

Mobilisation guidelines

June 2019



Contents

Welcome to Wood	3
Our values	3
Our behaviours	3
Carrying out Wood business	4
Safety Shield	4
Everything People	5
Payroll	6
Expenses process	6
Training	7
Travelling offshore	8
Fitness to work	10
Absence reporting	10
Medication	11
Substance abuse policy	11
Employee assistance programme	11
Emergency out of hours support	12
Last minute checks	12
Declaration	12

APPENDIX 1	Vision, values and behaviours
APPENDIX 2	Code of Conduct
APPENDIX 3	Sickness absence policy
APPENDIX 4	Global IT Policy
APPENDIX 5	Disciplinary policy
APPENDIX 6	Grievance policy
APPENDIX 7	Capability policy
APPENDIX 8	Harassment policy
APPENDIX 9	Diversity & Inclusion policy
APPENDIX 10	Drug, alcohol and substance policy
APPENDIX 11	Employee assistance programme
APPENDIX 12	Monthly Payroll timetable

Welcome to Wood

This document applies to employees of Wood Group UK Limited.

This document is intended to provide guidance and support with a variety of information relevant to you during your employment with Wood.

The information contained in this document is subject to modification and the company reserves the right to make changes to any of the items contained within.

Wood's vision:

Inspire with ingenuity, partner with agility, create new possibilities...

Wood is a global leader in the delivery of project, engineering and technical services to energy and industrial markets. We operate in more than 60 countries, employing around 55,000 people.

We provide performance-driven solutions throughout the asset life cycle, from concept to decommissioning across a broad range of industrial markets including upstream, midstream and downstream oil & gas, chemicals, environment and infrastructure, power & process, clean energy, mining, nuclear and general industrial sectors. We strive to be the best technical services company to work with, work for and invest in.

We are good at what we do. And the thing that makes us good is our people – people just like you.

Our values

Wood's values are at the heart of our business because they define who we are, how we work, what we believe in and what we stand for. Our values set out how we act and how we expect to be treated as part of Wood and provide a sound basis to make decisions.

Care

Working safely, with integrity, respecting and valuing each other and our communities

Commitment

Consistently delivering to all our stakeholders

Courage

Pushing the boundaries to create smarter, more sustainable solutions

Our behaviours

Our expectations of each other are:

Listen up

Listen for possibilities, seek and provide feedback in equal measure

Lift others up

Inspire others and lead by example with colleagues, customers and communities alike

