

PRIVACY PROTECTION POLICY

Our Privacy Policy was developed as part of our commitment to combine the highest quality services with the maximum level of integrity in dealing with our employees, applicants, clients and business partners.

Reliance Offshore acquires and stores certain personal information about its employees and applicants in order to recruit and maintain personnel records for offshore and other related positions. We collect personal information directly from our candidates or indirectly (with consent) from references, previous employers, educational institutes, industry training providers, etc.

Personal information may include name, age, address and telephone number, identification numbers, employment data, medical records and banking/financial information. Personal information is necessary for Reliance Offshore in order to:

- Identify and recruit personnel for offshore positions
- Maintain payroll/employee benefits and record of employment history/data

In order to provide our normal recruitment and personnel maintenance services, personal information is stored in our database and it may be necessary for Reliance Offshore to release selected personal information to the following:

- Clients of Reliance Offshore, in order to provide crewing and personnel services
- Government and regulatory authorities, in an emergency or where required by law
- Third parties, on a confidential basis, when required, to administer the terms of an Employment Contract (payroll, medical assessments, health benefits, etc.)

We do not provide or sell personal information to any outside company for use in marketing and solicitation. Personal information about employees and applicants is not released to a third party without permission. Personal information is accessible only to authorized members of Reliance Offshore staff, who are trained in privacy protection.

Upon request and at no cost, an employee or applicant can request his/her personal information to ensure accuracy and completeness of the information. Amendments can be provided to Reliance Offshore staff or the privacy designate. Reliance Offshore agrees to respond to access requests as outlined in subsection 8(3) of PIPEDA.

For information regarding our policy, to make a privacy complaint, or to make an amendment, please contact our privacy designate: Edna Barrett, General Manager- ebarrett@ihmathers.com

If a complaint is not satisfied through Reliance Offshore's complaint process, the complainant may take recourse through complaint procedures of industry associations, regulatory bodies and the Office of the Privacy Commissioner of Canada.



President, Reliance Offshore

January 6, 2023

Dated