



## **SAFETY POLICY**

Newport Marine Services is committed to the health and safety of its employees, contractors and clients and this is among the most important considerations in any company endeavors or operations. The protection of the environment and company assets are also regarded primary concerns. There are no operations considered so important that we cannot take the time to do it safely and properly. This philosophy enables Newport Marine Services to deliver the safest and highest quality services to its employees, contractors and clients.

It is therefore, Newport Marine Services policy to provide a place of employment which endeavors to reduce or remove, as far as reasonably practicable, recognized hazards, provide incident and accident prevention systems and awareness, and comply with applicable national and international regulations.

Recognizing that safety, hazard awareness and prevention, and environmental protection are corporate and operational responsibilities, this policy requires all employees at all levels, through the use of diligent application of the company guidelines and procedures, to be responsible for the prevention of work place related illness and injuries, property damage and environmental incidents or accidents.

Newport Marine Service's safety record will be the measure of the philosophy of this policy.

Sujaya S. Putra  
Director

Date: 15/3/2009



## QUALITY POLICY

Newport Marine Services holds safety as paramount to all its operations and services, and in achieving this has a focused commitment to quality which strives to exceed the expectations of our clients.

As part of implementing this policy, Newport Marine Services focuses its efforts on operating with best practices and processes which will allow an end result commensurate with employee needs, client requirements and statutory obligations.

Quality within our company is based on ISO systems and statutory requirements which include the ISM Code.

In implementing a quality standard, we strive to achieve high levels of awareness and training amongst our employees and management. Ongoing reviews allow us to monitor continuous improvement.

Sujaya S. Putra  
Director

Date: 15/3/2009



## **ENVIRONMENTAL POLICY**

It is Newport Marine Services policy to conduct its operations in such a manner as to minimize or negate any actions that may be of impact on the environment. The company is aware of the sensitive and ecological balances between its operations and the environment and therefore makes all efforts to avoid or minimize pollution that would upset the environmental balance.

Newport Marine Services and its employees will follow all National, International and other applicable regulatory standards to prevent pollution or environmental damage to the lands, waters and air in which the company may operate.

Subcontractors and others who visit or work at any Company facilities or locations will be held accountable for ensuring that environmentally proven practices and procedures are followed.

Environmental pollution violations, incidents or hazards associated to this policy should be brought to the immediate attention of all management.

Sujaya S. Putra  
Director

Date: 15/3/2009



## **ALCOHOL, DRUG & CONTRABAND POLICY**

It is Newport Marine Services policy to provide a safe, hazard free working environment, to protect employee's health and Company property and to promote safe and efficient operations.

The possession or consumption of alcohol, drugs or other mood altering substances on Company property, by Company employees, contractors or other persons operating on or entering onto Company property is strictly prohibited.

The possession of firearms, weapons, explosives, ammunition or pornography on Company property by either Company employees or other persons utilizing or entering onto Company property is strictly prohibited.

In the interest of safety, security and compliance of the Company policy and in accordance with the conditions imposed upon the company by law, regulations and agreements with our client's, the Company will maintain guidelines and procedures that will ensure a safe working environment, free of unnecessary hazards.

Sujaya S. Putra  
Director

Date: 15/3/2009



## **ANTI-HARASSMENT AND DISCRIMINATION POLICY**

It is Newport Marine Services policy that each employee is individually responsible for maintaining acceptable standards of personal behavior in the business and operational environment and for helping to ensure that all Company employees, as well as anyone invited onto Company property, are able to carry out their assigned duties in a business atmosphere that is free from harassment and discrimination.

The Company policy encourages and enforces that employees should treat each other with a mutual respect, courtesy, consideration and professionalism. The Company will not tolerate any form of harassment or discrimination by ANY employee for any reason. All employees, at any level of the company, shall not be considered exempt from this policy.

Harassment can come from fellow employees, supervisors, managers, or clients. Men, as well as women, can be considered victims of harassment. The Company cannot stress enough that it will not tolerate any form of harassment.

Newport Marine Services prohibits not only unlawful harassment, but also unprofessional and discourteous actions. Accordingly, racial, ethnic, religious, age, sexual orientation, sexual or other inappropriate remarks, slurs or jokes will not be tolerated.

Sujaya S. Putra  
Director

Date: 15/3/2009



## **SMOKING POLICY**

Smoking and passive smoke are recognized throughout the world as health hazards. Newport Marine Services objective is to provide a smoke-free work place for all its employees, contractors or others that may be visiting its operations. Accordingly, during the hours of business all Company shore-based establishments are designated as smoke-free environments.

In order to maintain a tobacco smoke-free atmosphere on Newport Marine Services facilities and vessels, smoking is prohibited in all facility interior working and living spaces.

Smoking in exterior spaces is allowed, weather conditions permitting, with the locations and times to be at the discretion of the master, other senior officer or person in charge, except for conditions mentioned below.

There is no smoking allowed in exterior spaces during operations where there is a hazard of fire or explosions, such as; handling any type of flammable materials; receiving or transferring fuel, oil or other volatile liquids; in or around paint lockers; during emergence drills; when moored or mooring alongside docks, piers, rig platforms or other installations where smoking is prohibited; and any other obvious fire or explosion hazardous operations or procedures.

The master, senior officer, person-in-charge of the facility or vessel and / or the company's representative, is responsible for implementing and upholding this policy, though other persons can and should share in this responsibility. All personnel shall receive the instruction and training as required for the implementation of this Policy. Every effort will be made to assist smokers to adapt to working conditions under this Policy. Personnel wishing to quit smoking are encouraged to seek advice and assistance from the Health, Safety and Environment Management or other sources.

Sujaya S. Putra  
Director

Date: 15/3/2009