

01 – Master Standing Orders



The Master Standing Orders for a yacht outlines the rules, duties, and responsibilities for crew members as stated by the captain.

This document also describes security procedures, guidelines for smoking, drug and alcohol use, and policies for reporting incidents and misconduct. It is expected that crew members read, understand and follow these rules to maintain a safe and healthy working environment.

1. DEFINITIONS

Terms	Definition
On charter	On charter periods refers to all periods when guests are embarked, even if they are all temporarily ashore
Off charter	Off charter periods refers to all periods when guests are not embarked
Owners	The Owners refers to all the members of owning Family
Family	The Family refers to the Family and their relatives
Guests	The Guests refer to people who chartered the yacht, invited by the charterer or the owners, that can be staying on-board, or temporarily visiting
Crew Members	The Crew Members refers to all salaried employees that are living on-board and signed on the crew list. Not to the staff embarked with the family, nor day workers, nor external contractors.
ISM	The International Management Code for the Safe Operation of Vessels and for Pollution Prevention. It is a system to manage the safety onboard that is an obligation for commercial vessels and her crew members to comply to.
ISPS	The International Maritime Organization (IMO) states that "The International Ship and Port Facility Security Code (ISPS Code) is a comprehensive set of measures to enhance the security of ships and port facilities,
MLC	The Maritime Labour Convention 2006 (MLC) is an international agreement of the International Labour Organisation ('ILO') which sets out seafarers' rights to decent conditions of work. It is sometimes called the 'Seafarers' Bill of Rights'. It applies to all seafarers, including those with jobs in hotel and other passenger services on cruise ships and commercial yachts,
LSA	Life-Saving Appliances

2. RULES

Respect

Respect in all its forms is fundamental in the achievement of a professional and well-motivated crew. The captain requires the crew to show respect in all the following areas and to understand that respect must be shown in order to be earned:

- Respect for the Owner's and Guest's property
- Respect for the Owner's and Guest's privacy
- Respect for other Crew Member's property
- Respect for other Crew Member's privacy
- Respect for the on-board hierarchy
- Respect to the local laws and local officials
- Respect to other crew members job
- Respect to other crew members believes and personal orientations
- Respect for a "no means no" policy

The common language on board is English. All official communication related to daily routines and work is to be in English. To ensure good communication and crew ambiance, English language is also encouraged as well on interpersonal communication due to the multi-cultural crew team employed on the yacht.

Safety

Safety is vital on board and is an integral part of your job. You are expected to identify and learn your emergency duties and attend regular safety training exercises. If you are in any doubt as to what your safety and emergency responsibilities are, or how to perform them, you must immediately contact the Chief Officer or Second Officer for clarification. The SOLAS and fire training manual is available to all crew and must be read and understood by all crew members.

All crew members must fully understand their provided job description, duties and responsibilities. Safety induction is to be provided in the first 24 hours after the arrival onboard.

Discipline

The Merchant Navy Code of Conduct applies on board. A copy is available to read in the crew mess – you are to be familiar with its contents. If there is anything that you do not understand, ask your Head of Department.

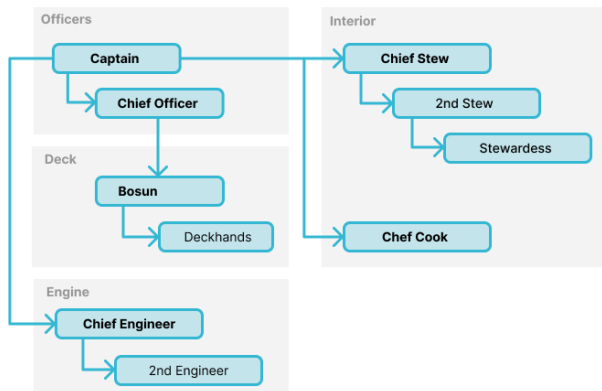
DeepBlue© Software

DeepBlue is the Yacht Management software used onboard. All crew members have an individual access to the system and are required to use the software for all related crew and yacht operations:

- Crew details
- HRM, Hours of work
- Leave days and holidays
- Maintenances and safety
- Accounting, charter operation
- Vessel conformity and ISM

3. VESSEL LEADERSHIP AND HIERARCHY

It is important for everyone onboard to understand how the hierarchy works onboard.



- The Captain is in command of the Yacht and is ultimately responsible for the safety of all guests, crew, the vessel and prevention of pollution of the environment.
- The Chief Officer is responsible for the deck, the safety, and replaces the captain in case of his incapacity.
- The Chief Engineer is responsible for all the technical aspect of the machinery and equipment on-board and prevention of pollution of the environment.
- The Chief Stewardess is responsible for all the interior and guests care.
- The Chef is responsible for the galley, catering and food hygiene onboard.
- Every other crew member should respect and obey the head of department regarding their respective responsibilities.
- The entire crew is responsible for the Owners and Guests happiness.

