



Magazine

# ALMAJLIS

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# ALMAJLIS LOCAL NEWSLETTER

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## 2021 - The Year of Resilience and Focus

Last year, the COVID-19 pandemic hit us like never before! Our lives changed, the whole world was impacted drastically, and our business was not spared.

Thanks to your relentless efforts, we managed to navigate the crisis and minimize its effect on our company. Our early measures, the cooperation from all our troops and your commitment made a difference! With the virus continuing to spread and efforts to contain it still showing limited effect, our business is continuing to suffer and 2021 will be very challenging.

During this critical period of business uncertainty, it is vital to maintain our focus and prioritize our efforts. We have outlined some key areas where we require your collective efforts:

**First:** the safety and health of our employees remains our priority. We are committed to providing a healthy and safe work environment to our workforce. We will always work tirelessly to maintain and enhance the policies, procedures and standards aimed at achieving this goal.

The commitment and adherence for all of you to these policies, procedures and guidelines is paramount to make sure you go back to your family safe and healthy. In particular, during this critical time, we ask you to follow all the recommendations aimed at limiting the spread of the COVID-19 virus by wearing your face mask when in public, wash your hands very frequently and avoid all gatherings.

**Second:** Service Quality & Operational Performance is a key differentiator in these challenging business conditions. We have invested heavily in this domain by completely re-organizing our Technology Lifecycle Management and establishing a Service Quality team.

You play a key role in this area by making sure we stay close to our client and strictly follow our operations protocols and procedures. We welcome and encourage all your ideas and suggestions to improve our service quality and performance.

**Third:** Employee Development is key for our present and to future business sustainability. We have always considered the employees as our most valuable assets' and made every effort to make this a reality by making sure we attract the best talent and invest in developing our employees. We have demonstrated this in 2020 by keeping as many employees as possible at work and we will continue our investment in increasing the competencies and improving our talent development capabilities. In 2021 we will gradually deploy the capabilities of our Irtiqa platform which will take our digitalization efforts to the next level and improve the learning and development experience for our employees.

**Forth:** Cost Optimization simply put: we must control our cost if we want to survive and thrive in this challenging market conditions. We will focus on reviewing our business processes and leveraging technology to realize all possible cost optimization without jeopardizing safety and service quality. Our aim is to implement a strict cost discipline culture by eliminating discretionary and unnecessary expenditures. Your role is very important here as you are on the front line and can effectively contribute identifying cost saving initiatives and avoid unnecessary spend.

We are confident in your capabilities you have proven several times in the past to turn challenges into opportunities, and we together will do it again.

Thank you again for a successful 2020, looking forward to other achievements in 2021.

Stay safe and healthy.

**ADC Managing Directors**

# FARES Career Development Program

FARES Career Development Program began gradually among various departments within ADC. Whereas the Human Resources (HR) and Supply Chain (SC) departments worked alongside each other to start the program in November 2019 and developed it by May 2020. Technology Life Cycle Management (TLM) department, on the other hand, began in November 2020 and fully developed the program by January 2021. Notably, FARES Program targets the employees that belong to grades ranging from 7 to 11. It presents a structured development program to adhere to the company's staffing needs, design support function titles, outline the employee career training requirements, and offer a precise career growth path for the workers.

The program also aims at assessing ADC graduate-level support function personnel in order to strengthen their skills and competencies and heighten their knowledge to familiarize them with other ADC support functions. With that in mind, Ms. Azdah Al Mousa joined ADC as a Talent Development Programs Generalist in the last quarter of 2019 to resume the succession plan. Ms. Azdah was able to complete the Human Resources & Supply Chain department's programs successfully.

