

GENERAL INSTRUCTION MANUAL

710.013

ISSUING ORG. **INDUSTRIAL SECURITY OPERATIONS**ISSUE DATE
04/01/2015REPLACES
12/01/2009SUBJECT **WEAPONS MANAGEMENT PROGRAM**APPROVAL
AHNPAGE NO.
1 OF 5**CONTENT:**

This GI outlines the administrative responsibilities towards the Company's Weapon Management Program (WMP) in the context of the Government established directives and Company policies and procedures. It contains the following sections:

- 1.0 REFERENCES
- 2.0 GI PROPONENT
- 3.0 GOVERNMENT COORDINATION
- 4.0 RESPONSIBILITIES
- 5.0 SELECTION CRITERIA OF ARMED SECURITY PERSONNEL
- 6.0 AUTHORIZED USE OF FORCE AND USE OF FORCE INVESTIGATION
- 7.0 PENALTIES

1.0 REFERENCES

- 1.1 Interior Ministry Decision No. 41/S/W/5588, dated 20 Jumada-I, 1412, which is a directive defining a regulation for Industrial Security employees armed with lethal and non-lethal weapons.
- 1.2 Labor and Social Affairs Ministry decision No. 13154, dated 20-11-1412 containing Schedule of Weapons Violations and Penalties and incorporated into Saudi Aramco General Internal Rules for the Organization of Work and Workmen.
- 1.3 Medical Services Policies, (MSP-92) for Armed Security Personnel Patients–Medical Evaluations is developed and maintained by Johns Hopkins Aramco Healthcare (JHAH).
- 1.4 Weapon Management Procedures Manual (WMPM), which outlines Industrial Security Organization (ISO) specific responsibilities and all requirements for the WMP. It establishes policies and procedures for the day-to-day management of armed security personnel, armed posts, weapons, ammunition, weapon training, handover, weapon maintenance, weapons-related incidents, etc. WMPM approval authority is the ISO General Manager.

2.0 GI PROPONENT

Industrial Security Support Department (ISSD) is the proponent for GI 710.013 who is responsible for revising the GI with the involvement of all stakeholders for major changes. Clarification required for this GI should be referred to the ISSD Manager, Box 90, Dhahran.

3.0 GOVERNMENT COORDINATION

- 3.1 ISO shall function as the Company's liaison with Government Authorities for weapons-related matters through Government Affairs respective area office.
- 3.2 Facilities Security Forces (FSF) is the Government agency responsible to provide regulations and the framework governing the WMP.
- 3.3 FSF and ISO shall jointly determine which security posts and positions shall be armed, as well as the appropriate weapon to be maintained at that post/position. They shall also approve changes in the arming level or disarming of any post.

4.0 RESPONSIBILITIES

- 4.1 **ISO General Manager** through ISSD Manager and Area Industrial Security Operations Departments (AISODs) Managers, shall be responsible for the overall management of the WMP in the context of

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Government established directives and Company policies and procedures. ISO GM shall ensure that this GI and the WMPM are reviewed and updated regularly or when required by operational development.

