

Public Statement of Trinidad & Tobago National Petroleum Marketing Company Limited

In Compliance with Sections 7, 8 and 9 of The Freedom of Information Act (FOIA) 1999

(2018 UPDATE IN ACCORDANCE WITH SECTIONS 7(1) (b), 8(2) (b) & 9(2) (b) OF THE FOIA)

In accordance with Sections 7 (1) (b), 8 (2) (b) and 9 (2) (b) of the Freedom of Information Act 1999 (FOIA), Trinidad & Tobago National Petroleum Marketing Company Limited (NP) is required by law to publish updated statements that list the documents and information generally available to the public.

The Act gives members of the public:

- (1) A legal right for each person to access information held by Trinidad & Tobago National Petroleum Marketing Company Limited;
- (2) A legal right for each person to have official information relating to him/herself amended where it is incomplete, incorrect or misleading;
- (3) A legal right to obtain reasons for adverse decisions made regarding an applicant's request for information under the FOIA.
- (4) A legal right to complain to the Ombudsman and to apply to the High Court for Judicial Review to challenge adverse decisions made under the FOIA.

Trinidad & Tobago National Petroleum Marketing Company Limited (NP) publishes the following statement as approved by the Minister of Energy and Energy Industries:

SECTION 7 STATEMENTS

Section 7 (1) (a) (i)

Function and structure of Trinidad & Tobago National Petroleum Marketing Company Limited

NP commenced operations as a wholly owned State Enterprise in October 1972, when the Government of Trinidad and Tobago changed the name of BP Caribbean Limited and renamed the ten-year-old company Trinidad & Tobago National Petroleum Marketing Company Limited. In the ensuing years NP expanded with the acquisition of the marketing assets and operations of Esso Standard Oil S.A. Limited, T&T Oil Company Limited [TRINTOC] (formerly Shell Trinidad Limited) and Texaco Trinidad Limited as the Government moved to nationalise the Oil Industry.

NP, in addition to its local marketing activity, is also the parent company of five (5) subsidiary companies and has a branch in Dominica.

SUBSIDIARY COMPANIES:

Natpet Investments Company Limited
Natpetrol (Saint Maarten) N.V.
Natpet (Saint Maarten) N.V.
National Agro Chemicals Limited (currently being liquidated)
Liquid Fuels Company of Trinidad and Tobago Limited

BRANCH:

Trinidad & Tobago National Petroleum Marketing Company Limited – Dominica Branch

NP's Mission is to achieve the status "To provide quality petroleum products and ancillary services in the markets we serve".

NP holds a Vision "To be an established, regional enterprise with a trusted brand of world-class fuels and lubricants and legendary service".

NP's Head Office is located at NP House, National Drive, Sea Lots, Port of Spain.

The Board of Directors is appointed by NP's shareholder, the Corporation Sole, and controls the overall direction of the company. Its Members as at 2019 January 01 are:

Mr. Sahid Hosein	-	Chairman
Ms. Mona Persad	-	Director
Ms. Nadine Nabie	-	Director
Mr. David Alexander	-	Director
Mr. Marcus Knaggs	-	Director
Mr. Quincy Trim	-	Director

Its Members as at 2019 July 16 are:

Mr. Sahid Hosein	-	Chairman
Ms. Mr. Marcus Knaggs	-	Director
Ms. Nadine Nabie	-	Director
Ms. Arlene Chow	-	Director
Mr. Marilon David	-	Director
Ms. Janille Huggins	-	Director



TRINIDAD & TOBAGO NATIONAL PETROLEUM
MARKETING COMPANY LIMITED

Public Statement of Trinidad & Tobago National Petroleum Marketing Company Limited

IN COMPLIANCE WITH SECTIONS 7, 8 AND 9 OF THE FREEDOM OF INFORMATION ACT (FOIA) 1999 | (2018 UPDATE IN ACCORDANCE WITH SECTIONS 7(1) (b), 8(2) (b) & 9(2) (b) OF THE FOIA)

There are five (5) Board Sub-Committees that consider, approve and where necessary make recommendations to the Board of Directors on matters relating to Tenders, Audit, Finance and Investment, Marketing and Human Resource.