Correspondingly, in the Third Quarter of 2020, the TPD team (Mr. Abdulrahman Al Khaldi) and the HR team (Ms. Azdah Al Mousa) collaborated to launch the program for the Technology Life Cycle Management (TLM) department, the results were as follow:



Communicating with the HR department to build a list of positions for the TLM department to include (Job Family, Job Role, English Job Title, Job Code, Grade, and Job Description Status)



Building a career ladder for Technology Life Cycle Management (TLM) Department



Finalizing each sub-department's Training & Performance Requirement Check List



Setting the Training By Position to incorporate (Behavioral Competency, Leadership Competencies, Technical Competencies, Technical Training / Courses, Soft Skills, and Certificates)



Creating a plan for the employees to move across the TLM department, including (Rotation within the Section, Moving across the Department, and Moving across the Company)



## HRGC Program

The Human Resources General Curriculum (HRGC) Program is structured documentation that attempts to define HR department sections for the HR newly hired personnel to provide them with an overview of the department along with exhibiting the principal department's HR works with that involve the Supply Chain, Finance, Legal, and Operation.



As part of the second phase of the FARES program, Ms. Azdah Al Mousa (Talent Development), cooperated with Finance, Supply Chain, Legal and Operation to formulate a manual for ADC's HR newly hired personnel and have completed the first stage of reviewing Human Resources General Curriculum (HRGC) for ADC's employees

With the help of a representative from each section, and the support of various departments the newcomers will easily obtain an overview and general information about the HR department and its processes which will greatly help them understand the general HR workflow.

## HR Development Workshop

On April 7th, 2021, the HR team has launched a Development Workshop by conducting "Introduction to Systematic Cause Analysis Technique" training which was successfully presented by Mr. Mahmoud Telawi (ADC QHSE Instructor). These workshops strive at improving the internal processes and enhance the employee's performance for better service and faster outcomes.



# LMS & SP (IRTIQA) GO LIVE!





We are pleased to announce the launch of ADC's "Irtiqa" platform. This is a complete transformation of our training and career development into the digital world and will be a one-stop shop for all your training, learning and career planning needs. The new platform will offer several ways to our employees to:

- ✓ VIEW THEIR CAREER LADDER OPTIONS
- ✓ ACCESS TO COMPETENCIES FOR THEIR CURRENT AND TARGET ROLE(S)
- ✓ ENHANCE THEIR LEARNING EXPERIENCE BY ACCESSING A PLETHORA OF BLENDED LEARNING OFFERINGS
- ✓ DIRECTLY BOOK TRAINING AND FOLLOW PROGRESS
- ✓ ENLARGE THEIR CAREER ASPIRATIONS



## THINK-IT

IT department has created the thinkIT program. This program provides consistent user coaching and training sessions. thinkIT training brings a more standardized approach to the training needs and content delivered to users. Topics are focused on two main areas:

-  Common issues reported to IT that could potentially have been fixed by the user if they had more knowledge.
-  IT security awareness.
-  Direct requests for training topics from users.
-  New technologies and procedures announcements

Training the user to be effective at solving their own issues has several benefits, mainly:

1. Increase employee productivity. Issues can be fixed promptly and the user will be able to resume his job immediately.
2. IT staff is able to focus time on more difficult, problematic, time-consuming issues.

For more information please visit thinkIT website: (to be added)



## IT SEGREGATION PROJECT

ADC and Schlumberger continue to work collectively to implement the IT Segregation Project that aim toward operating the IT services independently from Schlumberger. The IT Segregation Project will assist in providing more security and flexibility for managing bandwidth and field connectivity.

Some of the on-going projects under IT Segregation Project include:

- Network Segregation
- Security Incident and Event Management (SIEM)
- Network Admission Control
- Phone System and Audio-Conferencing Migration
- Network Firewall perimeter defense
- Network and Performance Monitoring tools
- Endpoint Detection and Response Project
- Disaster Recovery Plan (DRP)
- Disaster Recovery Site: Re- location & Expansion
- QHSE (INTELEX) Health and Safety Quality Management Platform
- Journey Management

## PRESENTATION SKILLS COMPETITION

As a part of IT's strategy to create a healthy competitive atmosphere among the IT department's employees, Presentation Skills Competition is launched and started on Tuesday, 16th of February 2021. Whereby the employees have been divided into groups, and each group prepares and presents a previously selected topic to the remaining group members. The presenter also gets evaluated by his or her group members and the IT manager. This competition aims at improving the IT employee's communication skills, boost their capacity to speak to a crowd with confidence, and relaying information in a clear and concise manner.



