

9 NOVEMBER 2020

SOCAR Polymer Newsletter / Issue 31 / 2020

NATIONAL FLAG DAY SHUSHA CITY LIBERATED



#KarabakhisAzerbaijan 

Evimize Çatdıq!

Make time to celebrate your achievements, big or small



Traditionally, we take time to look back to record and celebrate the progress we have achieved over the past months and overall.

And it is my pleasure to emphasize our achievements:

- SOCAR Polymer has kept up production and boosted sales
- In the first half of 2020, SOCAR Polymer has sold more polymers than in the entirety of 2019
- SOCAR Polymer is leading among the top ten non-state exporters in Azerbaijan's non-oil sector
- SOCAR Polymer remains the biggest importer of Homopolymer PP to Russia, supplying now about 40% of RF's market demand for such grades
- Our local sales have almost tripled from the annual 5,326 tons in 2019 to 15,202 tons marketed in Jan-Sep of 2020
- Our local to foreign sales ratio is steadily growing
- There have so far been 35 companies and 3 physical persons among our local buyers in 2020
- Planned full-scale TAR activities this year have been performed completely through our internal resources

Additionally, our staff has demonstrated proficiency not only in performing production-related duties, but also in taking action against the COVID-19 threat and taking

precautionary measures against the risk of Armenian terror arising from our enemy's failures at war in Karabakh. To us, it is a patriotic war for a noble cause, for long-awaited liberation of our lands.

Karabakh is Azerbaijan and this fact is in the minds and hearts of every fellow-citizen, every SOCAR Polymer employee. We are proud to know that about a dozen of our colleagues have joined the army to restore the territorial integrity of our motherland and we keep them in our prayers hoping for complete victory to occur soon.

Meanwhile, to make the army feel the support of their fellow countrymen, our staff members have volunteered to make donations for purchase of additional supplies that might be useful to our soldiers, and have made a donation to the official Aid Fund for the Armed Forces.

Summing it up, I would like to once again compliment the entire team on the work done and to call on you all to continue making your contribution to our current vision for the future, i.e. safe and sustainable production of high-margin and high quality products.

Fuad Ahmadov
General Manager

SHUSHA CITY - HEART OF KARABAKH - RETURNED



Shusha in Karabakh is the heart of Azerbaijan, our pride, our honour, a symbol of our national identity... After 28 years and 6 months of enemy's occupation, Shusha is back to its true and rightful owners.

We all counted days and pinned maps with a strong feeling that the happy news was on its way and finally come it did as our fearless army granted the Azerbaijani people the long-awaited joy of Shusha city's liberation after three decades of devastating occupation!

On the eve of the Flag Day holiday in Azerbaijan, our national flag is finally hoisted on top of the Shusha fortress walls. We bow in gratitude to our fearless army and pray for the souls of all our brothers who have sacrificed their lives for our motherland's integrity, strength, and dignity! Our joy of victory is closely intertwined with deep-felt regard for our heroes! Thank you for this significant victory! Long live Azerbaijan, our Head of State and Azerbaijan army!



— ” —

We are liberating the lands from occupiers through the sacrifices by our people, soldiers and officers. Today, I bow once again before the souls of our martyrs

— ” —

- Ilham Aliyev



Structural changes in SOCAR Polymer's top management



Upon SOCAR's decision, some structural changes have taken place in the top management of SOCAR Polymer. The changes were caused by the increasing scopes of work in the international projects of the SOCAR group of companies, by the expanding range of set tasks, and by the growing official duties of Farid Jafarov, the General Director of SOCAR RUS, Head of SOCAR Energoresource LLC, and Deputy Vice-President in Finance and Economics for SOCAR.

Farid Jafarov has been General Manager of SOCAR Polymer since 2013 and remains the General Director and legal representative of the SOCAR Polymer Investments Holding.

Fuad Ahmadov has been assigned General Manager of the SOCAR Polymer company as of September 1, 2020.

Fuad Ahmadov's work experience includes years in the position of Foreign Investments Department Head at the Ministry of Economy of the Republic of Azerbaijan. He joined SOCAR in 2011 as an Advisor to CFO. In 2016, he became a Finance Manager for SOCAR Polymer, and later Deputy General Manager. Fuad Ahmadov holds an MA in Finance from Imperial College London (UK).

Polymer product range expanding

Despite the tough working conditions amidst the continued anti-virus measures and quarantine restrictions in the 3rd quarter of 2020, SOCAR Polymer has produced 4 new PP-grades:

HB4540MO HB6540MO
CB4848MO CB6448MO



HB4540MO and **HB6540MO** grades of homopolymers with very high rigidity and high melt flow; and **CB4848MO** and **CB6448MO** grades of heterophasic copolymers (HECO) designed for rigid packaging requiring high processing speed and possessing anti-static properties.

These grades are intended for high-speed thin-wall injection molding and standard injection molding of rigid articles. The new homopolymers are particularly well suited for polystyrene replacement in food packaging industry. According to the Product Strategy, the new PP grades will first be exported to the CIS market.

What are PP advantages over polystyrene?

Polystyrene is polymer material produced from styrene. Resistant to negative temperatures, clear, hard and inexpensive, polystyrene has many application areas, including construction, radioequipment, packaging, consumer goods, stationery, disposable medical ware, and toy production. In food industry, polystyrene is mainly used in production of rigid containers, food packaging and films. As burning of polystyrene releases toxic styrene gas and chemicals, its replacement with a safer and more suitable material is sought. Adding of chemical additives aimed at increasing the elasticity, hardness and other properties of polystyrene may give ground to greater safety concerns.

Polypropylene Homopolymer (PPH) is the most utilized PP. PPH is more rigid and stronger than the copolymer. It can run in the temperature range -1° to 82° F. It has good weldability, has high performance in thermoforming, has good chemical resistance, and is also USDA, FDA, NSF, and 3-A Dairy compliant in the natural color. PPH is available in the colors natural, white, and black; and in the form of rod, sheet, strip, and film. It can be machined with ordinary wood or metalworking equipment.



Properties

- High strength to weight ratio
- Excellent chemical resistance
- High performance in thermoforming and corrosive environments
- No moisture absorption
- Resists most acids, alkalis, degreasing agents, and organic solvents
- Good weldability
- Lightweight
- Non-toxic and non-staining
- High tensile strength



Application

- Orthotic and prosthetic devices
- Plating and anodizing process equipment
- Plenums and manifolds
- Pump components
- Secondary containment
- Storage tanks
- Valve bodies
- Metal finishing
- Chemical processing and storage
- Medical devices
- Washers



Heterophasic copolymers (HECO) were initially developed to overcome the limited low-temperature impact resistance of PP and allow its application in subzero temperatures. HECO-polymers serve the demands of various application segments, such as in packaging, automotive, or infrastructure. Additionally, heterophasic PP can be converted by various processes, such as injection molding or extrusion, which can lead to a wide range of products. However, it is of great importance to choose the material and the conversion process carefully because the final properties of the product are in a large part determined by the material morphology, which in turn is strongly affected by the conversion process.

In the packaging sector, injection molding and cast or blown film processes are of high importance. The combination of a high impact strength and rigidity allows the packaging solution to withstand transportation and storage unscathed, and it protects the contents. The development of heterophasic PP, which shows high transparency and gloss also after sterilization, has allowed the use of such materials for flexible packaging solutions such as stand-up pouches. The development of high-purity PP and the debate concerning the adverse effects of plasticizers in plasticized polyvinyl chloride (PVC) increased the use of very soft

heterophasic PP copolymers in health care applications, such as in medical infusion bags and in packaging for medical instruments.

Heterophasic PP offers, because of its property profile, many advantages over traditional wastewater pipe materials, such as concrete, cast iron, or stoneware, and is thus a widely used material for wastewater and drainage systems. Its morphology allows the material to accommodate extensive deformation without rupture. Additionally, PP pipes are characterized by their high level of abrasion and chemical resistance.

The need of the automotive market for lightweight solutions and safety for passengers and pedestrians can be met with heterophasic PP compounds. Fenders, bumpers, and many automotive interior parts are already being made from these commodity polymers, whereas for automotive exterior parts, a good balance of impact and stiffness combined with paintability is required. Materials used in the interiors of cars must meet additional requirements with respect to surface aesthetics (soft touch, high scratch resistance, and low surface tack) and purity. With PP compounds for car body parts, the overall vehicle weight can be reduced significantly, whereas the material is also fully recyclable and facilitates cost-effective production.

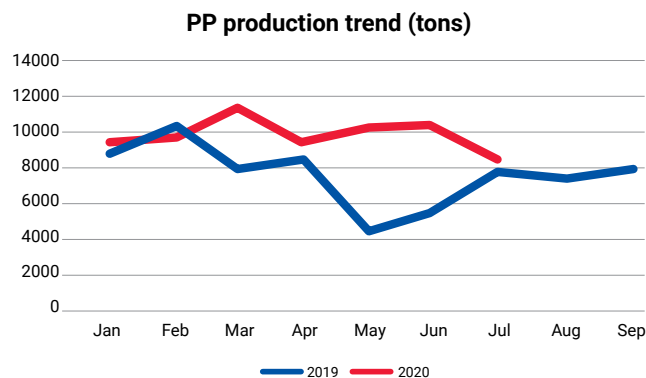
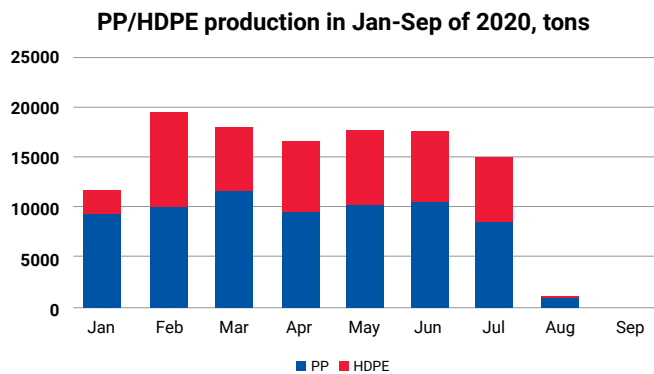


Overview of production trends at SOCAR Polymer

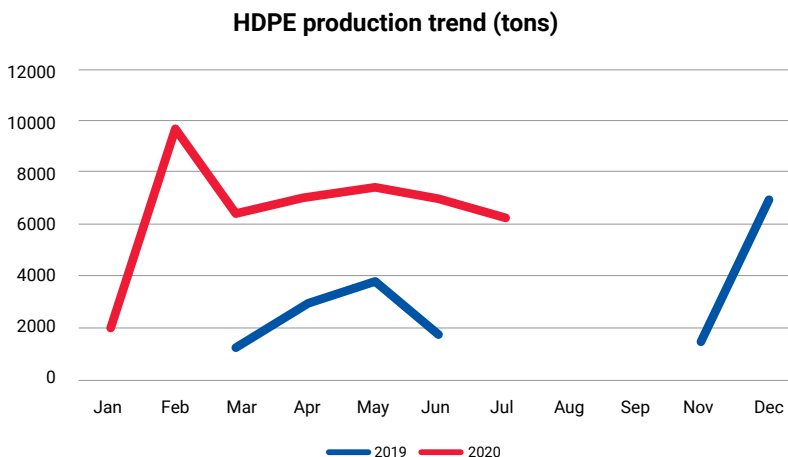
Put into operation in July of 2018 and February of 2019, respectively, the PP and HDPE plants at SOCAR Polymer company's production grounds in Sumgayit have a total design capacity of 304 KTA.

