

# SBM Offshore Supply Chain Charter

## Introduction

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At SBM Offshore, we believe that achieving sustainable growth is one of the most pressing issues facing the world. Our Sustainability performance is one of the core business drivers for long-term growth. We therefore embrace the Triple P concept: People, Planet, Profit in all our business activities, innovation and sustainability initiatives.

Performing our business in a sustainable and ethical manner is part of the core values of the organisation and forms the basis for this Charter for Sustainable Development for Suppliers and Contractors ("Charter"), which defines how we choose to do business and interact with our Suppliers and Contractors ("Suppliers").

SBM Offshore therefore requests its Suppliers and their subsidiaries, to take part in this initiative by committing themselves to comply with the rules/principles of conduct set out in this Charter. Furthermore SBM Offshore request its Suppliers and their subsidiaries to commit with us to a continuous improvement approach towards all principles as set out in this Charter.

## Governance

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We expect Suppliers to use a proactive approach in establishing and maintaining the standards set forth in this Charter, including the collection and evaluation of adequate and timely information, the establishment of relevant, measurable objectives and targets, and the regular monitoring and verification of their progress. This includes the implementation of proper resources and governance.

The Charter is supplementary to SBM's Code of Conduct ("Code"). This Charter does not intend to replace the Code and in case of a conflict the Code shall prevail.

SBM Offshore employees are expected to report violations of this Charter to their management. Contractors and Suppliers should provide their own workers with a dedicated whistleblowing mechanism where violations related to this Charter can be logged confidentially.

## Our Principles of Conduct

### Business Integrity

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#### Laws and regulations

Suppliers shall operate in full compliance with international, national and local laws and regulations that are applicable to their business operations, and obtain all the necessary permits. International and local industry standards prevail in cases where these are more stringent than local legal requirements. International laws, regulations and standards prevail when these are more stringent than local legal requirements and/or local standards.

#### Free and fair competition

Suppliers must value free and fair competition throughout the world, and therefore comply with competition laws in all areas in which they operate and have implemented strict policies in this respect.

#### Embargoes and trade law

Suppliers shall respect the applicable trade laws and restrictions as imposed by the United Nations or other national or supranational bodies or governments, and have implemented strict policies to ensure compliance therewith.

#### Bribery

Suppliers shall refrain from any form of corruption including extortion and active or passive bribery in accordance with SBM'S Anti-Corruption Policy and Compliance Guide (available at [www.sbmoffshore.com](http://www.sbmoffshore.com))

#### Gifts

Suppliers respect that SBM Offshore employees do not give or accept any gift or favour that could compromise or raise doubts about the neutrality of the decisions made by SBM Offshore or the supplier. Suppliers are aware of and adhere

to our requirements in accordance with SBM'S Anti-Corruption Policy and Compliance Guide (available at [www.sbmoffshore.com](http://www.sbmoffshore.com))

### **Conflicts of interest**

Suppliers shall disclose to SBM Offshore all available information about conflict of interest including financial interests of a SBM Offshore employee in any of Suppliers' businesses.

### **Confidentiality**

Suppliers shall protect all confidential information provided by SBM Offshore and its respective business partners.

### **Transparent accounting**

Suppliers' accounting records and supporting documents show a true, fair and complete picture and reflect the nature of the underlying transactions.

### **Business continuity**

Suppliers shall strive to maintain policies and plans that mitigate exposure to terrorism, crime, threats, pandemics, natural disasters and related major accidents.

## **Health, Safety, Security and Environment**

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### **Health and safety**

With respect to health and safety, Suppliers shall implement strict policies with the aim of creating an incident and injury free work environment and prevent the occurrence of occupational illness and health problems associated with its activities. At all levels, Suppliers must play an active role in identifying and rectifying unsafe situations, and work on continuous improvement of the health situation of their employees.

### **Life-saving rules**

Suppliers agree to follow SBM's 12 Life Saving Rules and related practices where relevant and applicable:

1. Work with a valid Work Permit when required.
2. Conduct Atmospheric tests when required.
3. Verify isolation before work begins and use the specified life-protecting equipment.
4. Obtain authorisation before entering a confined space.
5. Obtain authorisation before overriding or disabling safety critical equipment.
6. Protect yourself against a fall when working at height.
7. Do not walk under a suspended load.
8. No alcohol or drugs while working or driving.
9. While driving, do not use your phone and do not exceed speed limits.
10. Do not smoke outside designated smoking areas.
11. Wear your seat belt.
12. Follow the Travel Management Plan when applicable

SBM Offshore's Life Saving Rules are available on the Company's website ([www.sbmoffshore.com](http://www.sbmoffshore.com)).

### **Eco footprint**

Suppliers shall ensure and demonstrate continuous environmental improvements, including a reduction in raw materials, energy, emissions, discharges, noise, waste and reliance on natural resources and hazardous substances by means of clear targets and improvement policies.

### **Continuous improvement**

Suppliers must continually evaluate and improve their products, working methods, production processes and services. Suppliers are to ensure that these changes are executed in a controlled way and are acceptable to their customers and stakeholders.

### **Waste**

Suppliers must have in place or shall establish a procedure for the safe handling, storage, transportation, utilization and disposal of waste in accordance with the applicable legislation.

### Information

Suppliers shall provide customers and the general public with clear information about the environmental and safety aspects of their products and production processes.

### Emergency response

Suppliers make a reasonable and practicable effort to implement an emergency response program that addresses the most likely anticipated emergencies.

### Product stewardship

In accordance with the principles of product stewardship, Suppliers shall identify the risks and environmental impact attached to their products during the production, distribution and transportation process as well as their entire lifecycle and look for opportunities to reduce the impact of these. In this context, Suppliers must share relevant knowledge, expertise and experience with their own Suppliers, customers and other parties.

## Social Performance

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### Safety and health risks for local residents

Suppliers shall systematically and regularly evaluate, or shall employ the services of an external party to evaluate, the impact of their activities on local residents, for example safety aspects, emissions, and waste from regular activity. The results are to be documented and audited regularly.

### Local community

Suppliers shall guarantee healthy and safe living conditions to local residents, support local job creation, local sourcing, education provisioning, and infrastructure development.

## Labour and Human Rights

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### Non-discrimination

Suppliers shall not discriminate in any manner on the basis of race, ethnic background, nationality, age, religion, gender, sexual orientation or disability.

### Forced labour and child labour

Suppliers shall not use forced labour or child labour; Suppliers must act in line with Convention 138 (Minimum Age) and Convention 182 (Worst Forms of Child Labour) of the International Labour Organization.

### Freedom of association

Suppliers shall respect the right of their employees to freedom of association and collective bargaining.

### Fair remuneration

Suppliers shall pursue a fair remuneration policy with due recognition for performance.

### Working hours

Suppliers shall not force their employees to work excessive hours. In cases when employees are asked to work overtime, their extra work is to be compensated in line with local legislation.

Check here to indicate that you have read and agree to commit to the Supply Chain Charter

Supplier:

Supplier representative:

Date: