

# SAFETY, HEALTH, ENVIRONMENT & ENERGY (HSEE) POLICY

## DRONEQ ROBOTICS B.V.

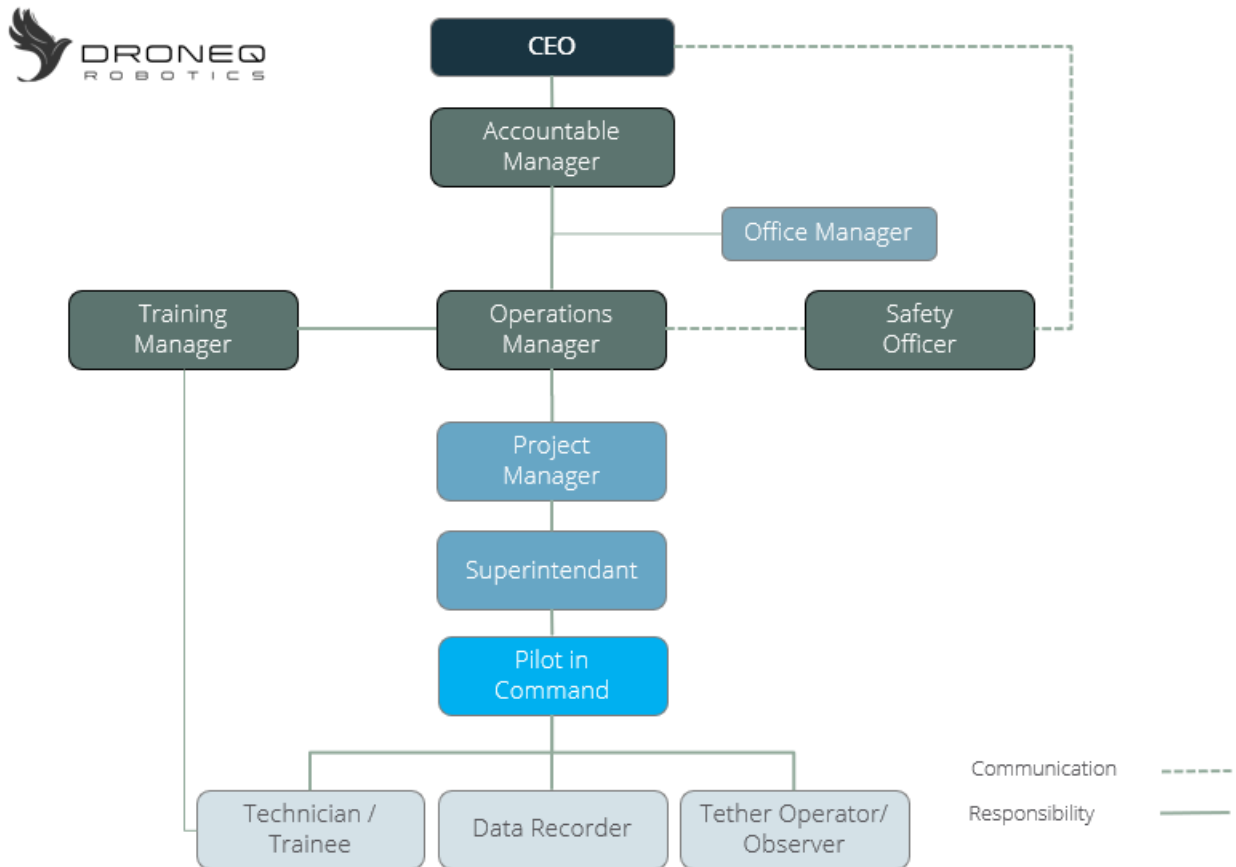
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Drafted by: DroneQ

# SAFETY, HEALTH, ENVIRONMENT & ENERGY (HSEE) POLICY

DroneQ Robotics is fully aware of the influence of its activities in the field of HSEE and is constantly evaluating and if necessary improve whether these activities can be carried out in a safer, healthier and more sustainable way. DroneQ Robotics has incorporated the following in its daily operation:

## 1.1 ORGANOGRAM



## GENERAL

- DroneQ Robotics uses a cloud based Operation Centre solution, compliant ISO 21384 for Unmanned System, for Risk Management, Quality Management, Safety and Incident Management and Operations, including logging of operations, requirements, pre-operation and post operation procedures, incident registration, equipment maintenance and human resource management.
- HSEE are integrated in the various work, design and purchasing processes, daily operations and in the way DroneQ Robotics personnel think and act.
- Ambitious goals and standards for HSEE are defined to improve continuously our performance in these areas. Our business activities are accompanied by the use of raw materials and energy,

emissions to water and air, and odour and noise emissions. At least the requirements, as set out in legislation and regulations, are met.

- DroneQ Robotics management takes into account sustainable development, in which raw materials and consumables, energy and water are dealt with efficiently. HSEE are an important starting point when operational decisions are taken, in purchase of equipment/services, and in the design of constructions/equipment.
- DroneQ Robotics make maximum efforts to protect the environment and environmental protection at all times. DroneQ Robotics will strive to recycle, re-use or redecorate products and materials. DroneQ Robotics will make maximum efforts to limit the printing of documents and to use environmentally relieving paper where possible, as well as limiting the use of water, energy and the production of waste
- All employees and contractors are involved in activities and improvements in the field of HSEE.
- Care is taken to ensure a safe and healthy working environment for all employees, contractors, suppliers and visitors. It is also guaranteed that they are aware of our ambitions and expectations in the field of HSEE.
- To achieve the set objectives, management and executives donate the necessary time and resources available.

## COMPLIANCE STATEMENT

### **DroneQ Robotics, its employees and/or (sub) contractors, shall:**

- ... at all times ensure the proper active security of its computer equipment and IT infrastructure, including but not limited to up-to-date antivirus, (personal) firewall, intrusion Prevention System, anti-malware, the most recent Patches and can use secure email communication and secure file sharing.
- ... at all times refrain from engaging in activities that could harm the data protection, general interests and reputation of DroneQ Robotics and its partners and/or customers in any manner, and make maximum efforts to avoid loss of data from DroneQ and or its partners and/or customers. In this context, DroneQ Robotics will confirm itself with the codes of conduct, house rules, clothing regulations and other relevant rules of DroneQ Robotics and/or its partners and/or customers and strictly comply with them.
- ... actively support, propagate and act on the protection of internationally proclaimed human rights. This includes but is not limited to basic human rights, social justice and cultural diversity. DroneQ Robotics will not take on activities such as discrimination in any form, child labour or forced employment.
- ... refrain from any unethical behaviour, including extortion and bribery, and to prevent all forms of corruption. Any form of compensation, remuneration, donations or other benefits that may have any influence on decision-making or imaging of DroneQ Robotics and/or its partners and/or customers is strictly prohibited.

The HSEE policy is reviewed, approved and published by the Accountable Manager (policy owner) on yearly base. Social, safety-, health-, environmental organizational development may be reason for changes to the policy. A proper change management procedure will be followed.

## EMPLOYEES & CONTRACTORS

- Take responsibility for the safety and health of themselves and others. They wear at all times the required PPE 's and address their colleagues in unsafe behaviour .
- Analyse threats and risks, if possible improve working conditions and minimize the burden on the environment.
- Rapport and correct immediate hazards, incidents and accidents in the area of HSEE to their direct manager/team lead and to DroneQ Robotics Safety Officer.
- Take initiatives to improve the performances in terms of HSEE.
- Always keep in consideration the energy efficiency at their work.
- Actively participate in the preparation, planning and development of safety, health and environmental objectives of DroneQ Robotics.
- Follow the guidelines that are given in toolbox meetings and at other information moments.
- Comply with the regulations and are aware that sanctions can be imposed in the event of non-compliance.

## MANAGEMENT

- Exhibit exemplary behaviour and give effect to the HSEE policy in the daily DroneQ Robotics operations.
- Take responsibility for the safety and health of their employees and contractors and strive for continuous improvement in terms of HSEE.
- Make guidelines and report over objectives, results and identified deficiencies in the area of HSEE.
- They provide information and facilitate dialogue within DroneQ Robotics about HSEE.

## 1.2 PERSONNEL SPECIFIC MEASURES

### 1.2.1 IM SAFE

The health of the ROV team is very important and has a direct impact of ROV Operations safety. This is emphasized in the requirement for medical examinations and medical certificates. ROV team members who feel sick or are affected in their perception or reflexes by drugs, drugs or pharmaceuticals have previously contributed to accidents in manned aviation and this also poses a major danger to ROV Operations.

A ROV team member will resign his duties when operating a ROV system if he/she doubts whether he/she can perform his duties properly or if he/she has the impression that he/she is suffering from such fatigue that this can endanger the ROV Operation. If a ROV team member does not feel fit enough to fly before or during a ROV Operation, he/she will inform the other ROV team members and the planning department as soon as possible so that another ROV team member can be assigned to the ROV Operations.

Each ROV team member must use the IM SAFE methodology to determine whether he/she is fit enough to perform his tasks.

**Illness:** Do I (or did I) have a disease or do I have symptoms of a disease that hinder me in carrying out my work?

**Medication:** Have I taken prescribed medications that affect my alertness or my ability to perform my tasks?

**Stress:** Am I under such psychological pressure, related to work or private life, that it affects my ability to work?

**Alcohol:** Did I consume alcohol or drugs within the last 12 hours prior to the ROV Operations?

**Fatigue:** Do I experience any kind of fatigue that affects my ability to perform this ROV Operations?

**Eating:** Have I eaten enough and a good condition?

DroneQ Robotics has a **zero** tolerance policy for the use of soft or hard drugs and after drinking such a quantity of alcohol: that a litre of exhaled air contains 90 µg or more. That more than 0.2 mg of alcohol is detected per millilitre of blood. When assigned to any project DroneQ Robotics has a **zero** tolerance for consuming alcohol for the duration of the ROV project.

### 1.2.2 Hours of Operation

ROV Operations require the full concentration of all ROV team members at all times. In order to maintain ROV Operations at peak performance, ROV pilots shall perform no more than a maximum of four continuous hours of dive time. ROV Operations shall then be terminated or ROV pilots will be rotated. After a one hour break, the original ROV Pilot can return for another four hour period of ROV Operations.

ROV Operations can be performed during the day or night, but each ROV Pilot shall be given the opportunity to acquire at least eight hours of continuous sleep per day. Normal work hours for personnel engaged in ROV Operations should not exceed twelve hours during any twenty-four hour period.

Reviewed and approved by:

John Troch  
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 Name

Accountable Manager  
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 Position

25-11-2020  
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