



## QUALITY POLICY

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The Shelf Subsea Group of Companies (SHELF) is a provider of Marine, Survey, Positioning, and Subsea Services, including Inspection, ROV and Diving to the offshore oil and gas, offshore renewables & submarine cable sectors.

We actively promote a culture of Marine, Safety, Quality and Integrity throughout our companies.

Our mission is to provide Marine, Survey, Positioning, and Subsea Services within the Asia-Pacific region, with a reputation for delivering high quality services that consistently exceed client requirements and expectations, safely, effectively and within budget.

Our vision is to be the leading provider of Marine, Survey, Positioning, and Subsea Services through the eyes of our customers, employees, shareholders, suppliers and the general public.

We aim to exceed our customer's expectations, by providing practical, timely, accurate and cost effective services and solutions at all times.

We will work as a team to build long term relationships with our clients, employees and suppliers, and satisfy the requirements of all parties.

We aim to apply our STAR core values throughout all areas of our operations:

Safety, Quality, and Environmental performance and commitment

Technically leading solutions and teamwork

Aim for continual improvement and exceeding our customers' expectations

Respect for our customers, employees, shareholders, suppliers and the public

**Colin McGinnis**  
Chief Executive Officer  
Date: 2<sup>nd</sup> April 2024



# WORK HEALTH AND SAFETY POLICY

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The Shelf Subsea Group of Companies (SHELF) values the safety and health of all people involved with its activities. The Company operates in the offshore services industry, providing Marine, Survey, Positioning, and Subsea Services and is committed to achieving the highest standard of occupational safety and health performance. This is achieved through the establishment and periodic review and assessment of objectives, monitoring, measurement and reporting processes, with a commitment to continual improvement and to the prevention of injury and ill-health to a level that is tolerable and as low as reasonably practicable.

Hazard identification, risk assessment and risk control are considered to be the cornerstone of the Work, Health and Safety Management System (WHSMS).

The Directors maintain that no operation is so important that it has a higher priority than the safety and health of employees.

Management will work together with supervisors and employees to ensure compliance with all relevant Work, Health and Safety Legislation and best safe practices in the marine and offshore industries.

Safety and Health at work is both an individual and shared responsibility of all employees. All levels of management and employees shall undertake their responsibilities to ensure the successful implementation of this Work, Health and Safety Policy:

## Senior Management and Managers' Responsibilities

- To provide and maintain a Safe and Healthy working environment in which employees' exposure to risk and hazards are minimized to a level 'As Low As Reasonably Practicable'
- To provide ways for employees to be informed and involved in workplace safety and health.
- To ensure compliance with Work, Health and Safety Legislation
- To make available the necessary resources to meet the objectives of the WHSMS

## Line Management, Superintendents and Supervisors' Responsibilities

- Ensure that no work is started without the appropriate risk identification and assessment processes and safe work procedures and practices being applied
- Supervise employees to ensure no work is undertaken unless safety and health procedures, practices and instructions are followed
- To ensure employees receive the required HSE induction prior to project start-up, emergency and rescue training prior to commencement of offshore tasks, training briefs prior to operation of systems or equipment
- To ensure employees receive safety precautions by toolbox talks and close supervision at work
- To provide the initiative and follow-up actions to maintain this policy within their own work environment
- To ensure proper safe planning is provided at the work site after risk assessments
- To account for the safety and health of employees and working conditions under their control
- To support and encourage the SHELF "STOP WORK POLICY"



# WORK HEALTH AND SAFETY POLICY

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## Employees' Responsibilities:

- Ensure that no work is undertaken unless safe worksite practices and procedures are followed
- To ensure his/her own safety, as well as the safety of his/her co-workers
- To follow safety and health instructions and the use of personal protective equipment provided by the employer for his/her own safety and health
- To STOP work they consider to be unsafe or know systems and processes are missing or have not been followed
- To report workplace incidents (including near misses) and hazards to his/her supervisor promptly
- To participate in resolving safety and health issues at his/her workplace.

**Colin McGinnis**  
Chief Executive Officer  
Date: 2<sup>nd</sup> April 2024



## DRUG AND ALCOHOL POLICY

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Shelf Subsea Group of Companies (SHELF) believes that the irresponsible use of alcohol or prohibited drugs has the potential to impact on the worksite and:-

- Cause death or injury to personnel
- Cause damage or loss of assets
- Compromise the effectiveness of the safe working culture and safety management

For these reasons, all employees and others associated with worksite activities (e.g. sub-contractors and visitors) are prohibited from being in possession of, or under the influence of, alcohol or drugs at the worksites. For the purpose of this policy, prohibited drugs include all illegal drugs such as, but not limited to, amphetamines, cannabinoids, ecstasy, hallucinogens, cocaine, opiates, benzodiazepines, steroids, synthetic drugs, and all legal prescription drugs used in a non-prescription fashion.