4. SAFETY

Safety first

The captain is responsible for any and all incidents that could happen on board. Therefore, by delegation, all crew are responsible to know and respect the safe working procedures. Crew members are considered professional adults and therefore must stay vigilant and act accordingly.

Onboard ISM / Mini-ISM

The yacht operates under a safety management system, that is composed of check lists, procedures and reports. Crew shall use these tools for operations carried out on board.

A Safety Training Manual is provided to every crew, it must be read within the first week on board. The crew must understand and refer to it whenever they feel the need to brush up on their knowledge. All questions are very welcome and should be directed to the Safety Officer, the Chief Officer or the Captain.

Trainings and drills

Safety trainings are the most important part of the crew members job. The Yacht con-

ducts drills on a regular basis. It is mandatory for all crew members to actively participate in these drills, regardless of department, seniority, experience and charge of work.

Safety procedures

The Yacht provides Safety Personal Protective Equipment (PPE) to prevent accidents from happening and to lower the risk of serious injury. Crew from all departments are obligated to use them correctly and to be trained to do so.

Specific jobs require a "Permit to Work". They are mandatory and must not be avoided even if they feel like a waste of time. These permits to work are valid for only 24 hours and should be re-issued every day.

The yacht keeps a record of material safety data sheets (MSDS) and is available upon request to your Head of Department. In case of intoxication or harm by a product, the crew should go directly to the medical officer and state the product they were using.

Tenders, Cranes and Other Hydraulic Apparatus

The yacht operation requires the usage of many high danger apparatus on board like cranes, tender cranes, shell doors, capstan, anchor windlass, etc ...

The captain requires each and individual to be appropriately trained and authorized by himself or the Chief Officer before using any of these equipment's.

Generally, the hydraulic apparatus is to be operated only by the engineering team or Officers only. This include beach door, tender doors, tender cranes, rescue doors and crane, dreck crane, lateral gangways and aft gangway.

Tenders will be driven only by authorized, on a one by one decision by the captain or his deputy after review of the relevant official qualifications, personal audit and knowledge of the Yacht procedures. The Limousine will be driven only by an officer or the Bosun.

The tenders with guests on board must be manned with a minimum of 1 driver and 2 deckhands. Tenders without guests must be manned with 1 driver and one other crew member. In the case of a tender should be driven by one crew member only, the drivers shall wear at all time a life jacket and be connected at all time to the boat with a kill cord.

In any case, the tenders must maintain a permanent radio contact with the Yacht officer of the watch on duty, any movements, departures from the mother ship, near arrivals, stand-by in port, change of plans, etc.... must be immediately reported to the bridge.

Driving the tender requires a full understanding of the collision regulations, local laws but as extension of the mother ship, the captain remain the full responsible of the actions of the drivers.

Driving Yacht Vehicle & Road Safety

The driver is responsible to obey the yacht's procedures, local laws and regulations. The Driver is responsible to check the condition and operational level prior to using the vehicle. Drivers must at all times remain within the given speed limits and drive carefully with due consideration to the prevailing weather, visibility and road conditions.

Except following a direct order from the owner, the driver will be responsible for the consequences of their driving, speed limits, unauthorized parking and for paying any fines incurred while they are driving.

5. SOCIAL BEHAVIOURS

Mobile Phones

The use of personal mobile phones when in the vicinity of guests is prohibited. Personal mobile phones are not to be used, whilst you are on duty, unless for specific calls relating to the yacht's activities.

Communications

You have been issued with a radio and it is your responsibility to make sure that it is kept in working order. This radio is to be given back to the Chief Officer at the termination of your employment. Your radio is a work tool and as such should be used professionally. Always remember that transmission can be heard by the Owners, Guests and those outside the vessel as well.

Long conversations are an inappropriate use of the crew radio:

- Keep it short, correct and to the point.
- Language used must be respectful and with stress reduced to the minimal level.
- During On charter, an ear piece is to be worn at all times, radio talks should never be heard by the Owners and Guests
- If a long conversation is required, crew should agree on a location to meet over the radio, then continue the talk face to face.
- In the case where a long radio talk is required as related to their duty, an appropriate channel should be used to avoid voice pollution on everyone else's radio.

NEVER EVER DISCUSS OWNER OR GUESTS BY NAME ON THE RADIO

Internet

The Internet is provided onboard for the Owners and the Guests and for official use. Crew will receive an access to a crew dedicated Wi-Fi network.

