Haakonsen Marine AS

A Smart Choice

HAAKONSEN MARINE AS

MARINE OPERATIONS

Trust,
Performance,
and Excellence

HAAKONSEN MARINE AS
MARINE OPERATIONS

Code of Ethics and Conduct

1. General

Ethics is more than what is described in laws and regulations. ethics, or moral doctrine, is about what is right and what is wrong, and sets the norms and principles of proper action.

The goal of the code of ethics and conduct is to create a common platform for all who work for Haakonsen Marine AS. The code of ethics and conduct says something about what ethical standard the organization wants and what actions that's not accepted.

The Ethical and conduct guidelines must be available, made known and regularly used for reflection on their own practices. The purpose is to further develop good attitudes and good practice.

The code of ethics and conduct shall be common to all who work for or on behalf of Haakonsen Marine as, and the rules on gifts are the same regardless of the position of the company.

The trust and impact Haakonsen Marine AS has among customers and in society in general depends on all employees showing respect for decisions made and behaviour that is consistent with our values; trust, performance and excellence

Haakonsen Marine AS's code of ethics and conduct describes:

- Ethical principles in daily work
- Expected behaviour of all employees (all working on behalf of Haakonsen Marine AS)

Together with procedures, procedures and rules described our QHSE BMS, the code of ethics and conduct can provide support when unsure of how tasks should be performed and when decisions should be made.

Haakonsen Marine AS supports and respects the protection of international human rights, and we shall all strive to ensure that we are not involved in human rights violations -

ref https://www.un.org/en/universal-declaration-human-rights/ and_ Embedding Respect for Human Rights : UN Guiding Principles Reporting Framework (ungpreporting.org)

Any violation of basic human rights is completely unacceptable.

Good judgment is required to determine whether a particular action or decision is ethically justifiable. Where there is doubt, guidance can be sought by Haakonsen Marine AS management.

2. Who applies to the Code of Ethics and Conduct guidelines

The code of ethics and conduct guidelines applies to the organisation and each employee, hired personnel, consultants and others acting on behalf of Haakonsen Marine AS or engaged in carrying out tasks for Haakonsen Marine AS

Everyone is obliged to familiarize themselves with the code of ethics and conduct and contribute to make sure they are followed.

In addition to supporting the principles of UNGP UNGP (United Nations Guiding Principles on Business and Human Rights)- Embedding Respect for Human Rights : UN Guiding Principles Reporting Framework (ungpreporting.org), we have the following 9 ethical principles, in which we shall

- ensure that discrimination or harassment on the basis of gender, orientation, nationality, age, religion, disability or political conviction shall not occur
- treat everyone we come into contact with through the work of courtesy and respect
- carry out our work in such a way that it has the least possible environmental consequences
- ensure that children are not used in the work at all times, nor with our subcontractors
- behave professionally and with due diligence, accountability and factuality
- act impartially and do not provide any business or individuals with unfair benefits
- do not accept bribes from any businesses or individuals
- conduct all activities in an honest, ethical and lawful manner
- refrain from actions that may undermine the trust of Haakonsen Marine AS

3. Expected behavior

3.1 Trust and respect

You should show respect for all individuals, and contribute to a good working environment characterised by trust, respect, diversity and tolerance.

3.2 Openness

In Haakonsen Marine as, openness means,

- having openness to different opinions
- daring to give honest feedback without percevied as negative
- providing constructive criticism, but with respect to the opinion of others
- providing feedback without fear of retaliation

Everyone is responsible for the openness. Openness is something you create together and will be a part of the culture of Haakonsen Marine AS

3.3 Equality

You shall refrain from conduct that adversely affects colleagues, the working environment or Haakonsen Marine AS. This includes, among other things, any form of harassment, bullying and discrimination.

3.4 International standard of behaviour and working conditions

You should have a dignified and polite appearance and not behave in a way that may violate local custom or local culture. You shall not behave in a manner that is contrary to Norwegian law, neither in Norway nor when you are abroad.

Haakonsen Marine AS shall comply with international recognised labour standards covering the following areas, minimum wage, conditions of employment, working hours, disciplinary practises, working practises, working conditions, conditions of employment for migrant workers, including human trafficking.

3.5 Drugs

You shall not use or encourage others to use drugs in a way that may put Haakonsen Marine AS or its partners in an unfortunate light. At all our events where alcohol is served, an alcohol-free option should always be offered.

3.6 Confidentiality

You shall treat sensitive information affecting the business, cooperative activities or colleagues, with due diligence, even when you are not required to be required to confidentiality.

3.7 Haakonsen Marine AS property

You shall protect Haakonsen Marine AS's property and assets from loss, damage and abuse. Information produced and stored on Haakonsen Marine AS's IT systems is considered Haakonsen Marine AS's property.

3.8 Sustainability

You should be aware of the consequences your behaviour and decisions can have on the environment, society and Haakonsen Marine AS's finances.

3.9 Social media

Social media has changed the way we communicate, work and live. We respect that employees have the right to use social media as a medium for self-expression. Everyone should act responsibly online and on social media. Never take pictures of your colleagues/ supervisors or operations/work in Haakonsen Marine AS's direction to post online / social media without prior approval.

3.10 Anti-corruption and money laundering

Haakonsen Marine AS do not accept any all forms of corruption, including extortion and bribery, as well as any form of money laundering. If necessary, we will take action to prevent our money transactions from being used for money laundering by other.

3.11 Relationships with customers, suppliers, competitors and public authorities

Haakonsen Marine AS wants fair and open competition in all markets, both nationally and internationally. Customers should be met with knowledge, respect and understanding. Suppliers should be treated equally and fairly. Public authorities should also meet in an appropriate and open manner.

4. Follow-up and responsibility

4.1 Anchoring in management

the CEO has the overall responsibility for the code of ethics and conduct,

Through words, actions and leadership style, management shall take responsibility for striving for a common understanding of ethical priscipals and expected behaviour in Haakonsen Marine AS.

The individual manager is responsible for ensuring that the guidelines are known within their area of responsiblity and respond to polict violations.

4.2 Notification

If an employee discovers a breach of Haakonsen Marine AS code of ethics and conduct, these shall be notified to the nearest manager, or supreme leader.

The manager who recieves such a notification can consult his own superior in case of doupt. When notified, the employee may choose to remain anonymous.

5. Policy violations

These guidelines are anchored in Haakonsen Marine's senior leadership and are our policy and goal to prevent all human rights violations. Anyone who works for or on behalf of Haakonsen Marine AS shall follow these guidelines and violations may result in disciplinary action.

6. Reference documents

Haakonsen Marine AS Personnel Handbook and QHSE Policy (Haakonsen Marine AS BMS)

UNGP (United Nations Guiding Principles on Business and Human Rights- Embedding Respect for Human Rights : UN Guiding Principles Reporting Framework (ungpreporting.org)

https://www.un.org/en/universal-declaration-human-rights/