



الشركة الكويتية لنفط الخليج (س.م.ك.)
KUWAIT GULF OIL COMPANY (K.S.C)

OIL ZONE

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KGOC gains the Gold Award for occupational safety and health from (ROSPA)



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Dear colleagues,

There is no doubt that the fulfillment of any achievement by any group or team will be in the Company's public interest and contributes to draw a bright image of our Company that we all strive to achieve, in which it was achieved recently through the Company's obtaining the Gold Award for occupational safety and health from the Royal Society for the Prevention of Accidents (ROSPA) for the distinctive performance of its HO employees in the field of health and safety for 2017.

This award, which I was honored to receive on behalf of KGOC from Lord McKenzie, President of (ROSPA) during the annual ceremony held at the Society's headquarters in UK, is a documentation of our seriousness to adhere to occupational safety and health standards through a gold certificate has a broad international merit.

After this achievement, I would like to extend my sincere thanks and appreciation to my colleagues in KGOC for their commitment to HSSE's standards and requirements applicable in the Company, and for their contribution to provide a safe and healthy working environment.

Finally, I assure you that your safety is part and parcel of the Company's work, in which we are keen to achieve it to the fullest depending on your help and following the international standards in this field. We also look forward to working together to gain more international certificates and privileges in work different fields to achieve the objectives of the Company and provide excellence and quality in performance within the best standards of HSSE.

Abdulnaser Y. Alfulaj
Chief Executive Officer

From the Royal Society for the Prevention of Accidents (ROSPA)

KGOC gains the Gold Award for occupational safety and health

KGOC has gained the Gold Award in recognition of its practices and achievements in safety and health performance during the year 2017 from the Royal Society for the Prevention of Accidents (ROSPA), one of the most prestigious global awards in the field of occupational safety and health, which is recognized globally. Companies operating in different sectors around the world, especially those operating in the oil industry, are competing to win this award in order to confirm their ability to manage operational risks and their commitment to health and safety practices.



On this occasion, KGOC CEO Mr. Abdulnasser Alfulaij said that the Company obtained this award by virtue of the Almighty, and the efforts of the employees through their continuous commitment to health and safety standards in the work environment. He pointed out that obtaining the award for the first time requires the Company, represented by the Risk Management Group and HSSE Team, to provide several reports and evidence that confirm the Company's application of health and safety standards. In addition to its efforts to raise the awareness of its employees in this regard through organizing awareness campaigns, training and workshops, in which the Company was able to achieve by the efforts of the concerned teams and the commitment of all employees in all matters related to the instructions and guidance of security, health and safety within the work environment.

Mr. Alfulaij also assured that KGOC is not only concerned with the safety and health of its employees within its work sites, but also its concern extends to the outside work environment, in which it implements awareness initiatives regarding the health and safety of employees by organizing training workshops and awareness lectures on various topics such as safe driving, smoking seriousness and other important health issues. As well as the Company considers the safety of its employees is an integral part of its work, as it pays attention to all that relates to HSSE. He pointed out that the HSSE Team is currently working on behalf of the Company to obtain more awards in the fields of traffic safety and the environment.

During receiving the Company delegation by the Health Minister

KGOC donates a vehicle to Central Blood Bank

HE Sheikh Dr. Basel Al-Sabah, Minister of Health, received a delegation from KGOC, headed by Mr. Abdullah M. Al-Shammari, DCEO of Finance & Administration Affairs, to discuss and coordinate the Company's donation of a vehicle manufactured with special specifications to facilitate blood donation throughout the State, and increase the Central Blood Bank reserve. It took place on Sunday, 6th May 2018, at the Ministry's headquarters.

Mr. Al-Shammari stressed, during the meeting which was attended by Dr. Mustafa Reda, Undersecretary of Health Ministry along with Mr. Abdulla Hashem, Manager of Commercial affairs & Public Relations Group and Mrs. Dalia Al-Hashash, Senior Public Relations Officer, that KGOC is always striving to fulfill its social responsibility requirements and serve all the society sectors, especially the health one for its medical care services provided to all those who live on this good land. He praised the role of Health Ministry and its tireless efforts felt by everyone.



He pointed out that the blood donation services vehicle has been designed with special specifications to serve the Central Blood Bank, and contribute to achieve its medical and humanitarian message of increasing blood supply and maintain a good reserve to cover the need of all local hospitals. He added that the vehicle will be delivered to the Ministry immediately after being implemented according to the required specifications.



In a first initiative at the oil sector level Health Insurance cards without papers



In order to facilitate and accelerate the procedures, Risk Management and Insurance Team implemented a new system without any paper dealings through the electronic signature to submit the health insurance cards to the employees and their family members covered by health insurance.

The new system allows employees to receive their cards immediately once they disclose their ID number to the Insurance Team members and do the electronic signature on the acknowledgment and commitment form, and then the employee receives the form, which was signed by him, via his e-mail.

