

LATEST NEWS FROM PBS

Issue 4
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TRANSITION UPDATE

Although we took the decision with Total E&P UK (TEPUK) to postpone the contract commencement date, we are looking forward to a May 1st transition date and welcoming you all to the PBS team.

It's been a strange and unprecedented few weeks as Coronavirus alters life for everyone. We've had to adapt to adhere to government rules on working locations and this has impacted our plans for bringing employees onto the team and getting processes in place. But we adapted and adjusted so we can still deliver everything we need and be here for you throughout the TUPE consultation phase.

We still continue to follow the UK Government and TEPUK's advice on protocols for minimising the impact of COVID-19 and maintaining the safety of employees. As always, we encourage you to follow guidance on hygiene and the most up to date government advice, looking out for your own health as well as others.

The TUPE process is nearing completion with Transition Confirmation letters to be issued to all employees stating change of employers. As terms and conditions aren't changing there is no need to issue new contracts.

In line with our new procedures, inductions will now be taking place as online sessions from 27th April. There is more information later in this newsletter.

I'm pleased to confirm that all key positions have been filled and personnel will be in place for 1st May transition day. PBS Organisational Charts have been finalised and were published on 10th April and tools and equipment have been sent to the TEPUK logistics base for transfer to the relevant assets. Senior personnel will also be starting to mobilise offshore as a point of contact between now and the 1st May.

Again, we thank everyone for their patience in this time and look forward to everything going ahead on 1st May.

Olivier Renaud
GMOC Director



TUPE UPDATE

As the collective consultation closes, we have now moved into the one to one consultation stage, please get in touch if you would like to discuss your individual circumstances via hr@pbs-offshore.com.

Final measure letters are being sent to employers this week and any changes directly affecting you will be communicated to you by your current company's HR contact.

Beside the Transition Confirmation letter, there will be no new role related documentation or contracts, you will remain on your current terms.

NEW BENEFIT PROVIDERS

As of 1st May transferring employees with existing benefits will be registered with the following benefit providers, further information and contact details will be provided in due course.

In regards to the healthcare benefits with AXA, your employer or the insurer directly will communicate with employees after the 1st May. We expect packs to be received in May for employees with the relevant benefits.

	Ponticelli	Brand	Semco
Pension	Scottish Widows	Scottish Widows	Standard Life
Healthcare	AXA PPP	AXA PPP	AXA PPP
Life Insurance	Aviva	Legal & General	Met Life

PAYROLL ARRANGEMENTS

Dependent on the PBS member you have been transitioned to, payment arrangements will differ. Offshore timesheets will be submitted weekly by each team supervisor. Onshore employees will submit their own timesheets.

Please see below for further information.

Ponticelli	Brand	Semco
<ul style="list-style-type: none">• Monthly paid: 26th of the month unless it falls at a weekend. Full schedule available.• Payslips will be accessible online with an individual password (payroll provider is OIAccounting Services)	<ul style="list-style-type: none">• Weekly paid: Every Thursday unless advised (exceptions may occur at Easter or Christmas)• Monthly paid: End of month for month worked, next pay 28th May. Full schedule available.• Payslips will be sent by email (in-house payroll).	<ul style="list-style-type: none">• Weekly paid: Every Friday in arrears (which may vary during Christmas periods)• Monthly paid: Last working day of the month for the month worked (which may vary during Christmas periods)• Payslips will be sent by email (in-house payroll).

WHAT DOES THE FIRST DAY LOOK LIKE?

We have continuously aimed for a seamless and smooth transition process and are pleased to say that through the work having gone on behind the scenes in the lead up to transition, the impact for employees will be minimal.

ONSHORE

- Employees will be provided with a meeting time to arrive at our Westhill office to collect their laptop and other items.
- Employees will continue to be required to work from home unless otherwise instructed in line with COVID-19 guidelines.
- Online tutorial & system training will be set up for employees with the Line Management & Transition team.

OFFSHORE

- Day to day work activity will remain the same.
- Online workshops will be available for Supervisors to understand any new processes.
- Offshore workers will receive summary / instruction information detailing key contacts, hotel details etc.

The PBS transition team will remain throughout the Implementation Phase to support the process for an extended period until further notice.