Over the three quarters of 2020, SOCAR Polymer has produced 70538.33 tons of PP and 46552.21 tons of HDPE:

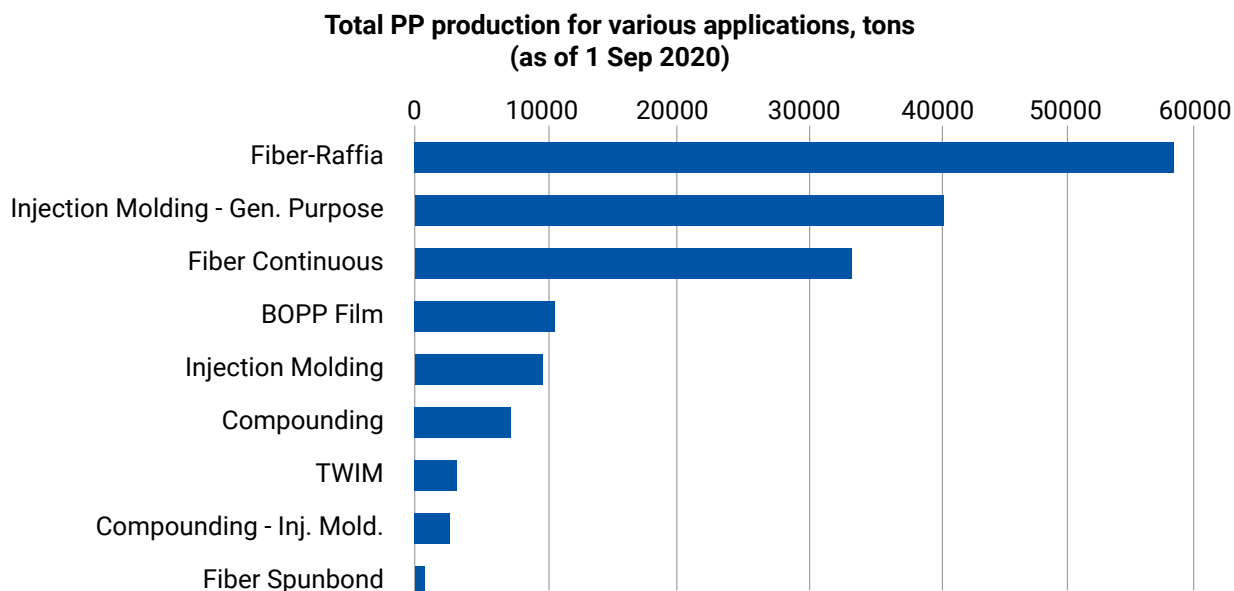
There has been a slight increase in the PP production rate as compared to the same period of 2019.



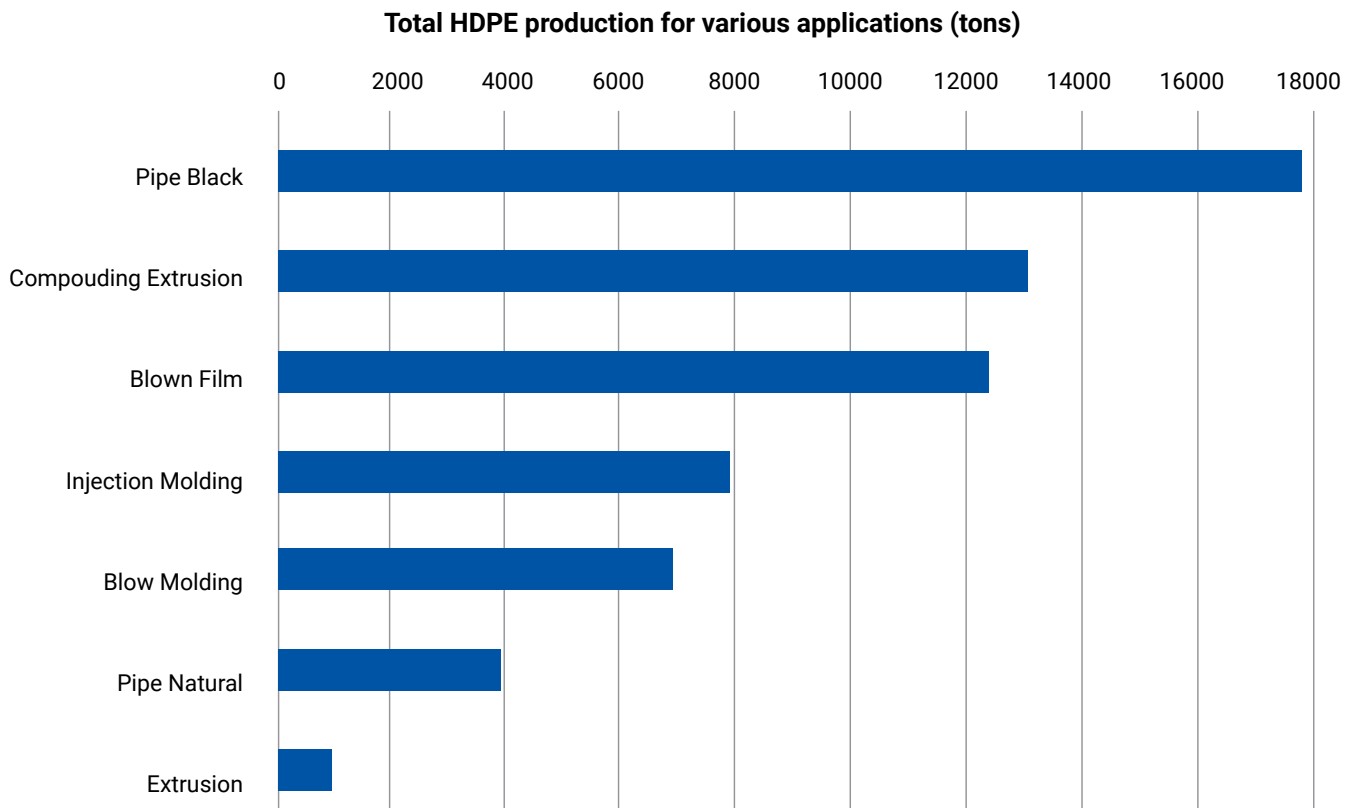
Since commissioning of the HDPE plant in February of 2019, production was interrupted only for planned shutdown activities in the second halves of 2019 and 2020. On the whole, HDPE production numbers demonstrate an increase in HDPE production rate in 2020.



Taking into account the fact that each polymer grade has designated or most recommended application areas, the analysis of production from this point of view has revealed that the most targeted applications in PP production over the period of 2019-2020 have been Fibers and Injection Molding:

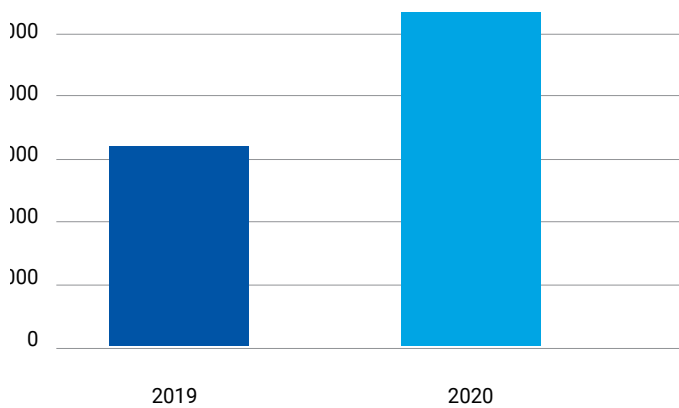


Meanwhile, most of the HDPE grades produced over almost two years of operation have been for such applications as black pipes, compounding-extrusion, and blown film:



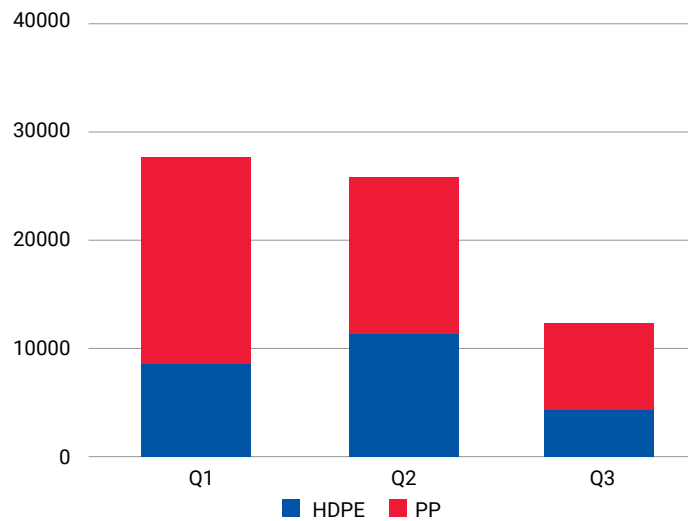
Despite the quarantine measures, the production rate in early 2020 had increased before the planned shutdown period. Comparison of production totals in the first 7 months of 2019 (63262 tons) against the same period of 2020 (115980 tons) shows an 83% increase in the production rate:

Production in Jan-July 2019/2020 (tons)



Production decreased significantly in Quarter 3 of 2020 due to the implementation of planned shutdown activities from August 1 till October 1:

Production of polymers in 2020 (tons)



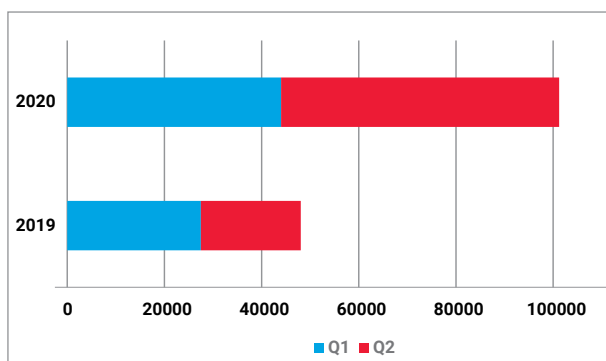
Sales dynamics and export data overview

According to the Report news agency, referring to the August issue of the Center for Economic Reforms Analysis and Communication's "Export Review", SOCAR Polymer is leading among the top ten non-state exporters in Azerbaijan's non-oil sector. Other high ranking companies in this rating are Land Logistic LLC, Representative office of Azerbaijan International Mining Company Limited, MKT Cotton LLC, Fruit Store LLC, Global Trade Group LLC, Sun Food LLC, AzAgroExport 2017 LLC, Baku Steel Company, Agro-West DC LLC.

Despite the economic downturn throughout the world due to the quarantine measures, SOCAR Polymer managed to boost its exports and keep up production in the first half of 2020, with the third quarter of the year dedicated primarily to preventive maintenance and upgrading activities over 2 months' planned shutdown period.

Thus, for instance, in the first half of 2020, SOCAR Polymer has sold more polymers than in the entirety of 2019.

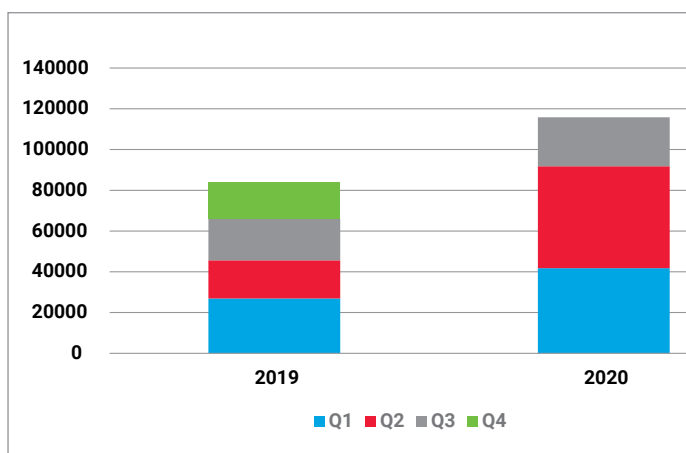
Sales in Jan-June, 2019/2020 (tons)



With 76,268.69 tons of PP and 54,306.7 tons of HDPE sold, total sales since the end of 2018 constituted 130575.39 tons, of which 115373.47 tons (88.36%) was exported.

