

# Coop Forms

Name: Turki hamed alsaadoun

Badge #:

University: Prince Mohammad bin Fahad

Start Date: January 31, 2018

Contact Number: 056-174-9366

Advisor Name: Sahar Al Dughither



# Letter of Agreement

## LETTER OF AGREEMENT (Coop Program Participants)

Name: Turki hamed Alsaadoun  
Student No.: 201202421  
Badge No.:

Your University/ Prince Mohammad bin Fahad have requested that you be given a Co-op training assignment with Saudi Arabian Oil Company (Saudi Aramco) to satisfy the practical experience requirements leading to a degree in Finance. The Company offers you this training assignment under the Company's Co-op Program on the following terms and conditions.

1. Your assignment will commence on **01/31/2018** and will be completed no later than 04/30/2018 you may be required to work in other areas from time to time as dictated by Company work requirements.
2. You will not be classified as an employee or workman of the Company during the term of this Agreement except for the limited purposed specified in paragraph 5 below. As your sole compensation for training hereunder, you will be paid a monthly stipend of **SR 4,500** You will be required to work at least eight (8) hours a day, five (5) days a week, except during the month of Ramadan when you will be required to work only six (6) hours a day but will receive pay for eight (8) hours worked. You may also be required to work according to a shift work schedule for which you will receive the appropriate Shift Allowance.
3. If you are employed as a regular employee by Saudi Aramco within three months following your graduation and you successfully complete the probationary period, your service date in the Company employment will be reconstructed, giving you full credit for time spent with Saudi Aramco.
4. You will be entitled to free outpatient medical care within the Company's Elected/Designated Medical Facility during your assignment with the Company. If you are a dependent of active employee, your medical coverage will continue as dependent, following all rules and regulations of the medical eligibility and provide selection applicable to your status as a dependent.
5. In the event of your injury or death as the result of an accident or incident occurring during the performance of work contemplated by this work agreement, the Company will provide you and/or your beneficiaries with benefits comparable to those which would be provided to or on behalf of a wage earning workman, as that term is defined in the Saudi Arab and Workmen Law and Social Insurance Law.



6. You will not be eligible to participate in the Company's benefit plans, not to receive any other rights, privileges or benefits granted to employees of the Company, except as provided in this Agreement
7. You will be expected to comply with all Company's rules and regulations applying to employees in the area of your assignment.
8. If required by your work, you will be provided free bachelor housing at SC 3-10 quarters if your family residence and/or university dormitory is beyond 80 kilometres from your work location.
9. This agreement may be terminated by you at any time by means of notification in writing to the Company and to the concern official of your university/ college at least five (5) working days prior to the termination date.
10. If your work performance or conduct is determined to be unsatisfactory in any respect, the Company may terminate this Agreement at any time. Your university/ college will also be notified.
11. You should note that at any time throughout the training program period, traffic violations affect non-employees performance evaluation.
12. You are expected to comply with the traffic rules and regulations, failure to adhere will lead to disciplinary action of stipend deduction and termination from the program.
13. If you wish to accept this training assignment on the terms and conditions outlined in this Agreement, kindly indicate your acceptance by signing your name in the space below.

I, hereby, undertake to adhere to Saudi Aramco by-laws, policies and regulations, including regulations on the use of Company computers and electronic resources, as explained in GI 9595. I also acknowledge that any violation of Company by-laws, regulations and instructions may result in action taken against me, including stripping me of the right to access Company facilities and resources or my termination from the program without any liability to the Company.

Student Name: Turki Alsaadoun

Signature: 

Date: 01 / 30 / 2018



# Saudi Aramco Computer Use Policy

## SAUDI ARAMCO COMPUTER USE POLICY

Saudi Aramco 9595 (05/1999) Front

Issued by: Computer Security Administration: E-Mail: "CSA", Tel: 873-4CSA

In consideration of being authorized by Saudi Aramco (hereinafter referred to as "Company") to use and access Company computer and communications facilities and resources (hereinafter referred to as "Company facilities and resources"), I agree to comply with the conditions set forth in paragraphs (a) through (i) below:

- (a) Use of and access to Company facilities and resources is provided only for Company business. I will use or access Company facilities and resources only in ways that are cost-effective and in the Company's best interest. I will not attempt to use or access resources or data that I have not been authorized to use or access.
- (b) When a user ID is assigned to me I will change the password so that it is not easily guessed. I will not share, write down, electronically store (without strong encryption), or otherwise disclose the password, authentication code, or any other device associated with any user ID assigned to me. I will take precautions to ensure that no other person makes use of any Company facilities and resources with any of my user IDs.
- (c) All data stored on or originating from, and all communications transmitted or received using, Company facilities and resources are considered the property of the Company. Such data and communications are subject to monitoring or review by authorized personnel designated by Company Management. The term "private" as referred to in operating systems, application software or electronic mail does not refer to personal privacy of an individual's data or mail. I also acknowledge that my use of or access to Company facilities and resources may be monitored at any time to assure that such use or access is in compliance with these conditions.
- (d) Company information in any form shall be safeguarded. I will not copy, or distribute to others, any Company sensitive information except as authorized. I will not upload, publish, transmit or otherwise disclose any such information concerning the Company, its operations and activities, on or through non-Company networks without prior approval of authorized Company Management.
- (e) I will respect and observe the customs, traditions, and laws of the Kingdom of Saudi Arabia and other countries where Saudi Aramco has computer assets. I will not use Company facilities and resources to access or attempt to access any computer data or computer site, or send or knowingly receive any electronic transmission, that contains political, religious, pornographic, indecent, abusive, defamatory, threatening, illegal, or culturally offensive materials. I will report any such material with the source of the site name of such material to the concerned organization.
- (f) I will not use Company facilities and resources for unauthorized access to, interference with or disruption of any software, data, hardware or system available through Company facilities and resources. I will use standard Company procedures to check all downloaded files for viruses or destructive code prior to using the files on Company facilities and resources.
- (g) I will not copy or download any material or any portion thereof protected by copyright without proper authorization from the copyright owner.
- (h) I will not connect or use any channel of communication not authorized in compliance with Company policy and guidelines. For any situation in which I am uncertain of what behavior is expected of me in regard to using or accessing Company facilities and resources, I will contact the concerned organization.
- (i) I acknowledge that any violations of the above paragraphs (a) through (h) may result in disciplinary action including loss of access to Company facilities and resources, termination of my employment, my contract or my employer's contract, legal action or other measures, as appropriate.

### ACKNOWLEDGEMENT

I acknowledge that I have read and understood the Saudi Aramco Computer Use Policy as set forth above and I shall abide by them while using or accessing Company Computer and Communication facilities and resources.

Employee Name	<u>Turki Alsaadoun</u>	Signature	<u>[Signature]</u>	Date	<u>01/30/2018</u>
Employee/Contractor Badge Number (Passport/Tabiya number for non-employee)		Sponsoring Department Name (for non-employee)			



## Statement of Confidentiality

<p style="text-align: center;"><b>SAUDI ARAMCO</b>  <b>SUMMER B/COOPERATIVE WORK STUDY</b>  <b>PROGRAM PARTICIPANT</b>  <b>STATEMENT OF CONFIDENTIALITY</b></p>	<p style="text-align: center;">أرامكو السعودية  المشاركون في برنامج التدريب الصيفي (ب) / برنامج التدريب  التعاوني  إقرار السرية</p>
<p>As a participant of the Summer B or Cooperative Work Study Program (Program) at Saudi Aramco Oil Company (Saudi Aramco) and having access to certain Confidential Information, I understand that during the course of my involvement in the Program and thereafter I am required to hold the Confidential Information of Saudi Aramco and its affiliates in strictest confidence.</p>	<p>بوصفي مشاركاً في برنامج التدريب الصيفي (ب) أو برنامج التدريب التعاوني (البرنامج) في شركة الزيت العربية السعودية (أرامكو السعودية) الذي يمكنني الاطلاع على بعض المعلومات السرية، فإنني على علم أنني مطالب أثناء فترة مشاركتي في البرنامج وبعبءها بأن أحافظ على المعلومات السرية الخاصة بأرامكو السعودية و الشركات التابعة لها في أعلى درجات السرية.</p>
<p>“Confidential Information” shall mean confidential or proprietary information, technical data, trade secrets or know-how, including, but not limited to research, correspondence, verbal communications, product plans, products, services, customer lists and customer information, markets, developments, inventions, processes, formulas, technology, designs, drawings, engineering, product configuration or information related thereto, employment or human resource information, marketing, financial or other business information made known to me through the course of my assignment with Saudi Aramco, directly or indirectly, in writing, orally or by drawings or observation of parts or equipment. Confidential Information does not include any of the foregoing items that has become publicly known and generally available through no wrongful act of my own or others who were under confidentiality obligations as to the item or items involved or improvements or new versions thereof. In addition, the Company also receives and will receive from third parties their confidential or proprietary information subject to a duty on the Company’s part to maintain the confidentiality of such information and to use it only for certain limited purposes. This information shall also be deemed Confidential Information.</p>	<p>ويُقصد بـ "المعلومات السرية" المعلومات السرية أو ذات الخصوصية، والمعلومات الخاضعة لحقوق الملكية، والبيانات الفنية، والأسرار أو الخبرات التجارية، بما في ذلك، على سبيل المثال لا الحصر، البحوث، والمراسلات، والاتصالات الشفهية، وخطط المنتجات، والمنتجات، والخدمات، وقوائم ومعلومات العملاء، والأسواق، ومشاريع التطوير، والاختراعات، وطرق العمل، والمعادلات، والتقنية، والتصاميم، والرسومات، والهندسة، ومواصفات المنتجات أو المعلومات المتصلة بها، والتوظيف أو معلومات الموارد البشرية، والتسويق، والمعلومات المالية، وغير ذلك من معلومات الأعمال مما يكون قد تم إطلاعي عليه في سياق عملي مع أرامكو السعودية، بشكل مباشر أو غير مباشر، وسواء خطياً أو شفاهة أو من خلال رسومات أو مشاهدة لأجزاء أو معدات. ويُستثنى من المعلومات السرية أي بند من البنود سالفة الذكر يكون قد أصبح معروفاً علناً ومتاحاً للعامة دون أن يكون ذلك نتيجة ارتكاب أي مخالفة من قبلي أو من قبل آخرين ممن كانوا خاضعين لالتزامات بالمحافظة على سرية ذلك البند أو البنود أو تحسيناتها أو الإصدارات الجديدة منها. وبالإضافة إلى ذلك، تتلقى الشركة - وستتلقى - من أطراف أخرى معلوماتهم السرية أو الخاضعة لحقوق ملكيتهم بشرط الالتزام من جانب الشركة بالحفاظ على سرية هذه المعلومات وعدم استخدامها إلا لأغراض معينة محددة، وتعتبر هذه المعلومات كذلك من المعلومات السرية.</p>