COVID-19 PROCEDURE

The current outbreak of COVID-19 is developing and changing rapidly. The PBS COVID-19 Procedure defines a system which shall ensure the risk of catching and spreading COVID-19 is as low as possible for workers travelling to TEPUK sites. PBS' aim is to provide support to anyone concerned about the virus and to put in place measures to exclude, as far as practically possible, the possibility of transmitting the infections whilst on an offshore facility or at an onshore site.

The document outlines procedures for:

- Pre-mobilisation screening
- Pre-mobilisation travel
- Symptom reporting
- COVID-19 symptom process
- Offshore and onshore working arrangements

This procedure will be kept under review and amended as appropriate to reflect the developing situation. Please ensure you are familiar with the company's current advice.

Personnel are reminded to follow simple hygiene rules to reduce the risk of catching any virus e.g. washing hands thoroughly, use disinfectant gel, using tissues when sneezing or coughing and disposing of these appropriately.



PBS INDUCTION

Due to COVID-19 implications inductions will now be taking place online via Zoom. Although we would rather carry these out in person, this is a good alternative, allowing us to clearly and simply convey required information to you, and for you to ask us any questions you might have. It's a simple platform requiring a simple sign up and link to join the session which we will provide to you. We expect sessions to last about an hour and a half. Offshore personnel should make the OIM aware if attending during operational hours.

Invites with online registration will be sent out for the below dates and times this week. Please use the online registration to confirm asap which you will be attending as there are limited numbers and we may need to organise further sessions.

- 27th April - 14:00
- 28th April - 10:00
- 29th April - 14:00
- 30th April - 10:00

PBS HEALTH AND SAFETY

Safety is our priority and we work hard to ensure that appropriate and robust procedures are in place to ensure yours and your colleagues' safety at all times.

We have finalised with TEPUK and issued to the sites the joint TEPUK-PBS GMOC HSE Management Plan which is a bridging document between the TEPUK management system and PBS organisation and processes. For those already working on TEPUK sites, there will be no change on the 1st of May: TEPUK is retaining full Responsibility for Safety and Environment on Site (RSES) and PBS HSE processes and tools are 100% consistent and compliant with TEPUK requirements.

An Emergency Response Bridging Document has been written following workshops between PBS and TEPUK. Primacy for response to any site incident will lie with and remain with TEPUK which means that PBS offshore employees must report any incident to the TEPUK site person in charge who will in turn manage the response with the onshore teams of TEPUK and PBS. However, it is understood that PBS may be tasked with specific actions in support of the overall response effort (primarily HR/personnel issues). PBS has therefore developed - in accordance with TEPUK procedures - an internal Incident Management Plan, organising 24/7 incident management services, duty manager rotas, meet and greet services at airports/hospitals, family liaisons, travel arrangements, media response etc. This covers any type of incident, from someone falling ill to major crisis like platform evacuation.

For all PBS employees, the Vantage Emergency Number is unique and is provided through a 24/7 incident management centre operated by RESTRATA in Aberdeen. RESTRATA is providing first line of response to TEPUK for any incident and will in turn escalate as necessary the issue within **PBS**.

Safety is part of our DNA



YOUR PBS KIT

At contract commencement we will be providing all employees with new PBS branded PPE kits.

All bags will contain coveralls, head wear, eye wear, foot wear, foul weather wear, base layer, and gloves. Kit bags will be made available offshore for your collection.



ONBOARD TRACKER™ Everything in One Place

Onboard Tracker™ is our HR system. The platform will be our people management tool and provide real time access to training, competence and rotation information.

Every employee will be provided access to this system which will enable you to:

- View current and future movements
- View required certification and expired/expiring certificates
- View required and recently completed competences

You can access the system via a desktop computer/laptop or login via your mobile phone, so you can access this information at any time, from anywhere. Training videos will be available.

As of today, all TUPE employees are registered in Onboard Tracker with their rotas.

You can reach us on the below if you have any queries:

Logistics Team: UKLogistics@pbs-offshore.com

Training & Competency Team: training@pbs-offshore.com



WHAT'S NEXT?

With transition almost complete, from 1st May PBS move to the Implementation Phase.

- Inductions taking place over the next couple of weeks – registration invites to follow
- One-to-one consultations available, contact us for details hr@pbs-offshore.com
- PPE being delivered to relevant assets for your collection
- Information to be provided on benefit providers
- 1st May – transition!

Thank you all for your support and cooperation at this time and we look forward to welcoming you to the team soon.

The PBS Team