Stand up

Make an active contribution, say what we do and do what we say

Team up

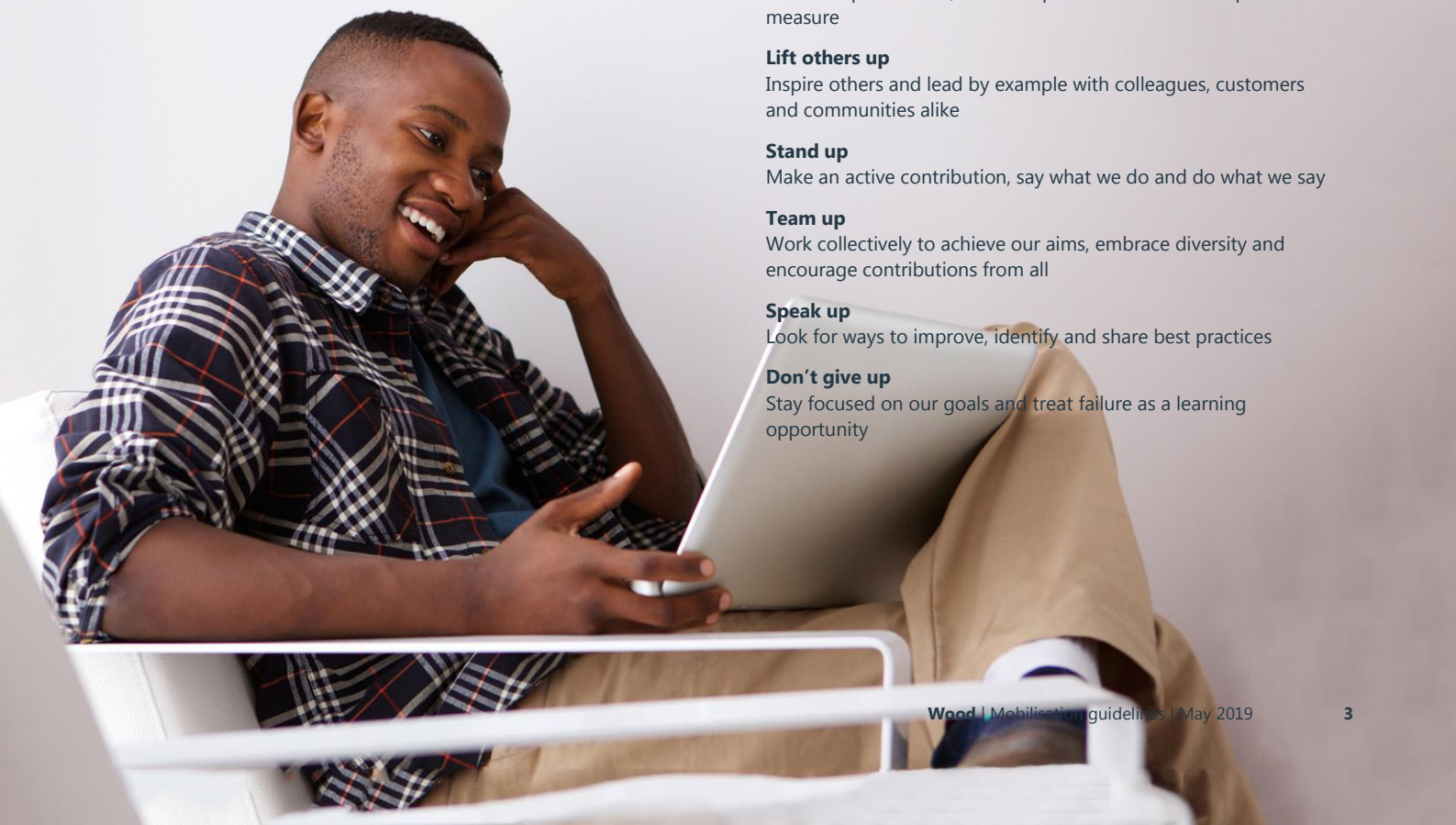
Work collectively to achieve our aims, embrace diversity and encourage contributions from all

Speak up

Look for ways to improve, identify and share best practices

Don't give up

Stay focused on our goals and treat failure as a learning opportunity



Carrying out Wood business

Wood publishes policies, standards, guidance, forms and procedures, aligned with our values, covering appropriate conduct while carrying out Wood business. These apply to all employees in Wood and you should familiarise yourself with them. There will be others that may be integral to your role.

There are a few that we are all responsible for reading, and should know the detail of. These include the:

APPENDIX 1	Vision, values and behaviours
APPENDIX 2	Sickness absence policy
APPENDIX 3	Sickness absence policy
APPENDIX 4	Global IT policy
APPENDIX 5	Disciplinary policy
APPENDIX 6	Grievance policy
APPENDIX 7	Capability policy
APPENDIX 8	Harassment policy
APPENDIX 9	Diversity & Inclusion policy
APPENDIX 10	Drug, alcohol and substance policy

Safety Shield

What is Safety Shield?

Our Safety Shield - a metaphor for protection - pulls together our HSSE processes and procedures to drive a simplistic and consistent message to our workforce around HSSE.

Aligned with our values, the three elements of the shield are:

- Prepare
- Engage
- Intervene

The Safety Shield seeks to educate, inform, monitor, improve and recognise our employees.



wood.
Safety Shield
Prepare. Engage. Intervene.



It takes commitment to prepare.

Committed that **before** we go to work we are prepared.



It takes care to engage.

Take care to engage with the safety requirements on the job.



It takes courage to intervene.

Keeping the job safe, **check** to see that everything is going ok.

Everything People

What is Everything People?

Everything People is a one stop shop enabling employees, supervisors and managers in our business to quickly and easily establish contact with us and allow all your HR, logistics, medical, resourcing, training, payroll & time writing queries to be processed from a central point of contact in accordance with agreed customer service standards.

