



Norwegian Marine & Cargo Survey

HSE – Whistle-blowing procedure	Established 20/11/2019 – MB Revised 17/03/2023
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Purpose

Employees or others who report suspicion of wrong-doing or other censurable matters, are an important asset for the company.

For the company to reach its goals, it is vital that employees and partners comply with laws and regulations and conduct themselves in a responsible manner.

This whistle-blowing procedure should only be used to report censurable conditions pursuant to Section 2A of the Norwegian Working Environment Act. For other complaints, please use the company's nonconformity reporting system.

References:

NS-EN ISO 45001: section 4.4

Working Environment Act, Sections 2A-1 through 2A-8

Documents

Form for reporting censurable conditions

What is whistle-blowing?

Whistle-blowing refers to the reporting of censurable conditions to someone who is in a position to do something about them. The whistle-blowing procedure has been established to ensure that employees and others, in full confidence and without fear of reprisals of any kind, have a way to report censurable conditions, such as:

- Working conditions that violate the provisions of the Working Environment Act
- Corruption or other financial irregularities
- Breach of NMCS's Code of Conduct
- Breach of ethical standards generally accepted in society
- Social dumping

Matters which conflict with the employee's own political or moral convictions shall not be regarded as censurable pursuant to Section 2A-1 of the Working Environment Act.

As a whistle-blower, the provisions of the Working Environment Act protect you from retaliation for having reported censurable conditions. Such retaliation includes termination, warning, reassignment and internal transfer.

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The protection also extends to retaliation that is more subtle in nature, such as bullying or other harassment, as such actions would constitute a violation of Section 4-3 (3) of the Working Environment Act.

Who can blow the whistle?

The whistle-blowing procedure is available to both NMCS employees and contracted employees, employees affiliated with us through external providers and other partners.

The whistle-blowing procedure shall not be used for ordinary customer complaints. The same applies to inquiries from customers or suppliers. For such matters, please use the nonconformity reporting system available on the intranet.

How to blow the whistle?

The nature of the matter and the circumstances will determine the best approach.

To the relevant manager

All matters may be reported to the relevant manager or the HR/HSE/Quality Manager.

- Personnel matters may be reported to HR or the occupational health service.
- Environmental matters, including matters relating to a poor working environment, may be reported to the relevant manager or the occupational health service.
- Tax law violations or matters involving bribery/corruption may be reported to the Quality Manager.

To the CEO/Chair of the Board

- If you get no response to your report, please escalate your report to the CEO or Chair of the Board.

External whistle-blowing

You always have the right to report relevant matters to the public supervisory authority.

What will happen with my report?

Whistle-blowing reports shall be handled confidentially and objectively.

Based on the content of the report, appropriate measures will be implemented to deal with the matter. Initially, the report will be handled by HR and the HSE Manager, unless the matter clearly requires external assistance. An investigation will be initiated to obtain more information about the alleged censurable conditions. At this stage, all parties involved may be summoned for individual interviews.

If, after collecting this information, it is possible to identify measures that will resolve the matter, such measures will be implemented.

If further investigation is necessary, external parties, such as legal experts, the Norwegian Labour Inspection Authority, the police, etc., may be brought in. The next steps in the process will vary, depending on the nature of the matter.

Can I be anonymous?

Whistle-blowing reports can be made anonymously, but transparency will normally ensure a better process and outcome for all concerned. The identity of the whistle-blower is, in any case, confidential.

When can I expect a response to my report?

When you submit a whistle-blowing report, you will receive confirmation that it has been received. Processing times will vary, and you will receive information about how long it is expected to take.

What happens to the person(s) the report concerns?

Subjects of a whistle-blowing report also have protection under the law. Normally, this means the person is informed of the allegations and the information provided about the censurable conditions.

The person is given the opportunity to provide their version of events and will be notified of the outcome once the investigation is completed. If it is concluded that no censurable actions have occurred, it is important that all parties involved are informed that the matter has been closed.

Step	Responsibility	Description	Reference
1	Employee	Reports censurable conditions to their immediate supervisor, HR or CEO. The whistle-blower may choose to be anonymous.	A form may be used.
2	Manager receiving the report	The person who is the subject of the report is given an opportunity to make a statement. If the report was made anonymously, processing shall begin immediately.	
3	CEO	Summons the whistle-blowing committee, which shall comprise: <ul style="list-style-type: none"> • CEO • HR • HSE/Quality Manager 	
		<u>Process</u>	

		<p>The whistle-blowing committee examines the report and records minutes of the proceedings. The minutes should include the following information: description and time of event(s), name of person(s) involved and their affiliation with the company.</p> <p>Under Section 13 (1) (1) of the Public Administration Act (lovdata.no), a duty of secrecy applies to matters concerning an individual's personal affairs. The term 'personal affairs' includes the person's physical and mental health, character, emotional state and social or personal problems.</p> <p>The persons involved shall have the right to access documents pertaining to the case in accordance with Section 18, see Section 19, of the Public Administration Act (lovdata.no). If the subject of the report requests such access, they will normally have the right to learn the whistle-blower's identity.</p> <p><i>Please note: In cases where an employee has filed the whistle-blowing report directly with the Norwegian Labour Inspection Authority (Arbeidstilsynet), a point of contact, and the necessary communication, will be established. In any event, the whistle-blowing report shall be processed regardless of whether it was reported internally or through the Labour Inspection Authority.</i></p>	<p>The minutes from the meeting, and documentation pertaining to the processing of the report, shall be considered confidential.</p>
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Whistle-blowing list

Name	Telephone/emergency number	E-mail
Central management:		
CEO Fredrik Antonsen	+47 913 82 259	fredrik@cargosurey.no
HR, Anette Carlsen	+47 984 32 768	anette@cargosurvey.no

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HSE/Quality Manager Marianne Bræin	+47 988 09 321	marianne@cargosurvey.no
Department Manager		
Claims – Iryna Petrenko	+47 483 85 049	iryna@cargosurvey.no
Marine – Jonas Thøgersen	+47 922 83 067	jonas@cargosurvey.no
External:		
Joint number for fire, police and ambulance	02800	
Fire	110	
Police	112	
Ambulance	113	
Security company, NEAS	22 18 20 00	
Occupational health service	69 79 11 30	
Norwegian Poisons Information Centre (<i>Giftinformasjonen</i>)	+47 225 91 300	
Norwegian Labour Inspection Authority (<i>Arbeidstilsynet</i>)	+47 815 48 222	

The HR Manager is responsible for keeping the whistle-blowing list updated and for distribution of it.

WHISTLE-BLOWING FORM

1. The whistle-blowing report should be submitted via e-mail or in person to your immediate manager, or HR/HSE.
2. The company would prefer if the report was signed. That way, we can collect additional information from you and give you feedback on what is being done about the matter. You may still choose to submit your report anonymously, but this will limit our ability to follow up on the matter reported.
3. You will receive a response within three – 3 – weeks, informing you of how the matter you reported is being dealt with (does not apply to anonymous reports). The whistle-blower will be fully protected.
4. The subject of the report has the right to due process and to be heard.

I would like to report the following censurable conditions:

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* use a separate sheet of paper if there is not enough space

I believe the following measures should be implemented (if the whistle-blower would like to make suggestions):

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Reported by: ----- Date: ----- Would prefer to be anonymous