



Contractors & Suppliers Policies and Procedure

St Regis Saadiyat takes Safety and Security very seriously and this is paramount for all associates, guests, visitors and contractors to ensure compliance.

The purpose of this document is to ensure compliance to Abu Dhabi OHS version 3.1 that a system is in place to control all contractors and that the work is carried out in a planned, safe manner and is fully agreed and approved before commencement.

Wherever work is contracted out to a third party, the organization shall ensure that the third party contractor has sufficient competence to carry out the work and meet the Abu Dhabi OHS requirements. The organization shall also identify associated risks and if control measures need to be applied.

The following rules and regulations apply to any companies directly or indirectly involved with St Regis, Saadiyat, in the execution of any contractual agreement on the premises of; public areas, meeting rooms, ballrooms and outdoor venues within the hotels perimeter.

A detailed Layout Drawing, Risk Assessment, Method Statement and copy of a valid certificate of insurance evidencing AED 3.6 million in General (Public and Comprehensive) liability coverage is required to be submitted to the Hotel latest 72 hours before the set up. These will be reviewed to identify any risk to the hotel, its assets, staff and visitors.

Any additional required documents such as; fire proofing/rating certificates, truss certificates, winch certificates, motor certificates, pulleys and chain certificates. All Hanging Points for Load shall bear Six Months Validity Third Party Certification from an Accredited Competent company. All Lifting Machines (such as Man Lift / Air-Lift / Scissor Lift / Cherry picker / Scaffolding / Towing Lift / Fork Lift, etc., must have Six Months Validity Third Party Certification duly accredited from a Competent agency & shall have adequate Insurance Coverage as specified by Finance / Legal Teams. All materials used shall hold proof of compliance with Abu Dhabi, fire safety regulations. Material such as; flooring, materials used as horizontal and/or vertical support, materials used for curtains and wall covering, upholstered materials (armchairs, sofas, mattresses, etc.) **all require a fire certificate, issued within Abu Dhabi and dated within 6 months of event is required.**

The event owners or their designated contractors shall communicate the essential information relating to any HSE, Safety or Security risks to St Regis, Saadiyat and external stakeholders, as well as any other person that may be affected. **All relevant HSE information shall be incorporated into the event HSE file and must be compliant to OSHAD 3.1.**

As an example and as a minimum, for the detailed Risk Assessment and Method Statement, the HSE aspects and risks associated with the following points must be addressed by the contractor:

Type of activities;

- Location within the Hotel, Specific Area, and the workplace
- Timing and sequence



- Personnel
- Plant/machinery and equipment to be used
- Hanging Points/Pulleys/Chains/Strops etc.
- Materials and consumables, etc.
- Chemicals
- Managing Emergencies
- First Aid/CPR/AED
- All hazards associated with the set up/event/tear down and removal

CONTRACTOR'S RESPONSIBILITY:

The contractor shall retain independent responsibility for their own HSE, but documents provided must make clear provision for St Regis, Saadiyat to perform HSE inspections/audits on the contractor in order to confirm compliance with HSE requirements.

Preparations for events/set up/tear downs, large or small, must include the same systematic process of HSE hazard identification, assessment, control and recovery, together with the evidence that a system is in place to manage these hazards. In a major set up, the HSE Plan shall be comprehensive. For smaller set ups, e.g. for the low HSE risk contract, where a simple repetitive task is undertaken, a short HSE method statement should be completed to show that the hazards are recognized, understood and is likely to be adequate.

Under the contract, the Contractor shall bear the responsibility for proper supervision of the contractor's personnel on HSE matters. However, St. Regis, Saadiyat Management shall ensure that contractor's supervision complies with the required requirements defined in the contractor's HSE Method Statement.