## Statement of Confidentiality (Cont.)

I agree to use the Confidential Information only for purposes of my assignment and for the benefit of Saudi Aramco, and shall comply with all applicable Saudi Aramco policies and procedures for managing and protecting the Confidential Information. I affirm that, except in the normal course of my assignment, I will not use or disclose, either during or after my assignment, Confidential Information held or used by Saudi Aramco or its affiliates. At any time, if I have any questions regarding whether or not I may disclose specific information in or outside of Saudi Aramco, I will discuss this matter with my supervisor or a member of management.

وأوافق على عدم استخدام المعلومات السرية إلا لأغراض عملي ولصالح أرامكو السعودية فقط، وعلى أن أتقيد بجميع السياسات والإجراءات المطبقة في أرامكو السعودية فيما يتعلق بإدارة وحماية المعلومات السرية. وفيما عدا ما أقوم به خلال السياق المعتاد لعملي، فإنني أؤكد أنني لن أستخدم أو أفشي المعلومات السرية التي تملكها أو تستخدمها أرامكو السعودية أو الشركات التابعة لها، سواء أثناء أو بعد فترة تدريبي. وإذا ما كان لدي، في أي وقت، أي استفسارات بشأن ما إذا كان يحق أو لا يحق لي الكشف عن معلومات محددة داخل أو خارج أرامكو السعودية، فسوف أناقش هذه المسألة مع المشرف أو أي عضو في فريق الإدارة.

Name : Turki Alsadoun

Badge# :

Date : 01/30/2018

Signature: 

الإسم :

رقم الشارة :

التاريخ :

التوقيع :



# Compliance with Traffic Rules

## Saudi Arabian Oil Company Academic Programs and Partnerships Department

### Memorandum of Understanding of Abidance by Traffic Regulations and Rules

It is of utmost importance to the management of the Academic Programs & Partnerships Department to protect its Non-Employee Participants (CO-OP and Medical Interns) through various training interventions to reduce the number of traffic violations and to instill positive safety behaviors. Therefore, based on cooperation between the government Traffic Police Department and the Saudi Aramco Industrial Security Organization (ISO), AP&PD will take corrective actions against Non-Employee Participants who violate the rules of driving on highways and in the cities as well as violations reported by ISO. Recognizing that AP&PD management is serious and strict in applying all regulations against those Non-Employee Participants who violate traffic rules, we enclose hereunder the traffic violation penalty point system. This is in order to enforce rules that encourage Non-Employee Participants to drive safely and avoid these violations. It should be noted that at any time throughout the training program period, traffic violations affect Non-Employee Participants evaluation, reckless driving or repetition of traffic violations will lead to termination from the program per the rules and regulations applicable to violators as shown below.