NP employs a workforce of approximately four hundred and ninety-one (491) persons and is headed by a Chief Executive Officer (CEO). NP's approved Organisation Structure consists of six (6) major responsibility centres along with other support, monitoring and executive functions under the Office of the CEO. As at December 2019, there are four hundred and fifty-five (455) Permanent employees, nine (9) Temporary employees, six (6) Contract employees, sixteen (16) Casual employees and five (5) Trainees.

Please see the attached organisational chart for NP.

Approved Structure - Major Responsibility Centres and their sub-divisions are:

(1) Lubricants

Lubricant Sales
Procurement and Warehousing

(2) Retail & Industrial Fuels

Service Station Partnership Network
Distribution

(3) Aviation & Marine Fuels

(4) Core Business Support

Tobago Operations
Dominica Operations
LPG
Quality Assurance
Laboratory

(5) Human Resources & HSSE

Employee/Industrial Relations
Organisation Development
Health, Safety, Security & Environment

(6) Finance, ICT & Supply Chain

Accounting Services
Treasury & Management Accounting
Supply Chain
ICT

Other support, monitoring and executive functions are:

Internal Audit
Legal & Company Secretariat
Corporate Communications
Engineering & Maintenance Services
Risk Management
Business Intelligence

There are a number of Committees that are operational. Where applicable, these Committees comprise of a mix of officers of NP and members of the local branch of the Trade Union (OWTU) listed as follows:

Management Tenders Committee
Credit Committee
Joint Health & Safety Committee
Pension Fund Management Committees
Traffic and Road Accidents Investigations Committee

Effect of functions on members of the public

NP is a diversified petroleum marketing company with its main activities comprising:

- Acquisition and distribution of fuels to service stations, aviation, marine and industrial users.
- Marketing of fuels including LPG and CNG
- Blending and marketing of lubricants and brake fluid
- Service Station Activities/Convenience Store and other Non-fuel Generating Activities
- Contract Blending Activities
- Technical and Laboratory Services
- Branch Activities
 - The Dominica Branch owns and operates a bulk storage installation, a service station and aviation refuelling facilities. It also markets fuels and lubricants to service stations and other users.
- Subsidiary Activities
 - National Agro Chemicals Limited (NACL) was set up to supply a wide range of fertilizers, agro chemicals and pesticides to a number of agricultural concerns and farmers throughout the country, and sell a range of industrial chemicals - Xylene, Toluene, and White Spirits to industrial users and oil companies. NACL owned and operated, at Point Lisas, one of the few fertiliser blending plants in the Caribbean. However, this company is currently in the process of liquidation.
 - Natpet Investments Company Limited operates the company's LPG Filling Plant and is responsible for keeping the marketplace adequately supplied with LPG. The LPG Filling Plant is located on the parent company's facilities at Sea Lots, Port of Spain.
 - Natpetrol (Saint Maarten) N.V. a company incorporated under the laws of Saint Martin, which was set up for the purpose of importation, exportation, purchase, sale, supply and trade of petroleum, petrochemical and chemical products but which is not operational at present.
 - Natpet (Saint Maarten) N.V. a company incorporated under the laws of Saint Martin, which was set up for the purpose of sale, purchase, rental and leasing of immovable property and investment in securities but which is not operational at present.
 - Liquid Fuels Company of Trinidad and Tobago Limited (LFCTT) was set up as the business entity to operate the facilities created from the completed Liquid Fuels Pipeline and Ancillary Facilities project and will distribute Liquid Fuels on behalf of Paria Fuel Trading Company Limited to their fuel wholesale customers.



TRINIDAD & TOBAGO NATIONAL PETROLEUM
MARKETING COMPANY LIMITED

Public Statement of Trinidad & Tobago National Petroleum Marketing Company Limited

IN COMPLIANCE WITH SECTIONS 7, 8 AND 9 OF THE FREEDOM OF INFORMATION ACT (FOIA) 1999 | (2018 UPDATE IN ACCORDANCE WITH SECTIONS 7(1) (b), 8(2) (b) & 9(2) (b) OF THE FOIA)

NP considers feedback from the public gathered through its Corporate Communications and Customer Services Departments in guiding its formulation of policy.