Such checks should include confirmation of the following:

- All surfaces are fully and adequately protected from set up.
- The regular checking and review by St. Regis, Saadiyat of the contractor's performance during set up/tear down;
- The contractor's monitoring of the quality, condition and integrity of the area/room/work place/facility, equipment and tools;
- Compliance with applicable laws and regulations;
- HSE features on facility and equipment;
- Reliability, service ability and maintenance of work tools and equipment;
- Correct use of protective equipment;
- Employee HSE awareness and demonstrated use of safe work practices.
- No Cutting / Sawing / Hot Works inside the Carpeted Areas of Ballroom & Foyer
- No Rusted parts from the Staging to be left unattended & shall be covered with proper protection, thus ensuring no corrosive marks on Carpet / Flooring
- Entire Ballroom & Terrace inclusive of Main Portico of Ballroom shall not be damaged & if there are any damages this shall be addressed immediately post event as a part of Event Check List



- Landscaped & Hardscaped Areas pertaining to the Ballroom & its Terrace Areas shall be protected from any Damages & Event Organizer shall ensure damages (if any) would be addressed as a part of Event Closing Check List.
- Event Organizer shall ensure that NO Musical instruments are heated within the Ballroom internal spaces & shall heat the drums (if required) at a designated space provided by Hotel for which proper Heat Retardant Materials are used to protect the Flooring & ensure heat does not cause any damages or overheats the areas.
- Event Organizer shall ensure that No Nails / Screws or any other sharp objects are left / scattered inside the Ballroom during the Setup / teardown events.
- Event Organizer shall ensure all electrical cabling / wiring used for the Setup shall be properly covered with adequate conduits which are Fire Rated Minimum Two Hours.
- Event Organizer shall ensure that any Electrical Cabling / wiring crossing over on the flooring / wall shall be duly covered with Ramp that is Fire Retardant.
- Event Organizer shall keep the event setup & tear down services details with Sales & Banquet / Security / Engineering / Housekeeping Teams, minimum One Week prior to the Schedule Date.

Please Note the following:

- If a work permit is required, this will be issued onsite by the Hotel Engineering Team between 09.00am and 5.00pm - An appointment must be scheduled in advance to obtain. If a permit to work is required but has not been applied for prior to the setup, entry can be denied to those contractors.
- Contractors, setup crews, vendors, visitors, delivery persons, or any other individuals who are not patrons of the hotel must be registered at the designated Security location. Each person must sign in at the Security office, and leave an original, valid; Government issued photographic ID, in order to be issued a security pass. Any person working in any area of the hotel without the proper pass will be asked to leave the area immediately.
- It is the responsibility of the company involved with the set up/tear down to correctly communicate this to
- their staff, and no exceptions will be made to this rule;
- The issued security pass must be displayed at all times while on the property.
- Any delivery, load-in or load-out not scheduled will not be allowed. Timing: from Monday to Friday 9:00 am – 8:00 pm and Saturday and Sunday 10am to 8 pm unless otherwise specified and agreed.
- All loading and unloading will be carried out at the discretion of the hotel management unless agreed and approved prior to commencement.
- Only the approved loading area and/or service lift are to be used, no guest lift or entry areas are to be used.
- Maximum dimensions for lifts are detailed in the Addendum A
- No goods or equipment are to be delivered or picked up through any of the hotels public areas.
- No trucks, vans, RVs or any other vehicle used for commercial use or private use are allowed to park in the rear service road, ballroom drive, Porte Cochère or parking garages, without prior approval from the Director of Security. (Only in designated parking areas). No unattended vehicles are allowed to remain in the loading area.
- Any vehicle parked in an unauthorized location will be removed at the owner's expense.



- Inside the ballroom/meeting room areas, only manual rubber wheeled trolleys are permitted for the transportation of materials. No Metal wheels.
- No candles or open fires
- No blockage of fire exists

Electrical Equipment particular for AV Company:

- Event Organizer to ensure that all electrical equipment to be plugged to Hotel power source has Portable Appliance Test Certificate (PAT Test Certificate) valid for one year. The Hotel 63 Amperes/ 3 phase power sockets on ceiling and wall are equipped with 100 milliampere safety protection for Residual Current Circuit Breaker (RCCB). Event Organizer to ensure that electrical equipment not exceeding 100 milliampere to avoid tripping of the circuit.
- Event Organizer to ensure that electrical load connected to Hotel 63 Amperes / 3 phase power sockets are balance and not exceeding the maximum rating. Hotel is not responsible for any power tripping due to Contractor's overloading, short circuit, loosed connections, faulty equipment, cabling, etc.
- Event Organizer to ensure that protected distribution board is use to connect his multiple electrical equipment with industrial sockets.

