



**HORNBECK OFFSHORE**  
*Service with Energy®*

**COMPANY-WIDE MEMORANDUM**

TO: All Company Employees and Contractors  
FROM: Todd M. Hornbeck, Chairman of the Board, President and Chief Executive Officer  
DATE: August 17, 2016  
SUBJECT: Safety, Environmental and Quality Policies / Job Planning / Stop Work Authority

*Tim B*

Our commitment to health, safety and environmental protection is an essential part of who we are as a Company and how we work. Our Company Mission and Values – Integrity, Commitment, Excellence and Teamwork – support this commitment. No job is so crucial that our Company will not take the time to complete it safely, pollution free and in compliance with applicable laws and regulations. It is imperative that each employee and contractor of the Company understands the personal responsibility each has for his or her own health, safety, security and protection of the environment.

**SAFETY, ENVIRONMENTAL PROTECTION AND QUALITY WORK**

Personal responsibility for preventing accidents begins with understanding and observing the Company's established policies, procedures and safe work practices. Each employee is required to periodically review the Safety Management System manuals and other materials which are available on board Company vessels and at all shoreside management locations. Furthermore, everyone is encouraged to participate in the development of new procedures or improvements to existing procedures, through our Management of Change process (Safe Operations Manual, Section 2.130). In order for the Company to have a culture of safety we must always look critically at our attitudes, values and behaviors. Safety is more than something we "do"; it is and must remain as something we "are", whether we are at work or home. Our very lives, the lives of our co-workers, and our families' livelihood depend on it. In furtherance of our commitment to "Goal Zero", working injury, incident, and pollution free, the Company has adopted policies concerning safety, environmental protection and quality work, which are attached to this memorandum. Please take a moment to refamiliarize yourself with these important policies. Please remember that our policies are applicable to all employees and contractors of the Company, whether working on- shore or on-board our vessels.

**PLANNING WORK/STOP WORK AUTHORITY**

A central element of our commitment to safe work is the requirement that our work will be planned by performing a Job Safety Analysis, which takes into consideration the particular safety and environmental risks of the task at hand. Crucial to our ability to work in a safe and environmentally sound manner is the authority every employee, contractor and customer has to "stop work" if unacceptable risks are present. There simply is no tool that the Company can provide that more effectively ensures safe and environmentally sound work than the ability to stop work. All Company employees are directed to stop any task or operation where the risk to people, the environment or property can't be managed in accordance with the Company's established policies, procedures and safe work practices.

If you have any questions regarding your stop work authority or any of our policies, please direct them to the Company's Designated Person Ashore, Barry Ramesar, at +1-985-246-0000 or [designatedpersonashore@hornbeckoffshore.com](mailto:designatedpersonashore@hornbeckoffshore.com).

Attachments



## **HORNBECK OFFSHORE**

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### **SAFETY POLICY**

(SMS-2.1, Eff. Date: March 2013)

Hornbeck Offshore Services, Inc., its affiliates, subsidiary companies, employees and contractors, whether ship or shore-based (the "Company") shall conduct all of its operations with due regard to the health, safety and security of its employees, contractors and the public; the prevention of human injury or loss of life; and the avoidance of property damage. The Company shall endeavor to provide a safe and secure work environment, establish safeguards against all identified risks, train and prepare for emergencies, and strive to continuously improve the safety management skills of all personnel. The Company shall hire and retain professional, qualified employees and shall in the conduct of its operations utilize quality, health and safety management systems to become the energy industry's marine transportation and service-company of choice.

### **ENVIRONMENTAL PROTECTION POLICY**

(SMS-2.1, Eff. Date: March 2013)

This Environmental Protection Policy applies to all levels of Hornbeck Offshore Services, Inc., its affiliates, subsidiary companies, employees and contractors, whether ship or shore-based (the "Company"). The Company is committed to preventing pollution of the environment resulting from its vessel and shore-side operations, and shall conduct all operations in an environmentally sound manner by:

- Adopting an environmental management system;
- Complying with all applicable environmental laws, regulations, and other requirements;
- Setting quantifiable environmental objectives and targets that result in continuous improvement of our environmental performance and prevention of pollution; and
- Reviewing the Company's environmental targets and performance and conformity with this policy each year.

### **QUALITY SERVICE**

It is the policy of Hornbeck Offshore to provide quality service in support of our mission statement. We will strive to provide excellent customer service at Company facilities and on board Company vessels with due regard for cost and efficiency. We will use our safety, quality and environmental management systems to recruit, hire, and train the most qualified professionals available and will strive to maintain our equipment in seaworthy condition at all times.

We will continually review our performance against targets and objectives set each year and take actions necessary to continuously improve our base and marine operations.

***Concerns about any of the foregoing policies should be reported to the Company's Designated Person Ashore at +1-985-246-0000 or [designatedpersonashore@hornbeckoffshore.com](mailto:designatedpersonashore@hornbeckoffshore.com) or may be reported confidentially to the Hornbeck Offshore Ethics Helpline at 1 (800) 504-6374 (U.S.); 0 (800) 891-1667 (Brazil); 001 (800) 840-7907 (Mexico); (888) 805-3405 (Trinidad); or [www.hoscompliance.com](http://www.hoscompliance.com).***