Section 7 (1) (a) (ii)

Categories of Documents in the possession of NP

1. Files dealing with organisational support and administrative/contractual documents for the operations of NP.
2. Personnel files, which detail all staff appointments, job applications, job specifications, promotions, transfers, resignations, deaths, retirements, leave, vacation, etc.
3. Industrial Agreements and Terms and Conditions of Employment.
4. Files dealing with training – local and foreign and technical co-operation.
5. Files dealing with the accounting and financial management function of NP.
6. Financial Records (cheques, vouchers, invoices, receipts, journals, etc.).
7. Files dealing with matters relating to the procurement of supplies, services and equipment.
8. Maps/Charts/Photographs.
9. News Releases, speeches originating in NP.
10. Policy and Procedure Documents.
11. Internal and External correspondence files.
12. Customer files.
13. Documents relating to Information Technology Strategy.
14. Legislation and Legal Instruments relevant to NP.
15. Legal Opinions and related matters.
16. Minutes/Agenda of meetings.
17. Files dealing with internal Circulars, Memoranda, Notices, Bulletins, etc.
18. Reports: Environmental, Statistical, Financial annual/monthly/quarterly, Audit, Consultants', Technical, Corporate, Valuation, Accident, Feasibility studies and Surveys etc.
19. Files on Marketing Policies, Pricing Strategies and Price Build-ups.
20. Books, booklets, leaflets, pamphlets, brochures, posters, newspaper clippings
21. Inventories.
22. Files on Standards and Benchmarks.
23. Complaint/suggestion files.
24. Registers/ Logs/Certificates/Permits/Licenses, etc.
25. Files dealing with engineering, construction and maintenance of NP's facilities.

Section 7 (1) (a) (iii)

Material prepared for publication or inspection

If in stock and available, the public may inspect and/or obtain copies of the following material between the hours of 8:30 a.m. to 11:30 a.m. and 1:30 p.m. to 3:00 p.m. on normal working days at: -

NP's Library,

NP House,
National Drive, Sea Lots,
Port of Spain.

Telephone: (868) 625-1364/8

Fax: (868) 627-4028

Email: customer_service@np.co.tt

- Annual Financial Statements
- Tenders Procedure Guide for Tenders and Contracts for Works & Services
- Tenders Procedure Guide for Tenders for Procurement of Articles
- Credit Policy & Procedure
- Employees' Handbook
- Health, Safety & Environment Pocket Handbook
- Health, Safety & Environmental Policy Statement
- Quality Policy Statement
- Guidelines for Improving Contractor Health, Safety & Environmental Performance
- Advertising and Promotion Policy
- Donations Policy
- Permanent Recruitment Policy
- Temporary Recruitment
- Vacation Employment Policy
- Whistle Blowing Policy
- Conflict of Interest Policy
- Capital Investment Management Policy

General information is also available on the Company's website, www.np.co.tt

Section 7 (1) (a) (iv)

Literature available by subscription

NP does not currently publish any documents that are available by way of subscription.

Section 7 (1) (a) (v)

Procedure to be followed when accessing a document from NP.

NP's policy is to answer all requests, both oral and written, for information. However, in order to have the rights given to you by the FOIA (for example the right to challenge a decision if your request for information is refused), **you must make your request in writing**. The following procedure should be followed when making a request:

HOW TO REQUEST INFORMATION:

General Procedure

- Obtain an FOIA application form (*Request for Access to Official Documents*) available in our Library, Company Secretariat, or from the Government FOIA Unit on its website address: www.foia.govt.tt in order to access information that is not readily available to the public.



TRINIDAD & TOBAGO NATIONAL PETROLEUM
MARKETING COMPANY LIMITED

Public Statement of Trinidad & Tobago National Petroleum Marketing Company Limited

IN COMPLIANCE WITH SECTIONS 7, 8 AND 9 OF THE FREEDOM OF INFORMATION ACT (FOIA) 1999 | (2018 UPDATE IN ACCORDANCE WITH SECTIONS 7(1) (b), 8(2) (b) & 9(2) (b) OF THE FOIA)

ADDRESSING REQUESTS

- To facilitate prompt handling of your request, please address it to the Designated Officer of the Company (see **Section 7 (1) (a) (vi)**).

DETAILS IN THE REQUEST

- Applicants should provide details that will allow for ready identification and location of the records that are being requested. If insufficient information is provided clarification will be sought from the applicant. If you are not sure how to write your request or what details to include, please communicate with the Designated Officer.

