

## Whistle Blowing Policy Statement

Burgess Marine wants to fulfil its responsibilities to stakeholders, customers, employees, business partners and the wider community by seeking to conduct all aspects of business at the highest level of excellence and professionalism and by operating in an ethical manner. We are committed to customer satisfaction, first class service, safety and a responsible approach to the environment.

In order to meet these high standards, we rely on the honesty and integrity of our staff, irrespective of level or status within the organisation, to point out ways in which we can improve conduct within our business and make our decisions within a clear ethical framework. We wish to encourage a culture of openness, allowing all staff and other individuals working with our business (including agency staff and sub-contractors) to raise and resolve any problems as quickly as possible. We recognise that subcontractors may have their own procedures and would like to encourage them to add to these procedures so as to enable their employees to report directly to us on our operations.

We will take prompt steps to investigate thoroughly and to remedy any deficiencies brought to our attention in accordance with this policy. Just as it is our duty to maintain standards, it is the obligation of all of us to bring malpractice or problems promptly to our attention.

To help achieve the above aims, the Whistle Blowing Policy has been introduced to encourage employees, temporary staff and sub-contractors to raise any concerns they may have about possible wrongdoing or malpractice at an early stage and in the correct way.

### ***When should you use the Whistle Blowing Policy?***

You are responsible for taking appropriate, reasonable and timely action whenever you become aware of any situation or matter than could expose us to loss, liability or embarrassment.

It is your duty to report any situation or matter which you reasonably believe might show that one or more of the following matters has occurred, is occurring or is likely to occur in the future:

- A criminal offence;
- A failure to comply with a legal obligation;
- A miscarriage of justice;
- A health and safety danger;
- An environmental risk;
- An act of misconduct;
- Dishonesty or fraud;
- A breach of Burgess Marine's rules or procedures or those of any regulatory body; or
- A concealment of any of the above.

As soon as you become aware of any situation or matter referred to above, you should report your concern to Peter Warren, Compliance Director who has been appointed as Burgess Marine's Disclosure Officer. If your concern is about the Disclosure Officer himself then you should promptly report your concern to the Operations Director, Brian Needle.

It is very important for you to report any of the matters referred to above promptly in order to assist us to uphold our high standards and to help prevent the concealment or destruction of evidence which we or other regulatory authorities might need to review. If you have any grievance relating to your employment you should follow Burgess Marine's grievance procedure.

A handwritten signature in blue ink, appearing to read "N. Warren".

Nicholas Warren,  
Chief Executive Officer.  
04/07/17