



**Prosafe**

[www.prosafe.com](http://www.prosafe.com)

**DOWNLOAD CENTER**



# Corporate responsibility

---

**Prosafe aims to be a socially responsible company and to further develop its business in a sustainable manner. In order to ensure long-term, viable development and profit, the company balances economic, environmental and social objectives, and integrates them into its daily business activities and decisions.**

Sustainable development is a development that meets today's requirements without destroying the opportunities for future generations to fulfil their own needs. Sustainability stands in other words for future viability. To Prosafe, this means that we will balance economic, environmental and social objectives and integrate them into our daily business activities and decisions in order to ensure long-term, viable development and profit.

We comply with governmental laws and rules and regulations applicable to our business. In addition, we are committed to operating in accordance with responsible, ethical, sound business principles.

Prosafe's Corporate Social Policy draws on the principles of the Universal Declaration of Human Rights, the key conventions of the International Labour Organisation, the OECD Guidelines for Multinational Enterprises and the principles of the United Nations Global Compact.

Prosafe's objectives for corporate social responsibility are based on the company's strategy, core values, Code of Conduct and principles for corporate governance, in addition to international recognised principles and guidelines.

[Download Prosafe's CSR Policy >>](#)

We believe that excellence in social responsibility will give us a competitive advantage and will contribute to our long-term success. It helps the company attract and retain the best people and maintain successful working relationships with clients, suppliers and authorities. It also enables Prosafe to build goodwill and to support the countries in which we have operations.

Our corporate citizenship is built on transparency, stakeholder dialogue and integrity in the conduct of our business. We will ensure that our stakeholders at all times are in possession of correct, clear and timely information about the company's operations and condition. Dialogue with stakeholders is essential for identifying risk, creating realistic expectations and securing confidence in the company.





Gaining more knowledge about the impact of our activities is essential in order to be able to benchmark and further improve.

# Communication on progress

---

**As a participant, Prosafe makes a commitment to set in motion changes to its business operations so that the UN Global Compact and its ten principles become part of strategy, culture and day-to-day operations.**

UN Global Compact participants are expected to communicate with their stakeholders the progress the company has made in implementing the ten principles and in undertaking partnership projects in support of broad UN goals.

Prosafe's most recent Communication on Progress was submitted on 3 October 2012.

Download the 2012 COP >> (PDF, 179 KB)



The UN Global Compact's ten principles enjoy universal consensus.

# Ten principles

---

**The UN Global Compact asks companies to embrace, support and enact, within their sphere of influence, a set of core values in the areas of human rights, labour standards, the environment and anti-corruption.**

## **Human rights**

Principle 1: Businesses should support and respect the protection of internationally proclaimed human rights; and

Principle 2: make sure that they are not complicit in human rights abuses.

## **Labour standards**

Principle 3: Businesses should uphold the freedom of association and the effective recognition of the right to collective bargaining;

Principle 4: the elimination of all forms of forced and compulsory labour;

Principle 5: the effective abolition of child labour; and

Principle 6: the elimination of discrimination in respect of employment and occupation.

## **Environment**

Principle 7: Businesses should support a precautionary approach to environmental challenges;

Principle 8: undertake initiatives to promote greater environmental responsibility; and

Principle 9: encourage the development and diffusion of environmentally friendly technologies.

## **Anti-corruption**

Principle 10: Businesses should work against corruption in all its forms, including extortion and bribery.

These ten principles enjoy universal consensus and are derived from The Universal Declaration of Human Rights, The International Labour Organisation's Declaration on Fundamental Principles and Rights at Work, The Rio Declaration on Environment and Development and The United Nations Convention Against Corruption.



By signing the UN Global Compact, Prosafe reinforces its commitment to socially responsible business practices.

# Global Compact

---

**In order to advance our commitment to sustainability and corporate citizenship, we signed up as a member of the United Nations Global Compact in October 2008.**

The UN Global Compact is a framework for businesses that are committed to aligning their operations and strategies with ten universally accepted principles on human rights, labour standards, the environment and anti-corruption.

By becoming a member of the UN Global Compact, we want to express our sincere commitment to the UN Global Compact's mission and our willingness to change and improve. As a participant, Prosafe makes a commitment to setting in motion changes to its business operations so that the UN Global Compact and its ten principles become part of its strategy, culture and day-to-day operations.

Prosafe will continue to enhance the organisation's awareness and understanding of corporate social responsibility in general, and of the UN Global Compact's ten principles in particular.



