

HR, Crewing and Labour Policy

Purpose

To ensure a safe, respectful, inclusive, and legally compliant workplace where all workers are treated with dignity, personal information is protected, and unacceptable behaviour is prevented.

Scope

This policy applies to all employees, contractors, crew, officers, trainees, apprentices, and representatives of 6020 Energy NZ Ltd (and all subsidiaries) in New Zealand, Australia, and across international operations. It applies in all work environments, including vessels, ports, drydocks, client sites, remote work, and work-related events.

1. Privacy & Confidentiality

We comply with the **NZ Privacy Act 2020**, **Australian Privacy Act 1988**, and relevant privacy principles. We will:

- Collect only the personal information necessary for employment, crewing, safety, and operational purposes.
- Use and disclose information only for lawful and legitimate business purposes.
- Protect personal information from unauthorised access, misuse, or loss.
- Provide individuals with access to, and correction of, their personal information.

All privacy concerns must be raised with the designated Privacy Officer.

2. Anti-Discrimination & Equal Opportunity

We are committed to a workplace free from unlawful discrimination. Employment decisions will be based on merit, capability, and performance. We will:

- Provide equal access to employment, training, and advancement.
- Promote diversity, inclusion, and cultural respect.
- Ensure no worker is disadvantaged based on protected attributes under NZ or Australian law.

3. Bullying & Harassment (Non-Sexual)

Bullying and harassment are strictly prohibited. This includes:

- Repeated unreasonable behaviour that creates a risk to health and safety.
- Any behaviour that demeans, humiliates, or intimidates a person.
- Serious single incidents that cause harm.

All workers must treat others with dignity and respect.

4. Sexual Harassment

Sexual harassment is unlawful and will not be tolerated. It includes:

- Unwelcome sexual advances or requests for sexual favours.
- Unwelcome conduct of a sexual nature.
- Behaviour that a reasonable person would expect to offend, humiliate, or intimidate.

Sexual harassment may occur in any work-related context. Consensual relationships are not sexual harassment.

5. Victimisation & Good-Faith Reporting

- No person may victimise another for making a complaint or participating in an investigation.
- Complaints must be made in good faith.
- Malicious or knowingly false complaints may result in disciplinary action.

6. Reporting & Responsibilities

Workers must:

- Treat others respectfully and uphold this policy.
- Report discrimination, bullying, harassment, or sexual harassment promptly.
- Protect the confidentiality of personal information.

Management will:

- Ensure compliance with NZ and Australian legislation.
- Provide training, support, and fair processes.
- Investigate concerns promptly and confidentially.
- Take appropriate corrective or disciplinary action.

Detailed reporting steps, investigation processes, and support pathways are outlined in the company's procedures.

7. Policy Approval & Review

This policy is approved by senior management and reviewed annually, or earlier if required following incidents, audits, or legislative changes.