REQUESTS NOT HANDLED UNDER THE FOIA

- A request **under the FOIA** will not be processed to the extent that it asks for information, which is readily available to the public.
- Copies of documents are only furnished when they are in our possession custody or power. Prior to the commencement of the Freedom of Information Act 1999, old records may have been destroyed. The granting of a request for such documents may therefore be impossible. Various laws, regulations and manuals give the time periods for keeping records before they may be destroyed. For example, The Exchequer and Audit Act, Chap. 69:01. If we cannot make a legible copy of a document to be released, we may not attempt to reconstruct it. Instead, we will furnish the best copy possible and note its quality in our reply. Please note we are not compelled to do the following:
 - Create new documents. For example, we are not required to write a new program so that a computer will print information in the format you prefer.
 - Perform research for you.
- A request is to be deemed to be received when the original of the completed request form is received by the Designated Officer, the Manager Legal & Company Secretary's Office or in the Legal Department of the Company and a written acknowledgement is issued.

TIME LIMITS

General

- The FOIA sets a time limit of **thirty (30) calendar days from the date the request was received** for determination of your request for access to documents. If we fail to meet this deadline, the FOIA gives you the right to proceed as though your request has been denied. We will try diligently to comply with the time limit. If it appears that processing your request may take longer than the statutory limit, we will advise you of its status.

- Upon any consultation between the applicant and the Designated Officer, time is suspended in the computation of the thirty-day period (Sec. 21{7}).

TIME ALLOWED

- We will determine whether to grant your request for access to information **as soon as practicable but no later than 30 calendar days** from the date the request was received as required by Section 15 of the FOIA. If a decision is taken to grant access to the information requested, you will be permitted to inspect the documents and/or be provided with copies. In the event of refusal of access, you will be notified by the Designated Officer, in writing, of the reason/s for refusal.

Section 7 (1) (a) (vi)

Officers in the Public Authority responsible for:

- The initial receipt of and action upon notices under Section 10,**
- Requests for access to documents under Section 13 and**
- Applications for corrections of personal information under Section 36 of the FOIA.**

The Designated Officer is:

Ms. Beena Poliah,
Manager, Legal & Company Secretary,
NP House, National Drive,
Sea Lots, Port-of-Spain
Telephone: 625-1364 Ext. 432
Fax: 624-9228
Email: bpoliah@np.co.tt

The Alternate Officer is:

Ms. Marla Pacheco,
Legal Officer,
NP House, National Drive,
Sea Lots, Port of Spain
Telephone: 625-1364 Ext. 412
Fax: 624-9228
Email: mpacheco@np.co.tt

Section 7 (1) (a) (vii)

Advisory Boards, Councils, Committees, and other bodies (Where meetings/minutes are open to the public)

There are no bodies at NP that fall within the meaning of this section of the FOIA.

Section 7 (1) (a) (viii)

Reading Room Facilities

Certain information may be readily accessed in our library or through our website at www.np.co.tt General enquiries may be made to our Administrative Assistant at telephone number 625-1364 Ext 420.



TRINIDAD & TOBAGO NATIONAL PETROLEUM
MARKETING COMPANY LIMITED

Public Statement of Trinidad & Tobago National Petroleum Marketing Company Limited

IN COMPLIANCE WITH SECTIONS 7, 8 AND 9 OF THE FREEDOM OF INFORMATION ACT (FOIA) 1999 | (2018 UPDATE IN ACCORDANCE WITH SECTIONS 7(1) (b), 8(2) (b) & 9(2) (b) OF THE FOIA)

The Library at NP is located on the 2nd Floor of NP House Phase III at Sea Lots, Port of Spain and is open to the public on normal working days between the hours of 8:30 a.m. to 11:30 a.m. and 1:30 p.m. to 3:00 p.m.

- Users will be liable for any damage caused to NP's property through the said user's willful malicious use of the said property.
- No smoking, eating, or drinking is allowed in the Reading Room.

Provision of copies of documents that are readily available to the public

- NP at its discretion may charge for photocopies at \$2.00 per page.
- Provision of certain documents may be subject to a small charge to cover administrative costs.
- Downloading of information from the Company's information technology systems and databases is strictly prohibited. The website is not subject to this provision.