We are committed to doing what we can to reduce risk and to learn the lessons from things gone wrong.

# HSSEQA

---

**Prosafe has adopted a zero mindset philosophy. We believe that active preventive efforts will allow our business to be pursued without negative consequences for people's life and health, the natural environment and material assets.**

This commitment is further described in the company's Health, Safety, Security, Environment and Quality Assurance Policy (HSSEQA Policy) >>.

Prosafe's operations are accredited according to ISO 9001, ISO 14001 and OHSAS 18001.

Systematic preventive and effective health, safety and environment work is a high-priority line management responsibility in Prosafe. Active and visible involvement by management is a key factor in achieving the company's goal of operating without accidents.

Prosafe expects all its managers to lead the way by setting a good example and facilitating good working practices and the resources required to operate safely. Managers must show in practice that safety takes precedence over profits and schedules. Should a conflict arise between operations and safety, the latter must always be given first priority. No safety rules may be broken and no short cuts may be taken to complete jobs quickly.

## **A pro-active HSE culture**

We emphasise commitment and participation at all levels of the organisation in order to ensure that all employees perform their work in a safe manner, contributing actively to reducing risk and taking action when undesirable conditions are observed.

We want our company to be associated with a proactive HSE culture and with human relations characterised by respect, trust and concern for others. We demand that employees take the time needed to evaluate risk in their work and ensure that their colleagues are aware that potentially hazardous operations will be conducted. Colleagues must function as safety barriers, and call for interruption of work when they observe unsafe behaviour or conditions to prevent such situations from developing into accidents.

Through the participation and contribution of the whole workforce, and open and close

collaboration with customers, sub-contractors and authorities, we will create proprietary attitudes and achieve continuous improvement.

### **Accident prevention**

We are committed to doing what we can to reduce risk and to learn the lessons from things gone wrong. We believe that transparency is the best form of accident prevention.

Accidents and undesirable incidents are reported and followed up in a systematic manner in order to continue the building of a culture that promotes learning. Safety for people, the environment and material assets must be created and re-created every day.



A number of operations have demonstrated through long injury-free periods that excellent safety results are attainable.

# Safety

---

**Safety is a core value in Prosafe. We look upon the objective of zero incidents as a goal to work towards and as a way of thinking, and are committed to working actively to avoid injuries and accidents.**

Over the past years, the company has focused on preventive measures and a number of initiatives have been implemented in order to further strengthen the safety culture. Simultaneously, new systems and procedures have been introduced which have resulted in improved safety results.

Prosafe recorded one incident classified as a Lost Time Injury (LTI), which means the employee was absent from the next work shift because of the injury. The incident did not have any long-term consequences.

The LTI frequency is calculated by multiplying the number of LTIs by 1 million and dividing this by the total number of man-hours worked. This resulted in an LTI frequency of 0.98, which is on the same level as in 2011, when it was 0.95.

All injuries and serious incidents are unacceptable to Prosafe, and are therefore subject to extensive in-house investigation to identify causes and introduce risk-reducing measures aimed at preventing recurrence. The findings of these investigations are conveyed to the rest of the organisation to ensure transfer of experience. These are important measures for reaching the company's goal of zero injuries.

## **Continuously instilling safety awareness**

Prosafe wants to instil a zero mindset in its employees and sub-contractors. In order to achieve this, a number of management tools are included within the company's Integrated Management System:

- Vessel inductions for all personnel visiting our vessels
- Worksite monitoring to ensure that safe working practices and conditions are in place
- Safety tours to identify risks to persons, detect nonconformities as regards health,

safety and environmental protection standards, and to encourage all crew members to keep a high focus on safety at all times

- Weekly accommodation inspections covering all aspects of accommodation and food hygiene
- Permit to work audits to ensure that health, safety and environmental standards are maintained through compliance with the permit to work system
- Safety observation system cards to provide both positive and negative feedback to the shipboard management

Preventive work is important, and the following improvement efforts initiated in 2011 to strengthen the organisation's safety culture were continued in 2012:

- Roll-out of a video safety training package consisting of 25 learning modules
- DCR Management and Reporting
- Training related to working at height
- Risk assessment coaching
- Implementation of an electronic Risk Management System
- Increased crew involvement
- Campaigns addressing trips, slips and falls

Furthermore, we held a Safety Day attended by 175 managers and employees. By bringing people together, they can share resources and best practices and develop stronger relationships to the benefit of the company as a whole. By continuously instilling safety awareness, we will achieve a real and lasting shift in mindset that will result in an improved safety performance.