- Crew may use the internet only when the bandwidth permits.
- Usage of other Wi-Fi networks provided on board is strictly forbidden by crew members.
- No downloading is authorised.
- No peer-to-peer applications or video streaming website (YouTube, Netflix) are to be used.
- Messenger and other similar chat programs may be used, provided no video sharing and other extensive bandwidth consumption is used.
- Websites and social media could be used but be aware of video intensive websites like Facebook or others.
- When on charter, crew use of the Internet may be restricted.

Discretion and social media

The onboard policy on social media regarding the discretion and security of the Owners, Guests and the Yacht business is critical. Crew members are not allowed to publish any

information regarding the yacht's activities (photos, videos, written blog posts, etc.). This will include but is not limited to:

- Owner's name, pictures and any other information regarding the Family.
- Yacht's name, location, pictures where the vessel's name can be identified. Pictures can always be geolocated and therefore security critical information can be discovered.
- Pictures of crew members where the embroidery on the uniform can reveal the name of the yacht.
- Any written details of arrival dates, locations, destination, ETA's, sailing programs.
- Any comment that could be disgraceful to the Yacht, her Owners, the Family, Guest, Crew or the management company.

The captain fully understands that the yachting life is an exciting way for crew to discover fantastic places. There is joy in sharing yachting with friends, family or even unknown relative connections, but every crew member has a duty to protect the privacy and most importantly the security of their employer.

Head of Departments are required to connect to the social media of their fellow crew members to monitor if anything critical has been shared.

Should any critical information be shared, the responsible crew member will have to immediately remove the post, which may also result in an immediate dismissal from the vessel.

Interpersonal relationship and harassment

All crew have the right to work without suffering harassment and bullying. Unfortunately, however, there are seafarers that are victims of harassment and bullying on board ships. It is the responsibility of:

- The captain to ensure that policies are in place for the elimination of all forms of harassment and bullying of seafarers on board the yacht; and
- Crew to ensure that harassment and bullying do not take place.

Harassment and bullying are examples of conduct that is unwanted and causes detrimental effects, which may include:

- Stress;
- Lack of motivation;
- Reduced work performance;
- Absence from duties; and
- Resignations.

Harassment includes any inappropriate and unwelcome conduct which, whether intentionally or not, creates feelings of unease, humiliation, embarrassment or discomfort for the recipient.

Bullying is a particular form of harassment that includes hostile or vindictive behaviour, which can cause the recipient to feel threatened or intimidated. In order to tackle harassment and bullying, it is important that the captain actively encourages its crew to bring incidents to its attention without delay.

The captain recognises that the DPA and the company **Yachting Concept Monaco** can always be contacted for any complaint that cannot be resolved onboard.

6. CREW DECORUM

Uniform instructions will be posted in the crew mess and are to be adhered to. Crew are to maintain a neat and tidy appearance at all times and be dressed in the appropriate uniform whilst on duty, which should be clean and pressed. Uniform is to be laundered, repaired or replaced immediately if damaged or dirty.

- While on charter, personal clothes may not be worn (with the exception of when you are off duty and, in your cabin,).
- At all times on-duty crew members must wear uniform for the duration of their duty, including on weekends.
- If going ashore in uniform, this should be in full uniform.

Chewing gum is forbidden on charter and around guests. While on charter no flashy jewellery or visible piercings are to be worn except for one earring in each ear. All male crew are to shave daily, BEFORE starting work. All crew are to start work with groomed and dry hair.

In regards to perfumes and colognes, crew are not to wear overpowering fragrances as they can trigger headaches, affect the aromatics of meal/wine services, etc. Lightly scented lotions, natural scented fragrances, body sprays, after shave, etc. that dissipate quickly are acceptable.

In refit and maintenance periods off charter, uniform standards may be relaxed.

The captain's word is final on all matters of uniform and appearance.

On Duty Uniform

The Chief Stewardess will issue all crew multiple sets of uniform. These uniforms are to be worn by crew while they are on duty on board the Yacht and while away from the Yacht conducting company business during normal workday hours. One set will be worn during our off-charter work days when Owners and Guests are not on board. The remaining sets will be worn during our on-charter work days and on charter work evenings while our Owners and Guests are on board.

Crew will be responsible for returning all articles of uniform they had signed for upon completion of their employment on board the Yacht. Uniform at all times is the property of the Yacht, and not the individual crew member.

In the course of our work on board, it is recognized that by the very nature of certain tasks, uniforms may become badly soiled and stained. The Captain asks that crew take precautionary steps to minimize permanent soiling and damage to uniforms.

If necessary, the Yacht will provide throwaway overalls, hoods, gloves and booties to crew members. The Engineering staff will have overalls provided for them. Engineers shall be provided with cotton gloves while working in interior guest spaces.