SECTION 8 STATEMENTS

Section 8 (1) (a) (i)

Documents containing interpretations or particulars of written laws or schemes administered by the public authority, not being particulars contained in another written law

- The Petroleum Act Chapter 62:01 and Regulations
- Companies Act Chapter 81:01
- The Income Tax Act Chapter 75:01
- The Exchequer and Audit Act Chapter 69:01
- The Corporation Taxes Act Chapter 75:02
- Freedom of Information Chapter 22:02
- Environmental Management Act Chapter 35:05
- Occupational Safety and Health Act Chapter 88:08
- Industrial Relations Act Chapter 88:01
- Workmen's Compensation Act Chapter 88:05
- Retrenchment and Severance Benefits Chapter 88:13
- Sale of Goods Act Chapter 82:30
- Shipping Act Chapter 50:10
- Standards Act Chapter 82:03
- Petroleum Production Levy and Subsidy Act Chapter 62:02
- Petroleum Taxes Act Chapter 75:04
- Equal Opportunities Act Chapter 22:03
- Integrity in Public Life Act Chapter 22:01
- Protection Against Unfair Competition Act Chapter 82:36
- Unfair Contract Terms Act Chapter 82:37
- Arbitration Act Chapter 5:01
- Mediation Act Chapter 5:32
- Trade Disputes and Protection of Property Act Chapter 88:03
- Maternity Protection Act Chapter 45:57
- Trade Marks Act Chapter 82:81
- Trade Descriptions Act Chapter 82:04
- Bankruptcy and Insolvency Act Chapter 9:70
- The Public Procurement and Disposal of Public Property Act
- Copyright Act Chapter 82:80

- Patents and Designs Act Chapter 82:83
- Patents Act Chapter 82:76
- Consumer Protection and Safety Act Chapter 82:34
- The Finance Act
- Insurance Act Chapter 84:01
- Tax Appeal Board Act Chapter 4:50
- Value Added Tax Act Chapter 75:06
- Customs Act Chapter 78:01
- National Insurance Act Chapter 32:01
- Health Surcharge Act Chapter 75:05
- Pensions Act Chapter 23:52
- Minimum Wages Act Chapter 88:04
- Real Property Act Chapter 56:02
- Conveyancing and Law of Property Act Chapter 56:01
- Land and Building Taxes Act Chapter 76:04
- Pesticides and Toxic Chemicals Act Chapter 30:03
- Liquor Licences Act Chapter 84:10
- Pharmacy Board Act Chapter 29:52
- Registration of Deeds Act Chapter 19:06
- Stamp Duty Act Chapter 76:01
- Town and Country Planning Act Chapter 35:01

Section 8 (1) (a) (ii)

Manuals, rules of procedure, statements of policy, records of decisions, letters of advice to persons outside the public authority, or similar documents containing rules, policies, guidelines, practices or precedents.

- Tenders Procedure Guide for Tenders and Contracts for Works & Services
- Tenders Procedure Guide for Tenders for Procurement of Articles
- Credit Policy & Procedure
- Employees' Handbook
- Health, Safety & Environment Pocket Handbook
- Health, Safety & Environmental Policy Statement
- Quality Policy Statement
- Guidelines for Improving Contractor Health, Safety & Environmental Performance
- Advertising Policy
- Donations Policy
- Permanent Recruitment Policy
- Temporary Recruitment
- Vacation Employment Policy
- General Statement
- Company Profile
- Scope and Structure of the Management System and Control of the Policy Manual
- Customer Related Processes
- Emergency Preparedness and Response
- Monitoring and Measurement of Product and Processes
- Control of Nonconformance
- Monitoring and Measurement of Customer Satisfaction
- Data Analysis
- Document Control
- Management System Communications
- Control of Monitoring and Measuring Devices
- Corporate Audit Policy



