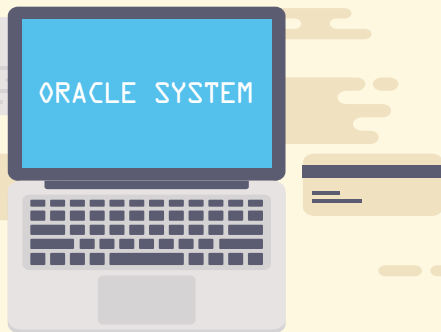


## Welcome Aboard



On behalf of HR Group, we would like to welcome **Mr. Abdullah M. Alshammari** who had joined KGOC on 30<sup>th</sup> October, 2017 as Deputy Chief Executive Officer (Finance & Administration Affairs). We wish him all the success in his new assignment.

## HR Coming-up



Personnel Administration & Industrial Relation Team is pleased to announce the forthcoming unleash of the Contractual "Annual" Leave Automation in Wafra Joint Operation. This new automation application will enable employees to submit and approve their annual leave requests through Oracle System.

## Attendance Regulation:



Your commitment to the attendance regulations indicates the ethics of your profession and demonstrates how dedicated and committed person you are, so please make sure you adhere to the company's official working hours from 07:00 – 07:30 am – to – 03:00 – 03:30 pm to spend no less than 8 hours every day in your workplace to avoid being held accountable for legal liability

## HSSE "Message"



### How to protect yourself from a dusty storm:

1. Stay home and don't go out, especially during high winds or low visibility when the dust levels are particularly harmful. Avoid outdoor exercise.
2. Cover your nose and mouth, with a mask or damp cloth to reduce inhalation of particles of dust if/when going out.
3. Keep windows closed while driving, use air conditioning instead of fresh air. If visibility is low, drive slower.
4. Avoid rubbing your eyes, in order to prevent eye infection, which is common during this season. Wear protective gear such as airtight goggles. If your eyes become irritated, rinse with water. Be especially careful if you wear contact lenses.
5. Always carry a supply of water to keep from being dehydrated.
6. Those with bad allergies should start using antihistamines during this season, even before the symptoms start.

**Infants, young children, pregnant women and the elderly should especially take care in dusty, chilly weather, adding that if someone experiences severe trouble breathing or starts coughing green sputum might have a lung infection and should immediately go to the Hospital.**



## Life lesson: The Visionary "Bill Gates"

Bill Gates was born on October 28, 1955 in Seattle in a family having rich business, political and community service background. His great-grandfather was a state legislator and a mayor, his grandfather was vice president of national bank and his father was a lawyer.

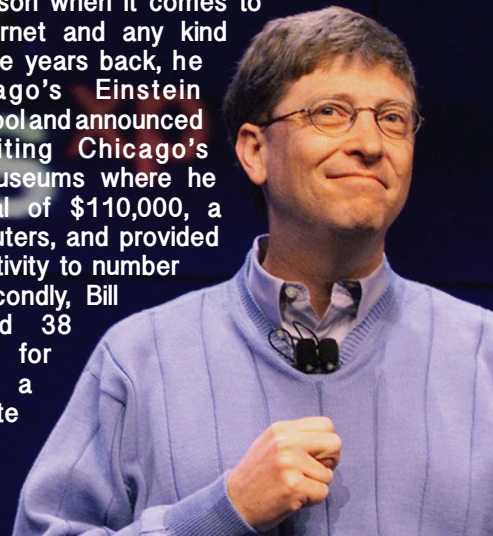
Bill believed in achieving his goals through hard work. He also believes that if you are intelligent and know how to use your intelligence, you can reach your goals and targets. From his early days Bill was ambitious, competitive and intelligent.

Bill Gates and his close friend Allen formed a new company of their own, Traf-O-Data. They developed a small computer to measure traffic flow. From this project they earned around \$20,000. The era of Traf-O-Data came to an end when Gates left the college. Upon graduating from Lakeside Bill enrolled in Harvard University in 1973, one of the best universities in the country. Gates and his friend Paul Allen remained in close contact even though they were away from school. They would often discuss new ideas for future projects and the possibility of starting a business one fine day. At the end of Bill's first year, Allen came close to him so that they could follow some of their ideas. That summer they got job in Honeywell. Allen kept on pushing Bill for opening a new software company.

Within a year, Bill Gates dropped out from Harvard. Then he formed Microsoft. Microsoft's vision is "A

computer on every desk and Microsoft software on every computer". Bill is a visionary person and works very hard to achieve his vision. His belief in high intelligence and hard work has put him where he is today. He does not believe in mere luck or God's grace, but just hard work and competitiveness. Bill's Microsoft is good competition for other software companies and he will continue to stomp out (challenge) the competition until he dies. He likes to play the game of Risk and the game of world domination. His beliefs are so powerful, which have helped him increase his wealth and his monopoly in the industry.

Bill Gates is not a greedy person. In fact, he is quite giving person when it comes to computers, internet and any kind of funding. Some years back, he visited Chicago's Einstein Elementary School and announced grants benefiting Chicago's schools and museums where he donated a total of \$110,000, a bunch of computers, and provided internet connectivity to number of schools. Secondly, Bill Gates donated 38 million dollars for the building of a computer institute at Stanford University.



## HR "Tip of the Month"

Don't talk negatively about people behind their back, if you gossip, people won't confide in you. Personal integrity is crucial. Tell nothing but the truth, bosses can forgive mistakes but if you lie, you lost their respect and trust.



## Humor of the Month

A man asks a farmer near a field, "Sorry sir, would you mind if I crossed your field instead of going around it? You see, I have to catch the 4:23 train."

The farmer says, "Sure, go right ahead. And if my bull sees you, you'll even catch the 4:11 one."

