



WORKPLACE BEHAVIOUR POLICY

OBJECTIVE

Laveer Maritime is committed to providing a safe and respectful work environment for all employees in the marine industry. This Workplace Behaviour Policy outlines the expectations for appropriate conduct, communication, and professionalism in our workplace. All employees, contractors, and visitors are expected to adhere to this policy to ensure a positive and harmonious work environment.

CORE VALUES

Laveer Maritime is guided by the following core values:

- **Safety:** Ensuring the safety of all employees is our top priority.
- **Respect:** Treating all individuals with dignity, fairness, and respect.
- **Integrity:** Maintaining honesty and ethical behaviour in all business activities.
- **Excellence:** Striving for excellence in all aspects of our work.

EXPECTED WORKPLACE BEHAVIOURS

Respect and Diversity Treat all colleagues, clients, and visitors with respect, regardless of their race, gender, religion, sexual orientation, disability, or any other characteristic. Create an inclusive environment that values diversity and promotes equal opportunities for all.

Professionalism Maintain a professional demeanour in all interactions with colleagues, clients, and other stakeholders. Dress appropriately for the marine industry and adhere to safety regulations.

Safety Comply with all safety procedures and protocols to ensure a safe workplace. Report any safety concerns or incidents promptly to your supervisor or the safety officer.

Confidentiality Protect confidential information related to the company, its clients, and employees. Only share confidential information on a need-to-know basis and with proper authorisation.

Communication Engage in open and respectful communication with colleagues and superiors. Avoid offensive language, harassment, or disrespectful comments in all forms of communication, including written, verbal, and electronic.

Conflict Resolution Address workplace conflicts professionally and constructively. Utilise established conflict resolution procedures to resolve disputes.

Reporting Violations Employees who believe this policy has been violated should report their concerns to their immediate supervisor or the designated HR representative. Reports will be handled discreetly, and retaliation against those who report violations is strictly prohibited.

SCOPE AND ACCOUNTABILITIES

This policy applies to all individuals working for or on behalf of Laveer Maritime, including but not limited to employees, contractors, consultants, and visitors. It encompasses all workplace locations, both onshore and offshore, as well as any business-related events or activities.

The responsibility for the application of this policy rests with all employees, contractors and joint venturers engaged in activities under Laveer's operational control.

Laveer's CEO is responsible for the promotion of this policy and is responsible for the company's integrated management system, through which the policy is applied.

The Laveer Board is accountable for this policy and regularly reviewing it and updating as required.