It is worth to be mentioned that the new system, since its launch in June, resulted in submitting most of the health insurance cards for employees and their family members in a record time with simple and safer procedures.



With physical donations
for their activities

KGOC supports the Environmental Voluntary Foundation and Kuwaiti Red Crescent



In the scope of implementing its community role and responsibility towards different categories and sectors of the society, KGOC has supported the Environmental Voluntary Foundation's environmental activities, and contributed to its activities in this regard, such as protection of coral reefs and cleaning the beaches, in addition to supporting Kuwaiti Dive Team's activities through donating a four-wheel drive.

In the same context and proceeding from its Management's interest to diversify community contribution, KGOC, represented by its Social Responsibility Committee, contributed to support the activities the Home of Jasmine of Kuwait Red Crescent for the relief of Syrian

displaced children by supporting the Home of Jasmine Project (I and II), providing school meals and clinic for the students of the two projects, and enduring their operational expenses during 2018.

KGOC CEO Mr. Abdulnaser Alfulaj submitted the Company's contributions to Mr. Walid Al-Shatti, Vice Chairman of Environmental Voluntary Foundation, and Mr. Anwar Al-Hasawi, Vice Chairman of the Kuwaiti Red Crescent, in the presence of Mr. Abdulla Hashem, Manager of Commercial Affairs & Public Relations Group and the Head of KGOC CSR, and Mrs. Wesam Najaf, Chief Human Resources Officer and activist in voluntary work.



Launched by HR Group titled "Your Commitment is Fidelity Stay with us"

An awareness campaign about malingering negatives

Emphasizing the right of employees to benefit from the advantages provided by the law regarding the sick leaves, raise their awareness so as not to be used in a wrong way, and how to benefit from sick leave in a proper legal manner without affecting their annual evaluation, HR Group organized "Your Commitment is Fidelity Stay with us" awareness campaign. It was held on Sunday, 22nd April 2018, in Hubara Center.

The campaign was launched under auspices Mr. Abdullah M. Al-Shammari, DCEO of Finance & Administration Affairs, who assured in his opening speech that all the Company's employees are a team contributes to the success of the Company. As the objective of the campaign is that the work performance with the required quality is the responsibility of everyone, which is the matter that requires the full commitment of all employees, knowing their rights and responsibilities well, and using them in the proper way.



The opening events included a lecture titled "Malingering and its Effect on the Work Environment" delivered by Dr. Musa Al-Juweiser, an international expert in personality patterns and family medicine consultant, who explained the reasons of the spread of malingering habit in companies and corporations, and the effect of the personal side of the malingered employee on his behaviour. He indicated to the best deal with those cases comes through focusing on enhancing the values of career satisfaction and loyalty of that category, addressing the employees' personal aspects, and building communication bridges with them to control that habit. He assured that the confrontation of malingering requires the development of a proper plan must be committed to by everyone, as that plan requires a time to show its results in fighting that habit.

At the end of the event, Mr. Al-Shammari thanked Dr. Al-Juweiser for accepting the Company's invitation and the value information included in his lecture.



With a new and advanced version The Launch of the Company's Official Website



In the scope of development procedures to reinforce its image internally and externally, and to raise quality and excellence standards in its various operations, KGOC launched the new version of its official website (www.kgoc.com), which has been completely updated using the latest digital technology in the field of websites design.

On this occasion, the CEO Mr. Abdulnaser Alfulaij praised the efforts of the employees working on the website and the implementation of the new version on time by using the Company's workforce, which reflects their ability to keep up with the latest technological developments and save expenses to meet the Company's work requirements.

Mr. Alfulaij also praised the work of the Website Permanent Committee members, headed by

Mr. Anwar Al-Sharqawi, his deputy Mr. Materan Al-Shammari, the colleagues Latifa Al-Nasrallah, Latifa Al-Essa, Waleed Al-Sarraf, Fahad Al-Ajmi, Fahad Al-Qattan, and Ahmad Safar, the Committee members.

In this regard, Mr. Al-Sharqawi, Manager of Information Technology & Services Group, confirmed that the website is distinguished with many features such as the development of technical features, user interface, the ability to use electronic maps to access the Company's geographical location, and updating the content of the site so that the user can browse and access information easily and conveniently. Consequently, the new version is the Company's official interface on World Wide Web which can be browsed through all electronic devices and tablets.



Held by the Company for the first time IT & Services' Exhibition

In the scope of its striving to provide the Company's staff with the best offers and services, IT & Services Group, headed by Mr. Anwar Al-Sharqawi, organized its first exhibition over 3 days from 1st to 3rd May 2018, in Hubara Center- Ahmadi.

The Exhibition was opened by the CEO Mr. Abdulnaser Alfulaij, and DCEO of Finance & Administration Affairs Mr. Abdullah M. Al-Shammari, in which the communications, aviation, healthy meals, and agricultural contracting companies participating in the Exhibition offered their services and offers to the visitors.