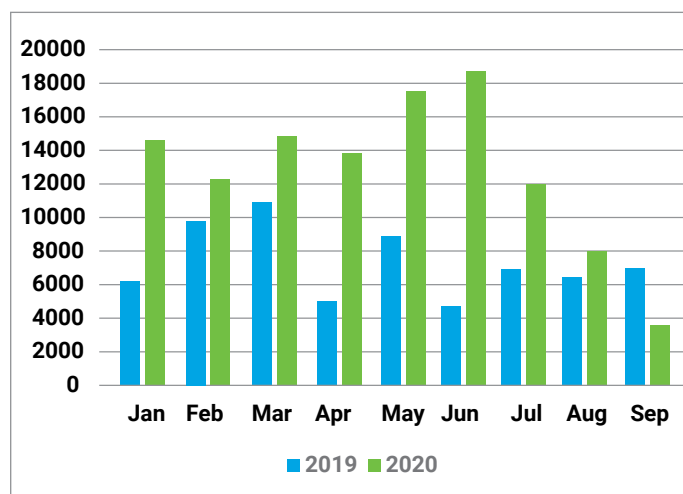
In the first half of 2020, SOCAR Polymer's exports have doubled to exceed 92.1 thousand tons as compared to the 45.6 thousand tons exported in the same period of 2019.

Export of polymers, 2019/2020 (tons)



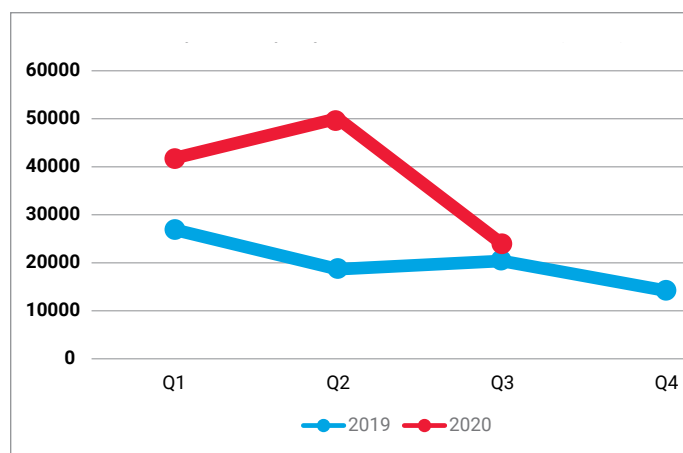
Remarkably, the highest sales rate registered since the start of production has been in June 2020, with 21,482.20 tons of polymers (53.84% PP, 46.16% HDPE) sold over the month.

2019-2020 Exports by SOCAR Polymer, tons



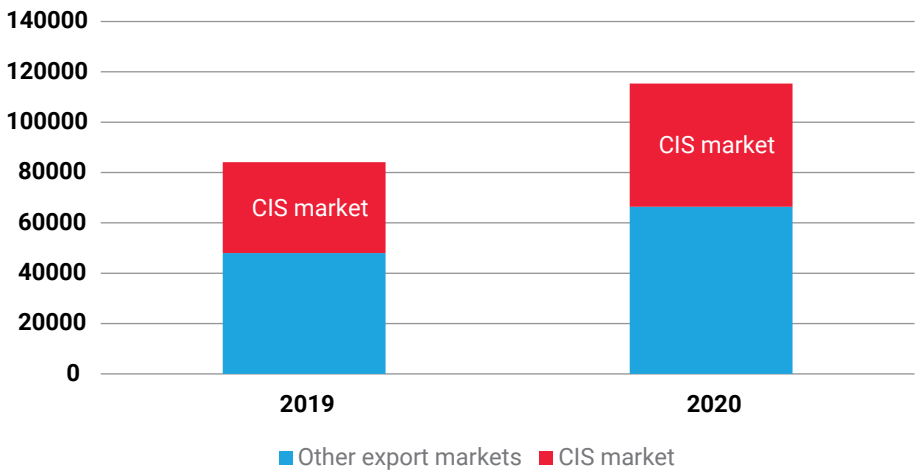
The adverse impact of the COVID-19 entailed measures and restrictions revealed itself in Q3 statistics as exports dropped by up 52% (26,527.5 tons) as compared to Q2 of 2020. In Q3, 16,046.25 tons of PP and 7,500 tons of HDPE were exported. Quarterly export dynamics indicating an overall annual increase in sales as compared to 2019 are shown in the chart below:

Export of polymers in 2019/2020 (tons)



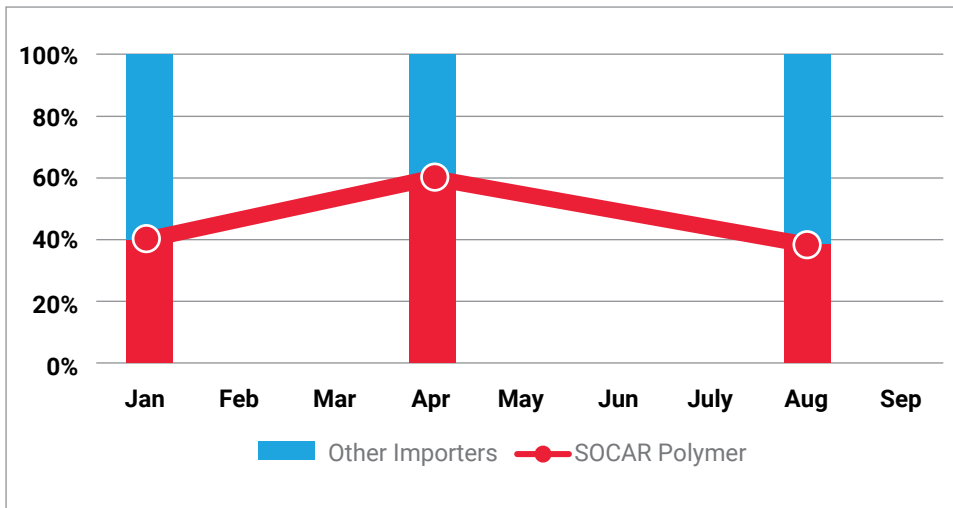
The percentage of sales to CIS countries has increased by 36% so far in 2020 as compared to the previous year. In January-September of 2020, 42% of total exports was directed to CIS markets which mostly favour premium quality products.

Export share of CIS market, 2019/2020 (tons)



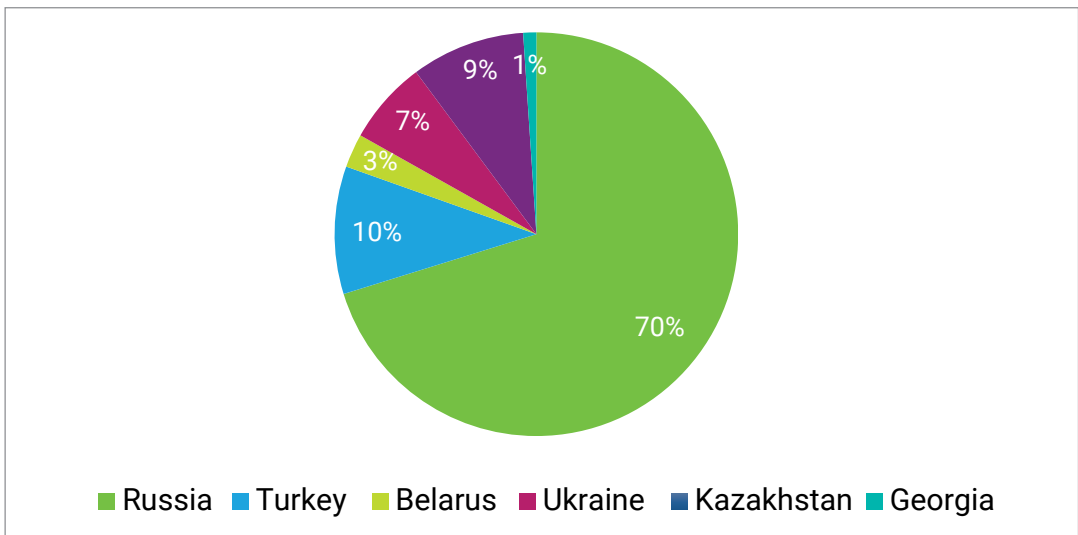
Since early 2020, SOCAR Polymer has become and remains the biggest importer of Homopolymer PP to Russia, supplying now about 40% of RF's market demand for such grades. As a reminder, this indicator had grown from 42% to 61% over the January-March period of 2020.

Homopolymer importers to the Russian market, 2020

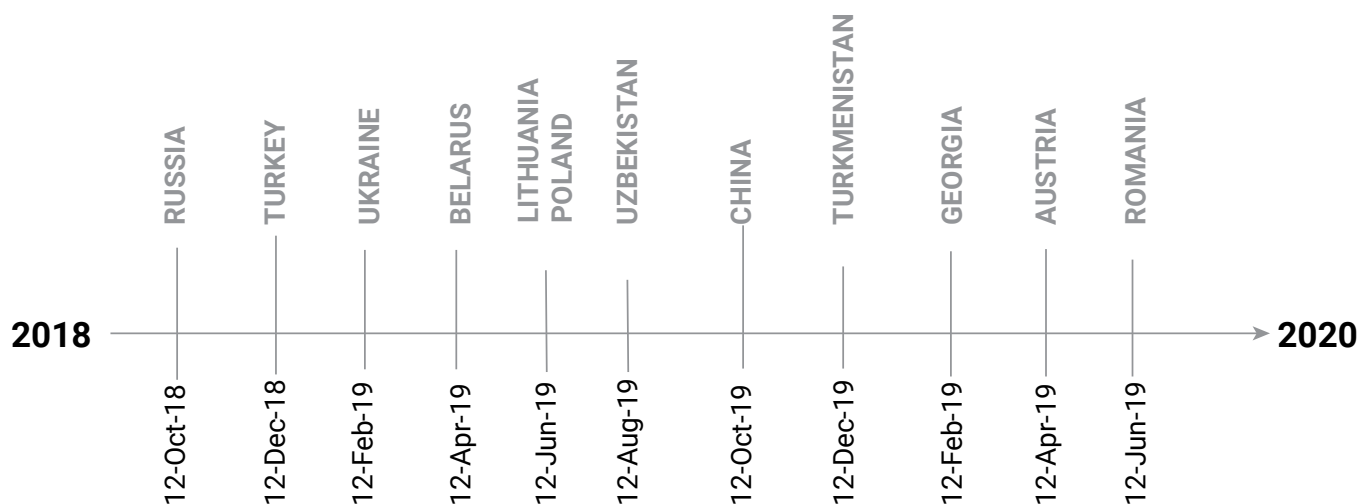


In Q3, export sales have been made to Russia, Ukraine, Belarus, Georgia, Kazakhstan, Turkey. Rating highest (56% of total sales) by the volume of purchased polymers is Russia, as it has been the destination of about 70% of our export total in Q3.

Distribution of exports by countries, Q3 2020



Following first export of products in October of 2018, SOCAR Polymer kept expanding the geography of our sales market to include the following countries:

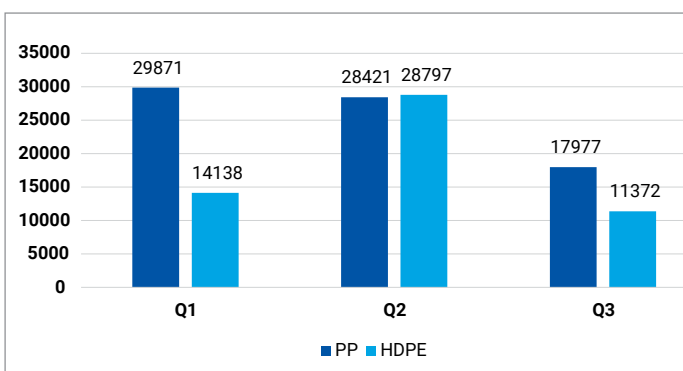


SOCAR Polymer's most popular grades on the market are designated for Raffia and Injection applications for PP; and Pipe, Film, and Blow Moulding for HDPE applications. The most sold PP and HDPE grades are:

PP	HDPE
HB 0356 FR	HM 0359 PE PIPE BL
HB 2552 FC FIBERS CONT	HL 1050 BF BLOWN FILM
HB 2500 GP INJ MLD	HD 0358 BM EBM
HB 3500 GP INJ MLD	HH 0961 MO INJ MLD
HB 0322 BF BOPP	

In February of 2020, SOCAR Polymer started selling high quality Pipe polymer grade, HM0359PE, which constituted 44% of total HDPE sales in the first half of the year. Since commissioning in February of 2019, the HDPE plant had been performing test production of a growing number of various HDPE grades, targeting high quality mass production. First sale of HDPE by SOCAR Polymer took place in April of 2019.

