

Staff rules- Effective- 01/01/2024

If you have any questions or concerns, feel free to reach out to me via email or WhatsApp- +1-281-910-3914

For **Railroad Commission-related tasks** - **Azeezat** will still be your point of contact and you may reach out to her directly. Ph: +1-832-290-8440, E: azeezat@prolinenergy.com

For **any other office-related support** that you may need – **Ms. Yinka and Azeezat** will be your single point of contact. Ph: +1-281-910-3914 E: inka@prolinenergy.com

Similarly, if you are involved in a **land project** you will be working with **Karen** directly. Ph: +1-346-379-2016 E: karen@prolinenergy.com

Ana Mendoza is the administrative assistant and can be reached via- +1 -713-788-4676.

Summary:

1. **Vendor Management**

a. **Set up**

If you need any **new vendor setup** – send an email to vendor.setup@prolinenergy.com

If you need a **credit application** filled out – send an email to vendor.setup@prolinenergy.com

b. **Payments**

For different reasons, we sometimes come across vendors that need to be paid before we could work with them or other cases where we need to make urgent payments.

In such cases, send an email or WhatsApp message to Ms. Yinka.

For regular inquiries from vendors about payment status – please direct them to

invoices@prolinenergy.com and their queries will be responded to

If anyone asks you for a wire transfer – as a company policy, we don't do wire transfers. If a request is extremely urgent and important, we will overnight a check via FedEx.

c. **Invoices**

We will require all the invoices to be signed by our field personnel. If an invoice is not signed, it will be returned to the vendor. All invoices must have the well name served and the pumper in charge

When you are present at the job site, make sure that you sign the invoice or the field ticket.

In some cases, the vendor may email you the invoice later. You will have to sign it and send it back to the vendor with well names and your name/signature

Do check all the details on the invoice and make sure that the work was done to satisfaction before you sign any invoice.

If you have paid something by credit card

1. Don't ask the vendor to email the invoice to invoices@prolinenergy.com. Get the invoice and email it to Ms. Yinka or ask the vendor to email it to receipts@prolinenergy.com along with the receipt of the transaction.
2. If a vendor sends an invoice to you and it is already paid by credit card, write a note "Paid by credit card" on the invoice before signing it and who made the payment

d. **PROLIFT/PROLINE Team:**

All of you are a part of our PROLIFT/PROLINE field team. You receive monthly pay and benefits as a part of this team. There might be instances where you would perform a work/job that you usually don't. Such tasks and jobs are also a part of your monthly responsibilities of maintaining the company assets. You are **not** eligible to bill the company separately for such tasks.

If your friend or relative will be providing service or products to the company, do inform the company representative, Ms. Yinka ahead for approval

1. **Credit Cards – AMEX & Fuelman- CURRENTLY SUSPENDED**

a. **Receipts:**

There are still some instances in which a credit card receipt is not submitted for a transaction. If you miss more than 5 receipts per pay period, your account will be suspended for one month. You will then be required to pay your expenses by yourself and then file for reimbursement which will be paid within 30 days.

Failure to not work because of card suspension will be considered a no-show and will eventually lead to termination.

b. **Transactions and Allowances: - CURRENTLY SUSPENDED TO USE COMPANY CARD**

Needless to say, no personal expenses are allowed on the company credit card.

Food expenses are capped at \$50 per day. This includes meals, snacks, and drinks.

No cigarettes, alcohol, or nicotine products are allowed on the company credit card.

Hotel expenses are capped at \$150 per night including taxes.

Turn in your food and/or hotel receipts for re-imbusementment

Food allowances and hotel are applicable only when you are traveling for 3 hrs. or more one-way outside your hometown. Turn in an invoice with receipt and re-imbusementment for payment

Feeding per day may not exceed \$50/ individual. Hotel stay may not exceed \$150/night.

c. Fuelman

No premium or super fuel. Regular unleaded fuel only or diesel only. **CURRENTLY SUSPENDED**

Car washes are usually expected to be once a week. There may be exceptions of trucks getting dirty more frequently but not every day.

No cigarettes or alcohol or nicotine products or gas station goodies is allowed on company fuel or credit cards

Use the Fuelman card for FUEL OR CARWASH ONLY. If you buy something from the gas station, use your credit card- **CURRENTLY SUSPENDED**

1. Project planning

- Benjamin Franklin said, "By failing to prepare, you are preparing to fail."
- Another adage once said, "A goal without a plan is just a wish."
- We will start spending time planning our operations. **A staff** will be assigned, who will be the project manager to make sure that all projects are properly planned and managed.
- The Monday Operations meeting will now have a dedicated section for project planning.
- A checklist will be planned for all the projects and if this checklist is not passed, the field project will **NOT** commence.
- Project checklist
 - Personnel – who is involved in this project?
 - Heavy equipment – what type of equipment is required? Do we have it sourced? If not, a plan should be made to procure or lease materials or equipment immediately before project commences
 - Do we need any ancillary equipment or supplies? E.g. Propane tanks. Needs to be sourced/arranged before project commences.
 - What material and supplies will we needed? List and send out to those involved to confirm

- All projects must have reports generated daily and sent out to other WI partners weekly or monthly as required
- Before and after pictures must be documented with all reports
- All reports and pictures must be saved on Y-drive by project name and start date of project
- Are the vendors set up in the system? If not, send out a W9 and a MSA and Insurance requirement as needed. Are they paid up from previous work done? If not, contact the manager in charge and Ms. Yinka must be notified so that payment can be arranged immediately
- Timeframe – when will you start? When will we end? Agree with the team on that and work towards it
 - Some projects might be a month or two away, we will start planning for them in advance
 - Don't let things become an emergency

Other Topics:

- Contractors working for the company- In-house or external will be paid net 30-days or more as agreed with such contractor or indicated in MSA from the time invoice is turned in.
- All purchases or major plans that would require the involvement of the company to take part in any form must be approved in writing by Ms. Yinka or Mr. Peter.
- All staff must always maintain confidentiality. No company property can be given or borrowed to anyone in whatever form and to anyone at any time. Company property can be moved around or shared by staff of company and for company related purposes only.
- For presentations, homeworks, seminars, etc- all company information including name and data. All such can only be used at such places, events or for tasks with a written request sent to Ms. Yinka or Mr. Peter and approval given via such.
- No one shall transact business with anyone on behalf of the company without the prior written approval of Ms. Yinka or Mr. Peter.
- Company trucks can only be driven by those listed on the company auto Insurance only(check with Ms. Yinka) and those approved to drive the trucks by management. Trucks can be driven by 1 individual for a max of 5 days after which another approval will be sort for another 5-days, etc.

- All company vehicle, rigs will be due for maintenance per schedule. Truck/equipment driver must check in with the office weekly for maintenance scheduled and driver will take truck/equipment to such maintenance service as scheduled. Ms. Yinka or Mr. Peter must approve all charges before repairs or payments can be made.
- All expectant mothers are entitled to 2- months of leave and will be paid 50% of monthly pay while taking care of the baby for the 2 months. Any other need to stay home longer than 2-months will not be compensated by the company.
- All reimbursements must occur and be charged to company for company related expenses only. Date, location, property/well(s) worked on will be verified by company representative before reimbursement will be made.

Thank you for reading through the document. It may appear a lot but is essential for the business. Some of these small things add up to become bigger problems later. We trust you and are sure you will tame this beast also like many others that you have so far!