

New Employee Guide



Now you are a part of a bigger family

To Our New Employees

" Welcome to Modern Computing Services . You are joining a firm with great achievements in providing software solutions and services to the oil field industry . More than ever before, continuing our excellence depends on your contribution as an important member of the MCS team. This guide will help you find many of the resources at the Company to make your job easier and more satisfying. I hope that you have a successful career at MCS and that your contribution can help us maintain our leadership "



G.M. 

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New Employee Guide

Purpose

This material is intended to help you get started as a new employee at MCS Company. Specifically, it provides you with:

- Some general background information about the Company
- A checklist of important actions you need to take as a new employee
- Important information about Company policies, services, and publications.
- MCS principles and general considerations.

For further information, please ask your supervisor or department personnel administrator.

Welcome to Modern Computing Services

Background

Introduction

MCS was established in the year 1999 under the law of private shareholding companies. By the end of year 2006, MCS staff reached fifty-five full time employees distributed as: Management Team, Software Developers, Drilling Engineers and Data Processing Engineers.

MCS has been involved in more than forty projects and has developed ten software informational solutions centered on Oil and Gas Industry.

MCS has implemented its quality systems to comply with the international quality standard ISO 9001: 2000 to continue maintaining and improving its business achieving customer satisfaction and expectations.

General Information

| | |
|----------------------|--|
| Company Name: | MCS (Modern Computing Services) |
| Address 1: | 32, Mohamed Mandour St. Nasr City Cairo, Egypt. |
| Address 2: | 4, El-Nedal St, Nasr City, Cairo, Egypt. |
| Phone: | +202 403 6520 / 405 1129 |
| Fax: | +202 404 0503 |
| Website: | www.mcsoil.com |
| Email: | info@mcsoil.com |

Legal Information

| | | |
|-------------------------|---|------------------------------|
| Company Type | : | Private Shareholding Company |
| Nationality | : | 100% Egyptian |
| Bank Information | : | HSBC |

Business Partnerships Information

- **Autodesk:**
Autodesk authorized Developer.


autodesk®
authorised developer

- **CSIRO Petroleum:**
Middle East Authorized Agent.



Business Focus

MCS has a business focus centered on developing information solutions for the Oil and Gas Industry. We provide software solutions development and personnel outsourcing for various fields in the petroleum industries.

Mission Statement

Our mission is to develop highly available, scalable, and easily maintained information solutions for our clients that comply with our quality policy. We will always work on reducing time of transferring available technology

to our clients and providing them with cost effective Information Technology services which will help them be competitive and successful in their work place.

MCS Services

- **Software Development**
Our focus is on the Oil and Gas industry marketplace. We have a long experience in software development and database applications. Hence, we excel by our team's ever-growing capabilities in software solutions analysis and development.
- **Engineering Support:**
To ensure smooth operation, we provide our customers with our highly trained personnel upon their request to provide the maximum productivity out of our software and gradually transfer their experience to the customer staff. We provide onsite technical support engineer for both the pipeline inspection and the drilling data management software packages.
- **ROV Pipeline and Platform Inspection Data Processing Turnkey Project Contracting:**
We take over turnkey data processing jobs in offshore pipeline and platform inspection projects. We provide the software, hardware and our highly qualified personnel that handle all the eventing, digital video encoding, data logging, and processing, charting and final reporting tasks.
- **Technical Training:**
A comprehensive training package to customer staff to ensure they rapidly reach proficiency on the Software suite and take full advantage of the software capability.
- **Customization, Data Migration and Data Entry:**
We help our customers by making their systems up and running in the least possible time. We provide data entry and migration services by entering our customers' data into their systems and ensuring smooth and quality operation.

MCS Products (In Brief)

- **MCS ROV Pipeline Commander:**
ROV Pipeline Inspection Software consists of three applications:
 - **Online Application (Logging, Digital Video and Eventing)**
 - **Offline Application (Processing, Reviewing and Charting)**
 - **ROV Pipeline Commander Viewer**ROV Pipeline Commander helps hydrographic survey companies reduce time and cost in pipeline and cable Inspection Jobs.
- **MCS ROV Platform Commander:**
ROV Platform Inspection Software consists of two modules:
 - **ROV Platform Commander**
 - **ROV Platform Commander Viewer**ROV Platform Commander helps operating companies reduce time and cost in platform inspection jobs.
- **MCS Offshore Commander:**
It is a GIS for Oil Companies to manage their pipeline network, platforms, and rigs information.