Sales by quarters of 2020 (tons)

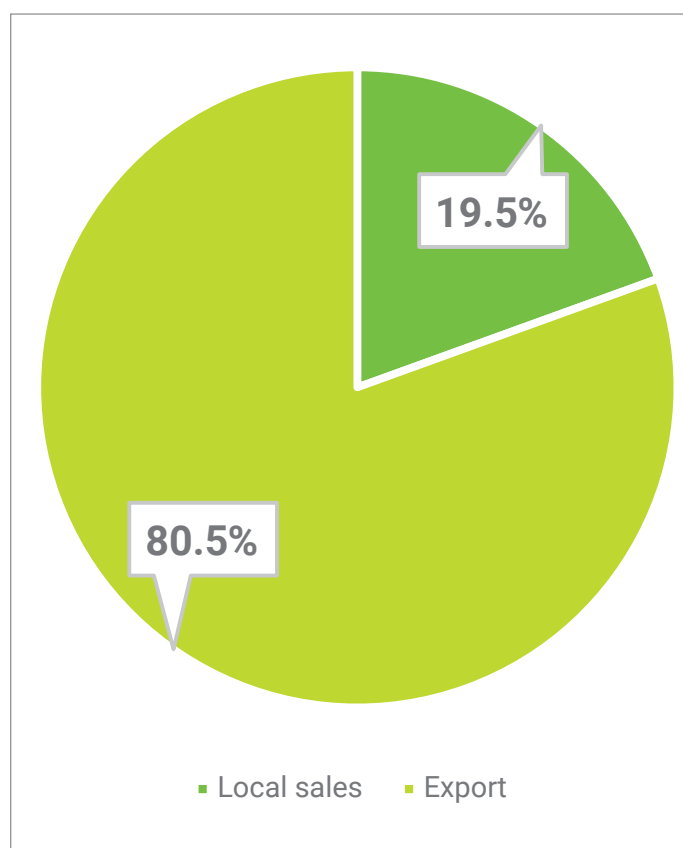


SOCAR Polymer exports both by highway transport, by railway and by sea. This July, 1020 tons of HB0322BF grade of BOPP was exported to Kazakhshtan were delivered by the ADY Express railways using a new route going through Russia.

Local Sales Overview

Domestic sales made up 19.5% of total sales in Q3.

Local sales to export ratio, Q3 2020



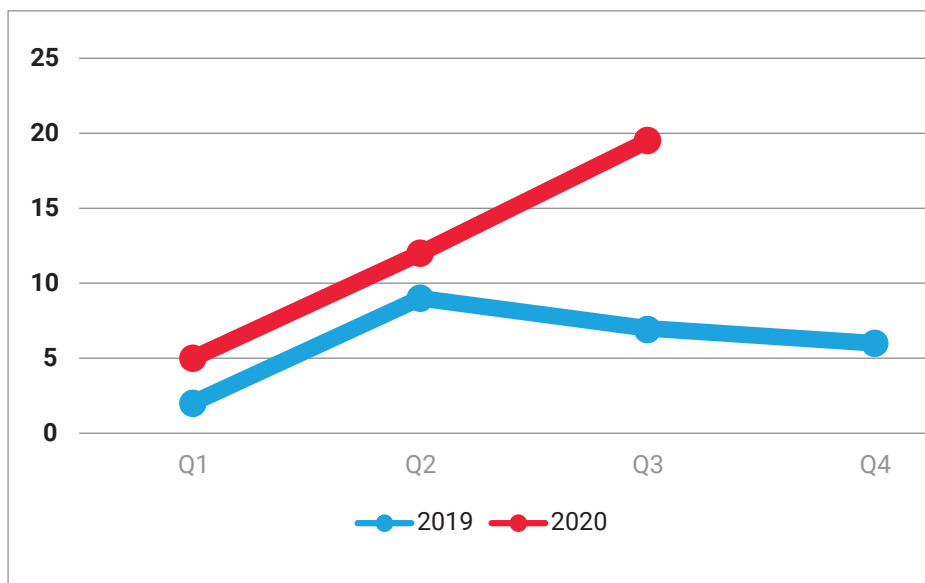
The cumulative volume of quarterly local sales fluctuated in 2019, having increased from 556 tons (Q1) to 1,900 tons (Q2) and then decreased slightly to 1241 tons (Q4). In 2020, an unprecedented rise in local sales was witnessed in Q2 (7144 tons). In Q3, the local to foreign sales ratio changed positively from 1:8 in the previous quarter to 1:5 (20% of the cumulative volume of quarterly sales).

Dynamics of quarterly local sales in 2019-2020 (tons)



Meanwhile, the local sales' share in total sales kept steadily rising from January through September of 2020. Supplying of local businesses with polymer feedstock has been our priority, especially so in the current conditions of limited cross-border trade.

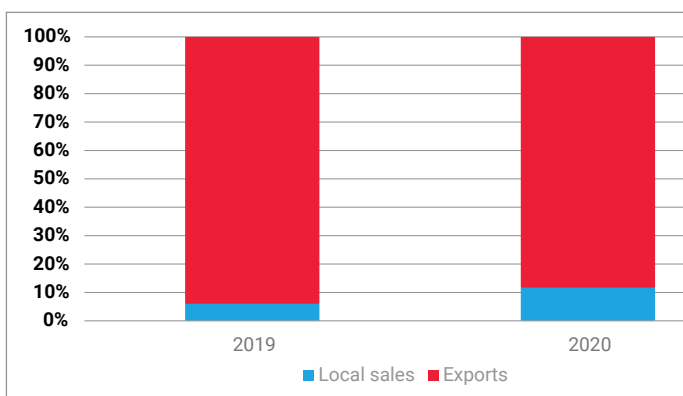
Dynamics of quarterly local sales (% of total sales)



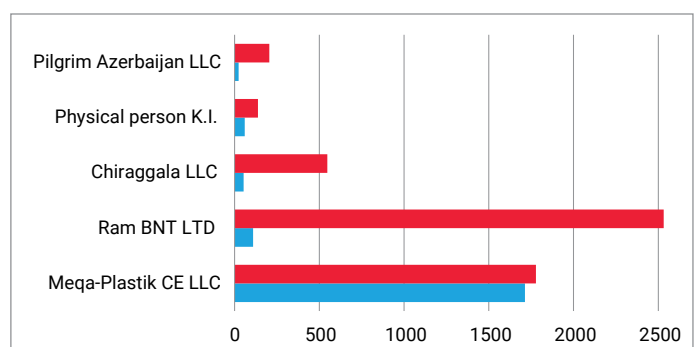
Local sales have almost tripled from the annual 5,326 tons in 2019 to 15,202 tons marketed in Jan-Sep of 2020. The local sales to exports ratio changed from 1:16 (in 2019) to 1:8 (2020, as of Oct 1).

24 different local companies and 2 physical persons purchased PP from SOCAR Polymer in 2019. In 2020, there have so far been 24 companies and 3 physical persons among our local PP buyers. Some of those buyers have so far purchased up to 10 times more tons of PP in 2020, than in 2019.

Local sales to exports ratio as of Sep 2020 (tons)

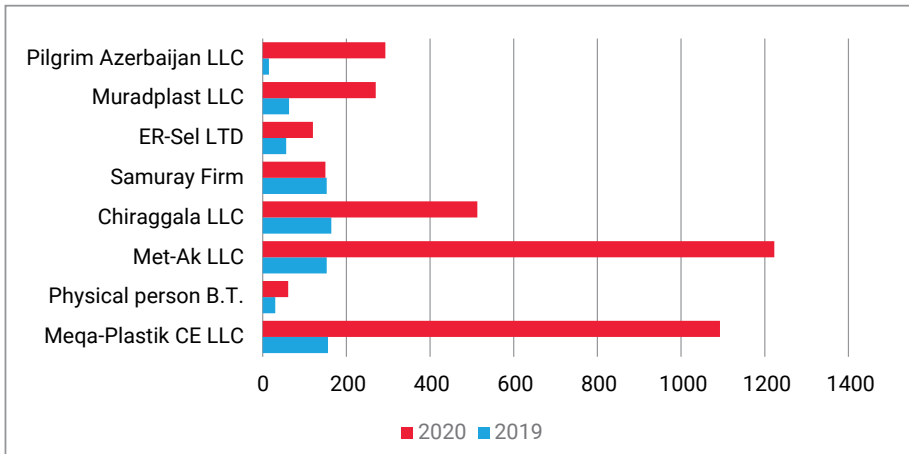


Growing local purchase volumes of PP (tons)



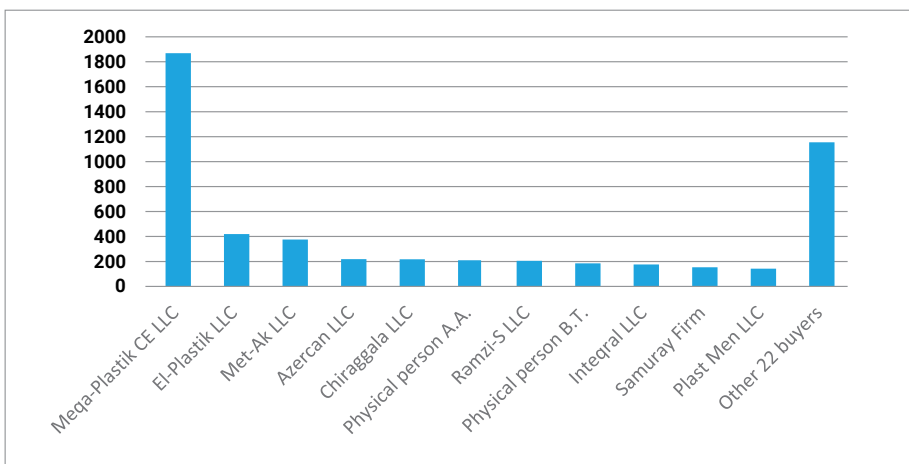
13 different local companies purchased HDPE from SOCAR Polymer in 2019. In 2020, there have so far been 23 companies and 2 physical persons among our local HDPE buyers. Some of those buyers have so far purchased up to 20 times more tons of HDPE in 2020, than in 2019.

Growing local purchase volumes of HDPE (tons)



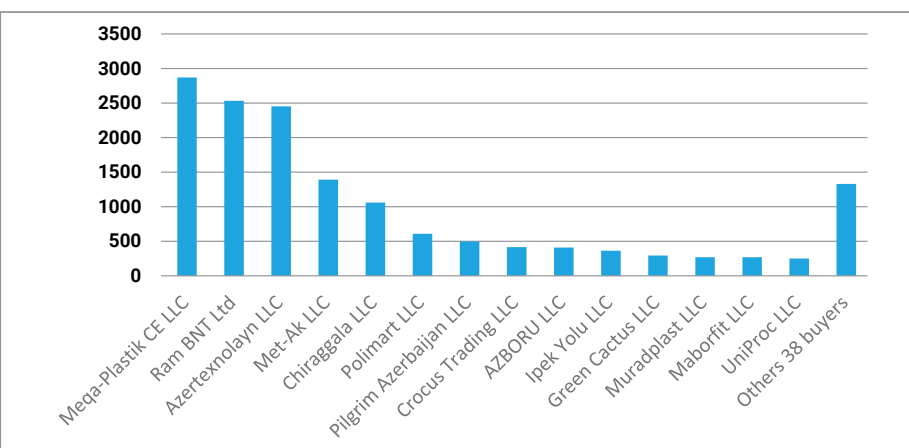
A total of 5,326 tons of polymers was sold to 31 local companies and 2 physical persons in 2019, with the largest volume purchased by the Meqa-Plastik LLC company.