The Deck crew in particular, will sometimes badly soil their uniform while washing, polishing, waxing and painting the exterior of the vessel. The Captain asks that Deck Department crew members wear older, worn uniforms when they know 'dirty' work is

scheduled for that day. Yacht crew members will be required to turn-in worn and permanently stained uniforms to the Chief Stewardess for issue of replacement uniforms.

Uniforms should be kept clean, well pressed and in good repair. Missing buttons, tears in the fabric and food stains should be dealt with as soon as possible. Crew uniform must be handed in to be laundered every day (no hoarding of uniform for multiple days at a time).

Crew must take pride in their appearance and always look well dressed. Shirt tails must be tucked in, trousers are to be worn around the waist, belts must be worn and the appropriate shoes where supplied must be worn and clean. All non-interior staff should remove their shoes prior to entering the interior guest areas.

The crew must look particularly sharp while entering and leaving ports, while docking and undocking the Yacht and especially while our Owners and Guests are on board.

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When at all possible, Crew members are expected to remove their sunglasses while speaking to the Owners, Guests or visitors to the Yacht.

Shoes

Shoes that are used ashore should never be used on deck neither inside the yacht. Some operations, like mooring, unmooring, docking shall be done using deck shoes at minimum. Loading heavy equipment, craning should be done wearing safety shoes.

Off Duty Clothing and Decorum

Crew must maintain an off-duty dress code consistent with the Yacht's operational standards for decorum while on board and while leaving and returning to the vessel. If Crew must ask the Captain whether or not their attire is acceptable, it is probably not.

Laundry

Crew of the Interior Department will launder all Crew work uniforms daily. Crew are required to deposit their work uniforms to the laundry every day, at the conclusion of each workday or before 08:00 the next day. Laundry standing orders are issued by the chief stewardess and the crew is required to comply with them.

While Owners and/or Guests are on board, there will be no personal laundry done, with the exception of undergarments and sleepwear. At no time are crew members allowed to use the laundry facilities, except for the designated interior crew.

7. CREW LIVING QUARTERS

Crew Mess

All Crew are responsible for the cleanliness, organization and maintenance of the Crew Mess. Crew must clean up after themselves!

Some examples of how this can be accomplished are:

- Returning all reading material to the proper racks or cabinets.
- Returning all personal items such as phones, sunglasses, cameras, hats, etc. to personal cabins.
- Washing, drying and stowing all food service ware, drinking glasses and cups, immediately after their use.

All Crew will be contributing to the upkeep of this area through the execution of the domestic duties they are assigned during their 24-hour watch. However, all Crew must remember that the domestic duties assigned to Crew on 24-hour watch do not include collecting and stowing the personal effects of other Crew members.

Crew Cabins

The Yacht respects all Crew's right to privacy within their personal living spaces. However, it is required that crew sharing a cabin are considerate of one another. This includes cleanliness, noise control, sharing of the bathroom and the proper stowage of all personal items.

- The use of open fires and flames, candles and incense sticks are strictly prohibited.
- Report any defective / broken items in your cabin.
- No handmade installations or alterations to existing electrical supplies are permitted. All electrical appliances must be switched off and unplugged when occupants are out of the cabin.
- No screws or nails are to be driven through bulkheads, deck heads or cabin furniture.
- No alterations or changes to the interiors or furniture are to be made, without prior approval.

You have been allocated a cabin on joining the yacht. There are to be no changes without permission of the Captain, which includes sleeping in another cabin that has not be assigned to you.

All crew are responsible for keeping his or her own living spaces clean and tidy. Crew will be responsible for sharing the cleaning duties of shared living spaces with their cabin mate. The entire cabin and bathroom must be cleaned regularly and left odour and mildew free (as per Cabin Cleaning Guidelines found in each cabin).

In addition, all crew are responsible for:

- Neatly making his/her bed every morning before reporting to work.
- Laundering their bed linens and towels once a week, based on the laundry schedule.
- Airing their bedding once a month.
- Do not stow soiled laundry.
- Keeping cabin desktops and shelving clutter-free.

The Captain (or the delegated Officer/HoD) reserves the right to inspect personal cabins. The Captain will issue a written notice of inspection to the occupants of the cabin prior to the inspection, and the occupants of that cabin have the right to be present (if they so choose).

Crew cabins that do not meet the criteria for cleanliness and tidiness will be cleaned after normal workday hours on the occupant's own time. Upon receiving a reasonable number of verbal warnings for failing to adhere to these criteria, a written warning may be officially logged.

Crew have their own closet and drawer space within their cabin and must confine the quantity of personal belongings to fit within that space. Through our travels we tend to accumulate things. If Crew have more belongings than can be stowed away, they must ship the excess home at their own expense. Crew will have one lockable cabinet which should be used to store valuable items. If a cabin inspection has been issued, the crew member is responsible for unlocking this cabinet.