**Note:** Based on the discretion of the Director, AP&PD, to minimize traffic violations, he may authorize the additional disciplinary action of a dismissal warning notice for Non-Employee Participants who are reported by ISO or by government Traffic Police as serious traffic violators in certain 1st violation cases within traffic violation penalty points of 2-10.

I, the Non-Employee participant whose data appears below, have read this Memorandum, and by signing it, I agree to abide by it and bear the consequences of violating its terms.

Name: Turki Alsaadoun

Badge No.: \_\_\_\_\_

Date: 01/30/2018

Signature: 

# Direct Deposit Form (Sample)

## Direct Deposit Request Form

طلب إيداع مباشر

Saudi Aramco 6319 (01/11)

### Options

☒ New Application

☐ Change

Name	الاسم	Badge	الشارة	Tel.	هاتف	Effective date	تاريخ التطبيق
Ahmad Hassan Al Ali		708751				/ 01 /	

### Local Bank

- ☒ 100% Direct Deposit (Saudi Riyals) 100% إيداع مباشر بالريال السعودي
- ☐ Fixed Amount or percentage (Saudi Riyals) (Remaining in Payroll Currency)
- ☐ Stop local allotment

Bank Account Holder Name	Ahmad Hassan Al Ali	اسم صاحب الحساب
Bank Name	The Saudi British Bank	اسم البنك
Bank Branch Code		رقم الفرع
Account Number	4054112329001223	رقم الحساب
IBAN	SA06800004054112329001223	الايبيان

### Out of Kingdom Bank

- ☐ 100% Direct Deposit in (Payroll Currency)
- ☐ Fixed Amount or percentage (Payroll Currency) (Remaining in Saudi Riyal)
- ☐ Stop out of kingdom allotment

Bank Account Holder Name	
Bank Name	
SWIFT code	
Bank Account Number	
Sort Code or Transit Number (UK, US, Canada)	
IBAN	
Bank Address	
Account Type C, S (US, Canada)	

### Note:

Please attach a copy of Saudi Aramco ID card and a void check or document from bank to confirm information

ملاحظة: الرجاء إرفاق نسخة من بطاقة أرامكو السعودية الخاصة بك وشيك ملغي أو ما يثبت صحة معلومات الحساب الخاص بك لدى البنك.

Employee Signature	توقيع الموظف	Date	التاريخ	Payroll Representative	Date
Sign Here		Date			



# Direct Deposit Form

## Direct Deposit Request Form

طلب إيداع مباشر

Saudi Aramco 6319 (01/11)

### Options

طلب جديد ☒ New Application

تعديل ☐ Change

Name	الاسم	Badge	الشارة	Tel.	هاتف	Effective date	تاريخ التطبيق
Turki Hamed Alsaadoun						/ 01 /	

### Local Bank

- ☒ 100% Direct Deposit (Saudi Riyals) 100% إيداع مباشر بالريال السعودي
- ☐ Fixed Amount or percentage (Saudi Riyals) (Remaining in Payroll Currency)
- ☐ Stop local allotment

Bank Account Holder Name	Turki Hamed Al saadoun	اسم صاحب الحساب
Bank Name	Al Ahli Bank (NCB)	اسم البنك
Bank Branch Code	005357	رقم الفرع
Account Number	05371590000109	رقم الحساب
IBAN	SA2010000005371590000109	الإيبان

### Out of Kingdom Bank

- ☐ 100% Direct Deposit in (Payroll Currency)
- ☐ Fixed Amount or percentage (Payroll Currency) (Remaining in Saudi Riyal)
- ☐ Stop out of kingdom allotment

Bank Account Holder Name	
Bank Name	
SWIFT code	
Bank Account Number	
Sort Code or Transit Number (UK, US, Canda)	
IBAN	
Bank Address	
Account Type C, S (US, Canada)	

### Note:

Please attach a copy of Saudi Aramco ID card and a void check or document from bank to confirm information

ملاحظة: الرجاء إرفاق نسخة من بطاقة أرامكو السعودية الخاصة بك بشيك ملغي أو ماينبت صحة معلومات الحساب الخاص بك لدى البنك.

Employee Signature	توقيع الموظف	Date	التاريخ	Payroll Representative	Date

# Medical Provider

## HEALTH CARE FACILITY SELECTION/REGISTRATION FOR COOP

Participant's Name: <b>Turki Alsaadoun</b>	Mobile: <b>0561749366</b>	Badge #:
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Participants who are dependents of active Saudi Aramco employees are eligible for full medical care as dependents based on their parent's eligibility and should fill up the box Indicated by DEPENDENT SAUDI ARAMCO EMPLOYEE ONLY.