Local sales of PP/HDPE, 2019 (tons)



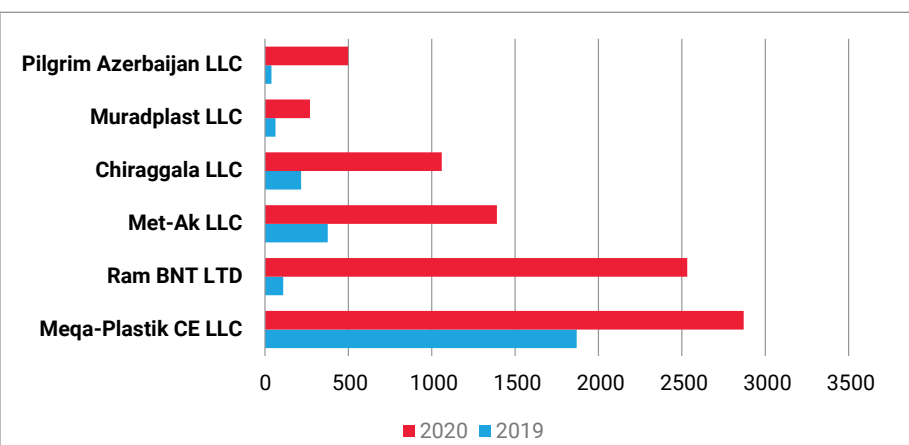
A total of 15012 tons of polymers was sold to 35 local companies and 3 physical persons in January-Sep of 2020, with the largest volume purchased by the Meqa-Plastik LLC, Ram BNT Ltd, and Azertexnolayn LLC companies. These top three companies' share has been 11.3, 9.2 and 9.1 percent of our total local sales of polymers in Q3.

Local sales of PP/HDPE, Jan-Sep 2020 (tons)



The following companies have largely increased the purchased volumes of polymers in 2020 as compared to 2019:

Growing local purchase volumes, PP/HDPE (tons)



Planned shutdown activities performed over 2 months

Periodically, production plants need a planned break to bring down all operations so that maintenance may be performed. Such is the case with our main feedstock supplier, the Azerikimya plant which shuts down once a year to perform planned checkup and maintenance activities. Accordingly, the SOCAR Polymer plant, too, schedules such activities for roughly the same period. Planned shutdowns are also known as turnarounds.



To ensure successful and effective implementation, the shutdown activities had been planned by respective teams in detail for a year. Huge preparatory work had been done, involving a lot of cooperation and coordination of actions among departments. The Maintenance, Operation, Planning, HR, PSCM, MM, HSE, and Admin teams worked closely to place orders and deliver spare parts to the site, as well as to arrange vendor's and contractor's timely arrival to support respective activities.

The shutdown activities plan included inspection and cleaning of heat exchangers to extend the period of their effective operation, performance of outstanding corrective activities, as well as implementation of a few modifications and upgrades that had been engineered and designed to reduce operation costs, and support integrity and operability of the equipment. Some of these activities were carried out under close supervision of SOCAR.

The SOCAR Polymer team has also implemented installation of a new pipeline to supply nitrogen to Azerikimya facilities from our Nitrogen Generation Unit in order to help them reduce the time taken by preparation and purging of equipment for shutdown at Azerikimya.

In total, the shutdown activities across all categories have consumed over 26,000 manhours for the PP plant, and over 27000 manhours for the HDPE plant.

The main player and performer of the shutdown activities was the Maintenance department. By management's decision, some employees from other technical departments, too, were assigned to assist and support the Mechanical team in their work throughout the shutdown period.

Both plants are entering the 3rd quarter of 2020 perfectly fit for successful operation.



This year, SOCAR Polymer's HDPE and PP plants were stopped for a turnaround on August 1 and 3, respectively. At our plant which is new and needs little to no repairs, a shutdown is the time for preventive maintenance, renovations, or upgrades that allow the plants to ensure safe operations by extensive inspection and testing of all systems, and to stay competitive by bringing in the latest production means, know-how and techniques.

Each turnaround requires extensive planning and careful coordination of labor and materials. The period of a turnaround may depend, among other things, on any problems that occur or are found along the way. SOCAR Polymer has managed to successfully perform all the required activities within the planned period to get the plants ready for operation by October 1 when the Azerikimya plant resumed operations.

Normal shutdown includes steps to render the systems safe, such as removal of hazardous process materials and inert gases. Systems can then be cleaned, cleaning often being a process unto itself requiring its own set of startup, operation, and shutdown procedures.

Coordination of trainings in lockout conditions

In the past 6 months, SOCAR Polymer has conducted a set of trainings to promote the staff's professional development and to secure its competitiveness in a business environment. These HSE trainings were conducted in English:

- theoretical and practical external classroom trainings at vendors' sites
- internal online theoretical classes within the Successfactors training system
- videoconference based theoretical and practical trainings

Given the planned shutdown activities, SOCAR Polymer put a particular emphasis on HSE related trainings.

In the lockout period, a monthly average of 50 staff members received practical training, with 20 more trained online.



External trainings at vendors' sites

To prevent spreading of COVID-19 and protect the staff's health, SOCAR Polymer demanded that a number of preventive measures be undertaken at training centers. The employees, too, were called to strictly observe the safety rules.

Upon SOCAR Polymer's demand, the vendors provided the following:

1. Regular disinfection of the training centre
2. Enrolment of maximum 8 participants in one group
3. Availability of disinfecting spray-bottles during trainings
4. Filling in of a health questionnaire before trainings
5. Observing social distance rules during trainings
6. Constant use of PPE and respiratory masks

Within 5 months, except April, a total of 274 employees participated in 7 different trainings and received certificates.

Month	Training title	Participants
March	Working at height	47
	General/Technical English	55
May	Working at height	37
June	Working at height	14
	Confined space entry	35
	Rigging & Lifting. Novice	18
July	Working at height	2
	First aid	6
	Confined space entry	15
	Working in Pressurized Vessels	21
August	Confined space entry	10
	First aid	10
	First aid refresher	5

Table 1. External trainings and number of participants

Theoretical trainings in the internal online training system

By means of the Successfactors internal training system, SOCAR Polymer has provided employees with necessary knowledge.

Given the lockout period and planned shutdown activities, an emphasis was made on HSE trainings. Thus, 42 employees successfully completed the following trainings:

Training title	Participants
Emergency Response, Case Reporting Stand-Down	15
Heat Stress Awareness	12
Office Safety Awareness	15
QMS Induction	16

Videoconference-based online trainings

General & Technical English trainings have been conducted since April. Over the 5 months, 80 employees have improved their different level proficiency in English.

Apart from that, the mechanical engineers team received training on "ABCs of Vibration Analysis"; while the HR and PSCM teams' members attended webinars on "Embedding Agility in Business and Role of HR" and "Committee Procurement" topics, respectively. The webinars were organized by the American Chamber of Commerce (AmCham).

Thus, SOCAR Polymer has continued promoting the staff's professional development with view to give maximum support to every employees' acquisition of the knowledge and skills required on the modern labour market. SOCAR Polymer is proud of employees striving for constant improvement.

One workday through the eyes of a co-worker

My workday started at 9 a.m. First, I received our team-members' reports on the current status of the PP and HDPE plants. Owing to constant and close interaction with DCS and field operators, they are always in the know of any present problems. Usually, if there is a problem, we jointly discuss it and try to find solutions. When necessary, we contact the technology licensors and aim at resolving the problem shortly. Today, no problem has been reported. So, I checked my email box and responded to emails addressed directly to me. Sometimes, a prompt reply to an email is not possible and requires certain analysis which may take at least a couple of hours. With no other extraordinary cases demanding immediate attention, I decided to walk out to the field to make a general inspection and to check how the planned changes (MOCs) were being implemented at the plant. I visited the extrusion unit, the sampling station and warehouse. Usually, when something extraordinary catches my eye, I report it by email to appropriate persons of groups. If there is a change to be introduced by our team, either an assigned team-member or I check progress during field inspections and if necessary, we step in. At the end, I tell them which results should be reported to me. Our team need the results for comparison. Sometimes, there are questions that I cannot answer directly, and we apply to the technology licensor for response. There haven't been such cases today, so, I returned to my office.

Another responsibility of the technology team is to conduct future-oriented analysis of the advantages the technological or technical changes might bring to our plants. We spend 2 to 3 hours a day on this task and consider every project from different perspectives including financial and safety if needed. For instance, the last time we were analyzing laying of a gas pipeline. The rest of the workday was spent on team discussions of various innovations. Additionally, as part of my job I participate in the development of the Standard Operation Procedures (SOPs) and Emergency Operation Procedures (EOPs). Given the 200 already available documents of this kind, each bearing particular significance, we must consider them to ensure safety and quality of operations. In case modifications are introduced, they are reflected in the document and whenever such cases are encountered in subsequent operations, it is used for reference.

During the day, I also often get in touch with my team members stationed in the Control Room and enquire whether the conditions (pressure, temperature, quality indicators) required by the produced grade are met. As each grade is named at the end of the batch, it is important that it should meet certain specifications. That's why I always check the laboratory results.

If nothing out of the way happens, I will leave work at 5 p.m.



ORKHAN HASANOV
LEAD PROCESS
ENGINEER

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*F*or instance, the last time we were analyzing laying of a gas pipeline. The rest of the workday was spent on team discussions of various innovations.

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My development path

ISMAYIL AHMADOV
JR. FIELD PROCESS
ENGINEER



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Starting from August I gained my first experience in the implementation of turnaround (TAR) activities. I had always wondered what it would be like to shut down the entire plant.
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This quarter has been the most productive in terms of occupational learning progress I have made. All of July I worked on shift with field operators. In the period of production the main role of field process engineers is to help control and adjust the parameters of the production process through cooperation with DCS and field operators, shift supervisor, and Unit leads, for maintaining normal production conditions. If anything goes wrong, we must take immediate actions to prevent off-specification production and an emergency shutdown. If the latter is inevitable, we have to preclude the plant equipment from serious damage and maintain safe working conditions at the plant.

During transition from one grade production to another, field process engineers support both the OPS and Technology department members to ensure that the main quality indicators of the resulting product correspond to the specification of the given grade. In our case, the main parameters we pay attention to during a transition are MFR (Melting flow rate) and XS (Xylene soluble), which depend on the hydrogen concentration and the TEAL/Donor ratio, respectively. If these factors are not taken into account or are incorrect in some way, the obtained polymers will hardly meet the customers' requirements.

Starting from August I gained my first experience in the implementation of turnaround (TAR) activities. I had always wondered what it would be like to shut down the entire plant. A planned shutdown and maintenance period is an opportune time to replace worn-out or broken equipment parts at the end of their useful life. An effective plant

shutdown should result in reduced unplanned downtime, reduced overtime, and greater operational efficiencies. Field process engineers are quite actively involved not only during shutdown and maintenance activities, but also at the stage of preparation for such. We help the Unit leads and other teams to prepare various documents and data related to the equipment and device maintenance activities which cannot be performed during production. The TAR period benefited me a lot as it visually revealed to me the internal structure and finer parts of different equipment dismantled for replacement or mending of worn-out parts. Such insight cannot be obtained at university and it will be very useful during plant operation. Also, during interlock tests I got acquainted with the plant's distributed control system (DCS) which was totally new to me. Spending most of my time at the control panel granted me new abilities and knowledge boosting confidence. Now we are performing the final preparations before start-up. The ability to safely start up and shut down a plant is critical to a field process engineer and I will watch the DCS operators for a few weeks to fill the gaps.

