

CDE WHISTLEBLOWER POLICY STATEMENT

This policy is intended to encourage Management, employees and others to report suspected or actual occurrence(s) of illegal, unethical or inappropriate events (behaviours or practices) without retribution.

1. The Whistleblower should promptly report the suspected or actual event to his/her supervisor.
2. If the Whistleblower would be uncomfortable or otherwise reluctant to report to his/her supervisor, then the Whistleblower could report the event to the next highest or another level of management, or use the established reporting site for anonymous notifications; "Whistleblower mail", <http://wb.it36.local/>, which gives access for all employees to anonymously send notifications of censurable conditions at the workplace.
3. The Whistleblower can report the event with his/her identity or anonymously.
4. The Whistleblower shall receive no retaliation or retribution for a report that was provided in good faith – that was not done primarily with malice to damage another or the organization.
5. A Whistleblower who makes a report that is not done in good faith is subject to discipline, including termination of employment, or other legal means to protect the reputation of the organization and members of its staff.
6. Anyone who retaliates against the Whistleblower (who reported an event in good faith) will be subject to disciplinary action, including termination of employment.
7. Crimes against person or property, such as assault, sexual harassment, burglary, etc., should immediately be reported to local law enforcement.
8. Supervisors and/or management who receive the reports must promptly act to investigate and/or resolve the issue.
9. The Whistleblower shall receive a report within five business days of the initial report, regarding the investigation, disposition or resolution of the issue.
10. If the investigation of a report, that was done in good faith and investigated by internal personnel, is not to the Whistleblower's satisfaction, then he/she has the right to report the event to the appropriate legal or investigative agency.
11. The identity of the Whistleblower, if known, shall remain confidential to those persons directly involved in applying this policy, unless the issue requires investigation by law enforcement, in which case members of the organization are subject to be summoned.

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