TRINIDAD & TOBAGO NATIONAL PETROLEUM
MARKETING COMPANY LIMITED

- Handling of Customer Complaints
- Procedure for Receiving Base Oils into LOBP Storage
- Handling and Storage of Samples received for Testing
- Staff Performance Management System
- Employee Assistance Programme
- Medical Plan
- Housing Aid Plan
- Permanent Recruitment
- Temporary Recruitment
- Career & Succession Planning
- Training & Development
- Overseas Business Travel
- Anti-Harassment
- Education Loan and Study/Examination Leave
- Management of Human Immunodeficiency Virus (HIV) and Acquired Immune Deficiency Syndrome (AIDS) in the Workplace
- No-Pay Leave
- Key Employee Retention
- Internet Use and Security Policy
- Electronic Mail Policy
- Anti-Fraud and Corruption Policy (Revised)
- Policy Statement for Controlling the Operations of the Company Subsidiaries
- Cash Control & Banking Policy
- Sales and Accounting Policy
- Sponsorship Policy
- Whistle Blowing Policy (Revised)
- LPG Cylinder Management Policy (Revised) Feb 2019
- Conflict of Interest Policy
- New Business Opportunity Policy
- Appeal and Levelling Policy
- Retiree Medical Benefit Policy (Revised)
- Recognition & Reward Policy
- Use and Allocation of Cellular Phones, Allowance and Reimbursement of Expenses Policy (Revised).
- Drug and Alcohol-Free Workplace Policy (Revised)
- Flexitime Policy
- Social Media Policy
- Risk Management Policy (Revised)
- Risk Assessment Policy
- Enterprise-Wide Risk Register Policy
- Access Control Policy (Revised)

General information is also available on the Company's website, www.np.co.tt

Section 8 (1) (b)

In enforcing written laws or schemes administered by the public authority where a member of the public might be directly affected by that enforcement, being documents containing information on the procedures to be employed or the objectives to be pursued in the enforcement of, the written laws or schemes.

- There are no statements to be published under this section at this time.

SECTION 9 STATEMENTS

Section 9 (1) (a)

A report or a statement containing the advice or recommendations, of a body or entity established within the public authority.

At this time, there are no reports or statements under this sub-section.

Section 9 (1) (b)

A report, or a statement containing the advice or recommendations, * (1) of a body or entity established outside the public authority by or under a written law, * (2) or by a Minister of Government or other public authority for the purpose of submitting a report or reports, providing advice or making recommendations to the public authority or to the responsible Minister of that public authority.

At this time, there are no reports or statements under this sub-section.

Section 9 (1) (c)

A report, or a statement containing the advice or recommendations, of an inter-departmental Committee whose membership includes an officer of the public authority.

At this time, there are no further reports under this section.

Section 9 (1) (d)

A report or a statement containing the advice or recommendations, of a committee established within the public authority to submit a report, provide advice or make recommendations to the responsible Minister of that public authority or to another officer of the public authority who is not a member of the committee.

At this time, there are no reports or statements under this sub-section.

Section 9 (1) (e)

A report (including a report concerning the results of studies, surveys or tests) prepared for the public authority by a scientific or technical expert, whether employed within the public authority or not, including a report expressing the opinion of such an expert on scientific or technical matters.

At this time, there are no reports or statements under this sub-section.

Section 9 (1) (f)

A report prepared for the public authority by a consultant who was paid for preparing the report.

- Business Process Risk Assessment – November 2001 – Ernst & Young



Public Statement of Trinidad & Tobago National Petroleum Marketing Company Limited

IN COMPLIANCE WITH SECTIONS 7, 8 AND 9 OF THE FREEDOM OF INFORMATION ACT (FOIA) 1999 | (2018 UPDATE IN ACCORDANCE WITH SECTIONS 7(1) (b), 8(2) (b) & 9(2) (b) OF THE FOIA)

- Marine Services – 2002 – Edmond Arneaud
- Compensation Survey for Management Positions – 2005 – HRC Associates
- Management Job Evaluation – 2007 – Eastman & Associates
- Company-Wide Job Evaluation Exercise – 2008 - Eastman & Associates
- Enterprise Risk Management – 2016 June – Ernst & Young

Section 9 (1) (g)

A report prepared within the public authority and containing the results of studies, surveys or tests carried out for the purpose of assessing, or making recommendations on, the feasibility of establishing a new or proposed Government policy, programme or project.

- Risk survey on NP's property at Sea Lots and Piarco employed by foreign insurance broker in 2008.

Section 9 (1) (h)

A report on the performance or efficiency of the public authority, or of an office, division or branch of the public authority, whether the report is of a general nature or concerns a particular policy, programme or project administered by the public authority.

At this time, there are no reports or statements under this sub-section.

Section 9 (1) (i)

A report containing *(1) final plans or proposals for the re-organisation of the functions of the public authority, *(2) the establishment of a new policy, programme or project to be administered by the public authority, or *(3) the alteration of an existing policy programme or project administered by the public authority, whether or not the plans or proposals are subject to approval by an officer of the public authority, another public authority, the responsible Minister of the public authority or Cabinet.