Apart from that, I have also made some significant progress in management by interacting with many employees from different departments.

There is still a lot to learn. Time and practice are the best teachers.

Administrative support - a small key that opens large doors

The SOCAR Polymer production facility is operated, run and maintained by a rather large number of people united into teams of a dozen departments based on the similarity of their performance focus such as operations, process control, maintenance, quality assurance, finance, etc. There is also a group of employees who have similar responsibilities, but each of them is assigned to separate departments. These employees are Team Admins. Like a small cog in a large machine, their job may seem of small significance and be generally unacknowledged, but it is vital and necessary for the larger organization to function properly in unison and order.

We have asked them to tell their story and describe their job. These interviews make one realize that one doesn't need a leadership title to make a positive change. Like it runs in famous English proverbs "No job is big or small – only thinking makes it so", and "Little pigeons can carry great messages". So, meet our Admins and judge for yourself.

Maryam Talibova
HR Development team



As a Team Admin, I basically regulate documentation so that all documents are signed on time. I am also the point of contact between employees and my team, as our work is interconnected with that of all other departments. I draw up monthly timesheets and send them to all departments, keep track of certificate expiration dates and make sure employees have their annual check-ups in time. I also check updated staff lists in the SAP system to make medical insurance arrangements, verify monthly medical checkup invoices, and provide other departments with information about employees when necessary.

I have almost 3 years of work experience, about 10 months of which I have worked as a team admin. That is not much, but I have learned a lot over the period. What challenged me most at the beginning was the amount

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The nice part of this job is that it is not monotonous; I do different things every day. Since I am good at managing my time, I enjoy the challenges and like everything about my job.

of information that needed to be absorbed as soon as possible to keep up the workflow. In the process, I have grown even more attentive, and have also learned to use the SAP software which is a new skill to me.

The nice part of this job is that it is not monotonous; I do different things every day. Since I am good at managing my time, I enjoy the challenges and like everything about my job. I believe, my job requirements and my personal qualities match well and are complementary, so there is no need for change or adjustment. Being an admin takes being punctual and responsible, doing the work on time, and paying attention to details as we work with documents a lot. Being sociable helps establish smooth communication with employees. 60% of my work requires communication and negotiations, including mail correspondence. As an HR department representative, I contact all departments in our company, but most often the Accounting and the PSCM (Procurement and Supply Chain Management) departments.

There are 20 people in our department and during a day I manage to support half of them in their work. I have no subordinates. If I'm on leave, my colleagues can replace me, but this definitely takes much time away from their own daily work activities.

I seldom face any specific difficulties of problems. One may arise if the employees' medical check-up date changes, but that is fixable: I contact the responsible person to discuss and set a new date. When I am not behind my laptop, a smartphone significantly helps to stay in touch and provide the necessary support.

What I like most about working at SOCAR Polymer is the atmosphere of friendliness, honesty, and sense of mutual responsibility. I love my job and that helps me perform successfully every day.

In future, I would like to learn more about personnel selection and recruitment. I would like to try myself as a Junior Recruitment Specialist. I sometimes partake in the work of the recruitment team and believe that I would do well in that position.

Given the current quarantine restrictions, I would like them to end soon, so we could return to our previous work mode. Remote performance has its advantages but cannot be more productive than working in office. It is more enjoyable to work physically in a team.

Khalida Rahimova
Business development & PR team



My work mainly consists of creating PRs (purchase requisitions) and SESs (Service entry sheets) in SAP software; following up payments for vendors; making printing orders and keeping the log of all the printing orders. Additionally, I archive company documents keeping a respective log, and place reservations in SAP when VIP office requires stationery. Moreover, when acts are received from vendors, I verify and hand them over for manager's signature. At the end of each month I fill in the timesheet of our department staff.

Mostly, I interact with and support the Accounting and PSCM departments, but also the HR, Transportation and Administration teams. We are looking for ways to improve communication and coordination between all departments for unimpeded information.

It is crucial that Admins create SESs on time; otherwise, vendors do not receive payments in time. Also, admins need to follow up approval of all PRs in order to execute tasks in a timely manner.

Regarding my professional background, I have a total of 11 years of work experience in event management, 2 years of which I worked as an Admin. The most difficult part of my current job was learning about the technical aspects of the SAP ERP system, but I have always enjoyed working with electronic systems and I have much experience in operating numerous well-known systems. So, I like areas such as Document Control and would love to continue progressing professionally in this area.

Like in many other jobs, Admins are to exercise patience, to meet deadlines, to be organized, precise, attentive to details, and communicable because Admins socialize with people a lot. Additionally, self-motivation helps be successful in work every day. So does good teamwork in a supportive and friendly environment.

I enjoy working for the SOCAR Polymer company which takes good care of its employees.

Sabina Huseynova
Project team



During my working day I perform administrative duties and tasks to support various types of activities to help keep our company business running in an efficient, organized way.

I enjoy working for SOCAR Polymer because I can gain experience across different subject matters and bring all those learnings to my everyday work. One acquires new skills as one's job requires. An admin's job helps develop an eye for detail, and skills for tackling a vast variety of tasks. To be successful in my job, one needs to be able to keep track of multiple workstreams, have a reliable memory, and

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To be successful in my job, one needs to be able to keep track of multiple workstreams, have a reliable memory, and be able to prioritize tasks on the to-do list.

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be able to prioritize tasks on the to-do list. Interpersonal skills help establish meaningful relationships with vendors, and computer skills help confidently manage most of my duties and responsibilities.

15 out of 35 years of my work experience have been in an admin position. I joined SOCAR Polymer in February of 2016. To me, the most difficult part of the job at the start was to carry out all the tasks without any time wasted. I learned to be more efficient in teamwork and excelled in writing minutes of meetings. As I am a perfectionist and like to do my job perfectly, software applications come very handy.

In the construction period of our project I supported all IPMT members, whereas now I am supporting about 24 colleagues. We mostly interact with the HR and Accounting departments. Due to the virus-threat, most of us work from home now.

I like my job and would love to continue supporting future projects as a Project Coordinator. For teambuilding purposes to enhance team experience, I would love to arrange charity events to get employees to volunteer for one-day charity efforts, and organize fitness days or sports competitions.

Khanim Ibramkhalilova Operations team



A major part of my daily routine is creating purchase requisitions in the SAP system and doing the follow-up tracking of delivery and payments. I also fill out monthly timesheets, collect signatures for Disposable Forms with all accompanying documents, and create Service Entry Sheets for completed services.

The enjoyable features of my job include communication with all departments and overcoming of the challenges of a busy work environment.

Although easy at first sight, an

Admin's job is important for proper liaison and coordination among all departments. Admins secure timely circulation of relevant information among employees.

As any job, mine has its own challenges such as handling of different kinds of people which is not an easy task when one deals with many people daily. One should stay reserved and do so even if one is not in a good mood. I believe I have done well in my job and it has been 3 full years already since I switched departments after a year at SOCAR Polymer's reception desk. The two positions have a lot in common, requiring readiness and willingness to assist and support all employees who approach with a broad range of inquiries. Patience is the key to success in this position. I have also learned to choose reason over emotions and be reserved yet communicable, and communication is what this job involves more than any other in an office. There are about 150 employees in the OPS team alone – many approaching with questions or requiring support. Plus, I stay regularly in touch with all departments, particularly with PSCM, Accounting, and HR. Despite such workloads and the natural need for rest,

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As any job, mine has its own challenges such as handling of different kinds of people which is not an easy task when one deals with many people daily.

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I don't like to go on vacation because I love my job and feel very much at home and cosy here. That's perhaps why I have never thought of promotion to a different position although there is an option to join the PSCM team as I have had some experience as a Sales Manager in the past, but I am satisfied with where I am now and am not planning a change in career yet.

Most appealing about working for SOCAR Polymer is its staff, and people's frankness, not to mention the convenient working hours and good commuting options with shuttle buses. I enjoy working here.

Gunel Rzayeva PSCM Team



On daily basis, I mostly distribute and assign Purchase Requisitions (PRs) among buyers; assist in the preparation of regular reports; organize, schedule, and attend meetings; develop agendas, and so on. Personally, I like working in the SAP system and assigning Purchase Requisitions (PR) among buyers. Timely assigning of PRs provides

the plants with the required supplies and services, which is an essential process and I am a focal person in it. To be successful, an Admin to my opinion must have good skills in problem solving, time management, teamwork, and communication, as well as attention to details. Although I have been in an Admin position for only 9 recent months of the total 12 years of my work experience, but I liked the job. I have learned a lot about the procurement procedures and workflow, even about the plant's operation. The most difficult part of it is handling plant terminology. Some other challenges in my work sometimes include technical issues, but they are rare. Communication is in the core of an Admin's job, as the PSCM team continuously communicates with the Engineering and Maintenance, MM and OPS departments. There are 44 people in our department and its branches, and I support about 15-20 of my colleagues a day both routinely and based on their requests. Considering such intensive nature of an Admin's work, I believe it is very important that the workflow is organized in such a way that would make handover of

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The most difficult part of it is handling plant terminology.
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duties easy when an Admin is on leave. From my perspective, working out of ways to minimize the impact of your absence is a sign of professionalism.

My interest in PSCM has led me to study this area and I have been successful in demonstrating my ability to do more. My promotion to a Junior Procurement Specialist is on the way and I am very happy about it. I am generally a person favouring constant improvement and new knowledge, and my Admin job has inspired me to aspire greater achievements.

I enjoy working in my team. The SOCAR Polymer staff are very friendly, helpful, and approachable, creating an easy environment for learning and progress. The only thing that makes our work and lives harder now are the quarantine restrictions which we hope will soon be unnecessary.

Farah Sanai Technology team



My working time during the day is consumed by tasks that usually depend on the common workflow, my team's requests and the interaction between our department and others. Such tasks include formatting of SOPs (procedures), printing, signing, and loading of them to QMS, preparing of any necessary reports, coordination of work with other departments, attending of meetings, solving of any unexpected issues, creating of PRs, making of reservations, filling of timesheets,

developing of shift schedules for Process engineers, etc.

I picture a company's business and workflow as one big puzzle and I think an Admin's role in helping fill in the gaps and secure connections is very important. For instance, I save my colleagues' time so they can focus on their priorities and they are comfortable knowing they can rely on my support. Admins keep things and processes within and between departments organized. Therefore, an Admin should be responsible, cooperative, organized, efficient to meet deadlines with reports and other tasks.

I have a total of 5 years' work experience, of which about a year has been in this Admin position. It is always about getting used to new place or new role. Realising the burden of responsibility on you feeds worries about making a mistake in your first PR or report, but time and practice bring progress. The interesting part of my job involves application of the SAP system which was a totally new skill for me to learn when I joined SOCAR Polymer. It is a handy system to have all requests processed in an individual, professional, fast, transparent, convenient, and secure

way, facilitating interaction among departments. Speaking of challenges in my work I would mention handling of engineering terms. I had difficulties developing some reports that consumed a lot of time and efforts due to complex terminology used. However, my team has been very helpful, and all is clear now. One thing I would wish to change in my work would be the amount of printing work as I would prefer that we waste less paper and preserve nature as much as possible.

This job has taught me to be patient and work in a team, as previously I preferred working independently. The Process Engineering team consists of 11 people, and it works most closely with the Operations team, but also with the Laboratory, Instrumentation and HSE teams, and HR department.

My career plans are to excel in my current job through proper time management and constantly improved performance. Seeing the plant successfully operating is a great payback to your daily contribution to this goal. Working in a team of professionals is an enriching experience. This job, so different from my previous ones, has brought diversity to my career journey.

Ulkar Gurbanliyeva IT team



My round of duties includes handling of SAP requests, coordination of the IT Technical support, Network and System administration teams' performance, regulation of the documentation flow within the IT department, etc.