Offshore Commander consists of two modules:

- **Offshore Commander**
 - **Web GIS Commander**
-
- **MCS Daily Rig Reporting System:**

The Daily Rig Reporting System is used on the rig site to enter daily operations data and store it in a database. It produces detailed morning reports and automatic/semi-automatic data transfers to the master database in the main office.
 - **MCS End of Well Reporting System:**

Produces end of well, management and activity reports automatically sending results to Microsoft Excel with a press of one button after selecting the required reports from a comprehensive filtering system.
 - **MCS Project Tracking System:**

This system tracks all Company's resources such as equipment and personnel, as well as assignment to project. It also guides project managers in project planning, following up, cost calculation and performance evaluation.

MCS Quality System

MCS Company implements its quality system which complies with the international quality standard **ISO 9001:2000** to continue maintaining and improving its business achieving customer satisfaction and expectations. This system will instruct and guide employees whose actions will affect the service quality and states the level of implemented controls to assure the acceptable service quality.

MCS Team

As a company that has global reach and presence and that has the means and the resources to push your career into wide open horizons of achievement, a commitment to the following values will guide our behavior as individuals and as a company:

- Safety.
- Customer Satisfaction.
- High Quality of Products and Services Provided by MCS
- Teamwork and Others Respect.
- Time Commitment.
- Asset Utilization.
- Cost Control.

Checklist for New Employees

Please look this list over carefully. You must take care of these items within your first few weeks of employment.

- E-mail Access.
- Company Network Access.
- Bank Account.
- Insurance Plans. You should enroll within three months of your employment date.
- Employment Documents. Complete all employment documents :

- 6 photos * *12 for Data Processing Engineers*
- Birth Certificate (Original)
- ID (Copy)
- University Certificate (Original)
- Military Status Certificate (Original)
- Criminal Record (Original)
- Passport (Copy)
- Seaman Book (Copy) * *For Data Processing Engineers Only*

Human Resources System

MCS Human Resources System aims at facilitating the most effective use of the company employees to achieve both organizational and individual goals.

Orientation

The following topics are presented at the employee orientation. You should discuss them with your supervisor to help you understand and adjust to your work environment.

- Performance evaluation. What is your probationary period and the performance evaluation process?
- Work schedule. What are your department's practices for hours of work, overtime, call-in procedures, time sheets, vacation, and sick-leave?
- Your department. Become familiar with the department's organization chart.
- Facilities and resources. Ask for a tour and description of your department, including the location of different departments, catering facilities, photocopiers, supplies, and access to computers.
- Divisional/Departmental procedures. Ask about staff meetings, breaks, lunch time, sign in/out board, mail and memo distribution, building and office keys.
- Working relationships. Find out how your co-workers prefer to work together--their patterns of communication, individual and team relations, reporting relationships, etc.
- Health and safety regulations. Know the procedures covering injuries, hazardous materials, emergency evacuation routes, and disaster plans.

Probation Period

A brief performance appraisal is conducted with the probationer's progress after 3 months and 6 months. At the first Performance Appraisal, the manager will formally discuss the probationer's performance with them and summarize their discussion on the relevant form. During that period, the employee is expected to have gained all the knowledge needed, including internal rules and culture, in order to act as an effective team member. The probationer will add their comments to the written assessment. At that stage, an employee signs his contract with MCS according to the direct manager's recommendation.

A second Performance Appraisal will take place at the six month stage. Where performance is satisfactory, probationary staff will be confirmed in their post on completion of their probation period and becomes a member of MCS big family receiving all the benefits granted to MCS Team members. Following the satisfactory completion of probation, the employee's performance will be reviewed in line with the Staff Annual Performance Appraisal and Development Scheme.

Benefits

Once you join **MCS** team you become part of a family of achievers and leaders, working in a friendly and motivating environment that presents you with many motivations to put your best foot forward and move ahead in your career.

Medical Care

By partnering with the finest insurance companies, **MCS** offers its employees the best medical plans for their well-being and that of their families.

Skill Enhancement

Believing its people are its most valuable asset, **MCS** invests in building knowledge workers rather than employees. MCS trains and empowers its people and prepares them to act as creative solution provider, as entrepreneurs in their own right.

Throughout the course of your employment, you will receive a number of internal and external training courses to polish existing skills and gain new ones.

Performance Appraisal System

Performance appraisals are essential for the effective management and evaluation of MCS staff. Appraisals help develop MCS Team's skills, improve organizational performance, and feed into our business planning.

Formal performance appraisals are generally conducted annually for all staff in MCS. Each staff member is appraised by their line manager. Managers are appraised by the CEO. MCS staff performance appraisals establish individual training needs and enable organizational training needs analysis and planning. They also feed into organizational annual pay and grading reviews, and coincide with the business planning for the next trading year.

Performance appraisals generally review each MCS member's performance against objectives and standards for the trading year, agreed at the previous appraisal meeting.

Feedback and Reporting Regulations

A weekly Top Management meeting is held at company premises which all department managers attend to discuss all matters related to work issues. An e-mail is sent to determine the time and location of every meeting.