Crew Meals

All meals will be provided for crew on board the Yacht at the expense of the Yacht. If crew elect to dine ashore, they will do so at their own expense. Crew who wish to dine ashore must make sure their name is on the list created by an interior staff member before 10:00 hrs.

When the Chefs are off duty on their day(s) off, food will be left in the crew refrigerators for Crew to prepare themselves.

The Chef is responsible for adhering to budgets for Crew and Owners meal costs; therefore, under no circumstance, are crew allowed to take anything out of the refrigerators, freezers or dry stores/ storage spaces without permission from the Chef or the Chief Stewardess. Taking anything from these storage spaces will constitute theft and will be grounds for immediate dismissal from the Yacht and employment on board.

Crew preparing meals in the Galley must ensure that the Galley and any cookware and utensils they may have used are thoroughly cleaned after they have finished using them. The cookware and utensils must be returned to their drawers and cabinets. Leftover food must be containerised and stowed in the crew refrigerators.

During a normal work week, crew must rinse and stow their own dishes and utensils after Crew meals in the dishwasher. Crew on watch are responsible for clearing the table after dinners, placing the leftover food in containers and placing the containers back in the refrigerator after dinner. Watch crew members must also wash the cookware, trays or dishes that the food was served on and stow them in their proper places. The Chef and members of the Duty Watch will clear and stow left over food after lunches.

Breakfast - There will be coffee, tea, juices, breads and cereals available. On occasion, the Chefs may prepare a hot breakfast; however, as a rule, Crew must prepare their own breakfast. They must be finished and have everything clean and cleared away 5 minutes prior to the start of their shift during on-charter periods and before 07:55 while off-charter.

Lunch - Lunch will be prepared by the Chefs and served at 12:00 hrs during the normal working week and under normal circumstances. Weekend watch keepers are responsible for managing their own food schedule based on what the Chefs have prepared prior to the weekend.

Dinner - Dinner will be prepared by the Chefs and served at 19:00 hrs during the normal working week. Remember, Crew not eating dinner on board must ensure their names are on the list no later than 10:00 hrs. Weekend watch keepers are responsible for managing their own food schedule based on what the Chefs have prepared prior to the weekend.

Crew must keep in mind that meal times may vary during Owners or Guest engagements, and may also vary during the normal work week due to unforeseen circumstances.

There will be periods when the Yacht is undergoing extensive shipyard maintenance (while in a dry dock for example). During these periods the Chefs may be unable to utilize the Galley or may be on his/her holiday. Other suitable arrangements will be made under these circumstances.

All meals are to be eaten in the crew's mess. Any exceptions to this must only be with express permission of the Captain.

Crew Drinks

The Interior crew will keep the mess refrigerator stocked with beverages. The Chief Stewardess is responsible for adhering to the Crew Drinks budget; therefore, Crew are expected to exercise moderation in the consumption of all Crew Drinks. They are not to be removed from the yacht for later consumption unless at a crew organized function.

The yacht will provide drinkable water without any restriction.

Crew are not to take any waters, beverages, mixers, beers, wines or liquors from the Owners or Guests refrigerators, pantries, salon bars or from the vessel's stores. Taking anything from these storage spaces will constitute theft and will be grounds for immediate dismissal from the Yacht and employment on board.

8. ON-CHARTER WORK AND WATCH SCHEDULES

Crew will work every day and evenings while the Owners or Guests are on board (until our Guests disembark). Crew will also be required to work every day and evening while the yacht undertakes extended voyages (standing watches) or when the Yacht must be put back into service after undertaking major repair and maintenance works. Break times are scheduled; however, they are not guaranteed.

MLC Hours of work

According to IMO, working hours are defined as the number of hours for which a seafarer is required to be on duty, on account of the vessel where he/she is employed or to be at disposal of a superior outside the crew's quarters. Hours of rest on vessels are defined as hours outside hours of work. These hours do not include the intermittent breaks.

The legal limit on how many hours to work on ships is put by the International Labour Organisation, taking into consideration the needs of the marine industry.

ILO Maritime Labour Convention states that working hours should be:

- A maximum of 14 hours in any 24-hour period.
- A maximum of 72 hours in any seven-day period.
- Provided with a minimum of 10 hours of rest in any 24 hours period.

The minimum hours of rest, as per the ILO maritime convention should be:

- A minimum of 10 hours in any 24-hour period.
- A minimum of 77 hours in any seven-day period.

The hours of rest can be divided in a maximum of two periods, one of which should be at least six hours in length. Two such consecutive periods should not be separated by more than 14 hours.

Working schedule hours for Crew members will be displayed in the Crew Mess corridor by Heads of Department for the purpose of informing the seafarers in order to provide required hours of rest.

