

TOK STEAMIES

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 STEAMSHIPS



BUILDING A STRONG SAFETY CULTURE

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Cover Photo: Harbourside South team standing in front of the crane which was erected in June to continue work on the site



Editor's Note

Welcome to the inaugural Safety Issue of Tok Steamies, our third publication for 2020!

Safety continues to be a cornerstone of the Steamships ethos and it's something we take very seriously. The safety, of our people, our customers, and our workplaces is paramount above all else. Managing safety in an organization as diverse as Steamships certainly has its challenges, and we've worked hard over the last decade to create a safe environment that we can all be proud of, and feel comfortable in.

Our progress in the area of safety is well worth talking about, and in this issue, you will hear from our Safety leaders and meet some of our safety team. You will also find out what is going on with safety in your business and learn of some of the innovation and achieve-

ments in terms of LTI free activity and safety certification.

And of course, there is COVID 19... a pandemic that has rocked the globe. The simple message while we wait for a vaccine is to practice social distancing, wash your hands, wear a mask where it is required, and seek appropriate medical attention should you feel symptoms. A clear reminder of the protocol is included in this issue.

Finally, the topic of GBV has received much attention of late. At Steamships we are quite clear, any form of violence will not be tolerated. If you feel any threat to your well-being, call one of the persons listed in this edition's 'Health & Safety Kona' page.

Enjoy the read, and above all...stay safe!

The Editor.



Send in your stories and high resolution images for publication in TOK Steamies Newsletter by 1st September 2020.

Your stories should be no more than 500 words.

Email: tok_steamies@steamships.com.pg

A MESSAGE FROM THE CHIEF OPERATING OFFICER



"...everyone in our business has the right to be safe at work... we all have an important role to play in achieving this."

At Steamships, we are firmly committed to working towards 'Zero Harm'. This means zero injuries, zero environmental damage and zero asset damage. It is the basis of the "Wok Seif" culture that is mandated across all our divisions.

As a group, we are fortunate to have shareholders who put our safety above their financial returns. Many companies will say this, but I know that ours mean it. Having worked for the broader group for 25 years, this visible focus on people has made a deep impression on me. As a result, I am a passionate believer in the central role that safety plays in well run, sustainable, businesses. Ensuring that we all arrive at work safely and leave work safely will always be my first priority.

Thus, Steamships' vision is for all of us to work together to eliminate unacceptable risks. This goal is founded on the belief that everyone in our business has the right to be safe at work, and that we all have an important role to play in achieving this.

Safety is a journey of continuous improvement, and I'm pleased to report that there have been visible improvements in our safety performance over the last few years. For the first time since statistics started, we have celebrated a whole year of being LTI free! In addition, our statistics show that we are operating more safely than ever before (see graph). This is quite an achievement when you consider the nature of our businesses and the daily hazards faced by many employees. We should never be complacent, and we will continue to the drive for an ever-safer

workplace. However, everyone should be proud of the part that they have played in achieving these fine results.

JVPS and EWT recently achieved ISO 45001 safety accreditation. Well done to those two businesses and the challenge now is to have all of our businesses attain ISO accreditation for Safety, Environment and Quality.