- 4.2 **AISOD Managers** or their delegates are accountable for the weapons and ammunition assigned to their departments, and shall enforce the WMP in their areas as outlined in the WMPM. They shall ensure that their departments' Division Heads, Area Supervisors, armed security men and other personnel carry-on their responsibilities towards the WMP as required by the WMPM. Managers shall also appoint weapon coordinators who report directly to the manager to coordinate specific tasks per the WMPM.
- 4.3 **Special Security Services Division (SSSD)** on behalf of ISO General Manager, shall oversee the WMP and coordinate related issues with Government agencies, ISO Departments, JHAH, Government Affairs, and other concerned organizations. SSSD shall develop WMP related procedures, procure and supply required weapons to armed posts, develop weapon accountability systems, conduct weapon quality assurance physical inspections at all armed posts, provide weapon maintenance, assist in the investigation of weapon related incidents, and shall fulfill all other responsibilities outlined in the WMPM.
- 4.4 **Industrial Security Training Division (ISTD)** shall provide all required weapon training and certifications to security employees, who meet the requirements and are selected to be armed. Weapon training shall meet highest standards to ensure that armed security men can carry and use weapons safely in compliance with Government guidelines and the company Use-Of-Force Policy.
- 4.4.1 ISTD shall conduct routine weapon refresher training for armed security men every 3 years to maintain their certification to carry weapons, and shall conduct non-routine refresher training for any security man who violates WMP regulations or is determined by his supervisor to have insufficient weapon-carrying skills.
- 4.5 **Johns Hopkins Aramco Healthcare (JHAH) and Medical Designated Facilities (MDF)** who care for Saudi Aramco employees shall perform medical screening under the Personnel Reliability Program (PRP) as defined by MSP-92, for Saudi Aramco security employees who are selected to be armed, to ensure they are fit to bear weapons, and notify the respective AISOD manager with the passing/failing results. ISO General Manager must approve any exceptions related to medical screening results based upon JHAH or AISOD Manager's recommendations.
- 4.5.1 Armed employees who are less than 50 years old must be routinely re-screened every three (3) years in order to maintain a continuous armed status. For those employees who are 50 years old or older, medical routine screening must be done every (2) years.
- 4.5.2 ISO General Manager must approve any exception to this policy. Routine re-screening may be done by JHAH or MDF, as designated by JHAH.
- 4.5.3 Immediate supervisors shall refer an armed employee for non-routine screening once he exhibits any behavior that is not conducive to safe weapon handling, manifests a medical condition that could affect his ability to carry a weapon safely, or if he is involved in a weapon incident or accidental discharge. Non-routine screening must be conducted by JHAH, as required by the nature of the medical case. Non-routine screening for Saudi Aramco employees who are MDF patients shall be done in Dhahran JHAH, or JHAH satellite facilities in Abqaiq, Ras Tanura, Riyadh, Jeddah, and Yanbu only.
- 4.5.4 JHAH and MDF must mark armed employees' medical files as armed; if a physician, at the time of screening an armed security man or reviewing his medical records, detects a medical condition that precludes him from being armed safely, he shall notify the employee's SSS by e-mail to suspend his

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weapon authorization immediately. Then, within 3 working days, JHAH/MDF shall mail an official letter to the employee's Division Head or Manager specifying the suspension dates.

4.5.5 When an armed security man is no longer armed, the AISOD shall inform JHAH accordingly.

4.6 **Personnel Department (PD)/ Human Resources Policy & Planning (HRP&P)** shall advise ISO General Manager, ISO Managers and other concerned organizations on all company policies that relate to the WMP in order to be reflected in the weapon GI and procedures; this includes policies related to penalties for weapon violations and incidents. The HRP&P's Labor Relations shall represent the company if there is a labor case filed before the Labor Commission.

4.6.1 If an armed employee is wounded, maimed or killed in a duty-related weapon incident, his case shall be dealt with according to the provisions of the Industrial Relations Manual.

4.7 **Corporate Security** shall, upon request from AISOD management, investigate weapons incidents/violations, and report investigation results to the respective AISOD Manager and SSSD Superintendent.

4.8 **Law Organization** shall advise ISO Management on legal matters relevant to the WMP. On a written request from ISO General Manager or Manager, Law Organization shall review weapon incidents for potential legal ramifications and legal support including representing the Company or armed security employees when interviewed by Government authorities and in Saudi Courts and other judicial bodies. ISO Management will work with Law Organization to ensure compliance with export control laws relating to important weapons.

4.9 **Government Affairs** shall represent the Company and assist armed employees, including those who may be incarcerated, who are involved in any government investigation of weapon incidents, and keep the AISOD Manager or ISO General Manager informed of any developments.

4.9.1 Incarceration cases resulting from weapon incidents/violations shall be handled according to the company's General Internal Rules for the Organization of Work and Workmen for the purposes of wage compensation during suspension and any back-pay that may be due upon resolution of the case.

4.10 **Aviation Department** shall advise ISO General Manager on all requirements for transporting weapons and ammunition on the Company's airplanes and helicopters, and assist in updating transportation policies and procedures. Aviation shall transport weapons & ammunition to all authorized areas Kingdom-wide based on requests from SSSD.