SET-UP and DISMANTLING:

- Before any items, such as; equipment, structures etc. are moved into any of the ballroom/function areas, an inventory list, on a company letterhead, with all equipment being brought in, must be presented to the Banquets Manager and Security representative. In this list the items deemed high value must be highlighted and these will be checked by the Banquets Manager and witnessed by a Security representative as well as the supplier and signed that they have been delivered and in working order. On teardown these high value items will be checked by the Banquets Manager, Security representative and the supplier to ensure these items have left the premises, both parties will sign the inventory list which will be kept by Banquets. Without inventory no entry will be allowed.
- It is the responsibility of the contractor to ensure that all precautionary measures are taken to suitably protect the hotel premises; this includes; putting up protective covers on doors, floors, carpets, door frames, pillars etc.
- To ensure that there is full accountability, prior to set up, the Banquets Manager and contractor will conduct a walkthrough of all relevant areas including the function area as well as the route taken to bring in the items. The handover will be done to the contractor. Immediately after tear down the Banquet Manager and the contractor will do a walk through to look for any defects, these will be recorded and acknowledged by the contractor.
- All damage to the hotel property must be reported immediately to the Banquet Manager and Security representative and documented, with appropriate photos as required.
- The contractor will compensate the hotel for any damages to its premises. The hotel will inform the contractor in writing and compensation will take place no later than 10 days from date of function.
- Do not tamper with, cover, block, or attach any decorations, lighting, or fixtures to the CCTV, fire sprinklers and/or any fire and/or emergency equipment or fire exit door and exits. At no time



may any fire emergency exit be blocked, fire alarm activation point or firefighting appliances be blocked or moved, without the consent of the Director of Security and Director of Engineering. In case of any set up where Fire Exit Signs are to be covered (with prior approval), supplier must provide photo luminescent Fire Exit signs and place them at his own cost.

- Service doors should be cleared at all times from any setup equipment.
- Usage of additional power will require prior approval from our Engineering Department.
- Hiring of generators must be in consultation with the Director of Engineering.
- Any work conducted, which may/will affect any of the fire and life safety systems or hotel operations, must have prior approval from the Director of Security or Engineering Director and a Permit to Work issued.
- No open flames may be used at any time without prior approval from Director of Security and Director of Engineering for items, such as; – candles, incense, Bukhoor, sparklers etc. Equally so, any item/s that produce a haze or smoke will require prior approval. All of these items must be addressed by the contractor within the detailed Risk Assessment and Method Statement
- Any spillages or hazards must be reported to the Banqueting Manager and Security representative immediately.
- All high risk activities must be reviewed by the Director of Security and Director of Engineering.
- No fireworks/pyrotechnics of any kind and/or explosive materials will be used or displayed and/or stored in the hotel.
- No propane, gasoline, oxygen tanks or explosive or flammable containers will be allowed on the property. All requests requiring approval must be received minimum of (7) working days, prior to function/event.
- In the event of using artificial smoke/fogging machines, the contractor/agency is responsible for advising the use in the Risk Assessment and detailed Method Statement.
- Any wiring cables, telephone lines, electrical cords, etc. must be properly installed, marked, covered and/or routed to ensure that no possible hazards exist. Engineering and Security department reserve the right to inspect the work done and where needed, to instruct the contractor to replace or re-work the installation to the satisfaction of the hotel standards.
- The contractor shall not affix any form of decoration to any part of the ballroom/foyer walls, doors, door frames, floors, pillars or any other area by means of scotch tape, nails, glue or any other fasteners.
- All Contractors and sub-contractors will ensure that all equipment is removed immediately after the event ends and that the working area is left in the same condition it was upon arrival. Clean and tidy, with any damage reported immediately. All left over debris/waste in any form, must be collected by the supplier and removed from all the hotel premises. A minimum charge of AED 1,200 per hour will be charged for any leftover items not removed by the contractor/sub-contractor/organizer.
- The contractor shall not carry out any painting in whatever form on any structure, permanent or temporary in any area of the hotel.
- The contractor shall not use any area of the hotel for the purpose of cutting, sawing or welding.
- The contractor will have all AV equipment installed and tested 1 hour before the function start time.
- All equipment used should be of good quality and presentable to the guest.
- All cabling must be properly secured and free from trip hazards.



- There must be a standby technician from the company that supplies equipment for the event.
- Any heavy equipment being brought into the function area has to be approved by Engineering due to load requirements.
- Contractors have to bring in their own tools and ladders etc.
- Banners and promotional materials are not allowed to be used or distributed by outside supplier unless written approval is provided by the Hotel Management.