However, an exception can be made to all the above-mentioned clauses when the Captain of the Yacht deems it necessary. The Captain may require services of Crew for maintaining the level of guests' service, the safety of the yacht and especially in an emergency situation.

The Captain can suspend the schedule of work hours and hours of rest in situations of the vessels distress and may require a seafarer to perform necessary duties until normal conditions are restored. On return to normal conditions, crew involved in work during these periods of distress may be granted a rest period to prevent the build-up of fatigue.

Deck and Engineer officers may be required to stand navigational and engine watches that are directly related to the safety of the yacht. Their rest periods must be respected by all other crew by minimizing noise level in the crew corridors.

For overtime work, the crew member may be entitled to compensatory hours of rest but not monetary remuneration. A log recording the hours of work and rest for every crew member is provided on the DeepBlue@ system, and is the responsibility of each crew

member to maintain this monthly log at all times, print, sign and give it back to the Chief Officer by the end of each month.

Breaks and rest periods

During on-charter periods, crew are expected to work long hours. Anytime it is possible, the Heads of Departments will provide time off and rest periods to crew members. It is under the responsibility of the individual crew member to use these rest periods to the best of their ability to get a restful sleep, as the next rest period can never be guaranteed.

Watches at sea

Deck and Engineer crew are supposed to maintain a full 24-hour watch at sea. The navigational watch shall be maintained by a deck officer of the watch at all times from the bridge. During night periods or reduced visibility, navigational watches shall be executed by an officer of the watch and a deckhand. The deckhand will have to execute hourly exterior rounds to identify loose items or abnormal exterior situations. The navigational night watch schedules will be published by the Chief Officer on daily basis, based on the work charge of the previous and upcoming days.

If the vessel is classified as UMS (Unmanned Machinery Space), this means that the engine room watch could be stood by Engineers from a location of the vessel where the alarms can be heard, therefore the engine watch keepers shall remain awake and alert.

Falling asleep during a watch is a serious breach of these Captain's standing orders and can be subject to immediate dismissal from the Yacht and employment on board.

Watch at anchor

At anchor the vessel maintains a full watch system as per navigational watch except, that deckhands, or engineering team if requested by the captain, will maintain solo bridge night watches that will consist of:

- Hourly verification of the Yacht's position while at anchor, assuming that the Yacht is not dragging the anchor. This can be done using the Yacht's radar sets.
- Maintaining the navigational logbook every hour with weather and relevant information.
- Displaying the day-shape during daylight hours and the anchor lights as well as all exterior lighting illuminated during evening and night time hours.
- Organizing the transportation of fellow crew members to and from shore, using the Yacht's rescue tender (when applicable).
- Monitoring the VHF and UHF radios while fellow crew members are ashore. If there is a crew member's workday scheduled the next morning, the last scheduled pick-up ashore will be as designated by the Captain.
- After the last pick-up, crew members on watch are responsible for loading the tender onto the Yacht and securing it for the evening.

During the day, the Owners and Guests will intensively use the swim platform and the water toys provided by the Yacht. Therefore, the stern should never be left unattended and when any guest is in the water swimming or using water toys, reinforcement should be called. At least one deck crew member should be available at all times and vigilant to

provide help against drowning. Swim platform watch keepers will never leave their duties until a relief has arrived and is made aware of the full situation.

Watches in port

During On-charter periods, when the vessel is moored in a port, the gangway should be attended at ALL TIMES by the deck team to welcome and help to the Owners and Guests with the gangway access. Any guest's movement should be broadcasted on the crew radios, the interior department must be called first and then deck department.

The other reason for maintaining a full-time watch is to keep the security at the maximum. No one unknown should be authorized to access the vessel until told by the Owners, Guests, the Captain or an Officer to free the passage. Refusing access should be done in a very polite manner as you can never know who that visitor is in relation to the Owners or Guests.

The last reason to maintain a gangway watch is to prevent any incident regarding the shore lines, electrical cables, fenders and side vessels movements.

The Interior team should be informed as soon as possible when a guest is approaching the vessel from the quay, to give time to prepare welcome beverages and refreshing towels. The Interior team should also be informed when any guest is leaving the vessel to allow the housekeeping stewardesses to enter the guests cabin. A status of the guests positions On/Off the vessel should be maintained and transmit on the watch relief.

A daily schedule of watch keepers is published by the Chief Officer and will be posted in the crew mess corridor.

Breaks Ashore

While on-charter periods, breaks ashore may be authorized by the Captain, organized by the Heads of Department and must be individually approved. As the crew may be seen around the yacht by the Owners and Guests, it is highly important that the crew shall maintain the decorum to the highest standard at all times. Proper and clean uniform should be worn and continuous contact should be kept by radio and available by phone.