### **Excellent results are attainable**

Through operating for long periods without injuries, some of our vessel operations have demonstrated that excellent safety results are attainable. This demonstrates that the zero mindset is achievable, and provides motivation. We use best practices across the group as examples to ensure transfer of experience within HSE training.

Number of days since last lost-time injury for vessels operated/managed by Prosafe  
(as at 31 December 2012)

Safe Astoria	2 437
Regalia	743
Safe Concordia*	700
Safe Caledonia	402
Safe Scandinavia	250

\* Since the date Prosafe assumed the management of the vessel



We endeavour to minimise the impact of our day-to-day operations on the environment.

# The environment

---

**Care for the environment is one of our core values and forms an integral part of our business planning. Prosafe's goal is zero accidental discharges to the sea and zero accidental emissions to the air, which is in line with our principles for sustainable development.**

Environmental management is at the core of our Integrated Management System. By integrating environmental considerations in our risk assessments, we endeavour to minimise the impact of our day-to-day operations on the environment.

We produce Environmental Impact Assessments for each of the vessels that we manage/operate. The assessments take into account the mode of operation of the vessel together with generic geographical considerations. Local assessments are typically performed with our clients who will usually be operating under the terms of an Operators Permit.

Moreover, we cooperate actively with customers and suppliers to set in-house goals, make continuous improvements to our own routines and shape attitudes towards protecting the natural environment from pollution by our operations. All accidental discharges and emissions are reported and followed up in the same way as injuries and material damage.

## **Reducing our ecological footprint**

We are actively seeking solutions to reduce emissions in order to further reduce our impact upon the environment. Environmental considerations are an important aspect when planning vessel refurbishments and upgrades.

Our vessels have International Air Pollution Prevention (IAPP) certificates, International Oil Pollution Prevention (IOPP) certificates and International Sewage Pollution Prevention (ISPP) certificates. These certificates are all issued under the International Convention for the Prevention of Pollution from Ships (MARPOL) and are subject to periodic survey.

## **Facilitating improvement over time**

In 2009, Prosafe joined the Confederation of Norwegian Enterprise's (NHO's) Environmental

Agreement on NOx. By signing the Agreement, Prosafe committed itself to prevent and reduce environmental problems caused by emissions of nitrogen oxides in its offshore operations.

Prosafe conducted a major refurbishment and life extension of Regalia in the first half of 2009. As part of this upgrade, Prosafe replaced the old engines with low NOx engines, thereby cutting the vessel's annual NOx emission. This has resulted in a reduction in diesel and lub oil consumption, contributing to a reduced environmental impact.

During the refurbishment of the Safe Caledonia that took place in the second half of 2012, a similar replacement of the diesel engines took place, which will result in a further reduction of NOx emissions.

Going forward, we will continue to gradually implement new technology and refurbish equipment in order to further reduce emissions.

### Spills and emissions

Prosafe had no accidental discharges to the natural environment in 2012 and continues to actively reduce emissions by investment in more modern and fuel efficient equipment and continuous improvement in operating procedures.

We calculate the emissions of CO<sub>2</sub>, CO, NO<sub>x</sub>, SO<sub>2</sub>, CH<sub>4</sub> and VOC for the managed fleet based on the fleet's diesel consumption.

It is important to note that the amount of diesel consumed, and thereby also the amount of emissions, will vary largely depending on:

- the number of vessels that are under Prosafe's management
- the fleet utilization (i.e. the amount of time that the vessels have been operating)
- the vessels' operation mode - dynamic positioned (DP) vessels maintain their position by means of thrusters and will therefore use far more diesel, and thereby also have substantial higher emissions, than vessels that maintain station by moorings

The number of vessels that uses DP and the number of days that these vessels use DP can vary from year to year. In 2012, two of Prosafe's vessels operated on DP.

The calculated emission data for vessels operated/managed by Prosafe:

	<b>Calculated 2012 total (tonnes)</b>	<b>Calculated 2011 total (tonnes)</b>	<b>Calculated 2010 total (tonnes)</b>
Consumed diesel	19 238	23 000	16 300
CO <sub>2</sub>	61 561	73 871	52 200
CO	365	438	310
NO <sub>x</sub>	1 212	1 454	1 030
SO <sub>2</sub>	115	138	98
CH <sub>4</sub>	3	3	2
VOC	37	43	31

**Waste management**

When a Prosafe vessel operates alongside an offshore installation, it will come under the umbrella of the host installation's operating permits. Prosafe and its client's management systems are cross-referenced within interface documents, and responsibilities are clearly defined.