It is truly interesting to build a proper communication network within SOCAR Polymer. I enjoy my daily communication routine which helps to integrate the SOCAR Polymer family

better each day. However, some days may turn out quite exhausting. There are 19 people in our department! believe it won't be an exaggeration to say that during the day I provide support to all of them. Sometimes I wish I could have an additional couple of hands to perform a wide range of tasks – all urgent, this is the only challenge and difficulty I am experiencing in my work. I do have a precious share of help in the person of our Junior IT support coordinator Rahimakhanim Shirinova and Network Administrator Assistant Farida Bayramova. When on leave, I usually hand my work over to Rahimakhanim.

An admin represents the team and binds it to the company to enable coordination and performance of daily operations. About 80% of Admin's work is related to communication in one way or another. A successful admin should be patient, positive and has to develop excellent time management skills. This job has taught me to be patient.

I have 6+ years of full working experience, 2.6 of them as an admin. I like my job and that helps me to overcome the daily stress from it. My

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*I absolutely adore
my team and feel
lucky to work in this
department.*
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positive attitude is my irreplaceable aid, too. Many of my habits have been shaped in the course of my employment, while my personal qualities, too, have influenced my performance.

Being an IT Admin as well as an SAP Support team member, I am working closely with all departments within SOCAR Polymer. I am very good at working with the SAP system. I am also improving my professional management skills and continuously excelling my education to better qualify for any future projects.

I absolutely adore my team and feel lucky to work in this department. I am looking forward to our new Office Building with a greener landscape.

Natavan Mammadova
HSE team



The first thing I do when I come to work every day is checking my mail. Based on mail and known priority tasks, I prepare my daily To-Do-List. It helps me to use my time effectively and add more value to my deliverables. The priority of tasks on the list is determined based on their importance and impact on the company from an HSE perspective.

Next, I prepare and submit a daily report to a number of addressees. Then, just as any team admin I make Purchase Requisitions during the day and keep tracking them, create SESs / GRs accepting PM Work Orders in the SAP system, work on monthly reports, and all along support the HSE team in their work.

One of SOCAR Polymer's main missions is to create a safe environment in the company, including preventive actions. I am the Team administrator of the HSE team whose main activity ground is out in the field. My team needs me to be in the office and do the necessary work to support their activity. By helping them to deliver daily, weekly, and monthly tasks, I can see what we are doing to maximize safe working conditions in the production grounds and offices. We truly believe that safety is the foundation success and stability rest upon.

Getting in touch with many employees throughout the day requires that a team admin create a collaborative environment with colleagues. So, a team admin should be sociable, attentive, patient, and punctual. As I like to interact with people, I enjoy working and communicating with my team members, providing mutual support. An admin should also have a notion about other departments' functions in order to figure who is the right person to address with inquiries. Having SAP skills is very helpful, as you can track your request or extract some report showing

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I have passion for analysing production processes, seeing how every piece of equipment and machinery is working, how processes follow one another stage by stage, what the requirements at each stage are from the process or production point of view, etc.

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what has been ordered from stock, what has been used up, etc.

An interesting part of my job is that I can observe the interaction between departments linked as a chain, the separate orderly parts of a whole work cycle, and the manner in which one department's output depends on another department's input. What I do not like – I would even say I hate doing - is walking to the printer and back up to 100 times a day.

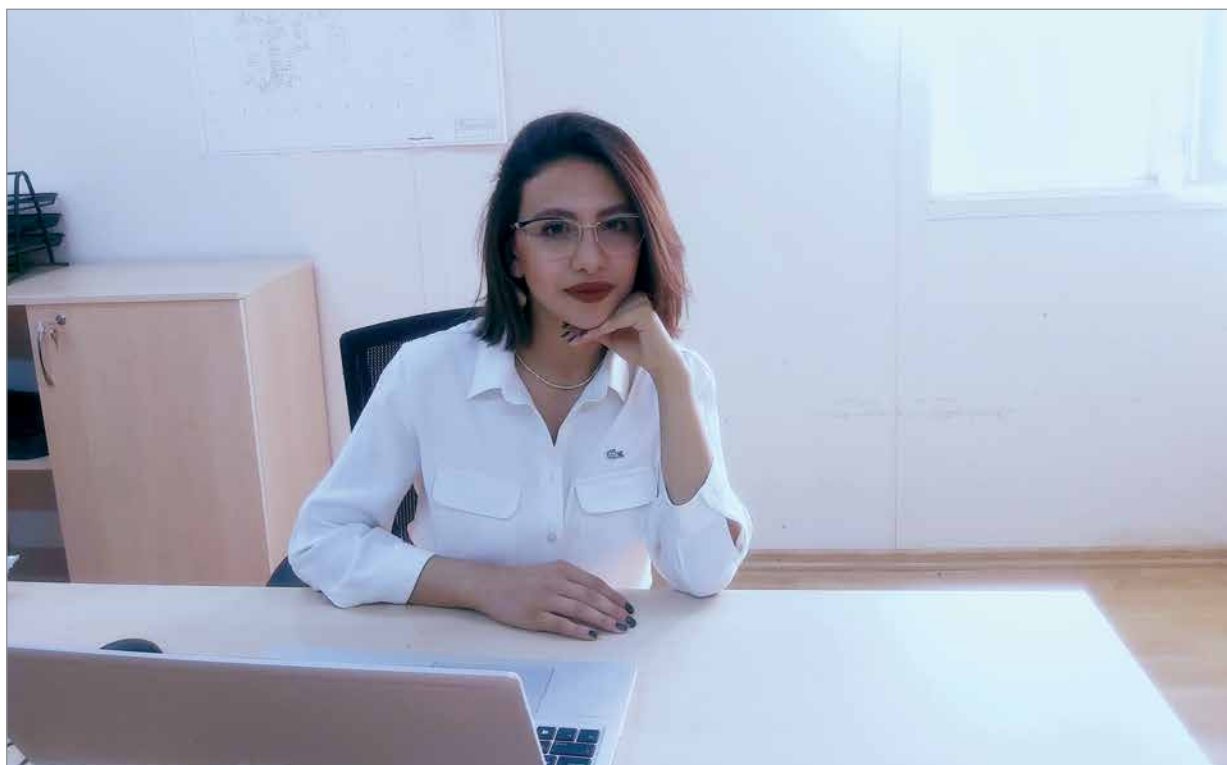
So much daily communication and interaction cannot go without challenges and sometimes, though rather rarely, we have some misunderstandings with other departments, some difficulties. Apart from that, extraordinary cases and spontaneous activities may arise requiring arrangement and coordination of certain activities, like COVID-19 tests, for instance. One should be quick to react, be prepared, and secure timely action because some activities are very important and risky.

Having graduated from university just last summer with a bachelor's degree in oil and gas engineering, I had almost no work experience. So, this is my first official job and work experience, with so far just 9 months in a team admin role. When I first started working, I struggled most with the SAP system, a completely new experience for me. My teammate Nigar helped me to adapt and taught me a lot with great pleasure. Now, 80% of my routine work involves the SAP system, and I am the only one from the HSE team who has access to the system. As to all the reports, they are in my computer database.

Speaking of my dream profession, I have always dreamt of becoming an engineer. I have graduated from the State Oil and Gas University and have also attended Azerbaijan-French university. At SOCAR Polymer, process engineering is the closest discipline to my university major. To develop a career in this industry, I would love to get my Master's degree in Chemical Engineering. I have passion for analysing production processes, seeing how every piece of equipment and machinery is working, how processes follow one another stage by stage, what the requirements at each stage are from the process or production point of view, etc.

Meanwhile, to help me develop professionally, my manager gives me new tasks beyond an admin's duties. At first, it was a little difficult for me, but my manager believes in my abilities and potential.

Ilhama Alizada
Engineering and Maintenance team



My routine responsibilities are to create all Purchase Requisitions, Service Entry Sheet, Good Receipt and Reservations of E&M in the SAP system; to create Material Request Forms for cataloging with the Materials Management team and to track materials' availability in stock; to support TAR activities with Team Leaders as requested; to register 3rd party vendors' entry to the operation zone or office; to develop my team's vacation plan and to fill out timesheets, overtime and day-off forms; to submit daily and weekly reports to the Maintenance Planning team; to provide new hire/contract set-up support including office moves, computer and phone set-up, or laptop supply; to make meeting, training, travel and medical checkup arrangements; to provide technical support around software, network, graphics design, printing/plotting; to ensure data management and maintenance of web servers, records storage, and file/archive storage systems; etc.

An Admin's role in our department is to facilitate interaction with other departments and to have all work followed by one person to suit the whole team. In the process, I am learning how to read drawings and get a lot of information about materials. Nothing comes difficult or impossible if one loves one's job. However, an Admin should meet such requirements as patience, interest in the given field of activity, and willingness to learn and improve.

I have a total of 4 years of work experience. I took this Admin position in August of 2019, about a year ago, and it was unusual to be the only female in a team of roughly 130 men – our department is one of the largest in the company. Since, the team has grown to about 140 employees, with two females so far.

This job has influenced me in a way to have developed my communication skills, making me a

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This job has influenced me in a way to have developed my communication skills, making me a more sociable person, because it is communication that an Admin does most.

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more sociable person, because it is communication that an Admin does most. Our team is closely cooperating with the PSCM and MM departments, with constant interaction for proper coordination of activities. I can't even tell for sure how many colleagues' activity I support with my daily work: plenty of them, and each to a different extent depending on the task in question. Therefore, it is hard to substitute me and going away on vacation is an issue that is pending solution. Despite all the challenges of this job, my manager and colleagues are so nice that this positive environment inspires me, saving me from fatigue at the end of the day. Apart from this atmosphere, the location is what I like about working for SOCAR Polymer most.

My experience as an Admin has made me more hardworking and efficient, as I learned to perform tasks quicker. Looking ahead, I can see more learning and career opportunities that may be of interest to me in departments like PCSM or MM. And I am determined to become a more professional and skilled employee.

Nigar Naghiyeva
Office Administration team



I start my working day by assessing tasks to set priorities and focus on what needs urgent accomplishment. The nature of my job encompasses making countless phone calls, keeping up email correspondence, preparing a daily schedule, using the SAP software continuously, and so on. I try to do all of these accurately and patiently. Then I draw up a daily to-do list and decide upon the timing of "Organizing" or "Filing" activities.

The most enjoyable part of my job is helping the team manage its tasks, communicating with a variety of people, gaining more knowledge and skills, learning about business as a whole and the chemical industry in particular. I like being involved in every part of the teamwork. To my opinion, an Admin plays a key role in any business scenario and being a good one is extremely hard work aimed at smooth running of corporate activities. Therefore, an Admin must

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To my opinion, an Admin plays a key role in any business scenario and being a good one is extremely hard work aimed at smooth running of corporate activities

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be creative, attentive to details, committed to set missions, managing time wisely, and must possess good research and communication skills, not to mention strategic vision and the ability to manage complex situations. I believe that not only leaders need to see the big picture and think strategically, but also admins should pay attention to details and remain aware of all the activities of their team. Any job has an influence on its doer. Improved performance of my duties requires regular self-analysis and self-evaluation.

Some of the challenges I face at work is some employees' lack of communication skills necessary to handle a difficult situation and lack of interest to learn and improve other relevant soft skills.

Of the five years of my work experience, two were spent in an Admin role. In this position, I work closely with the Procurement, Budget&Control, MM, and HSE departments. I find it crucial to help and support any colleague apart from my team of 5 people, as it improves work relationships. When I am on leave, I sometimes assist my team remotely in case of emergency. I don't picture myself in a different career role any time soon.

What I like about working for SOCAR Polymer most is presence of a team spirit, close collaboration with colleagues, being surrounded by people with vast knowledge and readiness to assist you. Also, this company offers a wide variety of opportunities.