CONDUCT OF CONTRACTORS, EMPLOYEES and AGENTS:

- Use of guest elevators is forbidden at all times.
- Smoking is strictly forbidden in all areas, except in the designated smoking area.
- No sleeping is allowed in any area.
- Contractors are not permitted to interact with any guest of the Hotel unless it directly relates to their purpose at the venue. All communication should be with the Banqueting Manager who will be the direct contact with the guest.
- Contractors are forbidden from entering any guest area or back-of-the-house area other than the area in which they are directly working in and/or have received pre-approval by the hotel management and/or security.
- Contractors will ensure their personal hygiene and proper dress standard (staff are expected to wear a uniform that is clean, smart and presentable, that identifies them as part of the company. Staff wearing slipper/open toe shoes, shorts will not be allowed into the premises).
- Removal of any property belonging to the hotel will result in immediate expulsion from the property and filing of criminal charges.
- All breaks/meals shall be taken in authorized areas, as designated by the Hotel Management.
- Any breakage or damage must be reported to the Banquet Manager and Security immediately and will be replaced or repaired at the contractor's/clients expense.
- Contractors must display the issued hotel security pass at all times. The hotel reserves the right to stop any personnel without a valid identification from entering the hotel premises.
- Representatives and employees of a given agency are not allowed to enter any other function rooms or areas other than the one they are contracted for. Breaking of this rule is considered as trespassing.
- No outside security company is allowed to be used, without prior approval from Director of Security. If an outside security company is used the hotel shall not be responsible, for any losses and/or damage to said client. All security requirements shall be fulfilled.
- Any party setup and/or breakdown, or any general work by a contractor during the hours of 8PM - 8AM will require special approval.
- No weapons of any kind are allowed, this includes outside security. (Weapons include but are not limited to firearms) (Only law enforcement officials are allowed to carry weapons on the property)
- For any special requirements, the outside supplier should contact the events person in charge before the date of the event.
- Failure to comply with any of the above will result in immediate removal from the property and may result in being permanently banned from the property.



- All equipment is to be in working order with no visible wires/cables. If wires/cables are required, they should be properly stored in a tidy manner to be hidden from public view, and shall be covered with silver or black tape. In case of thick cables, a safety ramp is required.
- All outside supplier staff are not permitted to stay within the Hotel premises after the completion of their event.
- The outside supplier is liable for any damage or malfunction caused to the hotel property and equipment, or for any malfunction to its equipment during the event. A sub-contractor agreement must be signed for each separate supplier. The main supplier will be fully responsible for any sub-contractor on site.
- The outside supplier is liable for any accidents or injuries suffered by its staff while on the hotel premises.
- For any special requirements, the outside supplier should contact the person in charge before the date of the event.
- All outside supplier staff are not allowed to park their cars in front of the Hotel and only in the assigned Car Parking area.
- Banners and promotional material are not allowed to be used or distributed by the outside supplier unless written approval is provided in advance by hotel management.
- All outside supplier staff acknowledges that the use of their equipment is at their own risk. The hotel will not be responsible for any damage or malfunction of their equipment while on the Hotel premises.
- The outside supplier will end all work in any area in banqueting facilities 4 hours before the event commences.
- The outside suppliers will collect and pack all their equipment immediately after the event ends. All left overs debris or waste to be collected by the supplier and removed from all Hotel premises.
- The outside supplier will comply with any and all other requirements made by the hotel and Event Manager in charge during any event which may not be mentioned above.

DISPLAY of VEHICLES:

Operation of liquid fueled vehicles of any kind, will only be permitted during the move-in and move out phases and only in compliance with the below requirements.

- Any motor vehicle/s on display inside the hotel must comply with the following rules and regulations.
- The petrol tank must either be totally empty to prevent a buildup of fumes inside the tank.
- The neck of the tank must be sealed.
- No additional fuel storage in or on the vehicle is allowed.
- Both battery terminals are to be disconnected.
- The vehicle must be pushed in and out and not driven/used by way of the engine.

SECURITY and INSURANCE:

The contractor and its sub-contractor, acknowledges and agrees that the hotel will not be responsible for the safety and security of articles of any kind brought into the hotel premises by the contractor, or exhibitors, their staff, members of the public or any person whatsoever.