All Prosafe vessels are subject to MARPOL requirements and have implemented a waste management system that is documented in the Garbage Management Manual. The plan includes assessments of all potential waste products originating onboard together with the requirements for waste segregation for transportation ashore.

**Ballast water**

Ballast water management for our vessels is controlled within the confines of the International Maritime Organisation (IMO) regulation.

**Discharge of sewage**

The discharge of sewage is controlled within the confines of IMO regulation. All vessels within the fleet have been subject to International Sewage Pollution Prevention (ISPP) surveys and have been issued certification in accordance with MARPOL Annex IV by the relevant Flag.



It is the responsibility of all employees to perform their work in a safe manner, taking a proactive approach to reduce risk.

# Occupational health

---

**Prosafe endeavours to offer its employees a good and safe working environment in physical and psychosocial terms.**

All employees should have a good balance between work requirements, individual opportunity for control and participation, and support from colleagues and managers.

It is our objective that nobody should suffer work-related illnesses or strain injuries as a consequence of working for Prosafe.

Sickness absence has been low in recent years, but increased to 3.3 per cent in 2012 from 2.1 per cent in 2011. We believe that a good working environment and a close follow-up of employees on sick-leave are prerequisites for achieving the lowest possible sickness absence rate.

We monitor all sickness absence closely and seek occupational health guidance and intervention at an early stage during any work-related sickness absence. We also take steps to enable employees to return to work on light duties, either in the office or on shorter vessel trips to re-assimilate the employee's return to work.

Special attention is paid to employees exposed to certain hazards such as high noise environments, exposure to chemicals and other conditions that may be harmful to health. We carry out regular occupational health assessments for these risks.

Reducing sickness absence is significant to the well-being of the individual employee, and also has a positive financial effect on the company and society as a whole.



Suppliers are requested to commit themselves to following Prosafe's HSSEQA and CSR principles.

# Supply chain responsibility

---

**Prosafe endeavours to ensure that its HSSEQA and CSR principles, including those relating to conflict of interests, anti-corruption, human rights and labour standards - are integrated into its supply chain.**

HSEQA and CSR are focused upon throughout the procurement process, from the pre-qualification of vendors, to entering into contracts, and in supplier audits.

The main tool for ensuring HSEQA and CSR implementation in the supply chain is the Prosafe Approved Supplier Verification Questionnaire, which requests suppliers to sign and commit themselves to following Prosafe's HSEQA and CSR principles.



Prosafe promotes respect and tolerance amongst the whole workforce.

# Human resources

---

**Prosafe's success depends upon the combined capabilities and contributions of its employees. Their motivation, knowledge and competence are fundamental to the company's further sustainable development.**

We have drawn up a Human Resources Policy >>and personnel procedures to ensure efficient human resources management and equitable treatment of employees.

We are committed to offering our employees a safe and stimulating working environment where everyone is treated fairly and with respect. We aim to provide our employees with interesting and challenging jobs which will provide scope and opportunities for personal and career development. By developing a strong corporate culture, employees with complementary skills will be able to work together in a focused and cost-efficient manner in order to reach individual and company objectives.

Prosafe's workforce consisted of 547 individuals at the end of 2012, as compared to 551 in the previous year. Prosafe's global presence was reflected in the fact that its employees came from 27 countries around the world. The overall workforce turnover in the group was 7.6 per cent in 2012, an increase from 4.2 per cent in 2011.

## **Supporting integrity**

The company's core values – profitability, respect, innovation, safety, ambition, focus and the environment – must be reflected in the behaviour of all employees. In order to create a corporate identity across corporate and national boundaries, it is important that these core values are at the basis of all activities.

Prosafe has adopted a Code of Conduct >> which all employees must observe at all times. This code is the cornerstone of the company's commitment to integrity. It provides guidance to actions and decisions, and reflects the mindset and attitude expected in Prosafe.

All employees are individually responsible for maintaining the highest standards of ethical behaviour. Prosafe's core values and Code of Conduct support the sound judgment of each employee, thereby enabling employees to evaluate individual situations and to take the appropriate action.

