



The Board of Wiertsema & Partners hereinafter referred to as 'the company', is aware of its corporate social responsibility and statutory obligations in respect of all parties that have dealings with the company. This responsibility is expressed in the way in which we do business. This document we explain our general policy in more detail.

**Corporate ethics**

To offer opportunities of success to all our suppliers, partners and subcontractors in a spirit of honest competition and mutually rewarding cooperation.

To undertake our activities in any part of the world in accordance with the highest standards of integrity and honesty.

Employees prevent conflicts of interest between business and personal interests, particularly in their relationships with clients, competitors and suppliers. In this context, the company's employees shall refrain from offering or accepting gifts or invitations that are not in accordance with acceptable standards/values or applicable legislation. Investments in or acquisitions of an interest in clients, competitors or suppliers are not permitted without written approval from the Board.

To protect the confidentiality of information from operating activities that company personnel has access to.

**Social responsibility**

The company shall refrain from any discrimination of employees or applicants on the basis of gender, orientation, age, race, religion, political leanings, trade union membership, or handicap.

The company propagates the training required for the personal development of its employees.

The company endeavours to create a positive work environment in which employees and the Board work together to enhance and strengthen our activities.

The company refrains from any political leanings and shall not make a contribution, in whichever way, to political parties or election campaigns.

The company also aims to make a positive contribution to its immediate community. The company's feeling of corporate social responsibility goes beyond its immediate environment. Besides making a contribution it also aims to create awareness amongst its employees.

**Environmental protection**

Care for the environment and attention to sustainability are elements that are incorporated in all the business operations of the entire company. We strive to reduce the impact of our activities on the environment and risks to nature and others to a minimum.



In order to implement a targeted environmental policy in practice, Wiertsema & Partners works with an environmental-management system in accordance with NEN-EN-ISO 14001.

The company's environmental policy is focused on:

- To provide services that meet the clients' expectations and that have sustainable use of soil as a central tenet.
- To comply with legislation and regulations and those standards that apply to the activities that are performed.
- To prevent unnecessary burdens on the environment.
- To measure the environmental impact of Wiertsema & Partners's activities by means of preparing and implementing a monitoring programme.
- To develop innovative techniques and applications to reduce the environmental impact of soil surveys in particular.
- To assess achieved results periodically and to set environmental targets on the basis of progressive insight in order to ensure continuous improvement of the environmental performance.
- Managers, executives and employees are held responsible for compliance with our environmental-management system.

Environmental awareness regarding the environmental impact of our activities has the highest priority for employees of our company, stakeholders, subcontractors and other parties concerned.

In order to improve its environmental performance, Wiertsema & Partners devises an environmental-care programme each year and this programme contains specific environmental targets with specific responsibilities and timeframes. The process is monitored by the Board that has appointed a HSE Advisor to that effect.

Implementing the environmental policy requires the commitment and dedication of the entire organisation. The Board therefore expects every employee to make an active contribution to care for the environment. In turn the Board shall ensure the right knowledge levels of its employees that enables them to perform their tasks in an environmentally responsible way. The Board shall make the required resources available.

### **Quality**

The company strives towards a corporate culture that is based on the highest quality standards and a continuous improvement process, with a 'hands on' quality-management system that emphasises 'operational excellence' (perfect implementation). In order to implement a targeted quality policy in practice, Wiertsema & Partners works with an management system in accordance with NEN-EN-ISO 9001.

The company operates five quality principles:

- Focus on activities during implementation.
- Do it right the first time.
- Assess risks and set the right priorities for the resources.
- Knowledge must be shared and made accessible.
- Work on matters that suit our expertise ('core business').



Every Manager, line manager and employee is responsible for complying with the company's quality standards and is accountable for his or her individual performance and the performance of those who work under his/her supervision.

The company ensures that its subcontractors work on the basis of quality standards that are fully in line with those of the company. Every year all subcontractors are appraised by means of a suppliers assessment.

The company shall provide adequate resources and training to ensure that its activities are implemented safely and professionally.

The company ensures that all incidents regarding the quality of its services are recorded and investigated, and that corrective measures are implemented and communicated.

Every year the Board assesses whether its targets have been met and adopts new targets for the future on the basis of an annual Board assessment, annual Reports and the Strategic Plan.

There are periodic meetings (in which HSE aspects are a standing item) that deal with all HSE aspects and set out any actions. Agreements are recorded in writing and made available to employees, department heads and management.

### **Health and Safety**

The company is focused on the safe implementation of activities and strives towards continuous improvements, safe implementation of activities and zero accidents. In order to implement a targeted safety policy in practice, Wiertsema & Partners works with an management safety system in accordance with VCA\*\*.

The company believes that effective management and continuous improvement of health, safety and environmental performance are of fundamental importance to the success of the activities and long-term sustainability. Our policy, activities and procedures comply with all applicable legislation and regulations.

This is expressed as follows:

- Insist on and protect the health and safety of persons and goods when they are in conflict with other strategic targets.
- To strive determinedly and continuously towards preventing incidents and losses on the work floor and elsewhere.
- Comply with applicable Occupational Health and Safety legislation and additionally our own corporate standards as set out in the HSE Manual.
- Set clear and valuable objectives in relation to health and safety.
- To maintain open and frequent communication about the progress of our performance.
- Managers, supervisors and employees are held responsible for compliance with our HSE system.
- To ensure that all personnel members receive suitable training and instruction so they can carry out their work safely without any chance of damage to their health or that of others.
- To cooperate with our clients, partners and subcontractors in any project in relation to complying with a shared HSE system.
- To protect our employees whilst they are at work.
- To protect our resources and strategic information.



- To protect our facilities, on land and at sea.
- To maintain the integrity of our image and reputation.
- To propose suitable measures to protect our projects.

The above-mentioned commitments are enshrined in our Personnel Manual, the HSE Manual and this Corporate Manual. All three are evaluated and updated annually in respect of currency and compliance with legislation and regulations.

April 2020

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