

## STOP THE JOB POLICY

The company promotes a *'Stop the Job'* Policy and believes that 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 healthy, safe and secure operations that cause no incident, no injury to persons, no oil spills or harm to the environment, based on cooperation.

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

*If you sense, 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** persons associated with the company.

Stopping the job is easy!

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

- Something unsafe is noticed or occurring.
- Something is not understood 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 immediate supervisor or the most senior manager.

If you believe your report receives insufficient attention, you may contact the HSE Department or DPA.

#### 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 in this respect.

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 result in the removal from company premises and denial of a future entry.

#### Continuous Improvement

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

ANNUAL APPROVAL OF CORPORATE POLICIES

The Policy was approved by the CEO and Managing Director for release.



Annual Verification

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

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