4.11 **Weapons Review Board (WRB)** is comprised of ISO General Manager (Chairman); ISSD Manager, AISOD Manager; Personnel Department Director, HRP&P Director, Loss Prevention Department (LPD) Manager, Government Affairs General Manager, Law Associate General Counsel and SSSD Superintendent. ISO General Manager may appoint a WRB Secretary from ISO, to coordinate WMP issues between WRB members. WRB shall review and revise WMP policies, as and when needed. The WRB shall also be responsible for adjudicating specific weapons incidents and violations, which are referred by ISO General Manager.

5.0 **SELECTION CRITERIA OF ARMED SECURITY PERSONNEL**

As required by Government directives, the criteria for the selection of security employees to be armed include:

- 5.1 Must be a Saudi citizen between 19-60 years of age (Gregorian).
- 5.2 Must have a good reputation as a reliable individual.
- 5.3 Must have an obvious degree of leadership and responsibility.
- 5.4 Must be medically, physically and mentally fit to carry weapon safely.
- 5.5 Must have adequate training and certified in weapons' use and maintenance.

* CHANGE

** ADDITION

NEW INSTRUCTION ☐COMPLETE REVISION ☒

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- 5.6 Jobs must be related to field security operations or other designated activities that require being armed.
- 5.7 Once a security man meets all criteria, his authorization to be armed must be approved by AISOD Manager or ISO General Manager.

6.0 AUTHORIZED USE OF FORCE AND USE OF FORCE INVESTIGATION

Degree of force used by armed security employees to protect Company vital installations, or to protect themselves or others from a perceived threat of death or severe bodily harm, shall be the minimum elements necessary to control a situation, as trained and under the Company Use-of-Force-Policy, which is outlined in WMPM. Even when an armed security man is acting in his official capacity on behalf of the Company, the Company will not defend or indemnify any employee for an unjustifiable degree of force used beyond the absolute minimum amount of force necessary to sufficiently control a situation. Weapon incidents that require use of force will be investigated as follow:

- 6.1 Weapon incidents resulting in death, personal injury or damage to private property shall be referred, in coordination with Government Affairs to concerned government authorities and FSF for investigation. FSF will determine if the use of force was authorized and/or justifiable.
- 6.2 Weapon incidents that involve liability or financial implication over the weapons and its accessories shall be investigated by Corporate Security.
- 6.3 Weapon violations or unauthorized use of force, where there is no personal injury or damage of property, will be reviewed and adjudicated by either the Weapons Review Board (WRB) or ISO General Manager with appropriate action taken and reported to FSF, as required.

7.0 PENALTIES

- 7.1 There shall not be any liability against armed employees, if investigation reveals that the use of force was within the defined limits of the Company Use-Of-Force-Policy. In such cases where a use of force is determined to be justified, Saudi Aramco shall incur all costs and expenses relating thereto, including legal representation in courts; payment of compensation; "Diyah" and property damages.
- 7.2 Cases where investigation reveals, beyond a reasonable doubt, that the force used was excessive, unjustifiable and the Use-Of-Force Policy was violated, or reveal violation to weapon handling procedures, will result in liability and disciplinary action according to the Schedule of Weapons Violations and Penalties.
- 7.3 Penalties imposed from the regular Schedule of Offences and Penalties stipulated in the General Internal Rules for the Organization of Work and Workmen may not be mixed or combined with the Schedule of Weapons Violations and Penalties.

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RECOMMENDED: _____ Date: _____
Manager,
Industrial Security Support Department

CONCUR: _____
GENERAL MANAGER – Government Affairs

CONCUR: _____
DIRECTOR – Human Resources Policy and Planning

CONCUR: _____
DIRECTOR – Personnel Department

CONCUR: _____
ASSOCIATE GENERAL COUNSEL - Law Organization

CONCUR: _____
DIRECTOR – Medical JV Coordination Department

CONCUR: _____
MANAGER – Aviation Department

APPROVED: _____
PRESIDENT & CHIEF EXECUTIVE OFFICER