The Company has a zero tolerance policy for personnel found in possession of, or under the influence of or, who return a confirmed positive test result for alcohol or drugs at any worksite. These employees will be immediately stood down pending an investigation and may be terminated. This policy serves as the first and final warning on this subject.

All Management and supervision shall ensure that this policy, together with any procedures implemented in support of this policy, from time to time, are properly explained and adhered to by employees, visitors, sub-contractors, and subordinates.

Management reserves the right to search personnel baggage at the worksite at any time in the search for drugs and alcohol, or, conduct drug and alcohol testing of any means it deems appropriate on any potential employee for pre-employment checks or any employee involved in an offshore accident or incident, and conduct random testing of employees as required by Company, Client or Regulatory requirements in the various areas of the Company's operations.

It is a requirement for all employees to present for work in a fit state, ready, willing and able to perform their duties as directed. Anyone who has a substance that could potentially impair their ability in their system could endanger the worksite and those associated with the worksite. It should be noted that this includes legal, required, prescription or over the counter medication. Employees who are taking either of these substances must self-report to their manager or supervisor so that a risk analysis can take place.

Any employee who feels that they may have a problem related to drugs and / or alcohol, are encouraged to seek assistance from the Company's Employee Assistance Program via their Supervisor, Manager or HR Representative.

A handwritten signature in black ink, appearing to read 'Colin McGinnis'.

**Colin McGinnis**  
Chief Executive Officer  
Date: 2<sup>nd</sup> April 2024



# STOP WORK AUTHORITY POLICY

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The management of the Shelf Subsea Group of Companies (SHELF) is committed to providing a safe and healthy work environment for all staff, contractors, visitors and customers.

SHELF gives its business and Health, Safety and Environmental objectives equal status at all times, and we believe safe operations are the responsibility of all personnel.

Every employee has the right to stop work, or refuse to work if they feel unsafe for themselves or someone else, or there is an unacceptable negative risk to the environment or assets, or believe there is a reasonably practicable safer way to work.

When any person requests to stop the work on the grounds of a negative HSE risk and where safe to do so, all people working on the task shall be halted immediately and the existing conditions and procedures reassessed. Resumption of work will only commence once the sub-standard conditions and practices have been resolved to the satisfaction of all persons involved.

The management of SHELF will support all staff, contractors and customers in their actions, and are committed to working in the safest possible manner.

**Colin McGinnis**  
Chief Executive Officer  
Date: 2<sup>nd</sup> April 2024



# ENVIRONMENTAL POLICY

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The Directors and Management of Shelf Subsea Group of Companies (SHELF) recognise that its services could have a negative impact on the environment through its work related to onshore and offshore operations, and is committed to minimising that impact by pursuing the best environmental practice whenever and wherever practicable.

The Company will therefore:

- Set objectives and, wherever possible, quantitative targets to demonstrate continual improvement in environmental performance and prevention of pollution
- Explore options to reduce our carbon footprint with the intention of becoming a carbon neutral company.
- Communicate these objectives, through this policy and/or separate documents, to both employees, contractors and other interested parties
- Review the objectives and the Environmental Policy on annual regular basis to ensure its continued applicability to our operations
- Provide training or circulate information to our employees and contractors in order that they understand the Policy and objectives and can work efficiently, with no or minimum harm to the environment
- Ensure all sub-contractors operate in line with the principles of our Environmental Policy
- Meet all legislative requirements and, wherever possible, exceed these requirements
- Co-operate and communicate openly with our Clients and all other interested parties towards the shared goal of protecting the environment
- In line with these principles, the Company has established the following objectives:
  - To reduce wasting energy at source
  - Ensure the Policy objectives are resourced effectively
  - To review existing services to eliminate or minimise the potential for negative environmental impact
  - To minimise or segregate waste during manufacture and maintenance processes more effectively and use safe storage and disposal techniques
  - To reduce atmospheric pollution by incomplete combustion from badly maintained equipment through the implementation of a planned maintenance system
  - To review the selection of lubricants and chemicals used in offshore services to minimise the impact on marine flora and fauna

**Colin McGinnis**  
Chief Executive Officer  
Date: 2<sup>nd</sup> April 2024