



## **BARGE MASTER**

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## **BARGE MASTER CODE OF CONDUCT**



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**“AT THE HEART OF BARGE  
MASTER LIES THE IDEA OF  
PROVIDING SAFE SOLUTIONS”**

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## Code of Conduct

At Barge Master we are doing business with responsibility and integrity. With this Code of Conduct we can provide guidance to employees and define the areas of expectation. As for our business partners, (sub)contractors and suppliers of Barge Master we require to do likewise.

### Corporate Social Responsibility Statement

Barge Master constantly strives for a higher execution level in the field of SHE-Q, based on the standards that apply in the industry and branches. Our priority is and remains the well-being of our employees and (sub)contractors by creating a safe, healthy and ecofriendly work environment that we maintain and improve by the quality system. Each employee is timely informed, instructed and trained as needed in order to execute his/her tasks.

All subcontractors and suppliers' activities are professionally coordinated, and the employees are fully integrated in our project organization. The quality of the internal processes and of our management system is systematically evaluated and stored, and continuously reviewed in function of improvement.

Understanding our client's needs is the starting point for everything we do. We maintain relationships by working closely together with clients and deliver on their requirements. We strive to achieve results safely, on time and within budget, thereby meeting or exceeding client and regulatory requirements.

We believe that our people make the difference and we recognize the immense strength of teamwork. We trust each other and promote open, constructive debate and feedback. Unless confidential, information is shared transparently, both internally and externally. From this point of view Barge Master wants to do business with suppliers who act with responsibility and integrity.

### Modern slavery/Human Rights

At Barge Master we comply with the internationally agreed conventions and the applicable legislation and regulations of the countries of operation. The employees avoid all forms of discrimination, but also behavior that may harm others like verbal or physical violence, harassment and intimidation. We do not use forced labor or child labor, or demand that our employees work excessive hours. We respect human rights as set out in the United Nations Universal Declaration of Human Rights. This includes preventing modern slavery and human trafficking.

### Gifts, Hospitality, Entertainment and Bribery

Providing gifts, hospitality and entertainment ("GHE") should be modest and appropriate. It expresses gratitude and goodwill. Appropriate GHE are not intended to influence the recipient improperly or influence the integrity of business decisions. It may never be used for the wrong purpose. At Barge Master we have a zero-tolerance approach making or receiving any form of bribery.

### Policy on Alcohol and Drugs

Barge Master prohibits the possession, use, distribution and consumption of alcohol and drugs of her employees, (sub)contractors and suppliers whilst on the job on site, on-board vessels and onshore facilities. In the office after working hours responsible consumption of drinking is allowed. As well as social/business and customer relations events. By responsible consumption we mean to drink in moderation, at the right time, in the right place and for the right reasons. Be aware that wherever laws and regulations are more restrictive than this policy, those laws and regulations prevail.

## Policy Statement on Safety, Health & Environment

At the heart of Barge Master lies the idea of providing safe solutions for operations under the difficult conditions of marine and offshore / near shore practices.

It is therefore the policy of Barge Master to provide safe and healthy working conditions in the office, on site as well as operational on a vessel. Barge Master is doing this by implementing safe practices, establishing safeguards against identified risks and by developing innovative solutions to suit a wide range of situations.

All employees, subcontractors and suppliers are always expected to:

- Take responsibility of their own safety and that of colleagues
- Approach others about working safely
- Act in case of unsafe operations and when necessary, stop the work
- Accept feedback about their safety behaviors, regardless of rank, position and company
- Follow the Barge Master Life Saving Rules and Customer applicable regulations
- Report all incidents near misses, to build on lessons learned

In continuation of the above it is Barge Master policy that all employees, subcontractors and suppliers have the duty and the right to stop work upon discovery of a situation or condition which may potentially cause harm or endangers human life or may cause environmental harm. The management supports the decision of its employees in the diligent execution of this policy. Commercial interests have no precedence over the safe systems of work.

## Integrity in the Company

Barge-Master ensures the accuracy of all business and financial records. These include not only financial accounts, but other records such as quality reports, time records, expense reports and submissions such as benefits claim forms and resumes. Accurate recordkeeping and reporting reflects on the Barge Master reputation and credibility, and ensures that Barge Master meets its legal and regulatory obligations.

### Data protection, confidentially information and privacy

Confidential information are valuable assets. Barge Master uses Non-Disclosure Agreements for safeguarding nonpublic information. Employees are obligated to protect the Company's non-public information at all times, including outside of the workplace and working hours, and even after employment ends. We may only use them for the purpose for which they are used, collect and/or additionally processed. This also includes keeping personal data secure and not giving anyone access to personnel information without business related need.

Barge Master instructs its employees on the use of social media at the start of employment. It is clearly communicated that the spreading of material related to a client will not be tolerated if the client's permission has not been given.

## Audit

As for our business partner, (sub)contractor or supplier you are responsible for following the Code. Violating this code can lead to disciplinary action. By disregarding our Code of Conduct Barge Master has the right to terminate the agreement with the supplier.

If you have any questions or concerns about any of the above, you can contact our office.