How to contact Everything People



Through our portal:

www.woodgroup.com/everythingpeople you see two links which will allow you to:

1. Access **Employee Self Service** which allows you to view your payslip online and update personal information, for example, change of address and emergency contact details. Additional services are available but these will vary slightly depending on whether you are offshore/site or office based.

Log-in details: You will receive your Gateway log-in details by email from the Everything People team.

2. Access our **query management system** which allows you to ask us a question direct, or find your own answer by searching our knowledge-base of frequently asked questions. To access our query management system click on **raise a query** and use the Wood email you have been issued with or the email we will hold on file for you, this is likely to be your personal email address. See below for details of how to contact the occupational health team.

Password: for security reasons, the first time you log in to the query management system please click on **forgotten your login details?** You will receive an email to set your password.

If you need help getting started there are training links on the portal for both systems which you may find useful.

For all absence and medical enquiries please email the team on health.surveillance@woodplc.com

Daily hours of operation are currently 8.30am – 5.00pm Monday to Friday with the exception of Christmas and New Year public holidays.

We welcome your feedback - please help us to monitor the quality of our service and continuously improve by completing our short customer satisfaction survey each time we close out a query for you.



By phone:

We've made phoning us simple with one direct number for all your HR, logistics, training, medical, payroll and resourcing queries: **01224 851500** - when calling you will be asked to select from a list of options - this will ensure you are directed to the right team. For **emergency out of hours** support, please call 01224 851000.



In person:

Come and see us if you prefer to speak to someone in person – we are located on the 3rd floor of Sir Ian Wood House (SIWH) in Aberdeen.

Payroll

The protocol opposite should be followed when forwarding details of a pay query to the payroll team. This will allow the team to resolve the pay query in a timely manner and monitor any issues that we may be having with the flow of information to payroll.

All queries should be directed through the Everything People portal as detailed in page 6.

The query will then be assigned a priority, as per the table below, and will be allocated to the appropriate payroll team member for further investigation.

While the payroll team endeavour to resolve an employee's query as quickly as possible, to do this they need the support of other functions to ensure that they have all the relevant information at their disposal.

Please also note that there will be certain times when due to the volume of calls or emails you may not get an immediate response from the team, and appreciate your patience when contacting them at these busy times.

Pay shortfall / query description	Priority	Response time guide
Basic pay e.g. salary or basic hours	1	Response within 1 working day
Additions to basic pay e.g. overtime	2	Response within 3 working days
Copy documentation e.g. P60 or P11D	3	Response within 5 working days

Expenses process

Wood will pay reasonable expenses in line with our expenses guidance document. You can obtain an expenses form and expenses guidance document from your logistics co-ordinator or offshore line manager. Please be aware that you must submit valid receipts with each claim including mileage claims which require the relevant VAT receipt.

Only expenses claimed within a period of forty five days from date of expense can be claimed.

Any expenses incurred for part travel to your check-in must be submitted via expenses form for reimbursement as this will not automatically be paid out due to you not having checked in.