A large number of employees attended the Exhibition to benefit from its exclusive and distinctive offers. At the end of the exhibition, a draw was held on valuable gifts for the employees. As the Company's Executive Management thanked the participating companies for accepting the invitation of the Company, the good representation of their companies, and their excellent cooperation with the Exhibition's visitors, which acquired the satisfaction of all employees and contributed to the success of the exhibition.



To implement the new law of
end-of-service benefit

KGOC completes the settlement of its retired employees

To implement KPC's decision issued based on the adoption of Law No. (17) of 2018, which stipulates that the social insurance contributions shall not be deducted from the retirees' benefits, and to follow this law retrospectively to those whose service terminated from 21st January 2010 to 8th July 2018, KGOC participated with its own booth in the campaign organized by KOC to settle the end-of-service benefit of its retirees according to this law. It took place over 3 days in KOC's Unity Center-Ahmadi.

KGOC CEO Mr. Abdulnaser Alfulaij visited the Company's booth to review the procedures of



refunding the social insurance contributions of the Company's retirees, as Mr. Abdullah M. Al-Shammari, DCEO of Finance & Administration Affairs, supervised the campaign and coordinated with the relevant groups to implement the requirements of the campaign and serve the employees.

At the end of the campaign, the Company's Executive Management thanked KOC for hosting its booth to receive its retired employees and the good cooperation in this regard which resulted in the success of the campaign and achieving its objectives.

In a joint ceremony with KOC

KGOC receives Eid Al-Fitr well-wishers

In the presence of KPC CEO Mr. Nizar Al-Adsani and a number of top officials of KPC and oil sector, KOC CEO Mr. Jamal Ja'afar and managers from KGOC received Eid Al-Fitr well-wishers during a joint reception ceremony held on Tuesday, 29th June 2018, in Ahmadi Guest House.

The ceremony was attended by many employees of different grades from both companies, in addition to well-wishers from the Associates and government agencies leaders who were keen to congratulate the leaders of the two companies in this occasion.



Within its annual tradition

KGOC Organizes Graish ceremony

Proceeding from its annual custom shortly before the approaching of the holy month of Ramadan, and following the Kuwaiti traditional customs, KGOC, represented by PR Team, organized Graish ceremony and competition. It was held on Monday, 14th May 2018 at KOC's Ahmadi Guest House.

The ceremony was attended by a representative of the Executive Management Mr. Abdullah M. Al-Shammari, DCEO of Finance & Administration Affairs, in addition to many of the Company's employees who competed through their distinct dishes, which included main dishes, appetizers and desserts.

At the end of the ceremony, Mr. Al-Shammari delivered a speech in which he transferred the greetings and congratulations of the CEO Mr. Abdunaser Alfulai to all attendees on the occasion of the holy month, asking Allah Almighty to return it with good and welfare to everyone. He also thanked the participants and the organizers for their sincere efforts in the success of the ceremony. Then the winners were announced and honored.



Organized by Activities and Events Committee

KGOC 1st Football Tournament

In order to implement its role which aims to diversity and innovation in organizing the Company's different activities, KGOC's Activities and Events Committee organized the 1st Football Tournament for the Company's employees. It was held on Tuesday and Wednesday 8th and 9th May 2018, at KOC's open playgrounds, Ahmadi.

The tournament witnessed great competition of eight teams over two days, in which a number of them qualified to the finals which was concluded with the winning of Al- Tahaddi Team.

The closing activities were attended by the CEO Mr. Abdunaser Alfulaij who praised the tournament idea, and the interaction and participation of the employees which led to its great success.



Ramadan Football Tournament for the sons of the Company's employees

In the same context and to invest the idea of the 1st Football Tournament, PR Team organized Ramadan Football Tournament for the sons of the Company's employees for the age between 10 & 14 years old. It was held on Tuesday and Wednesday 29th and

30th May 2018, at KOC's Multi-purpose Hall. 11 teams competed during the tournament to qualify to finals, in which Future Stars Team won the first place after defeating Al-Kayed Team in the final match.



In a state of excitement and expectations KGOC launches an internal awareness campaign to introduce the 8th Corporate Value

It is known that the values system constitutes the institutional conscience and its direction, as well as it is the main supporter of the institutional vision and the cornerstone in formation and formulation of the culture that brings together all those belonging to that institution towards the same objective. It is also known that if the employee or worker recognizes the values prevailing in his work field and believe in them, he will not face any difficulty in making any decision whatever the difficulty of that decision, which will return with benefit to that institution. This is exactly what was realized by KGOC, which has put all its capabilities to reinforce the oil sector values launched in 2016. Also, KGOC's officials realized that everyone is responsible for complying with values, understanding and applying them. As well as it released that measuring the extent of adoption of values is one of the challenges faced by the Company, in light of the growing ambition of commercial success associated with success in ethical and occupational values.