Correspondingly, each line manager holds a meeting with his senior staff on a weekly basis to discuss with them department related issues and weekly plans.

MCS Internal Office Regulations

1. Working Time Regulations

Weekly Working Hours

Working time regulations apply to all employees except part time employees and free lancers. MCS regulations set minimum working hours of forty hours per week, excluding the daily rest break. Normally, a working day starts at 8:30 or 9:00 am and ends at 5:00 or 5:30 pm. For time attendance, either a manual time sheet or an automated time attendance system is used.

Extra Hours

Staying after work hours and working at weekends and vacations are considered as extra hours and normally need the responsible manager's authorization.

Rest Breaks

Employees are entitled to have a thirty-minute rest break per day starting at 1:00 pm and ending at 1:30 pm. All employees must take the rest break at the same time and any further breaks will be reduced from total working hours.

Business Missions

When leaving the office for a business purpose, employees complete a Business Mission form indicating time, purpose and other details about their mission.

Paid Annual Leave

Full time employees are entitled to a three-week paid annual leave. For employees who have started working in MCS recently, their entitlement does not arise until a six-month qualifying period has been completed according to Egyptian labor law.

Field Staff Leave

Full-time employees whose job description requires being onshore or offshore for periods of time are entitled to have a field staff leave of third the time they spend in field.

** For more details, please refer to the Internal Rules attached to the Appendix.*

2. Work Environment Regulations

Professional Apparel

MCS's employees are its representatives and are expected to reflect a professional image all the time. Depending on the nature of the work of the employee, certain attire may not be appropriate. Employees are requested to be mindful of their attire and dress appropriately for their job.

Non-Smoking Office

As safety is one of the most important issues that MCS policy cares about, we are a non-smoking office. It is not tolerable to smoke inside the company workplace. It may cause fatal damage to company assets if you do not follow the rules.

MCS Social Responsibility

Working in a healthy environment is a very important issue that we focus on, especially that it reflects a professional image, either to external parties or to ourselves. Employees must be professional and courteous with their co-workers. They should be aware that improper behavior in the workplace has a negative effect on others. Examples include excessive noise, inappropriate office decorations, potentially offensive jokes, bad language and demonstrating little or no respect for others' personal belongings, interruptions etc. Employees are expected to be reasonable and fair in their expectations of each other and resolve any conflict in a mature and professional manner. This applies both to co-workers and neighbouring entities and individuals.

Responsibility towards Co-workers

Workplace harassment occurs when an employee engages in any demeaning or offensive behavior, verbal or non-verbal, which causes the work environment to be stressful, degrading or discriminatory for some employees.

MCS is committed to provide employees with a work environment free from unlawful discrimination or harassment, and to promote an atmosphere that respects the dignity, self-worth and human rights of every individual. No form of harassment will be tolerated, whether it involves employees or members of the public.

Each complaint of harassment will be treated as a serious matter. It is the responsibility of all employees to create and maintain a workplace free from harassment. An employee may seek confidential advice or information from their department manager.

Do's and Don'ts

- * Speak up and do not allow prohibited discrimination or harassment.
- * Do not permit coercion or intimidation in the workplace.
- * Treat people fairly, openly and with respect.

Responsibility towards MCS Company and Board

You should not use or allow the use of MCS property of any kind (facilities, equipment, material and resources, etc.) for any other purposes than officially approved activities.

In addition, employees must ensure that any property (including cash, checks, documents, inventories and equipment) in their care as part of their job duties is properly secured and protected at all times. This responsibility extends to the use and security of any corporate credit or access code cards.

No employee should sell, transfer, or in any way authorize the use of any intellectual property, including copyrighted works, patented inventions or processes, and trademarks belonging to MCS without express authority.

The intellectual property rights of any work produced by an employee in the course of employment at MCS are the exclusive property of MCS.

MCS forbids software piracy, defined as using any unlicensed copy of a software package that has not been purchased for MCS purposes.

Upon termination of employment, employees will deliver to MCS all drawings, correspondence, documents and all other property belonging to MCS which may be in the employee's possession or control. This includes property made or prepared by the employee and relating in any way to the affairs of MCS. With permission, employees may retain samples of their work

Do's and Don'ts

- * Follow all proper procedures when carrying out your job duties.
- * Use and wear required or prescribed personal protective equipment.
- * Report suspect hazards as quickly as possible.
- * Properly and safely handle and dispose of hazardous materials.
- * Promptly report any real or suspected threat (loss, theft, damage, misuse) to MCS assets.

MCS Ethics and Compliance Policies

Fair Treatment of Employees:

Employees will treat each other with equal respect and dignity and will not discriminate on any grounds.