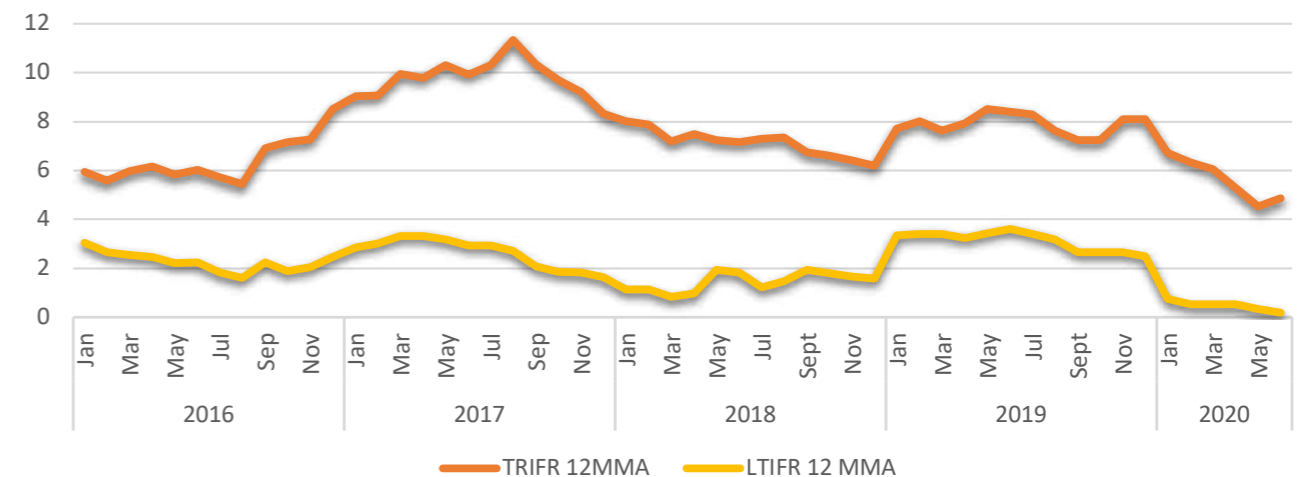
As you read this "Safety Issue", you will note the innovative measures now being considered to improve safety measurement and performance. From the 'contactless port call' system developed for our stevedoring and shipping businesses, through to the 'safety apps' being developed at PPP, the use of technology is enhancing the way that we approach safety. All of that will be further enhanced by the introduction of "Risk Cloud", a cloud based safety management system that will greatly improve our reporting and management functionality.

It is appropriate for me to conclude with a mention of the current safety issue affecting all citizens of the world, namely the Covid-19 pandemic. The challenge Covid-19 brings will be with us for some time, and I wish to thank every employee for taking the necessary measures to keep safe, and for demonstrating resilience and dedication at what has been a particularly challenging and tough time for all of us.

Keep focused, keep on being resilient, and above all else, stay safe.

Rupert Bray
Chief Operating Officer

TRIFR 12MMA and LTIFR from 2016 to 2020 June



Over a four year period there has been a significant downturn in the frequency of injury and incidents at Steamships.

MADE IN PNG - A NEW LOOK HARBOURSIDE

Unless you've been hiding under a rock you will have noticed the new shade area at Harbourside.

Despite restrictions during the Covid-19 pandemic city-wide State of Emergency, Pacific Palms Property managed to complete this project in June 2020. It is not yet officially open, but is already the talk of the town and Harbourside is noticeably busier and it looks certain to only get even busier once all the new restaurants and bars open up.

The contractor, MinPac Construction, was able to diligently and safely carry out works while adhering closely to the SOE requirements. The key to their success, and the timely delivery of this project, was that the workforce consisted mostly of Papua New Guinea tradesmen and tradeswomen and the materials used for the new structure were sourced, or made, locally in Papua New Guinea.

Another key feature is the furniture, it was chosen for its world-class quality and its blend of classic and contemporary design. As described by the award-winning Spanish designer Gabriel Teixido, it was designed to last, both literally and figuratively. The furniture is supplied by Point 100, a business founded just two years af-

ter Steamships was established in 1920.

On a calm day, customers can enjoy the classic outdoor fans from the Hakaido series by the famed American Brand, Big Ass Fans, and state of the art misting fan

system for those really hot days.

The Playhaus pirate ship will be a much-appreciated addition to cater to families and the North Lawn provides the perfect sundown spot to watch the sunset.



Top: It was all smiles at a luncheon hosted by the corporate office to farewell Venessa Vee and Moro Wauga. Seen here at the refurbished Harbourside shade area from left to right are; Annalyn, Deborah, Jeneth, and Kalyna. **Below:** The Boardwalk on the right is a perfect place to unwind and relax with friends with food and drinks that you can order from Asia Aroma or a pizza from Enzos.