Training

Training request booking	<ul style="list-style-type: none"> • To book a training course, please contact our Training Service provider (AIS) on 01224 851500 option 4 then option 1 • Courses that are identified on your training matrix are to be requested in order of training priority • Courses that are required but not on your training matrix will require an approved training request form • Further education requests require approval , if approved a learning agreement will be put in place • Please remember that some training courses have pre-requisite requirements, e.g. if you are part of the emergency response team, you will need a valid ERT medical • When attending any type of assessment , please ensure you are prepared and have read the joining instructions as they may contain additional information relevant to that assessment
Accommodation / travel	<ul style="list-style-type: none"> • When requesting training, please advise if accommodation is required • Travel is your responsibility to book and should be claimed back through expenses
Cancellation of training	<p>In the event you cannot attend training at short notice , you should do the following:</p> <ul style="list-style-type: none"> • Contact the training team if it is within the hours of 8.30am – 5.00pm. If it is outwith these hours, contact the out of hours contact number (01224 851000). • Provide details of the reason you are unable to attend training. • Let the person know if you have accommodation arranged so that this can also be cancelled. • If the training is a mandatory requirement for your role, please provide a suitable date that training can be rescheduled to, as this may help to reduce any course cancellation costs. • If the training was a nominated course we may not ask for a date to reschedule training as this will be dependent on timeframe of workscopes, training availability and discretion of the contract that training is required for. • Details of the non-attendance will be recorded and kept on your employee file.
No show of training	<p>In the event you are unable to attend scheduled training:</p> <ul style="list-style-type: none"> • You will be contacted by the training team, where you will be asked for the reason for non-attendance • Dependent on the reason for non-attendance, you will be asked to confirm availability for the training to be rescheduled if it is a mandatory training requirement for your role. • Details of the non-attendance will be sent to the contract manager along with costs incurred. • If the training was a nominated course we may not ask for a date to reschedule training as this will be dependent on timeframe of workscopes, training availability and discretion of the contract that training is to be rescheduled. • An investigation will commence which may result in disciplinary action and you may be held liable for the costs incurred. • Details of the non-attendance will be recorded and kept on your employee file.
Training failure	<p>In the event of course or assessment failure:</p> <ul style="list-style-type: none"> • The training team will contact you to notify you of a course or assessment failure and will provide you with details of failed areas. • Where you are notified at the training centre of failure, please contact the training team to advise them of the course failure. • Details of the course failure and supporting evidence will be sent to Wood for review. • If this is the first occasion you have failed the course, you may be required to undertake additional training or coaching on the areas you failed before a re-sit is booked; this will be at the discretion of the company • If this is the second occasion you have failed the course, the formal capability process will apply. Please refer to the Capability Policy for further details • Details of the course failure will be recorded and kept on your employee file.
Refresher training	<p>When mandatory training requirements are due for refresher:</p> <ul style="list-style-type: none"> • Automated reminders will be issued by our Training provider at 120, 90, 60 & 30 days. • Bookings can be made via our Training provider • Any courses not booked within 60 days of expiry date will be passed to the skills pool team to follow up with employee. • All COMPEX training must be booked at 120 days prior to expiry to allow sufficient time for results to come back from awarding body.
Training expenses	<p>You can claim expenses by completing an expense claim form providing details of what course the expenses are relevant to and attaching the original receipts to the form. These should be posted to Sir Ian Wood House, Hareness Road, Altens, Aberdeen. Please click on the link to access the form and procedure: https://imap.woodgroup.com/SitePages/Results.aspx?k=expense &s=iMapDocuments</p>

Travelling offshore

Documentation

As well as arriving on time to your assigned check-in location, it is essential that you arrive with the correct documentation. Each time you travel offshore you are required to take an in-date passport and vantage card as identification.

Should you be required to send your passport for renewal you must contact the logistics co-ordinator giving plenty of notice to discuss arrangements for your next scheduled offshore trip.

If your passport has been sent for renewal please ensure the following:

- You have an eligible colour copy of passport
- Your passport is in-date for the full duration of trip
- You have a letter from Wood confirming you are travelling with a copy of your passport

If your passport has been sent for visa purposes, please ensure the following:

- You have an eligible colour copy of passport
- Your passport is in-date for the full duration of trip
- You have a letter from Wood confirming you are travelling with a copy of your passport

If your passport has been lost or stolen you must report this, get a police incident number and inform your logistics co-ordinator immediately who will issue a letter confirming you are travelling with a copy of your passport (if in possession of a copy).

If you do not have the above detailed information, you will be prevented from flying and this may affect any payment made to you for that trip.

You are required to carry your Vantage card with you each time you travel offshore. Should you require a new or replacement Vantage card you must arrive at the check-in location 15 minutes early and advise reception who will direct you to security to receive your Vantage card.

It is your responsibility to ensure you have your passport and Vantage card in your possession, failure to do so may result in you being removed from a flight and may result in disciplinary investigation and action up to and including dismissal.

Mandatory certification

Employees are responsible for ensuring that they have the correct, in date certification to travel offshore, this includes, but is not limited to:

- BOSIET (Basic Offshore Survival Industry Emergency Training)
- UGOK medical
- MIST (Interactive Minimum Industry Safety Training)
- CA-EBS (Compressed Air Emergency Breathing Systems)

Please ensure you contact Training in advance of your certificate expiring to ensure you are valid to travel offshore and for the full duration of your trip. For medical expiries, please contact the occupational health team:

Telephone: 01224 851500, option 5

Email: health.surveillance@woodplc.com

Check-in responsibilities

On the day prior to travelling offshore the logistics co-ordinator will text you to advise of your check-in place and time and accommodation booking for that night.