## 2020 WINTER CAMPAIGN

Working in extreme temperatures always pose a risk to our people working out and driving in the changing weather conditions. Every year as soon as the hot or cold season approaches, ADC conducts a campaign to remind all employees about the upcoming changes in the weather and how to deal with them.

Winter is a time to enjoy the outdoors in Saudi Arabia, but it also poses specific risks when it comes to working in cold weather or driving in rain or fog.

ADC rolled out its “2020 Winter Campaign” this year on November 29th. Thanks to all the rigs and office employees who joined our meeting which was conducted online via MS Teams. Our acting GMO Abdullah Fahed Ahmed started the meeting with his opening comments about the topic followed by Dr. Abid Tauseef Sr. Manager QHSE taking us through the important points about what are additional risks in the winter and rainy season and how to cope with them. The meeting ended with a Q&A session where all rigs participated.



## ADC'S DONATION TO TRAHUM

In January 2021, ADC donated to “TRAHUM”, which is a charitable national social committee that supports prisoners, released prisoners and their families’ and raises social awareness among them.



# ADC CUP WINNERS

## 2020 FOURTH QUARTER



LAND RIG AD-55

2



LAND RIG AD-54

1



LAND RIG AD-43

3

## PERFORMANCE

### APPRAISAL AWARENESS

as part of the ADC Human Resources (HR) management plan to enhance communication among employees, HR has conveyed a Performance Appraisal Awareness Session for Head Office employees, on Wednesday February 3, 2021. Due to the Covid-19 restrictions, the session was accompanied through the virtual platform Microsoft teams.

The session was presented by the ADC Compensation & Benefits Manager, Mr. Waleed Al-Khairi, and ADC Employee Services Manager, Mr. Meshari Al-Saab. 44 employees from diverse departments attended the session, and their Training Records have been updated in the Training Tracking System accordingly. In light of this, HR Department would like to thank all of the employees who participated and attended the session.



## 2021 SAFETY STAND-UP FOR RAMADAN AND HOT SEASON

Just like every year, ADC launched its Ramadan Safety Awareness Campaign for 2021 on April 11th highlighting the potential challenges posed by fasting including fatigue, exhaustion, impatience, and distraction. A special focus always remains on driving during Ramadan and appropriate control measures that are introduced such as reduced hours of driving and more frequent rest stops than usual.

Launched by ADC Management via an online platform from ADC head office, the meeting was attended by all ADC rigs and office employees. It started with ADC Management wishing Ramadan Kareem to all ADC employees. The management covered the issues being faced during Ramadan including different sleep patterns and fatigue events and how to be attentive and STOP whenever required. Special attention was given to the driving hours and additional driving controls during Ramadan.

The main points on additional controls during Ramadan were explained as rescheduling physical activity tasks to avoid fatigue, mandatory rest/breaks if working outside, reduced driving hours to a maximum of 6 hours per day, a mandatory stop for 15 mins every hour, the requirement of additional drivers or passengers on certain trips and to avoid being on the road during the specific time close to Sahoor or Iftar. Special attention was drawn to keep up the social distancing and COVID-19 precautions during Ramadan especially during Iftar time.

The meeting was wrapped with a Q&A session and a commitment from all ADC employees to commit to the additional controls during Ramadan and have a safe and blessed Ramadan for every ADC employee.



## THE MEDICAL AND INSURANCE INITIATIVE AGAINST THE COVID-19 PANDEMIC

On the 22nd of March 2021, the Medical Services & Insurance Section with the association of ADC's doctor, Dr. Ahmed, and the facility department distributed a positive written message along with a mask and hand sensitization gift set to ADC head office employees for the purpose of encouraging them to keep utilizing the precautionary measures and to spread positive energy on the day of one year passing since the start of the pandemic.



