categories:

Mandatory training programs to ensure safety and quality of work on site, professional development programs, including vocational training, retraining, professional development, specialized courses of professional competence development and management programs.





The training covers government requirements, corporate policies and procedures, and best national and foreign practices.

Much attention is paid to the key areas of vocational technical training. In the field of development and production: geology and field development, well drilling, development of continental shelf oil and gas resources, development of hard-to-recover reserves, advanced technologies for intensification of oil production and enhanced oil recovery, offshore production systems. In the field of refining, commerce and logistics: improvement of oil and gas refining processes, increase of efficiency of primary and secondary oil refining, advanced technologies at retail facilities, development of related business, transport logistics, international trading of oil and oil products.

The Company provides management training to managers, identifies and develop its talent pool.

The existing distance learning system contains a large number of corporate courses and multimedia aids, providing employees with quick and convenient access to the knowledge database.

Internal resources and expertise are actively used to share experience and knowledge among employees to improve their performance. Continuity of internal training is ensured by the joint effort of human resource employees, department managers and experts in various professional fields, which helps to preserve the accumulated organizational potential, accelerate the implementation of corporate standards, improve knowledge of business processes and cross-functional interaction.

The Company continuously increases the capacity of its training base in the regions of presence to actively use and develop its own training resource being implemented to develop the practical skills of operational personnel working at hazardous production facilities.





The Company Group implement a system of mentoring and development of workers, the effectiveness of which ensures the development and implementation of corporate educational standards for working professions, including not only corporate requirements for the professional qualification of workers, as well as training and program documentation and control and measurement materials for the assessment of knowledge and skills. The Company's experts take part in the state project on the development of professional standards for the industry.

Approved by

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CEO

