

## STOP THE JOB POLICY

The company promotes a *'Stop the Job'* Policy and believes all incidents are preventable!

Our culture and operating activities are highly prioritised for ethical standards. Responsibility in all of our operations is fundamental. Our goal is to ensure healthy, safe, and secure operations that cause no incident, no injury to persons, and no oil spills or harm to the environment.

"Stop The Job" is a process where anyone can stop work when they see something that is not quite right or does not understand the work scope.

*If you suspect or see anything unsafe, you should "Stop the Job".*

### STATEMENT

#### Scope

This Policy forms a statement of the principles that guide our daily operations and establishes how we expect management, employees, service providers, clients, visitors and company representatives to act in accordance with the law and applicable company policies, procedures and guidelines.

This Policy does not discriminate at any level and applies **equally** to **all** company associates.

Stopping the job is easy!

Examples where "Stop The Job" should be used include:

- Something unsafe is noticed or occurring.
- A task is unclear or misunderstood and could lead to an unsafe condition, act or omission.
- There has been a change from the original plan, which could have led to an unsafe condition or situation.
- Something can be done to make the job safer.
- You see someone who is heading into danger.

Unsafe practices or conditions must be reported to the location's supervisor or senior manager.

You may contact the HSE Department or DPA if you believe your report receives insufficient attention.

#### Responsibility

Company management and Masters are accountable for ensuring that the standards set forth by this Policy are communicated and that their conduct sets a good example.

We welcome any suggestions that could improve the safety of our operations.

*"Stop The Job"  
provides an opportunity to ensure that everyone  
involved in the operation is safe and that the job is  
performed safely every time!*

#### Violations

Adherence is mandatory, and any violation of this Policy and associated documented procedures may lead to disciplinary action or legal consequences.

Any service providers, clients, or visitors failing to cooperate with the company in this regard may be removed from company premises and denied future entry.

#### Continuous Improvement

Senior management reviews this Policy annually and revises it as necessary to reflect changing operational conditions, new technology, government policies and legislation.

ANNUAL APPROVAL OF CORPORATE POLICIES

Approved by the CEO and Managing Director.

Annual Verification

Date: 17<sup>th</sup> June 2022

Verification Stamp:



Annual Verification

Date: 3<sup>rd</sup> April 2023

Verification Stamp:



Annual Verification

Date: 27<sup>th</sup> March 2024

Verification Stamp:



Annual Verification

Date:

Verification Stamp:

Annual Verification

Date:

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