KGOC has realized this matter and strived to implement it since the launch of the "7 Corporate Values" awareness campaign at the oil sector level in the beginning of 2016. Also, it worked on enhancing the Corporate Values meaning within its human fortune by launching 7 x 7 x 7 initiative at the time, as well as organizing awareness campaigns that focus on each value separately.

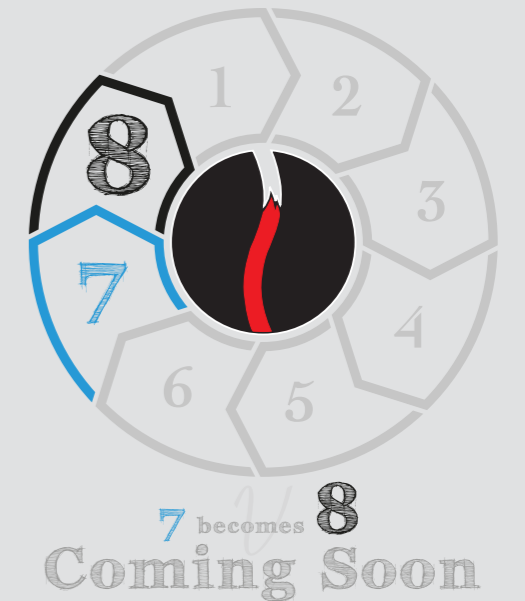
When adding the 8th Value (Pride) to the earlier Seven Corporate Values (Corporate Thinking, Excellence, Commitment, Integrity, Partnership, Motivation, and Flexibility) at the oil sector level, KGOC, represented by Strategic Planning Team

and Public Relations Team, launched an internal communication campaign in its Head Office in November 2017, to bring awareness on the updated Corporate Values, emphasizing its values and the most important principles, in addition to designing the new logo (Shown below) which combines the 8 Corporate Values with the 2040 Strategic Direction of KPC and its subsidiaries.

Excitement and Fanfare

The internal awareness campaign was kicked-off amidst much fanfare and excitement. It started by posting a teaser to all Head Office employees through email postmaster. A catchy phrase '7 became 8' was released as the teaser and it aroused a great deal of curiosity and inquisitiveness amongst the Head Office employees. Majority of the employees had no clue about it and even some speculated that the office timings are about to change from 7 am to 8 am in the morning. There was a lot of buzz across the organization and employees were making wild guesses on the teaser. Following a week of regularly posting the teaser, the 8 updated Values were unveiled within the organization.

Subsequently, throughout the month of December, each value with its definition, focusing on the 8th Value "Pride", was communicated across the organization through Postmaster messages. Other KGOC media channels like Instagram, Twitter and Facebook were utilized on regular basis to communicate



and spread the awareness of the updated Values. A good number of employees reacted positively to these social media and provided encouraging feedback.

The highlight of the entire communication campaign was the release of a YouTube Video, which was designed and created inhouse by the Media Relations Team. The YouTube video captured the Pride of Head Office employees of being part of KGOC and the oil sector across. Anybody interested in watching this YouTube video, may simply type the key words KGOC VALUES 2040 in the YouTube search button.

After adoption of these 8 core values, along with awareness campaigns and initiatives, KGOC has a firm belief that every employee will live, work and demonstrate these Values in their day to day work and personal lives.



Ramadan Events

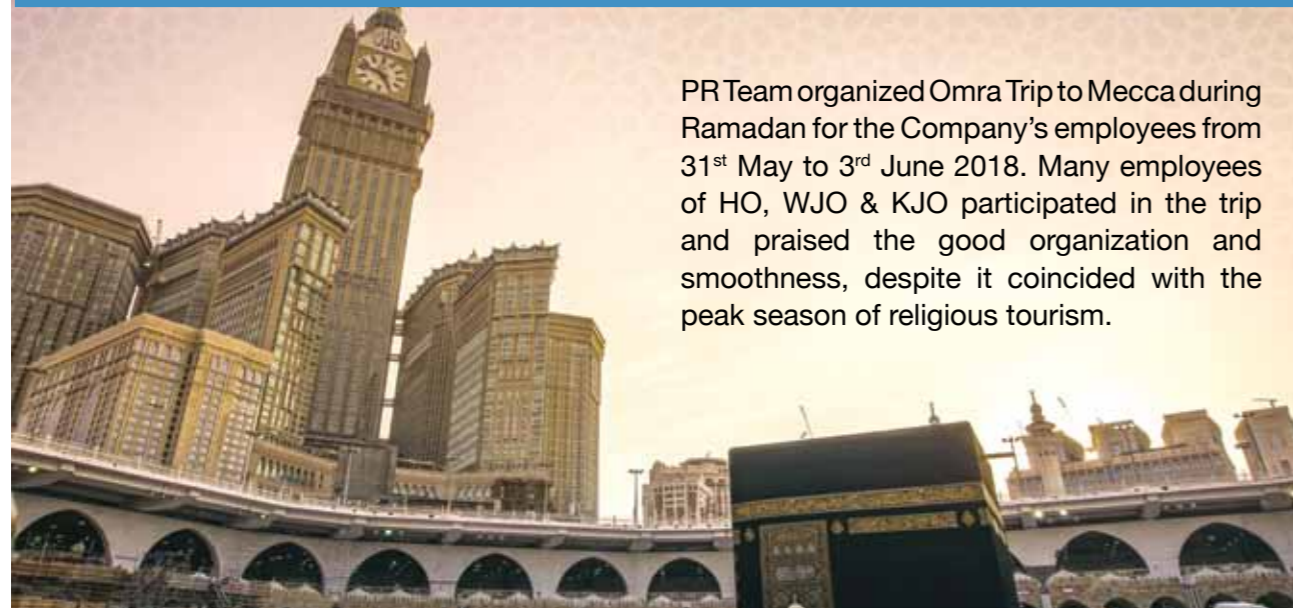


KGOC CEO Mr. Abdulnaser Alfulajj, and DCEO of Finance & Administration Affairs Mr. Abdullah M. Al-Shammari visited the Company HO in the first Day of Ramadan to exchange congratulations with the employees on this occasion.

Also, Mr. Alfulajj and Mr. Al-Shammari visited WJO to congratulate the employees, in which they were received by Mr. Mohammad Al-Dousari, President of Saudi Arabia Chevron, and a number of its top officials.



As they visited KJO to congratulate the employees on this occasion and they were received by Mr. Abdullah Bin Naser Al-Helal, President and CEO of Aramco Gulf Operation Co.



PR Team organized Omra Trip to Mecca during Ramadan for the Company's employees from 31st May to 3rd June 2018. Many employees of HO, WJO & KJO participated in the trip and praised the good organization and smoothness, despite it coincided with the peak season of religious tourism.

Organized by Activities & Events Committee

Community contributions in the name of KGOC

In order to implement the Company's community objectives and visions aimed at supporting the role of civil society organizations, and assisting the different categories managed by these entities, KGOC Activities & Events Committee implemented a number of charitable initiatives during the holy month of Ramadan included distributing in-kind assistance to a number of needy families in the various governorates, visiting the pediatric section in Ibn Sina Hospital and distributing gifts to sick children, and visiting Farah Specialized Center for the Care of the Elderly. The visits and gifts distribution were conducted in the name of the Company by the committee members.



Following the Company's annual traditions, PR Team distributes Girgia'an to the security and cleaning service workers, and drivers in the Company's work sites (HO, WJO & KJO) in recognition of their efforts.

In line with health and safety considerations, and as Ramadan gifts, PR Team distributed cell phone headset to all employees of the Company to use while driving for safety and more concentration.





Colleagues Latifa Al-Nasrallah, and Ahmad Safar, from IT Team, participated in the 10th Kuwait Info Security Conference & Exhibition, which was organized by the Central Agency for Information Technology under the title "Electronic Defence" in cooperation with Kaspersky Lab International and Diyar United Company.

They also obtained the first place as the best team to face the technical risks during the competition which was held on the Conference sideline.



Quality Assurance Team organized a workshop for the certificate of Quality Management System & Upgrade Mechanism from ISO 9001: 2008 to ISO 9001: 2015. It was attended by the Company's internal auditors in order to enhance their expertise and audit skills regarding the quality management system implemented in the Company.



Eng. Ahmad Safar, Senior Network & Security Engineer participated in the 8th Dialogue Council of HH Sheikh Salem Al-Ali Al-Sabah Informatics Award as a coordinator of the Dialogue Council, to discuss the market of technology companies locally emerging and the ways to support their work to enable them to export Kuwaiti technical projects can compete globally.

It is worth mentioning that Eng. Safar participated as a volunteer in this Award for its great support to the local IT field.

Upon his retirement from KJO A farewell party for colleague Jeri Al-Hajri



A farewell party was held at WJO-Mess Hall for Production Operations - Field Shift Supervisor Mr. Jeri Mansour Al-Hajri upon his retirement from the Company. The party was attended by General Manager – Wafra Joint Operations, Mr. Hakem F. Al-Ruwaili along with other Managers, Superintendent's, Team Leaders and employees.

Mr. Al-Ruwaili commended the hard work, efforts and dedication of Mr. Al-Hajri during his 41 years of service, as he presented a memento to him. Mr. Al-Hajri expressed his gratitude for the support and cooperation extended to him during his service in the company and wished everybody prosperity and progress in the future.