SAFETY FIRST FOR DANMON AND STEAMSHIPS



Danmon Pangali, Steamships Group HSSE Manager

Danmon Pangali, a very talented young individual, has recently been promoted to Group HSSE Manager taking up the reins from Ben Duffy who recently left Steamships after making valuable contributions to EWT, Transport, Port Service and Corporate Head office.

As the new Group HSSE Manager, Danmon is looking forward to carrying out his role and tackling the challenges that come with it. The role of a HSSE manager is very important for a company like Steamships that is diverse in its operations. The HSSE Manager implements and maintains an environmental health and safety program involving hazard identification evaluation and control, accident/injury prevention, hazardous material/waste management, emergency preparedness, fire/life safety, ergonomics, industrial hygiene, and environmental regulatory compliance.

Danmon has been with Steamships for more than seven years, coming on board Steamships through the GDP program in 2012. He went on to become the Fleet Manager for Pactow and now, as of June, in his current role as the Group HSSE Manager.

"What does it take to be a HSSE manager?" was what we wanted to know from Danmon. "Safety is a core value of ours."

"We prioritize safety awareness and compliance to ensure our business operations are conducted safely."

He states firmly, "We prioritize safety awareness and compliance to ensure our business operations are conducted safely. We are all bound to and are equal in this pursuit - Zero Harm. For all of us, especially those of us in safety roles, this means committing your fellow employees to ensure that they can come to work safely, work safely, and return home in the same manner. Furthermore, a commitment to the company to uphold the safety standards it has and act with the same spirit at all times."

When asked about some of the challenges he had to overcome to be in his position today Danmon said that "the greatest challenge is the challenge of perception. Challenges are growth opportu-

nities. To overcome these challenges you must see them for the opportunities that they are. Challenges wear away rough edges much like a river is to a rock. Over time a smoothly polished rock is left." Challenges have helped him to grow, develop, and lead his team.

Some of the highlights of his journey through Steamships include his involvement in the Climb Against Cancer and summiting Mt Wilhelm, salvages when he was Fleet Manager at Pacific Towing (PNG) Ltd, the 100th Anniversary of STC in PNG, and his secondment to the Pacific Games Organizing Committee, but what was, and continues to be, the greatest highlight for Danmon is being a part of an organization whose history is a great part of the history of Papua New Guinea and is a part of an organization that chooses to do business the way steamships does in PNG.

Like many other young, upcoming talented individuals, Danmon says he still wants to continue to grow and develop. "Continuing to grow together with my team. If we take care of the small things, the big things tend to take care of themselves." States Danmon simply.

Danmon thanks God, his mother, and his mentors for their contributions on his journey so far.

PAVING THE WAY FOR WORKPLACE SAFETY AT KIUNGA

**Olivia Gelau,
JVPS HSSE Officer**

Based in Kiunga Olivia Gelau is one of the few female HSSE Officers for JVPS. From Komaovai Village in the Middle Fly District of Western Province, Olivier was excited to talk about her role as a Health, Safety, Social and Environment Officer (HSSEO).

At JVPS, the key responsibilities of a HSSEO include conducting safety checks for workers, ensuring compliance with occupational health and safety requirements, and protocols on site. When asked to elaborate on some of the safety measures initiated, this was her response. "We have a security system where we control everything from the gate to the yard and wharf. With the guidelines from the head office during the COVID-19 pandemic, extra measures have been taken especially for BAC breathalyzer mouthpieces. We made a soap solution and water and wash-stations were put in every section. Constant reminders during toolbox briefings are made and stevedores reminded to be on the deck of the vessel and to keep wearing their masks and gloves. Extra benches were also constructed to maintain social distancing in the communal area."

"Workplace safety must always prevail over everything. It's like a life motto for me now..."