# SERVICE AWARDS



**HUSAIN ALOBAID**  
30 YEARS



**ABDULKAREEM AL KHAMEES**  
30 YEARS



**HUSSAIN AL MOSAYAN**  
20 YEARS



**AHMED AL FARHAN**  
15 YEARS



**HUSSAIN AL RESHOOD**  
15 YEARS



**ZUHAIR AL-MOSLEM**  
15 YEARS



**YOUSEF AL HUMOUD**  
15 YEARS



**ALI ALBRAHIM**  
15 YEARS



**ABDUL AHAD KASKAR**  
5 YEARS

# SENIORITY AWARD

Name	Job Title	Seniority
Rogelio Dantes Tubije	Balance Sheet & Subsidiary Supervisor	30 Years
Salim Musa Patel	Camp Coordinator I	30 Years
Adnan Abdulah Alfadl	Division Support - HR Leader	30 Years
Husain Ali Alshayeb	Roustabout Pusher	30 Years
Abdula Ali Alnasser	Forklift Operator	30 Years
Badr Ali Alanazi	Government Relations & Visa Specialist I	25 Years
Fadel Ali Aldhaif	Government Relations & Visa Leader	25 Years
Syed Riazuddin	Accounts Receivables Supervisor	25 Years
Mohammad Arif Ashraf	Rig Superintendent	25 Years
Yousef Musa Alhassan	Rig Superintendent	25 Years
Ali Hassan Alradhwan	Division Support - HR Supervisor	20 Years
Husain Mohammed Alnemer	Fixed Assets Supervisor	20 Years
Hussein Nasser Alyaseen	Receiving/Dispatching Assistant II	20 Years
Lafi Ahmed Alshamiri	Procurement Generalist	20 Years
Zaki Essa Alsalem	Driller	20 Years
Jaffar Jawad Alali	Rig Manager	15 Years
Wajeeh Nezar Aljarrash	Accounts Payables Specialist I	15 Years



# NEW COMERS



**KHAIRUDIN BIN KAMAR**  
RIG MANAGER



**MOHAMAD NACIM**  
IT SYSTEMS MANAGER



**OSAMA IBRAHIM**  
NETWORK MANAGER



**SENGU CHANDRASEKARAN**  
MAINTENANCE MANAGER

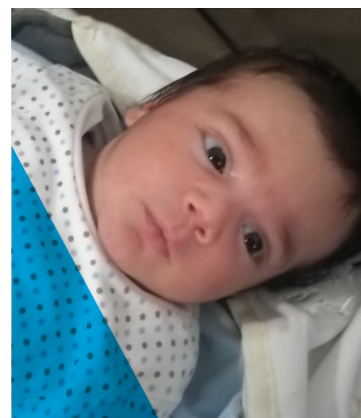


**MASHAEL ABANMI**  
TREASURY MANAGER

# NEW BORN



**DENA ALSULTAN**



**BARGES AL-SHAMMARI**

# WITHOUT LOST TIME INJURY ACHIEVEMENT



**AD-12**  
13 YEARS



**AD-21**  
3 YEARS



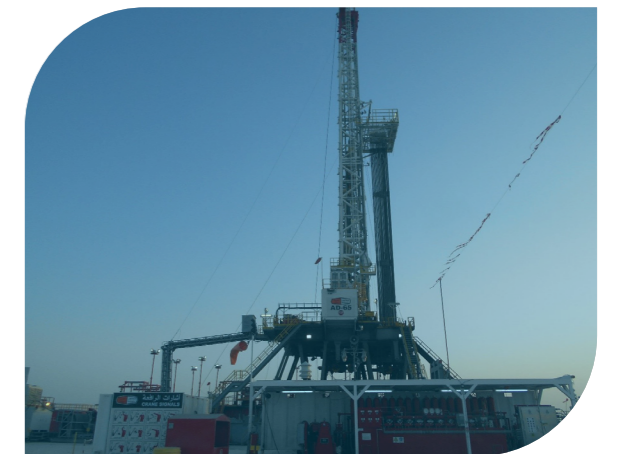
**AD-80**  
2 YEARS



**AD-20**  
23 YEARS



**AD-15**  
5 YEARS



**AD-65**  
2 YEARS