ISO - 27001 Standard and Information Security

**ضمان الجودة
Quality Assurance**

Ghazi Al-Shammari
Team Leader of Quality Assurance

Each corporation has its own unique data and security risks to manage. As corporations apply the information security management system with different degrees, the information security management system is implemented in corporations to reduce the cost of unnecessary products or services by applying ISO - 27001 Standard which protects the information assets of the company or corporation.

ISO - 27001 Standard:

It is an international standard for information protection that has certain requirements, in which corporations obtain an approved certificate when achieve them, indicating their application of the standards on the scope of the work chosen.

Before applying ISO - 27001 Standard, the following tips must be followed:

- Getting the commitment and support of the senior management of the corporation or company.
- Good internal communication among departments in all work areas.
- Comparison of existing quality systems with ISO - 27001 requirements.
- Obtain the customers and suppliers' feedback about the current information security management system.
- Forming a team supervises the application of the required standards in order to achieve the best outcomes.
- Creation of a detailed plan and distributing roles, duties and time periods.
- definition of the basic guidelines of information security management to match the scope of work.
- Urge employees to participate in training programs and incentives.
- Share ISO - 27001 information among employees and urge them to act as internal auditors.
- Review the ISO 27001 regularly to ensure continuous improvement.

The Legal Regulation of Working Time (2-2)

Prepared by colleague: Faisal Al-Asfar - Industrial Relations Officer

The employer has the right to organize the work in the facility in the manner that he sees fit to achieve the facility's interest. It is not allowed to object to that regulation since it is abstracted from the intent to abuse the employees based on the dependency relationship that links the employees to the employer and the consequent of his discretionary authority regarding the identification of the facility's needs and the manner in which it is organized and managed.

Accordingly, the legislator (Article 82 of Law No.

6/2010 about work in the Private Sector) requires the employer to hang in a visible place at the work place a list approved by the competent labor department, including the daily working hours, break period, weekend and official holidays. Therefore, the employer's authority to regulate his facility is not absolute, as modern legislation interferes to place rules and restrictions governing the organization of work time, whether daily, weekly or annually, as the employer should comply with these rules when regulating the working time.

The following is the second part of the legal regulation of working time:

Second: Legal regulation of the annual working hours:

Official Leave:

The employee is entitled to leave on the official occasions and holidays stipulated in the Civil Labor Law and the Labor Law of the oil sector, as follows: (Hijri New Year, Isra and Miraj, Eid Al-Fitr, Eid Al-Adha, Arafat's Day, Prophet Mohammad Birthday Holiday, National Day 25 Feb., Liberation Day 26 Feb., and New Year's Day).

Sick Leave:

According to Article (69), the employee is entitled to sick leave of 75 days per year, divided in terms of wage payment as follows:

- 15 days during the year paid in full.
- 10 additional days paid with $\frac{3}{4}$ of the wage.
- 10 additional days paid with $\frac{1}{2}$ wage.
- 10 additional days paid with $\frac{1}{4}$ wage.
- 30 additional days unpaid.

The oil sector employee is entitled to sick leave of 11 months and a half, the first 6 months are paid in full, the following 2 months paid with $\frac{3}{4}$ of the wage, the

additional one month and a half paid with $\frac{1}{2}$ wage, the month before the last month paid with $\frac{1}{4}$ wage, and the last month is unpaid (Article 11 Oil Work).

The period stipulated in the above 2 articles is the minimum period legally prescribed. The employee is entitled to a longer sick leave, as the employer may terminate the employment contract if the sick leave ended and the employee still sick (Article 49 Civil Work).

An exemption from sick leave duration: If the employee is suffering from one of the incurable diseases, he shall be granted sick leave with full pay until his recovery without specifying a specific period, as the competent minister shall determine these diseases.

Delivery and Maternity Leave:

For Motherhood and Childhood Care and proceeding from healthy and humane motives, the Kuwaiti legislator gave the working woman the right for Delivery and Maternity Leave in Article 24 (Civil Work) as follows:

- It is a right for working woman, as the employer will be subjected to punishment if he refuses it.
- It is dedicated to delivery not to abortion.

- Its period is 70 days, provided that the delivery takes place during this period.
- It is paid in full.
- The working woman has no right to work for third party during the leave.
- Kuwaiti legislator did not determine a maximum limit to benefit from delivery leave.
- If pregnancy or delivery led to any illness that causes the woman to break from work, she is entitled to sick leave if she proves her illness by a medical certificate.
- According to Article 24 (Civil Work), the working woman has the right to take unpaid 4 months leave after delivery leave to look after her children. This leave is permissibility for the employer. This leave may not be deducted from her independent leave, as the employer has no right to terminate her service while enjoying such leave.