We asked Olivia to highlight some of the challenges she faced in getting to where she is today and she shared with us her story. "I attended primary and high school in Kiunga and continued my grade 11 and 12 at Mt. Diamond Secondary School (1999). After grade 12, I returned to Kiunga and did some part-time work whilst searching for opportunities to further my education." In 2007 whilst working for a shipping company called Western Tug & Barge, Olivia was sponsored by her father to further her studies resulting in a Diploma in Port & Shipping Management. In 2013 Olivia had the opportunity to join JVPS and was given the role of HSSEO. "Safety was not as serious as it is now when I look back." She pauses, "over the years in Kiunga with the current man-

agement team including me as a HSSEO we were able to see a sound "safety culture" develop gradually to the standard it is today."

Olivia has been working for almost seven years now in her role as a HSSE Officer. She states proudly that being a woman in this field of work is not an easy task with the majority of the workforce being male. Olivia explains that working in a traditional man's role was challenging for her when she started. Like many other female employees, she had to learn to be assertive and strong both physically and mentally to earn the respect of her colleagues and do her job correctly.

"This role has made me gain much experience and confidence to be a leader and contribute ideas. I now have the respect of my co-workers, my superiors, clients, and the public."

Olivia is grateful to her father for supporting her through her early years in finding a job. She gives credit to her husband for trusting and supporting her role as a working wife and a mother. "My manager has confidence in me as a woman to take up this role. Workplace safety must always prevail over everything. It's like a life motto for me now." She chuckles joyfully.

Olivia undertaking body temperature checks on JV Ports employees before they enter the work yard.



A FRESH PERSPECTIVE ON SAFETY: 12 MONTHS LTI FREE



Left: EWT team demonstrating training at the Baruni Office in Port Moresby. EWT trains its driver using a driving simulator. **Right:** A mechanic doing routine checks of a prime mover.

This year has proven to be a particularly challenging year for safety. Despite the state of emergency we faced early this year and the new norm we will continue to face for the foreseeable future, we have been able to achieve a number of milestones on our journey towards Zero Harm.

We set high standards for ourselves in managing safety. This year, we are raising our standards another bar by opting to have our safety management systems throughout the group accredited to the standards of the international standards organization. Key aspects being quality, environment and occupational health and safety.

JVPS and EWT attained ISO 9001, ISO 14001 and ISO 45001 accreditation in June, a task that started in February. The two teams can be proud of this accomplishment and to some extent so can all of us. No major non conformances were found in both which is a positive reflection of the strength of the systems we have at Steamships.

Properties and Pactow started the accreditation process in March and will look to be accredited later this year. Consort and Hotels will look to start later this year and will aim to be accredited next year.

"We must continue to remember that we are responsible to each other to make sure we come to work safely and return home safely..."

It is worth mentioning that a number of the ISO accreditation audits were done online though video conferencing on Zoom. The use of technology allowed us to move forward with the process despite the travel restrictions that were in place at the time.

We are integrating technology even more this year into our management of safety. After an exhaustive selection process that started late last year, Riskcloud was chosen in January as our preferred system. It is both a cloud based and server

based software. Riskcloud will manage all risk, audit compliance and business contingency functions, as well as its primary role in providing HSEQ reporting and investigation management. We have already started to use Riskcloud in our divisions and the initial results are promising. We expect the roll out to be completed this year.

I am also pleased to report that our safety statistics are very good. Our leading indicators are improving as a group. Divisions are building month on month on their performance and it is showing. We are enjoying the safest run in our recent recorded history. More than 365 days operating, as a group, without any serious injury and or resulting lost time from work.

These achievements were possible through our combined efforts and we can all be proud of them. However, we should not allow them to blind us from the fact that we do have risks every day at work. We must continue to remember that we are responsible to each other to make sure we come to work safely and return home safely. With this same attitude that has served us well in the first part of the year, we look forward to continuing to build on this on our journey towards Zero Harm.



ELLISON TORIKI - PACIFIC PALMS PROPERTY
 Safety apps are smart tools designed specifically for you to communicate with your employees and others that may need help. HSSE Manager, Ellison Toriki conducted a training on the paperless management system Pocket Safety, Risk-ware and Pocket Safety apps. The apps are designed to assist HSSE Managers to record data, compile report and audits.

