



JISCO MARINE SDN BHD

LAND TRANSPORT POLICY

Jisco Marine Sdn Bhd realizes that driving related and road incidents constantly contribute as one of the highest risk of activities in our operations. Hence it is therefore that this policy serves to ensure that land transport risk exposure is properly managed so as to protect and safeguard the interest of all who are directly or indirectly affected.

This policy reinforces that when driving you must ALWAYS:

- Have a valid driver's license
- Conduct physical check and inspection on the condition of the vehicle
- Ensure vehicle has a valid insurance and road tax
- Vehicles used for work related journeys shall be inspected and maintained on a regular basis to ensure fitness on the road
- Conduct a journey management plan
- Report any accident immediately to the Company or DPA

When driving a company vehicle you must NEVER:

- Smoke in the car
- Consume alcohol
- Exceed speed limits
- Use mobile phones
- Take medication that will cause drowsiness
- Carry or transport prohibited items e.g. illegal drugs, alcohol or weapons
- Dissuade from the authorised purpose of said vehicle without prior approval

Compliance and adherence to the above will assist to ensure the safety of the driver is preserved, to maintain the vehicle as well as to sustain the Company's reputation and safety performance.



01st February 2018


MANAGING DIRECTOR
SHAIKH AHMAD KHALIS



JISCO MARINE SDN BHD

HEALTH, SECURITY, SAFETY, THE ENVIRONMENT AND SOCIAL PERFORMANCE COMMITMENT

In Jisco Marine Sdn Bhd we are all committed to:

- Pursue the goal of no harm to people;
- Protect the environment;
- Use material and energy efficiently to provide our products and services;
- Respect our neighbours and contribute to the societies in which we operate;
- Develop energy resources, products and services consistent with these aims;
- Publicly report on our performance;
- Play a leading role in promoting best practice in our industries;
- Manage HSE matters as any other critical business activity; and
- Promote a culture in which all employees share this commitment

We aim to have an HSSE performance we can be proud of, to earn the confidence of contractors, customers, business partners, and society at large, to be a good neighbor and above all to contribute to a sustainable development for the Company as an individual and the society as a whole.

In our Company there is a systematic approach to HSE management designed to ensure compliance with regulatory law and statutory requirements along with achieving a continuous performance improvement. We set targets and improvement measures, appraises and conduct competency assessment. We encourage our contractors and business partners to manage their HSSE in line with this policy by using its influence to promote HSE. We engage effectively with neighbours and impacted communities directly or indirectly involve in our industry such us government bodies and statutory bodies.

We hereby commit all our resources and personnel for the fulfillment and achievement of the above.

01st February 2018




MANAGING DIRECTOR
SHAIKH AHMAD KHALIS



JISCO MARINE SDN BHD

HEALTH, SAFETY, SECURITY AND ENVIRONMENTAL POLICY

Our Policy is to strive for excellence in all our activities including Health, Safety and Environmental matters. The Company is committed to achieve highest industry standard through continuous improvement and adoption of best practices.

Our Health, Safety, Security and Environment management system objectives are:

- Provide a safe and healthy working environment with **ZERO spill**
- Encourage safe and health practices at work place with **ZERO incident**
- Assess all identified risks to its ships, personnel and the environment and establish appropriate safeguard against all identified risks
- Continuously improve the Health, Safety and Environment management skills of all personnel ashore and aboard ships, including preparing for emergencies related to both safety and environmental protection
- Take necessary steps towards the conservation and preservation of the environment appropriate to the nature, scale and environment impacts of our Company's shore based and shipboard activities and service

To achieve all of the above, we shall:

- Ensure that the ships and services we operate and provide are in compliance with mandatory rules, regulations, legal requirement, applicable codes, guidelines recommended by International Maritime Organisation, flag administrators, classification societies and maritime industry standards and best practices to which we subscribe
- Provide the necessary resources, organisation and training
- Periodically review the Health, Safety and Environment management system, its objectives and targets to ensure continual improvement
- Reduce waste generation and emission of CO₂ by **implementing the 3 R's - Reduce, Reuse and Recycle**
- Set and monitor targets for continuous improvement of HSE and appraise and report HSE performance

The management is fully committed to achieve its Health, Safety, Security and Environment Protection objectives and hereby required all employees and contractors mandatory to comply with the requirements prescribed in the safety management systems at the respective offices and worksites and onboard vessels.