Conflict of interest

MCS respects your right to manage your own affairs and investments. However, every employee must avoid situations where personal interests could conflict with, or even appear to conflict with, the interests of MCS.

As MCS employees, we owe our first business loyalty to MCS. Since it is not possible to detail every situation where conflicts of interest may arise, the following areas have clear potential for conflict.

Customer, Contractor and Supplier Relations

You should never assist companies or individuals to obtain preferential treatment in their dealings with MCS. In addition, you must be fair and impartial in all dealings with customers and suppliers while respecting MCS's guidelines.

You must not give to or accept from any customer, contractor or supplier gifts other than those of nominal value or appropriate under the business circumstances.

Corporate Opportunities

While you are employed by MCS (and even after termination of your employment), you should never take advantage of any corporate opportunity that is available through the use of MCS property, information that is not generally available to the public or from your position at MCS and you should never use such corporate property, information or position for personal gain. Similarly, you should never be in a position where you would compete against the company. You are always expected to advance the legitimate interest of MCS when the opportunity to do so arises.

What to Do Should a Conflict Arise

If you are uncertain about whether a situation constitutes a conflict of interest, you can raise the question with your supervisor or MCS General Manager.

Do's and Don'ts

- * When in doubt, disclose the facts and get advice before you act.
- * Ask yourself if you stand to gain personally from your actions.
- * Ask yourself if your actions will help or give advantage to a relative or friend.
- * Ask yourself if you would feel uncomfortable or embarrassed with the situation if it were reported to your supervisor or to senior management.

Data Security

Software security is a very important issue for MCS company due to its nature as a software company. A Backup Data System was made to insure data safety and security and every employee must comply with this system. there are three kinds of backup sources:

3.1. Keeping a Backup data copy on the employee's own company P.C.

3.2. Server Backup

There is a folder for every employee on the company server carrying the employee's name with a user name and a password for authentication, data integrity and safety purposes. A backup copy must be made weekly for the recent, important, frequently-used data whether it is a programmable code, documents or correspondence mails, keeping in mind that there is no need to keep a copy of non used data for server's limited storage.

3.3. Backup Hard Drives

Backup hard drives are where MCS keeps a backup copy for every project, product or a data processing job. It may contain data for early versions of recent programs or even data processing jobs that were made years ago. Its main function is to keep record of MCS history or old data. There are two copies of each Backup hard drive: one is kept in MCS premises and the other is kept in a chosen MCS safe place that is changed frequently.

Risk Management (Areas of Risk)

MCS is committed to safeguarding employees, assets, customers, the community and the environment at all times. MCS does this by putting health, safety, and security and environment measures in place throughout the company. Our risk management system is a formal, organized process that enables people to plan, perform, assess and improve all company activities in order to minimize risk and losses.

Health, Safety and Security

Safety is a core value at MCS. Safeguarding yourself, your colleagues and your community should be your top priority. You are expected to safeguard yourself, as well as your colleagues and customers. You must wear prescribed safety equipment and do your job according to company policies, rules and standards. Also, you should take the necessary steps to deal with situations that endanger yourself, your fellow employees, customers and the general public.

Environment

MCS is also committed to respecting the environment. You are expected to respect and protect the environment during the course of your employment. When a procedure or process may be of concern for the environment, you should contact your Supervisor.

Delegation of Authority

Each employee, and particularly each of the Company's Supervisors, must exercise due care to ensure that any delegation of authority is reasonable and appropriate in scope, and includes appropriate and continuous monitoring. No authority may be delegated to employees whom the Company has reason to believe, prior to the delegation, may have a propensity to engage in illegal activities.

Confidentiality

During the course of your employment, you may have access to confidential information or be aware of a fact or event that could significantly affect the market reputation of MCS. Confidential information may also have come from a third party in trust to MCS as part of a non-disclosure agreement. Financial records, business plans, personal employee data, sales and marketing information, customer and supplier information, company legal matters and technical data may all be considered confidential information.

When it comes to information, whether you originate it, are responsible for safeguarding it, use it or obtain it by accident, you must keep it confidential unless disclosure is specifically authorized or legally mandated. Keeping MCS strong company means keeping our confidential information safe. It means using information effectively to accomplish our business objectives and never to use company information for personal gain or any other non-business reason.

Drugs and Alcohol

To do your best in your job, you have to work in a healthy and safe environment and have complete confidence that your colleagues are not working under the influence of drugs or alcohol. All employees must read and be aware of applicable MCS policies and regulations that govern alcohol and drugs in the workplace. It is prohibited to be on duty or to be in control of an MCS vehicle or equipment while under the influence of alcohol or other drugs, including the after-effects of such use. Explicitly, the use, possession, distribution, sale or consumption of illegal drugs or beverage alcohol while on duty, on or off MCS premises, in vehicles and equipment is prohibited.