ALMA URAKOWI - JV PORT SERVICE
 The development in technology has brought about changes in safety systems onboard vessels and stevedore to communicate. JV Port Services developed a contact-less training video for its employees. The movement of cargo and vessels mean that people come into contact every day. Thomas Jeffrey goes through a check list onboard a vessel before the crew is allowed to disembark a ship. This is part of the contact-less video.



ELAINE AQUILA - EAST WEST TRANSPORT
 EWT safety culture has evolved over the years and it is attributed to establishing developmental standards for maintaining its sites and equipment. EWT has attained ISO 9001, ISO 14001 and ISO 45001 certificates.

RICHARD HAYKA - PACIFIC TOWING LIMITED
 Providing practical guidelines for mitigating risk improves business operations. A recent external ISO has shown us making good progress towards full accreditation with nine items being closed off. Well done to everyone for progressing this important project which should be finalised by the end of the year. PacTow achieved 1,400 LTI free days in May 2020.



SUSAN GEGEYO - CORAL SEA HOTELS
 Safety apps are smart tools designed specifically for you to communicate with your employees and others that may need help. HSSE Manager, Ellison Toriki conducted a training on the paperless management system Pocket Safety, Riskware and Pocket Safety apps. The apps are designed to assist HSSE Managers to record data compile report and audits.

WALTER DANIEL - CONSORT EXPRESS LINES
 Consort implemented its "Stop Work & Just Culture" program in early July 2020. The program aims to create awareness around the importance of identifying risk mitigating and how it should be addressed. According to the HSSE Department, when an employee sees an action that will result in a work place injury, they should stop work and address the issue.

NEW TRAINING OPPORTUNITIES FOR MARITIME CADETS

Training for the workforce allows for employees to learn new skills that can improve production and workplace health and safety, reduce inefficiency, build confidence, and create a better working environment.

Training is vital for employees with regards to an understanding of safety practices related to their jobs, otherwise a worker will find himself or herself at a higher risk for a workplace injury, illness, or worse, death. Proper training leads to better safety outcomes and the right safety mindset for all, whether on land or sea.

Maritime cadets throughout the world are currently experiencing a lack of vital 'sea time' due to COVID-19 and the extensive downturn in global shipping. However, cadets at Pacific Towing (PacTow), a marine services business headquartered in Port Moresby and with operations in Oceania and South East Asia, are acquiring some valuable on-shore learnings despite the pandemic.

PacTow runs two cadetship programs, its internal program as well as its 'Women

...helps the cadets understand and appreciate the work of our maintenance and workshop teams perform...

Marine Operations Manager, Gerard Kasnari

in Maritime' scholarship program, a partnership with the Australian Government's Australia Awards, and the China Navigation Company. Cadets from both programs have been participating in the dry-docking and maintenance of several vessels, including the tugboat 'Wombi'.

The Wombi recently underwent a mandatory four-yearly dry-docking in

Port Moresby as per statutory requirements. The dry-docking allowed cadets to be exposed to the inner workings of the tug which in turn facilitated a greater understanding of the vessels they're being trained to operate.

Marine Operations Manager, Gerard Kasnari, notes that the dry-docking experience is not something that PacTow cadets would normally get the opportunity to enjoy. "Dry-docking a vessel like Wombi, which involves extensive steel pipework replacements as well as engine overhauls, gives our Deck and Engine Cadets a greater appreciation of our tugs. It also helps the cadets understand and appreciate the work of our maintenance and workshop teams perform, which in turn helps build respect and rapport amongst our workforce."

"We miss being at sea" admits Deck Cadet Melanie Yambun but I'm glad we were able to participate in dry-docking. We learned a lot about the deck and engineering layouts and systems which I know will benefit us in our profession."

Pacific Towing's 'Women in Maritime' cadets, including (L-R) Salome Kate Willie, Melanie Yambun and Naomi Erowa are being exposed to new learning opportunities as they participate in dry-docking fleet maintenance programs in Papua New Guinea.