The Annual Leave:

The Kuwaiti Labor Law granted every employee the right to 30 days paid annual leave (Article 70 Civil Work), as the employee is not entitled to leave for the first year until after 9 months in the service, in which this period is calculated from the actual date of work not from contracting date. While the oil sector law differentiates between the monthly workers and other ones as stipulated in Article (12) "The oil sector workers hired for a monthly wage are entitled to 30 days 'annual leave paid in full, and extends for 40 days after five years' service. Non-oil workers are entitled to an annual leave of 21 days paid in full, extends for 30 days after 5 consecutive years".

Studying Leave:

The legislator took into consideration that the worker may wish to develop his scientific skills and strive to

complete his studies, as it is stipulated in the text of Article 75 (Civil Work).

Hajj (Pilgrimage) Leave:

Article 76: The Muslim employee who completed (2) continuous years in the service of the employer shall be granted 21 fully paid days leave to perform Hajj, provided that he has not performed Hajj before.

The death of a relative and the waiting period leave:

The Labor Law stated a leave for 3 days paid in full for every worker in the event of the death of one of the relatives until the second degree Article (77 Civil Work).

As Article 77 (Civil Work) has decided the waiting period leave for four months and ten days from the date of death paid in full for the working Muslim woman whose husband dies.

Attending conference and periodic meetings leave:

Article 78 (Civil Work) stipulates that "The employer may grant the worker paid leave to attend conferences and labor periodic and social meetings, and the minister shall issue a decision on the terms and conditions of granting such leave." This leave is permissibility for the employer.

The private leave:

Article 79 (Civil Work) stipulates that "The employer may grant the worker, upon his request, unpaid private leave, in addition to the leaves referred to in this chapter".

Reference: (Explanation of the Provisions of the Kuwaiti Labor Law No. 6 of 2010) Dr. Khaled Jassim Al-Hindiani - Dr. Abdul Rassoul Abdul Redha.

Do you sleep enough!



Number of healthy sleep hours according to the age

Newborns need 18 hours of sleep per day in the first month, this number begins to decrease; then about 16 hours after the first month, and 13 hours after the first year.

The child needs 11 sleep hours per day at the age of 5, in which they can be divided into an hour and a half during the day and the rest during the night.

When people reach adolescence, they need 9 hours sleep a day, while adults need from 7 to 8 hours a day, but many researchers and doctors see this number is inaccurate.

There are adults who need 10 sleep hours per day while others need 7 hours only. Studies have indicated that this is due to the gene structure in humans; some people can not sleep continuously during the night, so they compensate their needs during the day.

Insomnia

Insomnia and lack of sleep form a not simple health problem. Those who do not take enough sleep hours are exposed to many problems during the day, especially exhaustion and inability to perform any activity, no matter how small it is.

Insomnia also causes many associated symptoms such as drowsiness, dullness throughout the day, poor concentration and inability to think properly, irritability and nervousness, the appearance of fatigue signs on the skin and face paleness, black areola under the eyes, depression, overweight as a person eats large amounts of food during the day without feeling hungry.

To avoid these problems, keep yourself away from drinks containing caffeine, and avoid eating fatty meals in the evening. If you find these methods are not useful, consult a doctor and do not underestimate the matter, because the inability to sleep may be associated with a particular dis-

ease so the person must ensure that he is free of any disease.

In addition to the above, it should be noted that the lack of sleep may be associated with a number of not pathological natural factors that can be controlled without medical assistance, those factors are:

- During Pregnancy: Hormonal and physical changes can increase or decrease sleep during pregnancy.
- Senility: With aging, sleep patterns change, people tend to sleep less and for a shorter time.
- Lack of sleep for long period: Increases the person's need of sleep in the days following that period.
- Change the kind of sleep: If the person wakes up a lot during sleep, it means he does not sleep well, sleep kind is as important as the number of sleep hours.

How do you know that you are not getting enough sleep hours?

There are signs refer that you do not sleep well, such as your need to an alarm to wake up on time, relying on the snooze button, it's hard to rise from your bed in the morning, feeling very lazy in the afternoon, feeling sleepy in meetings, lectures, warm rooms, after meals and when driving, need a nap during the day, fall asleep while watching TV or relaxing in the evening.

On the other hand, there are health effects of increase the number of sleep hours above the required limit, such as diabetes. Long-term sleep increases the chances of diabetes and obesity, in which many studies have shown that excessive sleep leads to a significant increase in weight. Also, it leads to headache, as the excessive sleep affects the neurotransmitters in the brain which causes pain in the head, especially in the morning, and may lead to back pain and heart problems.

Sleep is a normal state of relaxation in which the human feeling of what surrounds him decreases, as his voluntary movements, physical and mental functions of the body decrease to meet his needs for rest and re-activation.

The human needs certain hours of sleep depending on his age, physical exertion, and other factors. At sleep, the brain gives the body signals to secrete hormones and compounds that help reducing the risk of health conditions, control hunger, maintain the im-

mune system, and maintain memory. Some may have problems related to sleep.

