

## 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 conducted with a high priority for ethical standards and being a responsible company 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 and no harm to the environment, based on mutual 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 that is 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** employees whether temporary, permanent, sea going or shore based, as well as service providers, clients, visitors and company representatives. *In brief, all persons who have an association 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 or has 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 and/or conditions must therefore be reported at once to the immediate supervisor or to the most senior manager at the location.

If you think that your report receives insufficient attention you may contact the HSEQ Department or DPA, who are charged by the company to handle your complaint in strict confidentiality.

#### Responsibility

Company management and Masters are responsible for ensuring that the standards set forth by this Policy and documented guidelines and procedures are communicated to all employees and that their own conduct sets a good example in this respect.

Furthermore, the company welcomes any suggestions that could improve the safety of its 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!*

#### Continuous Improvement

This Policy is reviewed annually by Senior Management and revised as necessary to reflect changing operational conditions, new technology, government policies and legislation.

Eas Tchacos  
Chief Executive Officer

Darios Melas  
Managing Director

Date: 2<sup>nd</sup> July 2018