Below: Pacific Palms Property swaps Friday "whites" for "black" in support of the call for lasting change and real action to protect and help our colleagues, friends, family members and all Papua New Guineans against Gender Based Violence.



JV Ports Kapi Eka behind the wheels of a fork lift at the Baruni yard.



Harbourside South team standing in front of the crane which was erected in June to continue work on the site - PPE is mandatory on all our sites.



Pactow's Operations Assistant, Beatrice Area, manages all database records and support operation functions required by Management for all company vessels. "Safe work saves lives."



EWT team checking on the fuel tanks prior to its departure. This is routine for the team as safety is priority especially when transporting flammable goods.



EWT staff doing a refresher on fire drill exercises, including the correct use of the fire hose.



Above: Steamships farewelled Venessa Vee and Moro Wauga on Friday 17 July at a lunch at the Harbourside. Right: Highlander Hotel achieved 1297 LTI free days as of 31 December 2019. Other hotels that achieved over 1000 LTI free days include Ela Beach Hotel, Huon Gulf Hotel and Bird of Paradise Hotel.



General Manager of PacTow Neil Papenfus presenting a certificate to Dive Supervisor Ricky Leka to mark PacTow's 1,400 LTI free days.



STC female employees attended a recent selfdefense class offered by G4S. The classes were aimed at teaching women the importance of awareness, assertiveness and how to escape from violent attacks.



EWT celebrating five years of LTI free days with COO Rupert Bray and EWT General Manager Gary Dobson.

NURSING SCHOLARS THINK BIG DURING COVID-19



L - R: Matilda Kedek, Lorensia Angis and Kumono Cliff, Nursing scholars demonstrate social distancing.

The COVID-19 pandemic has required us all to find new ways of doing things, often in challenging circumstances. This is certainly true for the three Australia Awards in PNG scholars completing studies at Lae School of Nursing, sponsored by Steamships.

When Lorensia Angis, Matilda Kedek, and Kumono Cliff began their three-year Diploma in General nursing back in 2018, they didn't expect the final months of their studies would take place during a global pandemic. However, the three aspiring nurses have risen to the challenge, drawing on support from their study institution and their resourcefulness to make the best of the situation.

"COVID-19 has affected our theory classes and also our weeks of clinical practice. The theory weeks have been adjusted as well as the practical weeks so we could follow the master plan that the faculty had for this year," Lorensia says. "It was a challenge, but I've managed to complete tasks by managing my study time to achieve my goal of becoming a competent nurse." Lorensia has been using research skills to do case studies at ANGAU Memorial General Hospital and she's grateful to learn more about it to do better research and share her skills in the future as a nurse.

Fellow Steamships-sponsored scholar, Matilda Kedek, says she has also drawn positive lessons, from the importance of

handwashing and other good hygiene practices and the need to "think big" about community health. "As nursing students, we must think big and be equipped and prepared with broad knowledge and understanding of proper management of any kind of disease that may arise in the future," Matilda states strongly. She says reducing maternal and child mortality is a key career goal given the critical needs in this area - a goal that aligns with the Australia Awards PNG-Steamships partnership and its focus on supporting PNG's workforce and healthy communities.

Kumono Cliff is similarly focused on the big picture. He says COVID-19 has required him to overcome new academic and personal challenges and feels he will be a better nurse for it. "As I approach the end of my study this year, I must be confident in what I've acquired in these three years of training, including COVID-19 pandemic preventative measures, health education, and nursing management," he states.

"Most importantly I've learned that nursing is a profession that deals with human life. And as a future nurse, I must be physically, mentally, and spiritually fit because I will be saving the lives of other Papua New Guineans in the near future.

Story: APNG

COMFORTABLE SAFE AND CLEAN: THE SIR BURI KIDU LIBRARY



CSH Group Operations Manager Matthew Cooper (background) and Lady Carol Kidu together with their staff pose for a group photo inside the library.