In the following topic we will speak about these problems and give some tips for a quiet sleep, enough sleep hours for each person, and other relevant information:

People spend about a third of their life asleep, and need a certain number of hours to comfort their body, brain and nerves, and wake up vigorously. The body's need of sleep varies according to the age, and sometimes differs from one person to another of the same age.

Kuwait's Rulers

The sixth Ruler
The Late Amir

Sheikh Mohammad bin Sabah (1892- 1896)

He assumed the power after the death of his brother Sheikh Abdullah bin Sabah, may God have mercy on them. Kuwait was marked by internal stability during his rule, as its relations with its Arab neighbours flourished.



Kuwait
Areas



Al-Adan

The name refers to land sites close to the sea and it means soft sand due to Al-Adan's land and sea, which extends from the southern border of Kuwait State to Ras Tanura in Saudi Arabia.

It was said that Al-Adan is the place of *Al-Adoun* (i.e. the place of residence), as it is said *Adoun* of camels, i.e. stayed in the pasture.

Previously, it was named *Al-Adal* (Flatness), not Al-Adan, because its land was flat. It included all the lands extending from Masila beach to Al-Saffaniya area in Saudi Arabia.

يمكننا الحد من معدلات الإصابة بالربو
من خلال دعم مبادرة
أول جيل من دون تدخين

**We Can Reduce Asthma Rates
by Supporting the
First Tobacco-Free Generation**



**Smoking During Early Pregnancy can cause
Cleft lip and or Cleft Plate in Babies ...**

التدخين خلال فترة الحمل المبكر يمكن أن يؤدي إلى إصابة الأطفال
بتشوه الشفة المشقوقة (الشفة الأرنبية) والحنك المشقوق.



**If you Smoke with Diabetes, Plan for
Amputation, Kidney failure,
Heart Surgery ... Or all Three**

نصيحة من مدخن سابق
إذا كنت مصابا بمرض السكري وتدخن، فاستعد إذا
لبتر الأطراف، الفشل الكلوي، عمليات القلب، أو الثلاثة معا

Chemicals are found in secondhand smoke
أكثر من 4000 مادة كيميائية موجودة في التدخين السلبي

4000+

Chemicals in secondhand smoke cause cancer
مادة كيميائية في التدخين السلبي تسبب السرطان

70

Increased risk to develop cardiovascular disease from
زيادة خطر الإصابة بأمراض القلب والأوعية الدموية من التدخين السلبي

25-30%

الدخان السلبي هو عبارة عن مزيج بين الدخان المتصاعد من طرف السيجارة والدخان الذي ينقله المدخنون
Secondhand smoke is the combination of smoke from the burning end of a cigarette and the smoke breathed out by smokers.



الرجاء التفكير جيدا بالاقلاع عن التدخين ..!
If you are a Smoker .. Please think about it..!

Expectations of oil consumption increase during 2019

According to a report by Lombard Odier, oil consumption has risen by 14% since 2009 to more than 97 million barrels per day last year, pointing to expectations of a rise of 100 million barrels per day next year.

The report indicated that the storage levels, compared with demand, were at their lowest level since January 2015 and below the previous five-year average.

Despite slowing production growth, US crude production is close to 11 million bpd. With Russia and Saudi Arabia producing similar quantities along with increasing production as OPEC and Russia ease supply constraints, there will be three countries pumping 11 million barrels of crude each day. This unprecedented production means that only three countries will meet a third of the global consumption.

Analysts, however, cautioned that the market does not have enough spare capacity to face further production breakdown. **(Agencies)**

Egypt: Digging the first exploration well at “Noor” offshore field North Sinai

Egyptian officials reported Italian oil company Eni and Egyptian company Tharwa will begin drilling an exploratory well at its Noor field in Egypt's North Sinai in two months after Egypt's cabinet approved an agreement to explore oil and gas in North Sinai region of the Mediterranean Sea in March.

Under the agreement, the two sides will spend an estimated \$ 105 million in two phases for six years, including drilling a well in the first phase and another one in the second phase.

Eni's discovery of the giant Mediterranean gas field Zohr in 2015, estimated to hold about 30 trillion cubic feet of gas. **(Reuters)**

ADNOC: Ready to increase oil production to 3.5 million barrels

Abu Dhabi National Oil Company (ADNOC) has confirmed its readiness to increase its oil production capacity to reach 3.5 million bpd by the end of the current year.

It explained that it currently has an oil production capacity of around 3.3 million bpd, and remains on track to increase its production capacity to 3.5 million bpd by the end of 2018.

It added that it has the capability to increase oil production by several hundred barrels a day, giving it “flexibility to use this capacity if needed to help alleviate any potential supply shortage in the market”.

The company said that, working in close cooperation with the UAE Ministry of Energy and Industry, it stands “ready to increase its production” in alignment and coordination with OPEC, and the OPEC and non-OPEC Joint Ministerial Monitoring Committee. **(Al-Arabiya)**