01st February 2018
MANAGING DIRECTOR


SHAIKH AHMAD KHALIS



JISCO MARINE SDN BHD

STOP WORK POLICY

This serves to reiterate our commitment to achieve our goal of no harm to environment, property and people.

In line with our HSE Policy where our objectives are stipulated, it is the right of any Company's employees to raise **Stop Work** when:

- You personally observe a hazard
- You view it is an imminent danger situation
- You have no other immediate option to get the situation corrected

When **Stop Work** applies:

- Warn any person who is at risk
- Tell the person performing the operation in question that you are issuing a **Stop Work**
- Immediately report the **Stop Work** action to the operational line Supervision and or to the DPA
- Reevaluate Risk Assessment and do not resume the job until the risk has been mitigated

Everyone within the organisation is empowered to exercise **Stop Work Policy** and Company hereby commits its full support for the attainment of the policy and its objective.



01st February 2018

MANAGING DIRECTOR

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JISCO MARINE SDN BHD

MEDICAL POLICY

In order to provide value service and meeting all requirements of our customer our Management is committed in ensuring all company employees both onshore and offshore are healthy and medically fit to perform their respective duties.

New employees will undergo complete medical examinations at approved medical practitioner or Government doctor and pronounced fit before engaging employment. Our Medical policy is extended to all contractors who are engaged either on long term or short term basis by our Company.


Existing employees will undergo a complete medical re-examination prior to expire of their medical of which will be determined by respective approved medical practitioner depending on their age and current medical condition.

This policy is aligned in accordance to government and statutory requirements.

Our management is fully committed and shall comply with mandatory rules and regulations, codes and conventions governing marine vessel operations, including those governing labour law.

01st February 2018

MANAGING DIRECTOR



SHAIKH AHMAD KHALIS





JISCO MARINE SDN BHD

POLICY ON USE OF MANDATORY PPE

In line with the Health, Safety, Security and Environmental Protection Policy, our policy on the use of Personal Protective Equipment (PPE) as a minimum requirement our employees both onshore and offshore worksites/onboard vessels are that:

- Correct PPE is worn for the correct intended purpose when executing a typical job
- Safety helmets must be worn at all times
- Safety shoes or boots where ankle protection is required must be worn
- Safety glasses/Eye shields are to be used outside accommodation and office areas in operating facilities, drilling rigs, workshops and construction sites and other areas specifically sign is posted
- Gloves are to be used to protect hands against chemical, physical and biological hazards - use type most appropriate to the working conditions. (Note that wearing of gloves during operation of high speed rotating machinery such as lathes, pillar drills etc. is strictly prohibited)
- No finger rings or bracelets are to be worn during operation of rotating equipment
- Long sleeve one-piece inherent Flame Retardant coveralls must be worn at all BSJV locations and facilities
- Hearing protection must be used when sign is posted

Personal Protection Equipment (PPE) signs are put at appropriate locations to remind all of these requirements. Depending on the nature of work or activity, additional or special types of PPE may be required and must be specified on the Permit to Work.



01st February 2018


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JISCO MARINE SDN BHD

QUALITY POLICY

It is the objective of the Company to deliver quality services to our client's specifications, and within agreed costs and time frames.

Employing dedicated personnel with the appropriate qualifications, skills and training, identifying training needs and ensuring employees receive adequate training, achieving, maintaining and improving the efficiency and effectiveness of our service, provide our clients with the confidence that our Quality objectives are being achieved within budget and required schedule.

To ensure these Quality Objectives are achieved, it is the responsibility of the Company to ensure systems and procedures are developed.

These systems and procedures will be developed and maintained with the assistance of relevant personnel, and all employees, contractors and sub-contractors will be required to follow and assist in improving these systems and procedures.



01st February 2018

MANAGING DIRECTOR

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JISCO MARINE SDN BHD

DRUGS AND ALCOHOL POLICY

Our policy is to ensure that all employees, contractors and our facilities are free from drug and alcohol abuse in all our business.

Objectives:

- To ensure that our work place is free from Drug and Alcohol
- To ensure a Safe and Healthy working environment
- To promote awareness among employees on the hazards and harmful effects of Drug and Alcohol abuse

In order to achieve our Drug and Alcohol policy we shall:

- Adhere to the Company drug and Alcohol procedures
- Comply with the applicable national, local and international laws, rules and regulations
- Be strictly sober, in full charge of our faculties and be able to respond to all situation quickly at all times

The Drug and Alcohol Policy is strongly followed by the Management and all staffs are expected to follow the set practices. Staff shall be held accountable to himself/herself, the Master if onboard the ship, the Company statutory laws and the International Conventions if found lacking in these practices.

