



MARINE  
CONTRACTORS



10. WASTE, ABUSE & THEFT

# 10. WASTE, ABUSE & THEFT

At HMC, we endorse internal and external rules that safeguard a responsible way of working. As an HMC employee, you also carry this responsibility. You are therefore expected to act in line with our policies and applicable laws.

### **What is waste, abuse and theft?**

*Waste* involves needless, careless or extravagant expenditure of HMC's funds or property. It relates primarily to mismanagement, inappropriate actions and inadequate supervision.

*Abuse* is behavior that is improper when compared with reasonable business practice.

*Theft* is the act of taking something from someone unlawfully.

At HMC, all employees are compensated for their work in forms of salary and other benefits. We build relationships based on trust, also with each other. This is violated if anyone feels the need to misuse, abuse or steal the company's assets.

## EXAMPLES

### Examples of waste

- A third party fails to reuse or recycle major resources or reduce waste generation.
- An employee purchases unneeded supplies or equipment.
- A buyer purchases goods but does not take advantage of available discounts.
- You notice that certain colleagues do not treat their laptops and mobile phones with care.

### Examples of abuse

- A department manager abuses his/her position by hiring friends or family.
- A manager obliges the travel department to make arrangements for his personal holidays.

- A recruiter asks, or accepts, money from people who wish to secure a job at HMC.

### Examples of theft

- You take home a box of printing paper belonging to HMC for personal use.
- A manager sells scrap or containers and keeps the money for himself.
- A colleague does not pay for every item taken from the canteen for lunch.
- You secretly borrow tools from the yard or vessels for personal use.

## WASTE, ABUSE & THEFT

# KEY TAKEAWAYS

- Report to your line manager or vessel captain:
  - When you see that things are missing from the office, yards or vessels.
  - When you notice that HMC's property appears to get frequently damaged.
- If you are an approver of costs, make sure they are transparently and properly documented.
- Make sure expenses and the use of resources are documented and reasonable.
- Please note that failure to comply with this policy can be reason for disciplinary action.

### What does this mean for third parties?

At HMC, we want to make sure third parties are reputable, capable and commercially reliable companies. Therefore:

- We expect all our business partners to act in line with our waste, abuse and theft policy and applicable laws.
- We ask them to provide us with accurate and detailed invoices.
- If we feel it is necessary, we monitor their behavior and end our relationship with any third party who fails to comply with this policy.

### Do you have any questions about this topic?

We encourage you to contact the Ethics & Compliance department. The contact details can be found on the Ethics & Compliance intranet site.

### Speak up!

A transparent way of working is vital for fighting waste, abuse and theft. If you suspect misconduct, please take a look at the Reporting Policy to see what you can do.