



BASIC PRINCIPLES

These Basic Principles summarize PBM Group's basic working principles which are to be respected by all PBM employees and managers.

PBM (the Company) believes in responsible professional, social and ethical behavior. All PBM employees and managers have an obligation to its stakeholders to observe high standards of professionalism, integrity, and fair dealing.

Business Ethics

PBM respects the laws and regulations related to business ethics of the country in which it operates and requires from its suppliers and partners to do the same.

Work Environment

PBM is committed to providing a safe working environment and reducing risks that can cause accidents or impair the health and well-being of its employees. Every PBM employee, and particularly the managers, are expected to foster and nurture positive and inspiring working atmosphere in which every individual shall feel encouraged to give her/his best.

Employees' Contracts, Working Hours and Compensation

PBM complies with laws and regulations regarding employees' contracts, working hours, including overtime and overtime compensation. Salaries should be paid regularly and comply with the applicable legislation and the market situation. Employees are entitled to a minimum of one day off in a week and for national holidays. Employees should be granted the stipulated annual leave, sick leave and maternity/paternity leave without any repercussions.

Working Time is defined in accordance with the law and Company's business needs. Working week has defined maximum number of working hours, part of which can be legally used as Overtime.

Overtime, Work on Weekends and Holidays

Work after regular working time defined by the Company, and in accordance with the law, work on weekends and holidays is defined as Overtime. All employees are entitled to be fully paid for Overtime hours. Legal restrictions regarding the yearly number of overtime hours are to be observed and respected.

Use of Official Vehicles

PBM employees have official vehicles at disposal for business purposes. Official vehicles should be used only by PBM employees, and with due respect and diligence. Employees are responsible to obey traffic rules and drive safely. Consequences for traffic rules violation are the sole responsibility of the offender. Tickets for wrong parking in the shipyard area are to be covered by the Company in case there was no other option for parking and job had to be completed.

Use of Private Vehicles for Business Purposes

In case of need and lack of official vehicles, PBM employees can use their private vehicles, with manager's approval. The cost of using private vehicles for business purposes shall be fully paid by the Company in accordance with the law.

Annual Leave

PBM employees are entitled to annual leave in accordance with the law. Use of annual leave needs to be agreed with the Company's manager

and respecting Company's business needs. Annual leave should be used in 2-weeks block. A 3-weeks block can be used in special cases.

Company Managers' Obligations and Responsibilities

PBM managers are committed to company's mission, vision and values, obliged to promote them and lead-by-example in every day operations. They are responsible for ensuring a positive working environment in which employees are inspired and motivated to work and develop themselves. Knowledge, commitment and honesty are the basic guidelines in managing the Company. Managers are directly responsible for employees' productivity and performance, but as well for their satisfaction and loyalty to the Company. High employee churn rate is observed as a negative consequence of poor management practices. People are Company's greatest asset and management's top priority. Fairness and honesty are the guiding words in PBM's management principles. PBM Manager regularly communicates with her/his employees, she/he does so openly, in a constructive and appropriate way, and always delivering on her/his promises.

Discrimination, harassment and equal opportunities

PBM provides a work environment where everybody should be treated with respect and dignity and be given fair and equal opportunities for development. PBM does not tolerate any form of discrimination or harassment in the workplace due to race, ethnicity, sexual orientation, gender, religion, age, disability, political opinion, nationality or any other potentially discriminatory factor.

Environment and Sustainability

- PBM shall always meet legal requirements
- PBM continuously seeks ways to reduce the consumption of resources, prevent pollution and improve the overall environmental impact of its operations and products along the value chain
- PBM encourages the development and deployment of environment-friendly technologies
- PBM continuously educates its employees to mind the environment

Community Outreach

PBM acts as a good corporate citizen and supports local, regional and global communities in appropriate ways. Employees are welcomed to promote PBM's spirit and corporate responsibility in their local communities, taking part in humanitarian activities where and when appropriate.