Exception to this policy is for medicinal drug which have been prescribed by a certified practitioner, specifically for a particular person's own treatment. Evidence in the form of a doctor's prescription for such medicine must be produced in demand.

Violation to this policy will be subject to disciplinary action and in some cases may be referred to the law enforcement officers.

I hereby commit all the Company's resources for the attainment of the Drug and Alcohol policy and its objective.

01st February 2018

MANAGING DIRECTOR

SHAIKH AHMAD KHALIS





JISCO MARINE SDN BHD

SMOKING POLICY

Our Company recognizes that smoking cigarettes / electronic cigarettes may cause fire and hazardous to health to non-smokers. It is our Company's objective to prevent fire incident and maintaining good health of non-smokers onboard our vessels and in office premises under the Company's control.

To achieve above objective, the Company shall provide control measures and set of rules as follows:

- a) Smoking and/or electronic cigarettes is only allowed in **DESIGNATED AREA** specified by Master
- b) Smoking and/or electronic cigarettes is only allowed in **SMOKING AREA** specified by Management
- c) **NON DESIGNATED AREAS** onboard the ship are as follows:
 - Cabin, mess rooms, galley, WC, provision store, cold/freezer room, paint store, machinery spaces
 - Upper deck or outside the accommodation deck
 - Engine room

I hereby commit all the Company's resources for the fulfillment of the Smoking Policy and its objective.



21st October 2019

MANAGING DIRECTOR

SHAIKH AHMAD KHALIS



JISCO MARINE SDN BHD

BUSINESS ETHICS INTEGRITY POLICY

Jisco Marine Sdn.Bhd. are committed to doing business in accordance with our business principles and core values of honesty, integrity, respect and excellence in all aspects of our business. We expect the same in our relationships with our client, suppliers and contractors.

At JMSB:

- We prohibit bribery and facilitation payments in any form in all activities under our control.
- We avoid to offer or accept any Gifts and Hospitality that could be perceived to influence business decisions or processes.
- We avoid and declare any actual, potential or perceived conflicts of interests between our private activities and company business to preserve and ensure utmost transparency in our business decisions.
- We refrain from engaging in business with parties who have demonstrated unethical business practices.

To achieve above objective, the Company shall:

1. Provided visible and confidential channels for employees and business partners to report good faith suspicion of non-compliance with this policy, Evidence of retaliation against individuals reporting a concern I good faith shall not be tolerated.
2. Maintain a Code of Conduct that conveys our behavioural standards and guides our employees towards ethical and accountable behaviours at all times
3. Provide communications and risk based training for staff on various subjects found in the Code Of Conduct to ensure heightened awareness of potential integrity risks in their day to day roles and operations.
4. Engage Contractors and Subsidiary company on the expectations Jisco Marine Sdn. Bhd.
5. Have a ZERO TOLERANCE of violations for the law and our business principles, substantiated policy breaches shall result in appropriate Disciplinary Action. Allegations of corruption or false claims are referred to the Brunei Anti-Corruption Bureau for investigation, with full cooperation from company

21st October 2019

MANAGING DIRECTOR

SHAIKH AHMAD KHALIS





JISCO MARINE SDN BHD

CYBER SECURITY POLICY

JISCO Marine Sdn Bhd will maintain its Cyber Security efforts in accordance with the statements as described in this policy. This policy and related procedures are applicable to all employees, staff support engineers as well as contractors on board of vessel and managed vessels.

- Every vessel must have a cyber security risk assessment to identify critical equipment, including mitigating actions and emergency response procedures.
- Employees and vendors must be educated in Cyber Security risks during ship familiarization.
- Personal devices are not allowed on the business network. Personal devices should only be connected to a dedicated crew network.
- Unattended computers must be password locked.
- Third parties are not allowed to operate any Informational Technology (IT) / Operational Technology (OT) system unsupervised.
- Third parties must declare their devices to be virus and malware free before connecting it.
- Any OT system requiring network connection must have approval from office IT prior connecting.
- Any IT system requiring network connection must have approval of office IT prior connecting.

The following activities must be performed in compliance with the Cyber Security procedure:

- Usage of removable storage devices (such as USB).
- Software updates on IT and OT systems.
- Password management.
- Detect, act upon and respond to Cyber Security incidents.

01st October 2020

MANAGING DIRECTOR

SHAIKH AHMAD KHALIS