Alcohol consumption must be kept to the bare minimum, and crew member's social behaviour should reflect the yacht and the Owners high reputation. Crew reported or found to have mis-behaved during shore breaks will be subject to immediate dismissal from the Yacht and employment on board.

9. OFF CHARTER WORK AND WATCH SCHEDULES

Working on board a Yacht is not a '9 to 5' job. All Crew on board are salaried employees who are not paid an hourly wage for an hour's work. A seaman's occupation requires dedication and flexibility of hours. Weekends and holidays are not guaranteed time off.

Crew must understand that their work may not follow any specific daily or weekly schedule. Due to the nature of our profession and the Yacht's ever-changing itinerary, the Captain may have to change the work schedules at any time and crew members must agree to work such hours and on such shifts as the Captain designates. Crew will not receive additional monetary compensation for working late evenings and early morning shifts, overtime, weekends or holidays.

Guests Off Routine

Monday through Friday

07:00	Breakfast
08:00 – 12:00	Ship's work with 15 min coffee Break around 09:45
12:00 – 13:00	Lunch
13:00 – 17:00	Ship's work with 15 min coffee Break around 15:30
19:00	Dinner
Weekends	Ship's work, if required; Otherwise liberty for all hands not on duty.

08:00 start off the working day is mandatory unless specifically authorized by the Captain in exceptional circumstances. At the start of work crew are expected to be sober, clean and well rested, capable of performing a good day's work.

Working Hours

A normal workday begins at 08:00 hrs. therefore all breakfast is over and cleared away by 07.55. Our workday usually ends at 16:30. This will vary depending on projects underway, shipyard scheduling and the Yacht's schedule of use by the Owners and Guests.

On the Captain or Heads of Department's request, there might be some days where the crew can end the work day slightly earlier, or other days where they may have to work late. It is virtually impossible to run out of things to do on board the Yacht, therefore, early days might be fewer and far between than those that run later.

Before ending their workday, crew members must ask their Heads of Departments if there are any uncompleted tasks that need to be finalized that day.

All crew members will use the last 15 minutes of each workday to return all equipment, tools or supplies that were used during the course of the day to their proper storage space. This will be done even if the project they are working on has not been completed and will be resumed the following day.

All crew members will also thoroughly clean the area they were working in during the final 15 minutes of their workday. No tools should be left on the working place, all interior lights and doors must be closed and switched off. Hatches must be closed and every area must

be cleared from any danger in the eventuality of an emergency that may happens during dark period of the day.

The Captain is very sensitive to these requirements and cannot emphasize them enough.

The Yacht may have frequent impromptu visits from Owners representatives and the like. Crew must remember that every area of the Yacht is always "on show", from the Engine Room bilges to the Sun Deck lockers.

When the Yacht has no scheduled Owners or Guests use for more than two weeks, the Captain will try to instil a 5-day work week with all crew afforded two consecutive days off (i.e. weekends). This may not apply to long breaks mid-season when the Owner's or Guests may come and go at a moment's notice.

Day Breaks

Lunch is served at 12h00 and is the main break of the day. The normal lunch break is one hour in length. The lunch break is as per MLC definition considered as an hour of rest.

There will be a 15 minutes break around 09:45 and 15 minutes break around 15:30 which are not part of hours of rest. Crew must first check with their department heads before taking a break.

The Captain feels that we should start early and be as productive as possible during the work day so Crew can have more work days that may end at 16:30 hrs. Extended breaks disrupt productivity and efficiency.

Breaks Ashore

Crew who wish to go ashore and leave the immediate area of the yacht during normal workday breaks must keep in mind the Yacht's policy regarding the length of workday hour breaks, i.e. no longer than 15 minutes. Crew must sign out and sign back in into the in/out board, and have approval by their department head.

Off-charter On Duty crew Ashore

Crew while on duty are not expected to leave the Yacht, should be able to hear alarms and be available to answer the boat phone. A tolerance of only few meters off the gangway and no more than five minutes could be accepted, any more distance or period will be considered of a breach of safety or security.

On duty crew will go ashore only to conduct business on behalf of the Yacht, and must inform the Captain and/or the watch officer as to the nature of the business ashore and the time they expect to return. Crew must sign out and sign back in into the in/out board.

If Yacht business will prevent crew members from returning to the Yacht in a timely fashion, (at the declared time of return given to the watch officer) they are expected to contact the Yacht with their up-dated ETA. This is especially important if crew members have a Yacht vehicle and may not be returning to the Yacht before the scheduled end of the workday. This must be cleared with the officer of the watch or the Captain. Upon returning to the Yacht, crew must sign back in.

