

## HR and Personnel Policy

### Equal Opportunity and Anti-Harassment

Volstad Shipping shall treat all employees in an equal and fair manner, regardless of personal background, gender, religion, race or other personal aspects. Volstad Shipping shall maintain a workplace free of discrimination, harassment, bullying or similar by promoting diversity and inclusion of all employees.

Each employee shall have the same possibility to make a career in Volstad Shipping, given that there are no external restrictions from customers or authorities.

Volstad Shipping's "**expect more**" motto gives that "equal opportunity" also means "equal responsibility" to adhere to company QSMS including all policies and other requirements.

### Communication and Confidentiality

It is strictly forbidden for all employees to distribute, communicate or otherwise spread information that is "confidential" or "restricted" to external parties or to others than those who need to know, both during the employment period and after termination of employment.

This type of information can be, but is not limited to:

- Financial results or strategies.
- Customer contractual information, including pictures of their installations or property
- Personnel information of private character
- Company strategies regarding new projects.
- Accident or incident related information to others than those who need to know

If in doubt whether information is confidential or restricted, it shall fall within these categories.

Any and all comments to the public press shall be approved by CEO or his deputy.

All communication, both internally and externally, shall be kept in a respectful manner, making sure that the message does not harass, discriminate or cause unnecessary concern.

### Travels

Work related travels are paid by Volstad Shipping, and it is therefore expected that all employees represent the company responsibly, including to adhere to company Drug and Alcohol Policy.

Any deviations from planned travel arrangements shall be discussed with the Crewing Department, especially if the cost is increased as a result of the deviations.

At legs of the journey where public transport is available and not causing unnecessary difficulties, this public transport alternative shall be used; e.g. airport shuttle instead of taxi.

### Competence

As part of Volstad Shipping's motto "**expect more**", it is essential that all employees are competent for their position and prepared for promotion. This will be achieved by adhering to company competence building scheme for seafarers and office personnel.

Volstad Shipping will make every effort to inform about current and future competence requirements, identify gaps and correct them. All employees must cooperate and make sure they meet all requirements identified and communicated by the Crewing Department. This includes to regularly check expiry dates of own competence documents and to cooperate with planning of courses.

Ålesund, 28<sup>th</sup> of January 2016  
Volstad Shipping AS



Eivind Volstad  
CEO