Implementation of the core values and Code of Conduct will be given the highest priority. Managers have a special responsibility for ensuring that these guidelines are known and implemented. The core values and Code of Conduct are amongst others introduced in employee induction programmes, are discussed in dedicated workshops and are elaborated on in internal publications. Violation of the Code of Conduct could result in disciplinary action, up to and including termination of employment.

### **Diversity and equality**

We believe that strength lies in differences, not in similarities. Our diverse and talented workforce is one of the company's most important competitive advantages in satisfying the requirements of our clients. Attracting, developing and retaining the best employees, regardless of gender, age, nationality, cultural background or religion, gives the company access to new ideas, promotes better decision making, and creates a workforce that mirrors our clients and the world at large.

The company operates an equal opportunity policy including gender equality. Men have, however, traditionally made up a greater proportion of the recruitment base for offshore operations, and this is reflected in Prosafe's gender breakdown. As of 31 December 2012, women accounted for 15 per cent of the overall workforce, compared to 11 per cent in 2011. Onshore the proportion of women was 41 per cent, as opposed to 43 per cent in 2011.

Women constituted 15 per cent of the managers as at 31 December 2012, as opposed to 18 per cent at the end of 2011.

Prosafe aims to offer the same opportunities to all and there is no discrimination due to race, gender, nationality, culture or religion with respect to recruitment, remuneration or promotion.

### **Recruitment and compensation**

Prosafe wants to be a preferred employer, and aims to attract and retain employees by offering them challenging and motivating tasks, and by providing attractive working conditions and possibilities for personal development and career growth.

All employees shall have a salary that is seen as fair, competitive and in accordance with industry standards. Only relevant qualifications such as education, experience, performance and other professional criteria shall be taken into account when appointing, settling remuneration and awarding promotion.

### **Employee development**

In order to ensure a uniform high standard of operations and create a corporate identity across company and national boundaries, new employees are given a thorough introduction of Prosafe's history, operations, vision, core values and Code of Conduct. They are also offered the necessary training in the company's policies related to health, safety and the environment.

The main tool for employee development is through the annual appraisal dialogues. Employees meet with their line managers to review individual work performance and the achievement of personal objectives, giving and receiving feedback and setting objectives for the following year. This dialogue is also used in order to set up individual development plans, discuss career planning opportunities and identify training and development needs for the forthcoming year.

It is our aim that every employee should have an annual appraisal dialogue. In 2012, 86 per cent of the employees had such dialogues, as compared to 93 per cent in 2011.

### **Talent management**

A talent management strategy was developed in 2010, and a number of programmes supporting talent management are in the process of being implemented. These programmes include the development of a competency framework, review recruitment and selection methods, as well as approaches to identify and assess those individuals within the organisation who have succession potential for more senior management positions.

Closely integrated with our Talent Management Strategy will be a continued investment in high quality Management Development Programmes aimed at providing managers and potential managers with a range of management education and skills development options. Leadership Development Programmes and 360° Benchmark profiling will be used to support this strategy which will link directly into our Succession Planning processes.

### **Collective bargaining**

The following collective bargaining agreements were in force during 2012:

- International Transport Federation (ITF)
- Norwegian Maritime Unions
- Norwegian Ship Owners Association (NSA)
- Industri Energi (IE)

These agreements have been renewed and will continue to operate during 2013.



One of the "Prosafe houses" in the SOS Children's Village in Bataan, the Philippines.

# Society

---

**Prosafe has operations and offices in many countries. We have a social responsibility towards the local communities where we are represented, and wish to contribute to their positive development.**

We accordingly cooperate closely with local employees, customers and government authorities. Prosafe's most important contribution to local communities is job creation, both directly and indirectly, which helps to enhance the local level of expertise and generates tax revenues. Local suppliers of goods and services are used where they are competitive.

Prosafe makes donations to humanitarian organisations and charities. We feel that it is important to show our employees and the community that we are an integrated part of society.

Prosafe has given substantial donations to social programs in countries where the company has business activities. Since 2006, Prosafe has been co-operating with SOS Children's Villages. We believe that offering children a home and education is the most valuable aid the company can give. In the longer term, this will contribute to a better future for the children and the country in which they live.

Donations have been given to SOS Children's Villages in Nigeria, Brazil, Mexico and the Philippines. These donations have financed the building and running of family houses and the running of a family program in the Philippines.