

## Company Policy Statement

4	<u>Updated section 6 – Improvement of anonymization</u>			<u>20.08.2021</u>
3	Added section 6 Whistle Blower Policy			19.06.2018
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**Contents**

1	Human rights and human resource policy .....	3
2	Quality policy .....	3
3	Health and safety protection policy .....	4
4	Environmental protection policy .....	4
5	Drug and alcohol policy .....	5
6	Whistle Blower Policy .....	5

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These policy statements are valid for SeaReenergy Offshore Holding GmbH & Cie. KG further referred to as “SeaReenergy” and applicable for all employees of SeaReenergy.

## **1 Human rights and human resource policy**

SeaReenergy and its management are committed to support and to protect the United Nations International Bill of Human Rights within their sphere of influence and throughout their business activities.

All employees shall be treated in a fair, just and correct manner, based on relevant international and national rules and regulations and applicable working terms and conditions.

SeaReenergy and its management neither permit nor tolerate but will prevent any kind of discrimination and harassment of their employees on the grounds of race or ethnic origin, gender, religion or belief, age or sexual orientation.

SeaReenergy demands and expects from its employees that each individual shall carry out the work he / she is hired for in a responsible, professional and skilled manner and do their utmost to encourage and create a human, healthy, safe and secure working environment.

## **2 Quality policy**

It is the declared corporate self-conception of SeaReenergy to continuously improve the performance of its entire business. This shall promote the aim of SeaReenergy to be valued by its external and internal stakeholders for an economical, ecological and social responsible and sustainable business conduct for highest service and reliability as well as for highest safety standards.

SeaReenergy wants to develop its human and technical resources and systems in order to continuously increase the quality of services, productivity and environmental protection. The employees working for SeaReenergy are regarded as a resource of high value, helping to achieve the SeaReenergy goals. All employees shall be committed to quality, reliability and expertise.

Client projects will be handled in a good and most efficient manner. SeaReenergy will ensure that all recourses necessary for this purpose are available. Clients shall receive all information regarding the fulfilment of the contract and any deviations from agreed standards.

All employees shall positively support these aims and perform his / her tasks and responsibilities in a most professional way and in accordance with all applicable national and international rules and regulations as well as with all voluntary regulations which SeaReenergy has subscribed regarding quality, safety and environmental protection

Every employee shall inform SeaReenergy about any possibility or need for improvement of organizational subjects or day-to-day business.

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### **3 Health and safety protection policy**

SeaReenergy will assess all identified risks to its own- and third-party personnel, assets, equipment to any own or third party property and establish appropriate safeguards in order to ensure that no unacceptable or avoidable risks are taken.

SeaReenergy is committed to prevent injuries and ill health and to continuously improve the occupational health and safety management and performance. It includes a zero-incident strategy. To achieve these objectives SeaReenergy issues instructions complying with mandatory rules and regulations as well as applicable codes, guidelines and standards within the industry.

SeaReenergy will employ qualified staff and continuously improve their skills and abilities related to occupational health and safety protection including emergency preparedness.

Employees are entitled and encouraged to report non-conformities related to the Integrated Management System and applicable international or national rules, laws or regulations and to make proposal of improvement. Further all employees have the obligation to report to their superior or supervisor all conditions that might be hazardous to their safety.

The employees will be actively involved at the determination of health and safety programs.

SeaReenergy will ensure the availability of adequate resources to maintain and continually improve the health and safety performance. All employees shall conduct their duties in such a way, that these objectives are ensured and achieved.

### **4 Environmental protection policy**

SeaReenergy is committed to the protection of the environment and will assess all its environmental influences and aspects to its own operation or to any subcontracted third party and establish appropriate safeguards in order to ensure that no unacceptable or avoidable environmental risks are taken. This includes a zero-pollution strategy.

All employees have the obligation to report to their superior or supervisor all conditions that might be hazardous to the environment.

SeaReenergy will employ qualified staff and continuously improve their skills and abilities related to environmental protection. All employees will be actively involved at the determination of environmental programs.

SeaReenergy will ensure the availability of adequate resources to maintain and continually improve environmental performance. All employees shall conduct their duties in such a way, that these objectives are ensured and achieved.

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## 5 Drug and alcohol policy

SeaReenergy maintains an absolute ban of any drug or alcohol consumption at all times in order to comply with legal requirements and to protect all employees in respect to their health, safety and legal exposure. Procedure related to the drug and alcohol policy is described at the **MS-OR-0006 Drug & Alcohol Procedure**.

## 6 Whistleblower Policy

The whistleblower policy is intended to encourage and enable employees to raise concerns internally and address and correct inappropriate conduct and actions.

It is the responsibility of every employee to report any suspected or actual violations of health, safety, environment, code of conduct and unlawful acts.

The employee reporting the concern will be protected by the management and shall not be punished for reporting in good faith. Endorsed reporting is taking place via a SeaReenergy controlled Online-Form, which technically ensures that the input and submission remains anonymous if desired. As an option a name can be entered in case that you like to be contacted directly. Each report filed via the form will then be sent to the dedicated whistleblower mailbox anonymously for follow-up by the management. Alternatively, reporting can be made via the whistleblower mailbox or by mail. Please note that anonymization is not controlled by the process when not using the Online-Form. Yet the content of every submission remains privileged and is only available to the Management Board members.