





## GOVERNANCE POLICY

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# Corporate Social Responsibility Policy

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## 1. INTRODUCTION

### 1.1 Record of Amendments

RECORD OF AMENDMENTS			
It is certified that the amendments detailed below have been included in this copy of the document			
Amendment No.	Amended section	Paragraph No.	Brief description of amendment
001/19	All	All	New document on new template incorporating previous Corporate Social Responsibility Policy. This document replaces P-06.

### 1.2 General

This policy defines the Company's commitment to comply with UN Guiding Principles of Business and Human Rights. The Company draws on the principles of the Universal Declaration of Human Rights, the key conventions of the International Labour Organisation, the OECD Guidelines for Multinational Enterprises and the principles of the United Nations Global Compact.

This policy does not create any legal rights for any customer, supplier, competitor, shareholder or any other person or entity.

### 1.3 Purpose of this document

The policy's purpose is to communicate how Prosafe endeavours to maintain high ethical, social, environmental and governance standards.

### 1.4 Scope

The policy is applicable to all employees, subcontractors, vendors and other stakeholders who undertake business activities or services in conjunction with or on behalf of Prosafe SE and any of its subsidiary companies.

### 1.5 Responsibilities for this document

Position	Responsibility
CEO	The Owner: responsible for assuring the policy is effective and communicated accordingly
Board of Directors	The Approver: assuring that the policy remains fit for purpose
Management	Lead by example, communicate and promote the policy at all times
Employee	Understand and adhere to the principles set out within the policy



## 2. CORPORATE SOCIAL RESPONSIBILITY

### 2.1 Our Company in Society

Company contributes to society through the growth of a profitable, value-creating business, thereby contributing to long-term economic, environmental and social development.

Company contributes to local communities through job creation, both directly and indirectly, which helps to enhance the local level of expertise and generates tax revenues.

Company will use local suppliers of goods and services where they are competitive and comply with requirements.

### 2.2 Human Rights

Company supports the principles set out in the Universal Declaration of Human Rights. The Company will ensure that its business is conducted in accordance with basic human rights standards.

### 2.3 Respect for different cultures

Company recognises the intrinsic value of the different cultures in which it operates, and will show respect for these cultures in its business practices.

Company will identify the potential impact of its operations on people and society, and will allow this insight to find expression in practical action to the benefit of the local communities.

### 2.4 Harassment and disciplinary practices

Company does not tolerate mental, physical or verbal abuse or punishment or corporal/ hard labour punishment.

Company does not accept behaviour, including gestures, language and physical contact, that is sexual, coercive, threatening, abusive or exploitative.

### 2.5 Labour standards

- *Freedom of association*

Prosafe respects the freedom of association and the right to collective bargaining.

- *Forced labour*

Company requires that all employees enter into employment with the company of their own free will. The Company does not accept any form of forced or compulsory labour.

- *Child labour and young workers*

Company will not employ children or support the use of child labour, except as part of government-approved youth training schemes (such as work-experience programs).

- *Discrimination*

Company does not accept any form of discrimination on the basis of gender, religion, race, national or ethnic origin, cultural background, disability, sexual orientation, age, marriage/ civil partnership or political opinion.

Employment related decisions shall be based on relevant and objective criteria.



- *Working hours*  
Company will comply with all applicable local and national standards on working hours and overtime.
- *Remuneration*  
Company will ensure that wages paid meet or exceed local and international legal minimum standards concerning wages and benefits including compensation for overtime.
- *Notification*  
Company gives fair notice to employees of significant changes that could substantially affect them

## 2.6 Working Environment

Company strives to offer a safe and healthy working environment for all employees and subcontractors.

Company works actively to avoid injuries and accidents arising out of the course of work by minimising, so far as is reasonably practicable, the causes of hazards inherent in the working environment.

## 2.7 Environment

Company operates a 'Zero Mindset' towards accidental discharges to the sea and accidental emissions to the air.

Company endeavours to minimise the impact of its day-to-day operations on the environment and actively seeks solutions to improve its environmental performance.

## 2.8 Anti-corruption

Company has a policy of zero tolerance toward bribery and corruption and is committed to fair and open competition in markets around the world.

## 2.9 Suppliers

Company's suppliers and other partners are encouraged to comply with basic principles for corporate social and environmental responsibility which coincide with Company's own principles.

Company will establish and maintain appropriate procedures to evaluate and select major suppliers and subcontractors on their ability to meet the requirements of Company's Corporate Social Responsibility Policy.

## 2.10 Corporate governance

Company will demonstrate good corporate governance and will emphasise openness, transparency, accountability, equal treatment and information about long-term perspectives.

## 2.11 Business ethics

Company will uphold the highest standards in business ethics and integrity, as described in its Code of Conduct.