



Document responsible
General Manager
Prosafe SE
Signed

Approved by
Board of Directors
Prosafe SE
Signed

Document No.
P-05

Revision date
17.03.2015
Revision No.
2

Title
Corporate HR Policy

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0.0 Alterations concerning this revision

- Adding a new definition relating to "Employment Benefits".
- Transferring responsibility for employees, Employee Benefits and related documentation to the head of the HR function..

1.0 Purpose

The purpose of this document is to identify the areas of responsibility associated with the Corporate HR function and to set out the relevant guidelines to be followed.

2.0 References

Prosafe's Core Values
Prosafe's Code of Conduct
Prosafe's Corporate Strategy

3.0 Definitions

Board	the board of directors of Prosafe SE
Company	Prosafe SE
Corporate Policies	the Prosafe SE policies
Corporate Procedures	the Prosafe SE corporate procedures
Employment Benefits	(i) group life (ii) accident and sickness (ii) pension and (iv) income protection insurances
General Manager	the general manager of Prosafe SE
Governing Documents	Prosafe's Core Values, Code of Conduct, Corporate Strategy, Corporate Policies and Corporate Procedures
HR	human resources

4.0 Responsibility

The Board is responsible for ensuring that the Corporate HR Policy is in compliance with Prosafe's Core Values, Code of Conduct and the Corporate Strategy. The General Manager is responsible for ensuring that the associated Corporate Procedures are in compliance with Prosafe's Core Values, Code of Conduct, Corporate Strategy and the Corporate HR Policy.



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The board of directors of each of Prosafe SE's subsidiaries are responsible for ensuring that their own company documentation, systems and activities are in compliance with the Governing Documents. In the event that any local legislation or business requirement gives rise to a need for variation or deviation by any subsidiary, such requirement must be documented and addressed to the General Manager who will authorise or obtain authorisation, as appropriate, prior to any variation or deviation taking place.

The head of the Corporate HR function is responsible for the day to day:

- management and continuous development of its human resources activities to high professional standards in compliance with legislative, regulatory and governance standards and implementation of the applicable Governing Documents relating to such function; and
- appropriate protection of employees and the implementation of the Employee Benefits and the applicable Governing Documents and governance standards relating to Employee Benefits.

The Corporate HR Policy and the associated Corporate Procedures shall be made available to a third party nominated by the Board, the audit committee or the General Manager for the purposes of auditing such documentation and its implementation, from time to time.

5.0 Policy

Prosafe aims to be recognised by its workforce and others as an employer of quality, choice and excellence. The Company seeks to manage and continuously develop its human resources activities to high professional standards in compliance with legislative and regulatory standards.

Prosafe shall:

- promote respect and tolerance amongst its workforce. The Company values diversity and strives to ensure that every employee has an equal opportunity to succeed without fear of discrimination on the basis of gender, race, religion, national or ethnic origin, cultural background, disability, sexual orientation, age, marriage/civil partnership or on any grounds which cannot be objectively justified. Recruitment, selection and promotion related decisions shall solely be based on relevant and objective criteria;
- endeavour to continuously develop employees' knowledge and skills through effective training and facilitate arrangements for their professional and personal development;
- seek to provide a stimulating working environment and to maintain strong levels of employee motivation by offering challenging and meaningful job opportunities. Prosafe will encourage personal achievement and growth, through continuously seeking to develop employees' knowledge and skills throughout their career;



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- encourage a good balance between the employee's personal and professional life. The Company supports flexible working conditions as appropriate, whenever this is feasible;
- strive to provide a safe and secure working environment and will seek to develop a workplace which is healthy, challenging and motivating;
- maintain effective employee communications at all levels and encourage open and honest dialogue between all individuals, groups, and management teams.

6.0 Appendices

None.

This document has been approved by the Board.

No legal rights created.

This Corporate Policy is a statement of certain fundamental principles, policies and procedures that govern the Company. It does not create any legal rights for any customer, supplier, competitor, shareholder or any other person or entity.