Creating a comfortable, safe, and clean place to read and study in a children's library is important. Having fixtures including tables, chairs, and bookshelves make a huge difference to children using the Sir Buri Kidu library.

In May, the Gateway Hotel management donated used furniture to the Sir Buri Kidu (SBK) Library located at Tutu beach, Taurama.

The SBK library was set up in January 2019 initially for the family but was later opened to the general public including children residing in the surrounding area at Tutu Beach. This community is also home to a few Hotel staff who reside with their families.

The library aims to encourage and promote reading which is important in supporting literacy in the Community. Since its establishment, the library has seen many children from near-by residence visiting. The library only had a few shelves with books, a small seating area with a few chairs and a table. It was a great opportunity for the Hotel to assist the Kidu family who took initiative to open its doors to support Literacy in the Taurama community. To support & maintain the Library, there is a Membership fee of K50.00 for one year for those interested to borrow books or using the library.

At Steamships we practice ZERO tolerance towards violence. THINGS YOU NEED TO KNOW IF YOU ARE...

A VICTIM

SPEAK TO A WORKPLACE CONTACT BELOW

SEEK HELP FOR YOUR LIFE FIRST, THEN YOUR JOB

CONNECT WITH CONFIDENTIAL PROTECTION & LEGAL ADVISORS TO UNDERSTAND YOUR OPTIONS

UNSURE

REFLECT ON WHAT MAKES YOU FEEL UNSAFE AND WHY

IF YOU FEEL UNSAFE SOMETIMES BECAUSE OF SOMEONE YOU KNOW

SPEAK TO A WORKPLACE CONTACT BELOW

A PERPERTRATOR

SPEAK TO A WORKPLACE CONTACT BELOW

CONNECT WITH A CONFIDENTIAL COUNSELLOR TO VENT AND FIND SOLUTIONS TO TRY

SEEK HELP FOR YOUR LIFE FIRST, THEN YOUR JOB



Jean



Elaine



Cletus



Henry



Lua



Stella



Anna



Nora



Noble

2020 FSV Workplace Contacts Details

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Mobile: 7200 1204

Nora Maino

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Mobile: 7215 4007

Noble Jack

Phone Number: 3278141



Port Moresby General Hospital

Emergency Department
Open: 24 Hours 7 days a week Services:
URGENT medical treatment

Family Support Centre (FSC),

Port Moresby General Hospital, 3 Mile
Phone: 324 8246

Open: 8am to 4pm weekdays Services:
Five essential services

Belisi PNG Case Management Centre
(Operated by Femili PNG)

Phone: 7055 4401
Open: 9am to 4pm weekdays Services:
Case Management,

Safe House Referral

1-Tok Kaunselin Helpim Lain
Phone: 7150 8000 Open: 7am to 7pm 7
days Services: Counselling

Badili Police Station

Scratchley Road Badili
(near Badili Stop and Shop) Services:
FSVU, General Policing

Boroko Police Station & FSVU (National FSVU Office)

Okari Street, Boroko

Boroko Police 24 hour phone line

Phone: 324 4331 or 324 4329

Gordons Police Station and FSVU

Cobon Street, Gordons (near the corner of
Cobon Street and Geauta Drive, opposite
KPT Group Head Office

Hohola Police Station and FSVU

Near Big Rooster, Hohola

Waigani Police Station and FSVU

Near the corner of Waigani Drive and
Mokoraha Road, Waigani

6 Mile Police Station and FSVU

Gerehu Drive, Gerehu (opposite Gerehu
High School, near G-mart)

St. John Ambulance

Ambulance Emergency: 111 or 7111 1234

Kaugere 4 Square Clinic

Living Light Health Services
Phone: 7076 2340

Open: 8am to 4pm weekdays Services:
Five essential services

Koki Clinic

Salvation Army
Phone: 7463 6818

Open: 8 am to 4 pm weekdays Services:
Five essential services

BLOW THE WHISTLE ON BAD BEHAVIOR!

