



Galliano Marine Service • QHSE Management System • Section 2 Policies and Strategic Objectives
Workplace Harassment, Discrimination and Grievance Policy

Policy

It is the policy of the Company to provide a positive, non-coercive, and supportive work environment free of harassment, discrimination, or retaliation directed at employees, including, but not limited to: (a) sexual harassment; (b) discrimination on the basis of race, gender, age, sexual orientation, religion, disability, or national origin; and/or (c) other verbal, written, or physical conduct that creates an intimidating, hostile, or offensive workplace, such as using derogatory or degrading language, slurs, or negative stereotypes.

Sexual Harassment

The Company defines sexual harassment as unwelcome sexual advances, requests for sexual favors, or other verbal, written, or physical conduct of a sexual nature where: (a) submission to the conduct is an explicit or implicit condition for employment; (b) submission to or rejection of the conduct is used as the basis for an employment decision; and/or (c) the conduct unreasonably interferes with an individual's work performance or creates an intimidating, hostile, or offensive work environment.

Reporting Grievances

Each employee has not only a right, but also a duty, to report workplace harassment, discrimination, or retaliation. The Company will not tolerate retaliation against an employee who has made a good faith report of conduct that he/she reasonably believes may violate this policy.

If you need to report an incident while at sea but are unable to access the web using your own connected device, you should notify the Vessel Master. If the Master is involved in the incident, notify the next most senior person on board, who must provide you with access to the Vessel's communication device(s), as soon as reasonably possible to contact the Edison Chouest Offshore Employee Hotline.

How-to Guide:

If you experience or witness harassment, discrimination, or retaliation by a supervisor, manager, or another employee, you should immediately report the incident to the Edison Chouest Offshore Employee Hotline, via phone or online:

- Call toll-free at (866) 925-5161, or
- On the web at bit.ly/ecohotline-usa

The Edison Chouest Offshore Employee Hotline is available to all employees 24/7/365.

Investigation

The Company takes reports of harassment, discrimination, and retaliation seriously. The Company will investigate grievances thoroughly and promptly, to the fullest extent practicable under the circumstances. If an investigation confirms that harassment, discrimination, or retaliation has occurred, the Company will take appropriate corrective action against the responsible party, which may include termination. Likewise, false accusations may result in disciplinary action, up to and including termination.

Confidentiality

It is the policy of the Company to keep grievances confidential to the extent possible. However, the Company is legally obligated to report sexual harassment and sexual assault complaints to the U.S. Coast Guard. In addition, all persons involved in a complaint, including the complainant, witnesses, and the alleged perpetrator, may be required to cooperate with the Company to fully investigate the complaint. Where possible, the Company will

notify the complainant of the outcome of its investigation, although the Company may decline to reveal specific actions taken if there are privacy concerns with such disclosures.

External Remedies

Harassment or discrimination on the basis of certain protected characteristics (e.g., race, gender, age, disability, etc.) may be a violation of local, state, and/or federal laws. In addition to the Company's internal remedies, an employee who believes that he/she has been subjected to a violation of this policy by a supervisor, manager, or another employee has the right to contact the Equal Employment Opportunity Commission (EEOC) to seek information and/or to file a charge of discrimination.

Consensual Workplace Relationships:

The Company values professionalism, credibility, and positive example-setting in the workplace. The Company considers consensual romantic workplace entanglements to be a violation of good business practice and the spirit of this policy. If an employee enters into a romantic or sexual relationship with another employee, prompt disclosure of the relationship by both parties is required. The employees should report the relationship to General Counsel, Dionne Chouest Austin, via phone at (985) 601-4111 or via email at dionne@chouest.com, to discuss options (e.g., transfers) and to ensure that appropriate measures are taken to maintain professionalism. Failure to abide by the requirements of this policy may result in disciplinary action, up to and including termination. This clause does not apply to employees who are legally married to one another.

References

Type	Title	Number
Attachment	Marine Safety Information Bulletin.pdf	N/A
Attachment	edison chouest hotline card.pdf	N/A



Marine Safety Information Bulletin

Commandant
U.S. Coast Guard
Inspections and Compliance Directorate
2703 Martin Luther King Jr Ave SE, STOP 7501
Washington, DC 20593-7501

MSIB Number: 1-23
Date: February 9, 2023
E-Mail: cgistips@uscg.mil

Reporting Sexual Misconduct on U.S. Vessels

Sexual misconduct that occurs onboard U.S. flagged vessels harms mariners, interrupts safe operations, and often leads to accidents, lost careers, and a lifetime of trauma for the survivors who endure the abuse. The Coast Guard is committed to investigating and pursuing appropriate enforcement actions for all reports of sexual misconduct on U.S. flagged vessels. This MSIB supersedes the Assistant Commandant for Prevention Policy's MSIB 11-21 "Reporting Sexual Assaults on U.S. Vessels" issued on December 16, 2021.

Recent changes to the law now require the responsible entity of a vessel, defined as the owner, master, or managing operator, to report any complaint or incident of harassment, sexual harassment, or sexual assault to the Coast Guard that violates company policy. To help facilitate reporting, the Coast Guard has consolidated reporting for all types of sexual misconduct and established multiple reporting options as detailed in the attached graphic. The reporting options include a *CGIS Tips App*, and/or the email address CGISTIPS@uscg.mil which can be used by all reporting sources, including bystanders and survivors, who have access to a smart phone or the internet. The reports, which can be anonymous or for attribution, are received and reviewed by the Coast Guard Investigative Service (CGIS). An investigation will be initiated for all reports received and someone will provide follow-up communications with all reporting sources who provide contact information. The Coast Guard also maintains a 24/7 watch, which can field reports of sexual misconduct via the National Command Center (NCC) phone number at 202-327-2100. CGIS will leverage all available resources to immediately initiate a criminal investigation for a sexual crime occurring on a U.S. flagged vessel anywhere in the world. The Coast Guard will respond to any reports of sexual misconduct with trained investigators and will hold offenders accountable through criminal prosecution and/or actions against U.S. Coast Guard issued merchant mariner credentials (MMCs).

The *CGIS Tips App* can be downloaded from a mobile provider's marketplace using the following QR code:



If the responsible entity in charge of a U.S. flagged vessel makes a report, including providing detailed contact information for further follow-up, of a sexual misconduct incident through CGIS Tips, via the CGIS email at CGISTIPS@uscg.mil, or the NCC's phone line the report will satisfy the reporting requirements of [46 U.S. Code § 10104\(a\)](#).

Jeremy R. Gauthier, SES, U.S. Coast Guard, Director of the Coast Guard Investigative Service sends.

INTEGRITY MATTERS. DO THE RIGHT THING.

Speak up.



Edison Chouest Offshore Employee

hotline



on the web at
bit.ly/ecohotline-usa

866.925.5161

toll free + confidential
available 24 hours a day
in any language