The contractor shall ensure that the equipment, as well as his employees, are fully covered by insurance. The contractor shall at the request of the hotel provide copies of such insurance.

The contractor assumes the entire responsibility and liability for any losses, damages and claims derived out of injury to exhibitors, their staff, agents, groups, members of the public or any other person's by reason of the works or other acts committed or omitted in this regard by the contractor, its staff, agents, employees and independent contractors and shall protect, indemnify, defend, pay on behalf of, save and hold harmless the hotel and its affiliated companies and employees from and against all claims, damages, losses and expenses, however the same may be caused by reason of any suits, claims, demand, judgment or cause of action initiated by any person arising or alleged to have arisen directly or indirectly out of the performance of the work by the contractor, its staff, agents, employees and independent contractors or other acts committed or omitted in this regard.

The contractor accepts full responsibility for and agrees to indemnify the hotel for any damage (including any consequential losses) to the hotel premises caused by the contractor, agents, employees and independent 3rd party contractors engaged by the contractor

LIST OF VEHICLES AND EQUIPMENT

The supplier and all subcontractors must submit along with the above, a full equipment list and registration of vehicles entering the property during set up and dismantling. This form will be signed by a Security Officer and checked again upon exiting the Hotel.

- All equipment provided by the outside supplier will be entered and exited through the agreed area with supervision from Security (Maximum Truck height is "3" meters).
- All equipment provided by the outside supplier must be installed/provided in a manner that does not cause any damage to the hotel premises.

SECURITY CHEQUE DEPOSIT

With providing the signature and issuing of the documents to The St. Regis Saadiyat Island Resort Abu Dhabi, it is required to submit a security cheque as deposit in order to grant access to the hotel venues. The Security cheque has to be submitted along with the document, which would result into denying the access to the hotel venues.

The security cheque value has to be AED 50,000.00 if the full ballroom is used and AED 25,000.00 if only 1 or 2 parts of the ballroom are used.

The security check will be returned the following working day after completion of the dismantling and hotel inspection of the used venue.

ACCESS:

Any delivery, load-in or load-out not scheduled will not be allowed.

Monday to Friday:

Delivery, load-in or load-out at the ballroom main entrance is allowed from 9am to 6pm, with maximum extension to 8pm.



Saturday & Sunday:

Delivery, load-in or load-out at the ballroom main entrance is allowed from 10am to 6pm, with maximum extension to 8pm.

After above timings, the access to the ballroom is via the basement parking.
Dimension for trucks are available upon request.

Monday to Friday:

Delivery, load-in or load-out at the Buddha Bar gate is allowed from 9am to 6pm.

Saturday & Sunday:

Delivery, load-in or load-out at the Buddha Bar gate is allowed from 10am to 6pm.

Maximum of 2 trucks are allowed at the same time.

In order to grant access to any of above venues, we require below details
Company Name, Trade License copy, Number with trucks with number plates of each, Driver Details,
Date & Timing

Signature reflects that a copy has been received and reflects acknowledgment and agreement to ensure compliance with the CONTRACTORS & SUPPLIERS POLICIES AND PROCEDURES.

I _____ (Full Name)

Company _____

Hereby acknowledge that I have read and understood the contents of the CONTRACTORS & SUPPLIERS POLICIES AND PROCEDURES, at St Regis, Saadiyat and agree to abide by the same.

I understand that should I or any of my employees or agents fail to comply with any of these procedures, the Hotel Management reserves the right to prevent me from working on the premises, and to seek damages for any resultant loss or liability.

Name: _____ Signature: _____

Date: _____ Company stamp _____



Annexure I

- I. Ballroom Entrance Maximum Available Height. Below
- II. Electrical Load Details (above) & Electrical Safety (Event Organizer shall ensure Electrical Layout is shared prior Scheduled Event which shall be reviewed by Engineering & approved. Electrical Load is Equally Distributed on All the Phases of Three Phase Supply & records this in presence of Hotel's Shift Engineering In-Charge. Event Organizer shall also ensure that none of the Electrical applies utilized for the event shall pose any serious overloading / tripping & hazard / risk to property. - *Electrical Safety Requirement to be complied by concerned Contractor hired by any Organizer*
- III. Hanging Points Load Details: *Hanging Points Qty: 66 no's. Max Allowable Load Limit is 250 Kgs, each considering Safety Aspect*