1.0 Policy Statement

The Steamships Group adheres to the highest standards of business ethics, conducting all its businesses with integrity, promotes fairness and respect among all employees.

2.0 Objective of this Policy

The purpose of the Steamships Whistleblowing Policy is to provide guidelines for any individual (whistle-blower) who wants to raise concern on unethical conduct, fraud, perceived wrongdoings or violation to any provisions of the Steamships Code of Conduct ("Improper Conduct"). This policy is a supplement to Clause 19 of the Code of Conduct.

3.0 Application of the Policy

The policy applies to all employees of the Steamships Group (the Group) and related parties where Steamships has business dealings. All individuals are encouraged to be vigilant and raise a bona fide concern in good faith to the appropriate personnel without fear of losing their jobs, business dealings or becoming a victim of intimidation and harassment. The Group will maintain strict confidentiality of the reported matters.

4.0 Statement of Support to Whistleblowers

The Group is committed to the aims and objectives of this Policy where Whistleblowers are protected to come forward in good faith and on a proper basis to disclose unethical business conduct and other wrong doings ("improper conduct").

5.0 Improper Conduct

For the purpose of this Policy, Improper Conduct is defined as:

- i. corrupt, fraudulent or other illegal conduct or activity;
- ii. conduct that this contrary to, or a breach of, Steamships Codes and Policies;
- iii. a substantial mismanagement of the Group's resources;
- iv. conduct involving substantial risk to public health or safety; or

- v. conduct involving substantial risk to the environment that would, if proven, constitute by the Group or its employee/s a criminal offence;
- vi. reasonable grounds for dismissing or dispensing with, or otherwise terminating, the services of a Steamships employee/s who was, or is, engaged in that conduct; **or**
- vii. reasonable grounds for disciplinary action.

6.0 Whistleblowing Procedures

- 6.1 To report a genuine concern, the matters should be initially reported to the direct manager.
- 6.2 If the whistle blower is uncomfortable to report the matters through normal reporting procedures or no satisfactory actions are taken the matter must be escalated to the Steamships Internal Audit (STCIA).
- 6.3 STCIA will conduct initial assessment of the case.
- 6.4 If the disclosures are made in good faith, STCIA will gather information and undertake an appropriate investigation.
- 6.5 Recommendations on the outcome will be given to the appropriate senior management authority to address the matter.
- 6.6 This Policy is not designed to deal with general employment grievances and complaints.

Any report treated in accordance with this Policy must be for one of the Improper Conduct as outlined above. All general employment complaints or grievances will be forwarded to the respective divisional manager or GM Human Resources to address.

7.0 Whistleblowing Channels

- 7.1 Individuals may report their concern through various channels:
 - i. Via email at stcia@steamships.com.pg.
 - ii. A text message can be sent to the dedicated Mobile Number 71004481.
 - iii. Postal Address at Steamships Trading Company Limited, c/o Group Internal Auditor, P.O. 1, Port Moresby.

BAD BUSINESS PRACTICE IS UNACCEPTABLE!

Are you aware of any unethical conduct, fraud, perceived wrongdoings, or violation of the Steamships Code of Conduct? If so, then our Whistleblower policy, allows you to report any such incident, in the knowledge that it will be done so confidentially and that your identity will be protected at all times!

It's simple. Send a text to 71004481 or an e-mail to: stcia@steamships.com.pg and the matter will be appropriately dressed.

You can mail it to; Steamships Trading Company Limited, c/o Group Internal Auditor, P.O. 1, Port Moresby.

WASH YOUR HANDS

KEEP YOUR DISTANCE

1.5M

WEAR A MASK

**IF YOU HAVE
A FEVER, COUGH AND DIFFICULTY
BREATHING SEE A DOCTOR IMMEDIATELY**

Stay at home, do **NOT** attend work,
seek medical attention immediately
and call in advance
if possible.

HELP **STOP** THE SPREAD OF COVID-19

We don't just do business in PNG. It's our home.