Budgets and Strategic Plans – Compiled internally – 2001 to 2004, 2005 to 2008, 2006 to 2009 and 2009 to 2010. Budgets - 2012/2013, 2013/2014, 2014/2015, 2015/2016, 2016/2017, 2017/2018, 2018/2019, 2019/2020. Strategic Plans – 2009 to 2012, 2013 to 2016, 2018 to 2020.

- Tenders Procedure Guide for Tenders and Contracts for Works & Services
- Tenders Procedure Guide for Tenders for Procurement of Articles
- Credit Policy & Procedure
- Employees' Handbook
- Health, Safety & Environment Pocket Handbook
- Health, Safety & Environmental Policy Statement
- Quality Policy Statement
- Guidelines for Improving Contractor Health, Safety & Environmental Performance
- Advertising Policy

- Donations Policy
- Permanent Recruitment Policy
- Temporary Recruitment
- Vacation Employment Policy
- General Statement
- Company Profile
- Scope and Structure of the Management System and Control of the Policy Manual
- Customer-Related Processes
- Emergency Preparedness and Response
- Monitoring and Measurement of Product and Processes
- Control of Nonconformance
- Monitoring and Measurement of Customer Satisfaction
- Data Analysis
- Document Control
- Management System Communications
- Control of Monitoring and Measuring Devices
- Corporate Audit Policy
- Handling of Customer Complaints
- Procedure for Receiving Base Oils into LOBP Storage
- Handling and Storage of Samples received for Testing
- Procedure for Blending Operation
- Procedure for Start-up and Shut-down
- Procedure for Receipt and Release of Additives
- Procedure for Identification and Traceability
- Procedure for Transfer of Base Oils between Bulk Storage
- Procedure for Flushing of Blending Systems
- Procedure for Cleaning and Blending Tanks
- Procedure for Drum Assembly
- Annual Performance Management Policy
- Employee Assistance Programme
- Medical Plan
- Housing Aid Plan
- Permanent Recruitment
- Temporary Recruitment
- Career & Succession Planning
- Training & Development
- Overseas Business Travel
- Anti-Harassment
- Education Loan and Study/Examination Leave
- Management of Human Immunodeficiency Virus (HIV) and Acquired Immune Deficiency Syndrome (AIDS) in the Workplace
- No-Pay Leave
- Key Employee Retention
- Internet Use and Security Policy
- Electronic Mail Policy
- Anti-Fraud and Corruption Policy (Revised)
- Policy Statement for Controlling the Operations of the Company Subsidiaries
- Cash Control & Banking Policy
- Sales and Accounting Policy
- Sponsorship Policy
- Whistleblowing Policy (Revised)
- LPG Cylinder Management Policy (Revised)
- Conflict of Interest Policy
- New Business Opportunity Policy



TRINIDAD & TOBAGO NATIONAL PETROLEUM
MARKETING COMPANY LIMITED

Public Statement of Trinidad & Tobago National Petroleum Marketing Company Limited

IN COMPLIANCE WITH SECTIONS 7, 8 AND 9 OF THE FREEDOM OF INFORMATION ACT (FOIA) 1999 | (2018 UPDATE IN ACCORDANCE WITH SECTIONS 7(1) (b), 8(2) (b) & 9(2) (b) OF THE FOIA)

- Appeal and Levelling Policy
- Retiree Medical Benefit Policy (Revised)
- Recognition & Reward Policy
- Use and Allocation of Cellular Phones, Allowance and Reimbursement of Expenses Policy (Revised).
- Drug and Alcohol-Free Workplace Policy (Revised)
- Flexitime Policy
- Social Media Policy
- Risk Management Policy (Revised)
- Risk Assessment Policy
- Enterprise-Wide Risk Register Policy
- Access Control Policy (Revised)

Section 9 (1) (j)

A statement prepared within the public authority and containing policy directions for the drafting of legislation.

At this time, there are no statements under this sub-section.

Section 9 (1) (k)

A report of a test carried out within the public authority on a product for the purpose of purchasing equipment.

At this time, there are no statements under this sub-section.