In order to receive medical care as an Out-Patient, **please make your selection for registration with one of the hospitals listed below.** Once you are registered or one of these hospitals you will not be able to re-register at another hospital before one year.

<table border="1" style="width: 100%; border-collapse: collapse;"> <tr><th style="text-align: center;">Dhahran</th></tr> <tr><td>JHAH</td></tr> </table> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr><th style="text-align: center;">Dammam</th></tr> <tr><td>Al-Mana General Hospital</td></tr> <tr><td>Al Mouwaset Med. Ser. (Dammam)</td></tr> </table> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr><th style="text-align: center;">Khobar</th></tr> <tr><td>Al-Manea Khobar</td></tr> </table> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr><th style="text-align: center;">Qatif</th></tr> <tr><td>Mouwasat Medical Services Co (Qatif)</td></tr> </table> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr><th style="text-align: center;">Jubail</th></tr> <tr><td>Al-Mouwasat Dispensary</td></tr> </table> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr><th style="text-align: center;">Hofuf</th></tr> <tr><td>Al-Mana General Hospital (Hofuf)</td></tr> <tr><td>Al-Hasa Medical Services Co.</td></tr> </table> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr><th style="text-align: center;">Mubarraz</th></tr> <tr><td>Al-Moosa Hospital</td></tr> <tr><td>King AbdulAziz Medical City (National Gu)</td></tr> </table> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr><th style="text-align: center;">Riyadh</th></tr> <tr><td>Al-Hammadi Hospital Co. LTD</td></tr> <tr><td>Dallah Hospital</td></tr> <tr><td>Riyadh National Hospital</td></tr> <tr><td>Social Insurance Hospital</td></tr> </table>	Dhahran	JHAH	Dammam	Al-Mana General Hospital	Al Mouwaset Med. Ser. (Dammam)	Khobar	Al-Manea Khobar	Qatif	Mouwasat Medical Services Co (Qatif)	Jubail	Al-Mouwasat Dispensary	Hofuf	Al-Mana General Hospital (Hofuf)	Al-Hasa Medical Services Co.	Mubarraz	Al-Moosa Hospital	King AbdulAziz Medical City (National Gu)	Riyadh	Al-Hammadi Hospital Co. LTD	Dallah Hospital	Riyadh National Hospital	Social Insurance Hospital	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr><th style="text-align: center;">Jeddah</th></tr> <tr><td>Bait Al-Battarji - Saudi German Hospital</td></tr> <tr><td>Dr. Abdul Rahman T. Bakhsh Hospital Co.</td></tr> <tr><td>Dr. Erfan &amp; Bagedo Gen Hosp</td></tr> <tr><td>Jeddah National Hospital Al-Kandarah</td></tr> <tr><td>New Jeddah Hospital</td></tr> </table> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr><th style="text-align: center;">Rabigh</th></tr> <tr><td>Al Amal polyclinic Rabigh</td></tr> <tr><td>Rabigh Industrial Clinic - 14</td></tr> </table> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr><th style="text-align: center;">Yanbu</th></tr> <tr><td>Al-Amal Clinic - Yanbu Al Bahr</td></tr> <tr><td>Royal Commission for Jubail and Yanbu</td></tr> <tr><td>Yanbu National Hospital</td></tr> </table> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr><th style="text-align: center;">Makkah</th></tr> <tr><td>Al Awi Tunsî and Brothers Hospital</td></tr> <tr><td>Basharaheel Development Group Co.</td></tr> </table> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr><th style="text-align: center;">Madina</th></tr> <tr><td>Bait Al-Battarji - Saudi German Hospital</td></tr> <tr><td>Madina National Hospital Co. Ltd.</td></tr> </table>	Jeddah	Bait Al-Battarji - Saudi German Hospital	Dr. Abdul Rahman T. Bakhsh Hospital Co.	Dr. Erfan & Bagedo Gen Hosp	Jeddah National Hospital Al-Kandarah	New Jeddah Hospital	Rabigh	Al Amal polyclinic Rabigh	Rabigh Industrial Clinic - 14	Yanbu	Al-Amal Clinic - Yanbu Al Bahr	Royal Commission for Jubail and Yanbu	Yanbu National Hospital	Makkah	Al Awi Tunsî and Brothers Hospital	Basharaheel Development Group Co.	Madina	Bait Al-Battarji - Saudi German Hospital	Madina National Hospital Co. Ltd.
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Participant's Signature:

Date: **01/30/2018**