



## LEDELSESSYSTEM FOR HMS

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Utarbeidet av i	Kvalitetsleder	Godkjent av	Daglig leder	

### 1. Introduction

This Code of Conduct describes Bergen Offshore Service' ethical commitments and requirements. The management have high expectations to personal conduct and business practice.

Our values are:

- **Creativity**
  - ✓ The ability to create
- **Communication**
  - ✓ Open, honest, knowledge, cooperation
- **Inspiration**
  - ✓ drive and motivation to work, produce and create
- **Safety**
  - ✓ Everyone shall work in a safe environment

Code of Conduct applies to all employees including hired-in personnel, subcontractors, partners and clients we do business with.

At Bergen Offshore Service, everyone shall be treated with respect, dignity and fairness. We do not tolerate any form of harassment, abuse, intimidation, dishonorable treatment or sexually offensive behaviour by, or, towards employees or others affected by our work. Comments or any other forms of offensive messages, uncomplimentary remarks or inappropriate jokes are unacceptable.

### 2. Compliance with laws and regulations

BOS is obliged to do business with the highest integrity, and respect and comply with the laws and regulations that apply where we do business. We shall comply with the principles of international business and applicable legislation regarding human rights, rights at work and anti-bribery.

### 3. Management responsibility

Act as ethical role models and demonstrate intolerance for unethical behaviour. Furthermore, ensure that the Code is made known and complied with in own organization.

#### 4. Health and Safety

BOS considers employee safety and health as the highest priorities. Some of the activities, products, or materials handled by our employees require strict compliance to safety procedures, rules and regulations. We encourage all employees to strive that all reasonable safeguards and precautions are taken in the workplace, including ensuring compliance with applicable procedures and guidelines, promoting safe work practices, and the use of personal protective equipment. If any employee has any safety related concerns, those concerns should be reported to the manager at site.

#### 5. Environment

BOS shall act responsibly with an ambition to reduce direct and indirect negative influences on the external environment. We shall adhere to relevant international and local laws and standards, strive to minimize our environmental impact and take a sustainable approach in our day to day operations.

#### 6. Alcohol and drugs

There is a strict zero tolerance for drugs, alcohol, or any other illegal substances. The use of drugs and alcohol is prohibited at all times during the project period, also, after the work day has ended. Worksites can perform tests and controls at various times during projects. If employees are tested and there's evidence of drug or alcohol, or there is a smell of alcohol, it will be of consequence for their contract.

#### 7. Corruption and bribery

Corruption in any form is not accepted, including bribery, extortion, and improper private or professional benefits to customers, agents, contractors, suppliers or employees of any such party or government officials to gain unfair advantages in our business.