If for any reason you have not received your check-in time by 2.00pm, please contact Everything People on 01224 851500 selecting option 2 for logistics to discuss.

It is the responsibility of each employee, irrespective of how far you have to travel, to ensure you arrive at the heliport/airport on time for check-in. All pre-mobilisation travel arrangements should ensure that the check-in time can be met. Failure to show for check-in at the advised time will be classed as a no-show and may result in disciplinary investigation and action up to and including dismissal.

Delays to mobilisation (operational/weather)

Should you be stood down from check-in due to operational or weather delays, you must contact Everything People on 01224 851500 selecting option 2 for logistics to discuss hotel accommodation. If your flight be cancelled after the office has closed, please contact the Wood on-call service representative on 01224 851000.

In order to reduce the volume of calls being received during busy times of delays, we would request that you nominate a colleague to act as focal point for the logistics co-ordinator to pass information such as revised check-in times and accommodation details.

If you are on standby at home pending instructions you must be ready and available to mobilise when instructed.

Hotel accommodation

Where applicable, Wood will provide accommodation the night prior to mobilisation and during training courses.

When demobilising from an installation, Wood will provide you with accommodation when a flight arrives later than planned and you are unable to travel home. Accommodation can be booked by the company in Aberdeen (CNS, NNS), Norwich, Humberside or Blackpool (SNS). Hotels will not be booked prior to employees arriving in at the onshore base. Please contact the out of hours number on 01224 851000 if accommodation is required out of hours.

Employees who wish to travel part journey home (example: Inverness or Edinburgh) must book and pay for their own accommodation. You are eligible to claim up to £75 for accommodation which can be claimed via the expenses process.

Employees who choose to live outwith the United Kingdom will only be provided with accommodation if their flight inbound from the offshore asset has been delayed resulting in trains/planes being missed. Any other accommodation must be arranged and paid for by the employee.

Where possible the company will provide accommodation on a single room basis, however on occasions when hotel accommodation is limited, there may be a requirement to twin rooms. Should you be required to stay in a twin room the company will arrange, as far as reasonably practicable, that this is with a colleague on the same check-in time, for the same installation.

All mobilisation and demobilisation accommodation should be requested and arranged by Everything People (logistics). All training related accommodation should be requested and arranged by our training provider.

On a normal day the company will send each hotel, confirmation, which details all employees staying that night along with any allowances to be included. This confirmation is sent at approximately 2.00pm. Once the hotel receives this confirmation they will then allocate rooms and allow guests to check-in. Please be advised that you will not be able to check-in prior to 2.00pm unless the hotel has rooms already available.

If you know that you will be arriving late at your nominated hotel (after 11.00pm), you must notify the hotel to advise them, to avoid the room being reallocated. Please do not call the on-call service number.

Wood has high volume and costs of hotel utilisation and any time we do not use a pre-booked room, this has a direct impact to our costs. If you no longer require accommodation which has been confirmed to you, this must be cancelled through your logistics/training co-ordinator before 1.00pm on the day of arrival. Should you need to cancel your room outwith office hours, please contact the Wood on-call service. Failure to follow this process will result in an investigation which may result in disciplinary action and you may be liable for any hotel charges incurred.

Please be aware that the utilisation of hotel rooms purely to secure car parking will not be tolerated. We work closely with our hotels to monitor this practice.

Meal allowances

Meal allowances will only be granted if you have attended a training course or medical that day unless your contract states otherwise.

Car parking

All journeys made must be in accordance with the Group Driving Policy.

The Wood offices throughout Aberdeen have no facility for employees to leave their vehicles while travelling offshore and are not responsible for your car parking or costs.

A number of hotels used by Wood have car park facilities. It is the employee's responsibility to make a car park reservation with the hotel directly. If the hotel you have been booked in has no car parking facilities, it is your responsibility to make parking arrangements.

Long term parking facilities within Aberdeen, Humberside, Norwich and Blackpool Airports are available via external third party providers.

Prohibited items

The following items are prohibited when travelling or when you are on board an installation.

- Lighters or matches
- Electronic cigarettes
- Non prescribed medication
- Illegal drugs
- Alcohol
- Knives
- Unsealed food/protein powders

Please ensure you familiarise yourself with our client specific requirements prior to travel.