Section 9 (1) (l)

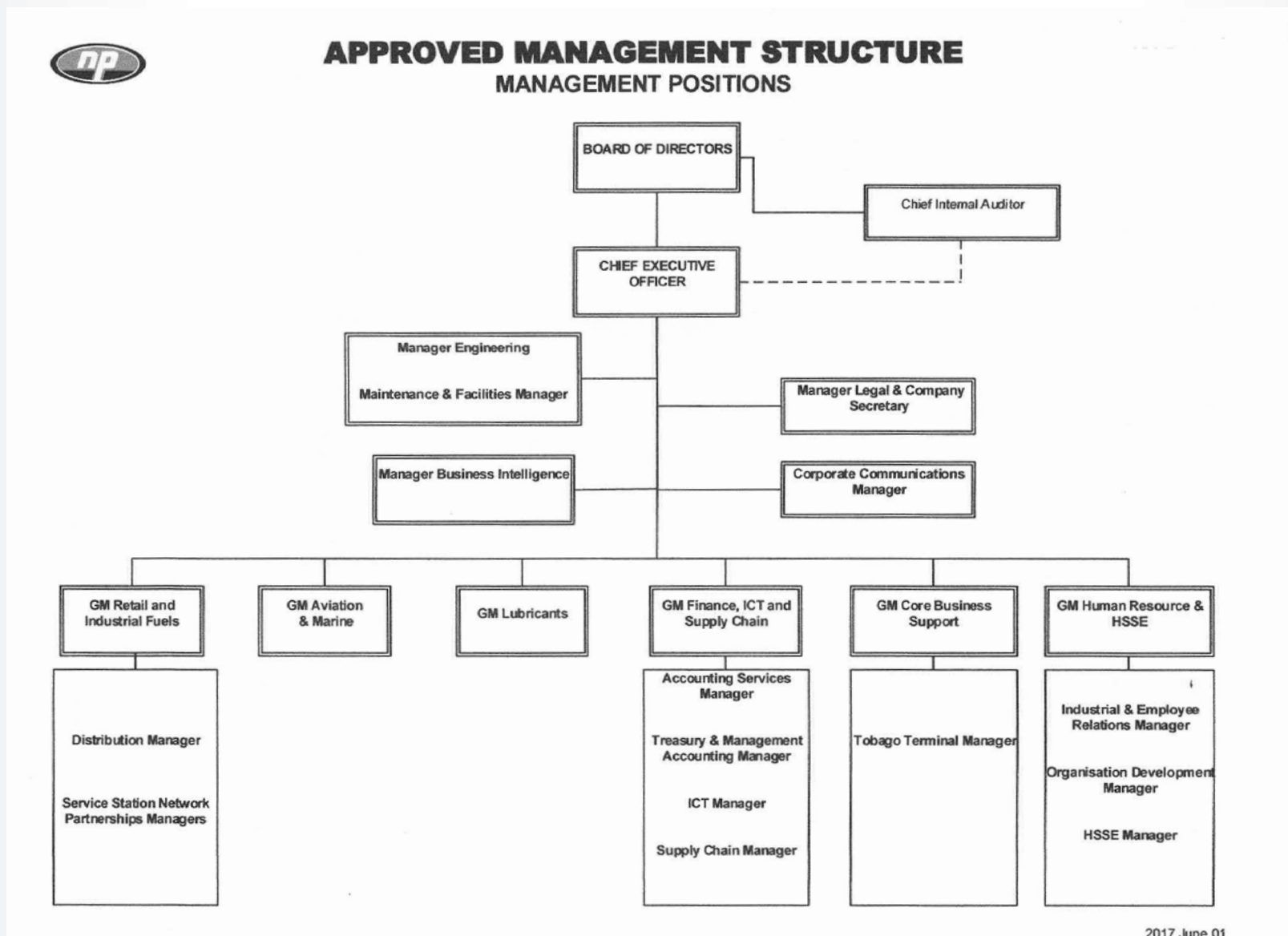
An environmental impact statement prepared within the public authority.

At this time, there are no documents under this sub-section.

Section 9 (1) (m)

A valuation report prepared for the public authority by a valuator, whether or not the valuator is an officer of the public authority.

- Valuation Report in 2008 by Desmond Welch and Associates on NP's property situated at Sea Lots.



NPMC 2019 FOIA STATEMENT UPDATE

