 K LINE OFFSHORE	SMS – Main Manual	Document no: 01.02.06	
	Section 2 – Policies	Revision no: 1.03	
		Approved date: 01.04.19	
2.6 Personnel Policy			

Purpose

The purpose of this policy is to establish a framework for the documents and conduct of operations related to interpersonal behavior and development of the personnel resources.

Scope

This procedure applies to all personnel working for KOAS.

Responsibilities and Authority

The top management (CEO/CFO) are responsible update of this policy as required.

Personnel Policy

All personnel working for KOAS shall experience a safe and healthy work environment both related to physical and psycho-social factors. We want all employees to be proud of working with KOAS:

Unity

It is essential for KOAS to foster unity among our employees – so that we always are willing to support each other.

We shall always be aware of our colleagues needs and be proactive in the process of caring for each other.

In KOAS we have a ZERO tolerance towards disloyalty, harassment and disrespectful behavior, this also applies to personnel we interact with from contractors, clients and 3rd party.

An anti-corruption manual from K Line has been distributed to all employees, and they are obliged to be familiar with its content. See also:

- SMS-01.07.04 Employee handbook

The Employee handbook provides guidance to company values, policies, charter of conduct, competition law, principles for corporate governance, as well as other guidance for employees.

Compensation

All personnel shall be compensated fairly, and also be maintained by good insurance systems to ensure their social and economical security if they for any reason is prevented from working.

Development

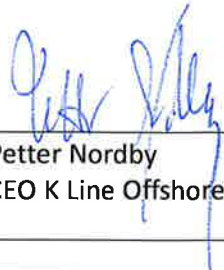
We shall have predictability, fairness and openness, in a climate that attract high qualified personnel and makes our employees wanting to remain in KOAS.

We shall have a climate for continuous development of our employees, where both the individuals and the organization are motivated to achieve this.

KOAS encourages all employees to be proactive to increase their knowledge and competence. See also

- SMS-01.07.05 Training & Competence Development

Procedure end.



Petter Nordby
CEO K Line Offshore AS

Verified by:	Espen Sørensen	Page 1 of 2
Approved by:	Petter Nordby	
Filename:	SMS-01.02.06 Personnel Policy	

THIS IS A PAPER COPY PRINTED FROM THE OFFICIAL DOCUMENTS

IT IS THE RESPONSIBILITY OF THE HOLDER OF THIS DOCUMENT TO ENSURE THAT THIS PAPER COPY IS THE VALID EDITION AT THE TIME OF USE.