
 <b>Prosafe</b> GLOBAL POLICY	Document ID:	Authorised by:	Revision:
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## 1. INTRODUCTION

### 1.1 Record of Amendments

RECORD OF AMENDMENTS			
It is certified that the amendments detailed below have been included in this copy of the document			
Amendment No.	Amended section	Paragraph No.	Brief description of amendment

### 1.2 Purpose & Scope of this document

The purpose of the Diversity, Equity & Inclusion Policy (the “DE&I Policy”) is to promote equity, ensure equal opportunities and rights and prevent discrimination on the basis of gender, pregnancy, leave in connection with childbirth or adoption, care responsibilities, ethnicity, religion, belief, disability, sexual orientation, gender identity, gender expression, age or other significant characteristics of a person. The policy highlights the values and best practices that Prosafe prioritizes to both internal and external stakeholders.

The DE&I Policy aims to put words on our commitment to DE&I and constitutes the basis for DE&I management throughout the Prosafe Group and what we believe best supports our business and our people.

With *Diversity*, we mean diversity in gender, age, culture, nationality, ethnicity, physical abilities, political and religious beliefs, sexual orientation, and other attributes.


With *Equity*, we mean promoting fair treatment and giving equal access to opportunities and rights across the company, e.g. pay, development and career paths, while working to eliminate any unconscious barriers that limit the potential of diverse participants.

With *Inclusion*, we mean involving, accepting, and valuing all people in the workplace regardless of their differences and social identity.

The DE&I Policy applies to all employees, contractors and consultants in the Prosafe group, i.e. Prosafe SE and its subsidiaries.

### 1.3 Responsibilities for this document


Position	Responsibility
CEO	The Owner: responsible for assuring this document is effective and communicated accordingly
HR & Crewing Director	Responsible for implementing the requirements and conditions set out in this document.
Board of Directors	The Approver: assuring that the policy remains fit for purpose

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Position	Responsibility
Management	Lead by example, communicate and promote requirements and conditions set out in this document at all times.

#### 1.4 Definitions

Item	Definition
Board	the board of directors of Prosafe SE
CEO	Chief Executive Officer, Prosafe SE
Company	Prosafe SE
Employee	A direct employee of the Company.
Global Procedures	Procedures approved by the CEO
Governing Documents	Prosafe's Core Values, Code of Conduct, Corporate Strategy, Policies and Procedures
Policies	Policies approved by the Board
Prosafe	Prosafe SE and all its direct subsidiaries at all levels
Staff	Prosafe employees and temporary workers
Temporary worker	A temporary worker from an outsourced crewing partner supplied to perform duties for the Company onboard any of their vessels or at their worksites. A temporary worker is not a direct employee of the Company but will be recognized as an employee in relation to health and safety and duty of care from the company.

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## 2. DIVERSITY, EQUITY AND INCLUSION POLICY

### 2.1 Responsibilities

Position	Responsibility
<b>CEO</b>	Responsible for ensuring that this Policy is in compliance with the Governing Documents
<b>HR &amp; Crewing Director</b>	Responsible for monitoring and reviewing the operation of this policy, dealing with any queries on its interpretation and making recommendations for change to minimise risks. Internal control systems and procedures and policies will be subject to regular audits to provide assurance that they are effective in detecting, preventing and combating corrupt and/or unethical behaviour in the Company.
<b>Staff (Employees and temporary workers)</b>	Are responsible for implementing the requirements and conditions set out in this Policy and must ensure that they take the time to read and understand it and they promptly report any breach or suspected breach in accordance with section two (2) of this policy.

### 2.2 Workforce Involvement

Employees and temporary workers are invited to comment on this policy and suggest ways in which it might be improved. Comments, suggestions and queries should be addressed to the HR & Crewing Director. Alternatively, a formal Document Change Request form can be raised in accordance with the Document Change Request business routine.


### 2.3 Commitment

Prosafe is committed to the highest standards of business ethics and shall comply with applicable laws, including the Norwegian Equality and Anti-Discrimination Act.

Prosafe will make active, targeted and systematic efforts to promote diversity, equity and inclusion among our workforce and eliminating unlawful discrimination. We seek to prevent harassment, sexual harassment and gender-based violence.

### 2.4 Implementation

- We will train managers and employees about their rights and responsibilities under the DE&I policy. All staff must understand that they, as well as their employer, can be held liable for acts of bullying, harassment, victimisation and unlawful discrimination against fellow employees, customers, suppliers and the public in the course of their employment.
- Our priorities are reflected and integrated into our key people processes recruitment, talent management, performance reviews, development, succession and rewards.
- Annually, a string of initiatives is designed and implemented on a Group level and locally, in order to support the achievement of our DE&I ambitions.

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#### 2.4.1 Equal opportunities

- We will treat everyone with courtesy and respect, regardless of gender, pregnancy, leave in connection with childbirth or adoption, care responsibilities, ethnicity, religion, belief, disability, sexual orientation, gender identity, gender expression, age or other significant characteristics of a person.
- We will recruit, develop and retain the best people and have a creative, diverse and inclusive working environment.
- We will enable our employees to perform to their full potential and to be recognized and rewarded fairly for their performance.
- We will create a working environment free of bullying, harassment, and unlawful discrimination, promoting dignity and respect for all and where individual differences and the contributions of all staff are recognised and valued.

#### 2.4.2 Recruitment and development


- We will use a structured approach to attract more diverse applicants at all levels of the company; identify and eliminate potential barriers to ensure equity in advancement opportunities and foster an inclusive work environment where diversity thrives in support of strategic ambitions and priorities. External recruitment partners are required to offer us a balanced short list of candidates when recruiting for available positions.
- We will review employment practices and procedures when necessary to ensure fairness, and also update them and the policy to take account of changes in the law.
- Our aim is to monitor the composition of the workforce with regards to age, gender, ethnic background, sexual orientation, religion or belief, and disability in encouraging equality, diversity and inclusion, and in meeting the aims and commitments set out in the DE&I policy. Monitoring will also include assessing how the DE&I policy and any supporting action plan, are working in practice, reviewing them annually, and considering and taking action to address any issues.

#### 2.4.3 Promotion

- We will evaluate performance systematically, based on an appraisal system that maps each employee's performance on both personal skills, such as planning and organisation, problem analysis/resolution and communication and presentation skills, as well as technical skills such as industry knowledge and understanding of ESG issues. This ensures that employees are treated equally and that decisions regarding promotions are based on demonstrated skills and achievements.
- We will make opportunities for training, development and progress available to all staff. They will be offered help and be encouraged to develop their full potential, so their talents and resources can be fully utilised to maximise the efficiency of the organisation.
- We will promote based on the company's needs and employee's performance, workplace conduct and potential.

#### 2.4.4 Equal pay

- Our employees shall receive equal pay for work of equal value, regardless of gender, race, religion or belief, age, marital or civil status, pregnancy, sexual orientation or disability.

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- We will review pay conditions by reference to gender and the use of involuntary part-time work at least every two years.
- Our insurance and pension policies provide equal cover for all employees regardless of their position in the company

#### 2.4.5 Parental leave

- Our parental leave policy enables the employee to care for and bond with a new-born or a newly adopted or placed child. We follow or exceed applicable regulations for the country of employment of each staff member.
- The employee is entitled to return to the same or a corresponding position.
- The fact that an employee is on parental leave shall not have any influence on decisions about pay rises or promotions.

#### 2.4.6 Monitoring and reporting


- We will report on the status to the Audit Committee and Board of directors on a regular basis
- Annual reporting will be in compliance with the Norwegian "Equality and Anti-Discrimination Act"
- The reporting will be approved by the Board and included in the Annual Report or in another publicly available document referred to in the Annual Report.

### 2.5 Raising a concern

We encourage staff to notify about bullying, harassment, victimisation and unlawful discrimination by fellow employees, customers, suppliers, visitors, the public and any others in the course of the organisation's work activities.

Concerns about DE&I violations can be raised by informing a manager or the Human Resources department or by sending a notification to the online whistleblowing channel IntegrityLog - <https://prosafe.integrity.complylog.com/> as described in the Whistleblowing Policy. Anyone raising a concern in the public interest will be protected from victimisation

Where a DE&I violation is identified, we will work with all parties involved to seek a remedy and justice for the victim. We will investigate the root cause so that we can take appropriate steps to prevent such a violation reoccurring,

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### 3. REFERENCED DOCUMENTS

PROSAFE DOCUMENT REFERENCE	PROSAFE DOCUMENT TITLE
00-MAN-004-0201-002	Document Change Request
GLO-POL-010	Whistleblowing Policy