Mobile phones

All personnel mobilising offshore are reminded that some operators do not allow mobile phones on their installations. This includes any electronic tool which can be used as a phone e.g. iPhones, Blackberry's, iPads. It is your responsibility to ensure that you familiarise yourself with our client specific requirements prior to travel.

Baggage

When travelling offshore, no single bag should weigh more than 24lbs/11kgs. All bags must be clearly marked with your name, address, company and destination. Please be aware that you can take multiple bags with you however, please ensure that you prioritise one main bag which includes the essential items you require should your other bags be unable to travel on the same flight due to helicopter or fixed wing weight restrictions.

It is your responsibility to ensure that any fragile items in your bag are packaged appropriately. The company is not liable for any breakages due to negligence.

You are responsible for ensuring the security and compliance of your personal belongings; we recommend that padlocks are used to secure your baggage.

Personal protective equipment (PPE)

All employees are responsible for their own PPE and are expected to take all PPE home after each trip offshore.

Should an item of your PPE need to be replaced, you must contact Everything People on 01224 851500 selecting option 2 for logistics providing a minimum of five days' notice to order a replacement.

In order to manage and maintain costs and reduce the volume of PPE being requested, you will be required to provide justification for your PPE requirements.

Clothing – layers

Wood and our clients are required to adhere to the below clothing policy.

CLOTHING POLICY to be worn under your survival suit - UK waters

SUMMER
1st June to 30th September > 10°C
2 layers
Suggested combination; t-shirt, jumper & trousers

WINTER
1st October to 31st May < 10°C
3 layers (inc one long sleeve top)
Suggested combination; long sleeve top, short sleeve top, jumper & trousers

Do's
T-shirt, Long sleeve top, Jacket, Trainers, Boots/Shoes, Jumper/Fleece, Trousers/Jeans/Tracksuit Bottoms

Don'ts
Shorts, Dresses, Skirts, Sandals/Flip flops, Crocs, High heels, Hoodies

Can I wear jeans?
Yes you can wear jeans to travel in.

Why three layers in winter?
Studies have shown that the more layers you have on, the lower your risk of getting hypothermia when exposed to cold water. During winter you must wear 3 layers, one of which must be a long-sleeved top. It is important to protect your core so more layers are required to cover your chest and internal organs.

Why no hoodies?
Hoodies, or any item of clothing with a hood, will interfere with the neck seal of the survival suit. It is essential that the seal around your neck and wrists is strong so that in the extremely unlikely event you are in the water there are no weaknesses in the seals to allow water into the suit. Polo-necks and jackets with high collars also pose a risk to the neck seal.

Why is summer in June and not May?
We look the average sea temperatures of the UKCS over a number of years to decide when the water is warmer and when it is colder, therefore requiring more or less layers. We then used this information to decide that Summer is from 1st June – 30th September and Winter is 1st October – 31st May.

STEP CHANGE IN SAFETY

Web: www.stepchangeinsafety.net Email: info@stepchangeinsafety.net Twitter: @stepchangeinfo Facebook: /stepchangeinsafety

Fitness to work

You must be fit and able to do your job safely.

You must:

- Ensure you fully comply with the medical and fitness requirements for your job. Your health and fitness may be tested on this from time to time.
- Ensure that you are suitably trained and competent to do the task to which you are assigned.
- Not take any drugs, alcohol or other substances which might affect your ability to your job safely.
- Consider issues which can compromise your ability to work safely, such as the use of prescription medication, fatigue, illness, heatstroke, thirst, fasting, etc.

Absence reporting

If you are unable to attend work due to sickness or any other reason, you should report this absence by contacting the occupational health team as soon as possible. Telephone: 01224 851500, option 1.

When reporting any sickness absences you should provide details of the nature of your absence, expected length of your absence and relevant contact details.

If you are suffering from an illness or injury which may restrict your ability to travel, or carry out your role you must advise a member of the occupational health team as soon as possible. Telephone: 01224 851500, option 5. The occupational health team member may request that you attend an appointment with our preferred medical provider prior to you being allowed to travel offshore.

Medication

Certain prescription and over-the-counter medications are incompatible with work offshore and require company doctor approval.

