

ENERGY SERVICES AGREEMENT



Travel,
Accommodation
& Expenses

Travel, Accommodation & Expenses

Code of Practice

This code of practice has been developed to support employees, employers and their clients deal with travel, accommodation and expense requirements for offshore employees based on the UKCS.

Simplification, fairness, and transparency are promoted in the developing of the minimum standards. The creation of these minimum standards has included input from employees, their representatives as well as the employers that will administer the minimum standards. Help and support will be provided to ensure all stakeholders are familiar with the content, where they can be found and how they work in practice.

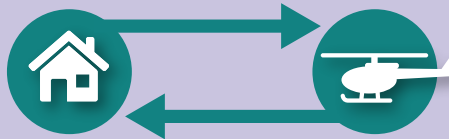
Employers are requested to ensure all employees are treated equally and fairly when implementing employing company expenses policies, payments should not fall below these minimum standards.

Travel

Across the offshore oil and gas industry it is recognised that employees are not required to live within a stated distance of their place of work, meaning, employees can choose where to reside including within or out with the UK.

Travel includes:

- Return travel between employee's home address and designated point of departure for onward travel to an offshore installation.



- Return travel to attend onshore meeting, training courses or competence assessment and medical appointments or assessments at the employers' request.





- Employees are required to arrange and pay for their own return travel to attend work, onshore meetings, work related medical appointments, training courses, competence assessments or any other event/activity at their employer's request.
- Employers will provide the equivalent to a return standard off-peak rail fare to subsidise the cost of this travel, calculated from the employee's nearest railway station to employee's designated departure point for onward travel to offshore installation. Travel payments are subject to statutory HMRC deductions where applicable.

- Where travel during peak travel times is unavoidable, employers will provide the equivalent to a return any-time rail fare. Employees should seek upfront approval and may be requested to provide back up evidence in support of this.
- Payments will be reviewed and if necessary, amended on an annual basis in line with any adjustment to Rail Regulators Fares.



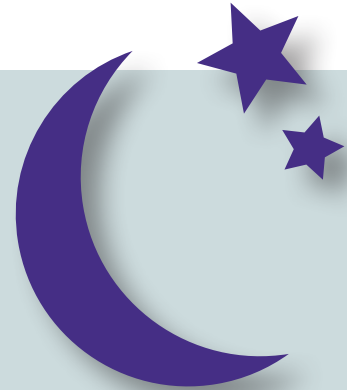
- It is the employee's responsibility to ensure their address details, and nearest train station are up to date and to prevent any unlawful claims or payments. Employees are required to provide back up to support any payments or claims made.
- Where an employee lives overseas, travel payments will be calculated based on the equivalent to a return standard off-peak rail fare from the employee's entry point into the mainland UK to the employee's designated departure point for onward travel to an offshore installation, the employee must advise the employer of this.
- No payment will be made for travel time.

Accommodation

Accommodation will be provided by the employer under the following circumstances:

Accommodation includes:

- Accommodation provided for the night prior to check-in for travel to an offshore installation including additional nights if travel to offshore installation is delayed.
- Accommodation provided for attending events such as onshore meetings, training courses, competence assessments or medicals.
- Accommodation provided when an employee has a delayed departure from an installation and therefore has a disrupted journey to travel home.



- Where an employee is unable to travel safely to designated point of departure (typically a heliport or airport) on the same day. Employee will be required to travel the day prior and advised of overnight accommodation allocation.
- Where an employee is unable to mobilise offshore due to adverse weather, or other operational delays.
- Where an employee is requested to attend onshore meetings or training courses or competence assessments and medicals.



The following principles are applied and expected to be adhered to:

- Accommodation will be provided on a single occupancy basis.
 - In circumstances where double occupancy cannot be avoided, employees can be requested to share with another employee who has a similar check-in time, within a 2-hour period.
 - Outbound and inbound employees will not share a double occupancy room.
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- Employees are expected to inform the accommodation facility (hotel / B&B) if their arrival will be after 11pm.
 - Employees must inform their employer if their pre-booked accommodation is no longer required in line with employing companies' policies. Failure to do so may result in employees being liable for the cost.
 - Employees are required to always conduct themselves in an appropriate manner, ensuring respect to any colleagues they may have to share with and staff at the accommodation facility.
 - Employees traveling home following a delayed demobilisation and are unable to complete their journey due to transport availability, will have accommodation arranged by their employer at their normal designated mobilisation point. However, if an employee chooses to begin their journey and are then unable to complete the journey, they are requested to arrange their own accommodation, and claim back via their employing company expenses process.
 - Employees who reside overseas and cannot get home that day due to flight availability are required to book their own accommodation at their own expense.

Expenses

Employees will be provided with a copy of their employing company's expenses policy, typically during onboarding, and confirms the process that must be followed to claim any out-of-pocket expenses whilst employed.

Expenses includes:

- Expenses incurred whilst attending onshore meetings, training courses, competence assessments and medicals.



- Meal allowances
- Additional travel and accommodation allowances not directly provided by the employer.



Expenses typically cover the following:

- Meal allowances whilst attending event on company business i.e., onshore meetings and training courses.
- Subsistence allowances as described in terms and conditions.
- Authorised travel and accommodation expenses when this has not been directly procured by their employer.
- Any additional payments agreed and approved at the employers' own discretion.



A copy of the Energy Services Agreement can be found here
<https://oguk.org.uk/product/energy-services-agreement/>

Should you have any questions relating to the content of this document please refer to your employers HR team who will be able to advise specifically in relation to your employment.

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The information contained herein is given for guidance only. These codes of practice are not intended to replace professional advice and are not deemed to be exhaustive or prescriptive in nature. Although the authors have used all reasonable endeavours to ensure the accuracy of these guidelines neither OGUK nor any of its members assume liability for any use made thereof.

In addition, these codes of practice have been prepared on the basis of practice within the UK Continental Shelf and no guarantee is provided that these codes of practice will be applicable for other jurisdictions.

Within these codes of practice, the word 'shall' is only used when the instruction is explicit in legislation or physical laws. Otherwise, the word 'should' indicates the Work Group's understanding of current good practice. "May" is used where there are alternatives available and either, or anyone, of those alternatives is acceptable; in these instances, the employers will have to use its best technical judgement to decide which is preferable in the situation.

While the provision of data and information has been greatly appreciated, where reference is made to a particular organisation for the provision of data or information, this does not constitute an endorsement or recommendation of that organisation.



oilandgasuk.co.uk

 [@oilandgasuk](https://twitter.com/oilandgasuk)

info@oilandgasuk.co.uk

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