Administrative support team of SOCAR Polymer



Professional development milestones achieved

SHRM certification



Following 7 months of studying, our HRIS Advisor, Alina Eyyubova passed on 21 August 2020 the 5-hour exam necessary to become a SHRM Certified Professional (SHRM-CP), i.e. an HR professional who implements policies and strategies, serves as point of contact for staff and stakeholders, delivers HR services, and performs operational HR functions. The exam is administered, and the title is granted by the Society for Human Resource Management. The SHRM BoCK (Body of Competency & Knowledge) organize 8 behavioral competencies into three clusters: Leadership, Interpersonal, and Business. Additionally, SHRM BoCK classify 15 areas of HR knowledge under three domains: People, Organization, and Workplace. Knowledge gained through completion of SHRM courses brings best international practice into HR processes.

CPIM certification



Senior production planning engineer, Ziya Agharahimov and Production Planner, Rovshan Babayev have passed the first of two exams leading to CPIM certification. The CPIM program consists of five modules teaching terminology, concepts, and strategies related to demand management, procurement and supplier planning, material requirements planning, capacity requirements planning, sales and operations planning, master scheduling, performance measurements, supplier relationships, quality control, and continuous improvement. CPIM is a globally recognized professional certification provided by APICS and endorsing technical and functional knowledge in Production and Inventory Management (PIM). In 2018, APICS partnered with ASCM (Association for Supply Chain Management).

Both Ziya and Rovshan applied for the program in February and chose the self-study method of preparation for the exams. The first exam was on general methods of PIM. The passing score was 300 out of 350. The second

exam will be on more advanced methods of Production Management and Planning, Scheduling and Controlling of Operations. As one of the benefits of the program, Rovshan emphasized having got better understanding of the whole supply chain process and integration

of processes across correlated departments. Meanwhile, Ziya is confident that by analyzing activities systematically and taking proactive actions by using the learned methods, he can improve his performance to a great extent.

SOCAR Polymer supports its employees' aspiration for continuous education, training and professional development. Individuals setting high standards of expertise motivate other team members to improve and grow further, thus increasing the staff expertise level, the competitive advantages and overall value of a business.



Congratulations on graduation with distinction



Our Process Engineer, Nizam Zahidli has made a proud achievement towards his educational goals and we would like to share the joy of it with the entire staff. Nizam's first close acquaintance and experience with the SOCAR Polymer company was in the capacity of an intern in the Technology Department in summer of 2017 when he demonstrated knowledge and skills that soon brought him a full-time job offer for the company.

Throughout his employment period, Nizam has proven to be effective not only in performing his immediate duties but also in contributing to our corporate social and educational projects aimed at raising the

young generations' interest in Chemistry as a school subject and consequently in an education and career in the chemical industry.

In 2020, Nizam completed his studies for a Master's Degree in Oil and Gas Technology. It is our pleasure to announce that by completing the Master's program with an average score of 85.84, Nizam Zahidli has become the best Master's programme graduate within the Oil and Gas Technology department of the Baku Higher Oil School. The other top three graduates of the department scored 81.89 and 80.64.

On behalf of the SOCAR Polymer staff we congratulate Nizam on this achievement and wish him to conquer new heights on his professional development journey.

Our colleagues arrange support for the army



Soon after the launch of counter-attack operations that transformed into a liberation war, our HSE Advisor Najaf Najafov and 2 more of our colleagues, PP Plant Operators Elvin Aslanli and Fagan Mammadov drove to Agjabedy and Agdam to take various necessary supplies to our army on the frontline. The submitted items included warm blankets, socks, warm headwear and underwear, pajamas, as well as such nutritious fruits as bananas and grapes. Snackbars with chocolate and carbohydrates are a good source of energy and will turn very handy as soldiers use them in trenches to tackle sudden hunger. About 300 manats was spent on medication, elastic bands that stop bleeding, and bandages. Depending on the designation place, whether an active battle zone or defense line, the list of required supplies varied. To find out shortage of which supplies needs tackling at the front, Najaf Najafov keeps in touch with responsible military officers in the given conflict areas.

The money for purchasing the required supplies to the amount of about 8500 AZN was donated by approximately 200 volunteers from among our colleagues from the HSE, Warehouse, Laboratory, Bagging, OPS, and Procurement departments. Our colleague's initiative was also joined in by his friends from other companies whose donations were added in for greater result.

Another trip made by Najaf for the same purpose was to Murovdag. He took 50 kg of butter, 10 kg of beef, 30 litres of sunflower oil, 2 sacks of sugar, over 1200 cigarette packs,

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10 kg of nuts, 15 soldier tents (fitting 6 persons), and 7 power banks. As he has been told, such ingredients will be well used by villagers who often cook miniature meat pies for soldiers and wrap freshly made halva into flat bread to be taken to the trenches.

Also, a large number of staff members have voluntarily made donations to the bank account of the official Aid Fund for the Armed Forces.

Administrative department reported on fulfilled activities

Comprising the Security, Transport, Supplies Storage and Administration teams, the Administrative department supports the daily activity of the company in many ways, some of which have been described in the department's report on work performed recently. The list of activities included:

- Daily repair and cleaning work executed in the production and office areas;
- Office restructuring, planning and construction work;
- Re-distribution of rooms following departure of contractor's team;
- Moving of the Baku office furniture and staff to the Sumgayit office premises;
- Clearing from bushes and grass of about 7 hectares of area, including 3 hectares next to the hazardous isobutane tanks;



- 1,500 trees planted in the area and seasonal landscaping work has been done;
- 25x50 sm concrete pads made and bars installed in the KT warehouse area along a 490-meters-long line;
- A fence erected in the KT warehouse area to separate the plant and operation office area; 402 meters of concrete poured for that purpose;
- A 95-meter-long fence erected inside the production area to separate the bagging area from operation area;
- A pedestrian crossing constructed;
- A new entrance to the plant constructed;
- Repair and restoration work in front of dressing rooms and in other areas;
- Since March and throughout the quarantine period, disinfection of the site three times a day, with sanitizing solutions provided at all premises;



The Transport team has carried out the following activities:

- Employees were picked up closer to their residence addresses;
- Observation of safety precautions and rules was provided in the shuttle buses;
- 500 out of 800 employees of the company are transported daily in three shifts. The routes start

daily from 16 points in Baku and 6 points in Sumgayit (07:30-20:00, 09:00-17:00, 20:00-08:00). For this purpose, the company has rented 18 buses;

- Since March, buses are disinfected on daily basis;
- To reduce the distance from home to the pick-up points, the number of the latter was increased;
- Employees' trips to state and government agencies and other organizations was secured;
- Company's foreign guests were met at the airport and transported to the hotels.



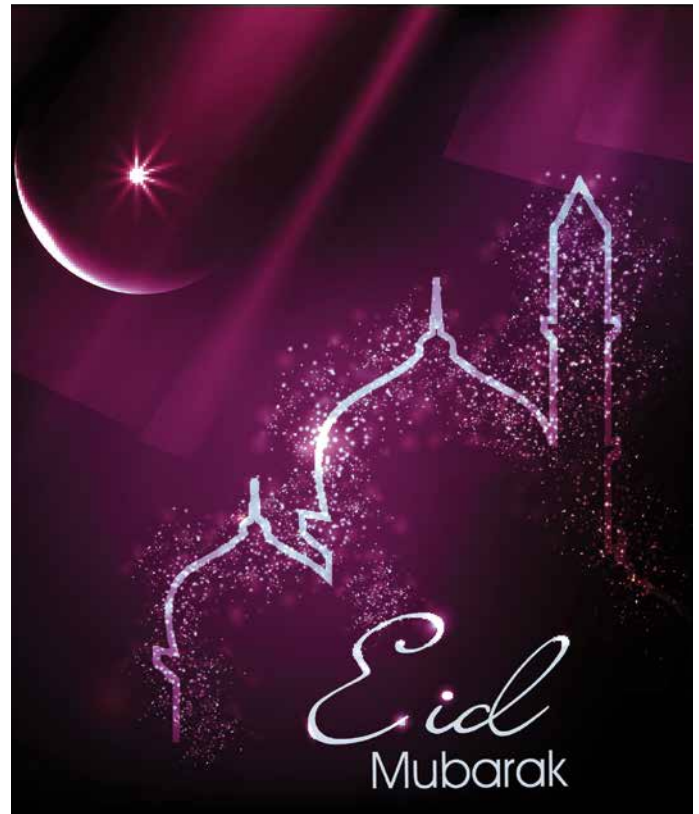
SOCAR Polymer brought joy to low-income families on Eid-al-Adha holiday

SOCAR Polymer has participated in the charity event organized on the occasion of the Eid-al-Adha holiday jointly by the Sumgayit city branch of the Red Crescent Society and the Sumgayit city Municipality.

Considering the quarantine restrictions imposed due to the COVID-19 threat, elderly people and low-income families' need for support is greater than ever. From this point of view, the activities and services of all branches, members and volunteers of the Azerbaijan Red Crescent Society (RCS) are indispensable. In a series of events organized on the occasion of the Eid-al-Adha holiday, the Sumgayit branch of RCS facilitated distribution of charity food baskets to about 550 families in need. Just like in previous 4 years, the SOCAR Polymer company eagerly responded to RCS's call for support by joining the initiative to provide holiday food baskets to the low-income families and lonely elderly people listed by the Sumgayit branch of RCS.

The amount allocated by the SOCAR Polymer company for the purposes of this charity event sufficed to cover 137 families. Through a contract with one of the large supermarkets, our company arranged food baskets that in addition to sacrificed lamb meat contained ingredients necessary for cooking the popular national rice dish for a holiday meal. At the event held on August 5 in conformity with all the quarantine restrictions and rules, the holiday presents were distributed to the 137 low-income families. Those who could not attend had the food packages delivered to their doors.

Speaking at the event, the chairwoman of the Sumgayit branch of RCS, Matanat Maharramova wished a happy Eid-al-Adha holiday to all those present and on behalf of the beneficiaries expressed gratitude to the SOCAR Polymer company's management and employees involved in this charity action.



AmCham providing useful communication opportunities



AMCHAM

AMERICAN CHAMBER OF
COMMERCE IN AZERBAIJAN

Having established cooperation with the SOCAR Polymer company in June of 2020, the American Chamber of Commerce in Azerbaijan (AmCham) has since been active in encouraging our employees to participate in events dedicated to such topical areas and issues in business as legislation and compliance, customs and taxation, sustainable development and corporate impact, banking, finance and insurance, economic reforms analysis, technical vocational and professional education, and so on.

AmCham is a leading private, non-profit business association in Azerbaijan. It promotes the business interests of its Member Companies by providing high quality services to them, as well as by working on improvement of the business climate in Azerbaijan. With over 80% of received investment being foreign, AmCham organizes more than 70 events annually for its 290+ current members.

Participation in the events is provided free of charge. The working language of the events has so far been Azerbaijani, English or Turkish. The speakers of the past events have been both foreign and local professionals, such as deputy directors and heads of departments of state agencies and private or public organizations, management and experts of different companies, and even book authors writing on business topics.

The agenda of the conducted online meetings and webinars included such topics as:

- Digital recruiting and talent development through HR automatization process
- Expected changes to the labour legislation, as well as online work mode
- State Tax Service's initiatives on transparency of taxpayers
- Update on tax amnesty
- Criteria of risky taxpayers and risky transactions
- Protection and Enforcement of IT rights
- The role of the IP Agency in protection of IP rights of businesses
- Transition from traditional Corporate Social Responsibility activities to long term value creation strategies
- Social return on investment (SROI)
- COVID-19 Crisis impact on the financial sector
- Best technical vocational and professional education for cultivation of Azerbaijani talents ready for global industry needs
- Market research, product selection, market entry strategy, logistics partner identification, etc.
- Sale of products through Amazon, WallMart and other platforms

The events are held via Zoom software at business hours on weekdays.

SOCAR Polymer employees are encouraged to participate in these events that may bring information and fruitful discussions on topics relevant to their field of specialization. Further information can be obtained from the HR or PR departments.



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