What to do: if you are taking any medication you must communicate this with the Wood medical advisor.

- Declare any medication you are taking at the OGUK or ENG medical examination.
- Inform your occupational health department that you have medication which may require assessment before going offshore.
- Your GP or treating specialist cannot give you clearance to take medication offshore or to sea
- Take adequate supplies; please ensure you take sufficient medication to cover your rota and at least one week beyond. The medic offshore will not dispense prescription medication.
- If you fail to get clearance or forget your medication you may be returned onshore.
- Concealment or failure to declare medications of concern may result in disciplinary action.
- Medications must be clearly labelled and packaged in original packaging or in blister packs when provided by a pharmacist.

You can also get medical clearance to go offshore if:

- The operator's doctor or nurse has given clearance following discussion with the Wood medical advisor or deputy.
- Your medication has no significant side effects and you are not in a safety critical role.

If you have any question or concerns about medical, health or medication matters, please contact the occupational health team:

Telephone: 01224 851500, option 5

Email: health.surveillance@woodplc.com

Please be prepared to provide details of the medication you are taking. A member of the team will then arrange for either a nurse or doctor to contact you.

If your medication changes, or there is a change to the dosage you are asked to take, you **MUST** check to ensure that the new medication or dose is accepted for working offshore.

Substance abuse policy

Wood recognises the threat to health and safety posed by substance and alcohol abuse. Our substance abuse policy applies to all direct personnel, agency and sub-contract individuals working for Wood whatever location, including onshore, offshore, sites and client offices, and visitors to company premises or workplaces. Acceptance of the policy is a condition of working for the company.

For the purposes of offshore and safety critical work undertaken by Wood personnel, a zero tolerance policy applies. Please refer to the Company's Drug, Alcohol and Substance Abuse Policy (HRM-PLS-1037).

Employee assistance programme

As a UK based employee, you are able to use our free and confidential employee assistance programme (EAP) administered by Unum.

Unum LifeWorks provides confidential telephone, e-mail and face-to-face counselling, legal and medical advice, as well as an online health gateway to help track individuals fitness and wellbeing. Please call **0800 0482702** 24/7 or online www.unumlifeworks.co.uk. User id: unum Password: lifeworksa

**further information on EAP is available by contacting Everything People on 01224 851500*

Emergency out of hours support

We offer an out of hour's service to all employees that provides assistance for **immediate or urgent** issues that cannot wait until the office re-opens the following day. This service is there to provide you with support and assistance, please be courteous and the on-call service representative will do their best to resolve your query.

The on-call service is provided by members of the Everything People team who are assigned to rota to provide our workforce with an out of hours support 365 days a year. Before contacting the on-call service representative please consider whether or not the matter can wait until the following day, if the matter cannot wait then please dial the following number:

Out of hours contact information: 01224 851000

All calls are answered by the Wood out of hours security team who will ask you for your name, project, platform, telephone number and brief details of your emergency. This information will then be passed to the on call service representative to action accordingly.

The below are examples of pressing and non-pressing issues:

Do contact the out of hour's service when:

- you are unable to make your check-in time or training course due to sickness or compassionate reasons
- you are unable to get home due to a late flight and require accommodation
- a family member urgently needs to contact you for bereavement or compassionate reasons
- you arrive at check-in and are not booked on a flight

Don't contact the out of hour's service when:

- you are not provided with a meal allowance at a hotel (you will need to pay this yourself and claim via expenses process)
- you require a taxi booked for you
- you have a last minute PPE request
- you have a question regarding your pay
- the hotel is unable to provide transport to check-in
- future accommodation has not been arranged

Last minute checks

- Confirm your check-in time and location with the logistics co-ordinator
- Remember your full PPE kit
- Advise a member of the occupational health team of any illness, injuries or changes to medication you are taking or may require to take during your trip offshore
- Remember your passport and Vantage card
- Ensure your emergency contact and next of kin details are up to date
- Declare all medicine at check-in and offshore
- Keep receipts for all reimbursable expenses
- Ensure you have funds for your travel should you face unforeseen circumstances
- Do not leave your car in Wood premises
- Do not take prohibited items offshore

Declaration

I _____ certify that I have read, understand and will comply with the information contained within my mobilisation guidelines.

Signature: _____

Date: _____