Crew must remember to inform all department heads of their intended travels before leaving the vessel, as other departments may need a Yacht vehicle during the day or they may have provisions and equipment that can be picked-up on their behalf.

Off Duty Shore Leave

Crew who intend to go ashore must log out and in on the in/out board.

Crew are expected to sleep on board the Yacht. If Crew intend to sleep ashore, he/she must inform the watch officer of these intentions. They must also provide a valid working telephone number that they carry with them by which they can be contacted in an emergency.

While it is recognized that personal time away from the yacht is important and solely the business of the crew member, information regarding Crew whereabouts is essential in the event of an emergency or impromptu sailing orders from the Yacht's Owners. Crew must remember that the Captain is responsible for the safety, welfare and actions of all yacht crew.

Off-charter Watch

Crew must stand 24-hour watches starting at 08:00 until the next day at 08:00 and after being properly relieved by the next watch keeper. The watches are scheduled on a rotating basis. Watch crew members must be awake, sober, alert and on duty in proper uniform by 08.00 hrs. Watch crew members must remain awake and alert until 22.00 (this hour may vary depending on the Yacht's schedule).

The watch schedule calendar will be maintained and posted by the Chief Officer in the crew mess. It is the responsibility of all crew members to check this posting and to know his/her individual watch schedule for the month. Personal watch duties can also be consulted online on DeepBlue©

Crew may exchange watch days with one another, with the prior approval from the Chief Officer and/or the Chief Stewardess.

Watch Duties

All Crew are required to become completely knowledgeable and capable of executing the basic safety and security functions of the vessel. The Chief Engineer and the First Officer will be responsible for training all Crew in the performance of various safety and security system tasks and operations.

A watch duty book will be posted in the crew area. It is the responsibility of all crew to familiarize themselves with these duties. Crew are required to carry out these duties during their watch.

In addition, Crew are required to sign-off each completed duty with their initials within the space provided on the duty watch list.

Watch Crew members must be able to respond to the Yacht's fire detection and bilge alarm systems and determine the location of an incident. In the event of a fire or flooding incident, watch team members must be able to carry out the following tasks:

- Assess the incident and determine whether the incident can be readily handled by the crew members on board and if so, the use of available extinguishers and firefighting equipment or bilge pumps.
- Crew must never endanger their lives fighting a fire or flood on board; if conditions are perilous, they are ordered to sound the alarm and leave the vessel and wait for help outside. The local fire brigade should be called

immediately and while they en route, the crew members should get prepared to help the professional fireteam.

- If the incident is of a serious nature, immediately contact or alert local authorities and other yachts in the vicinity via phone, VHF radio, continuous rapid short blasts of the Yacht's horns.
- Operate the fire pump and pump manifold valves to pressurize the Yacht's fire mains.
- Operate the bilge pump and pump manifold valves to begin de-watering bilges.
- Isolate electrical power and ventilation to the affected area.
- Operate the auxiliary fire pump.
- Activate the Yacht's engine room fire suppression system.

Deck Crew Watch Duties

The Deck Watch crew members will focus their attention to safety, fire prevention and security of the Yacht. He/she will be responsible for entering information regarding his/her watch into the watch logbook. The watch logbook will be kept in the Crew Mess.

Watch log entries should include:

- The names and arriving/departing times of all Owners and Guests.
- The names of any visitors to the yacht, the nature of the visits and the times of their arrivals/departures.
- Any incidents or emergencies on or around the Yacht.
- Any incidents involving the Yacht or the Yacht's crew members.
- Any other important or relevant information regarding the Yacht's operation.
- Any item required by the Duty Watch standing orders.

Watch duties will include but not be limited to the following tasks:

- Extinguishing all exterior lighting and unnecessary interior lighting first thing in the morning.
- Raising the Yacht's flag at 08:00 hrs and lowering, folding and stowing it at 20:00 or sunset (whichever occurs first).
- Thorough controlled visual inspections of the entire interior of the vessel, especially the engine room and technical spaces, at 08:00 hrs, 13:00 and 18:00. Watch crew members must check with the Engineer concerning operating machinery that may be on line and in need of periodic attention and service.
- Interior inspections shall be executed using clean socks, with a particular attention paid to the expensive carpets and wooden floors. No shoes or dirty feet should be in contact with the guest flooring.
- Thorough visual inspections of the entire exterior of the vessel, including all decks and, while dockside, the mooring lines and fenders. Close attention should be paid to any changing weather or tidal current conditions in the area. Adjustment of or the addition to the existing fenders and mooring lines should be considered and carried-out when necessary.
- Watch crew members must listen to or obtain the local weather forecast if at all possible.
- Maintaining the ability to hear and answer (courteously and professionally) the Yacht's phones at all times and take detailed messages to include the time,

- date, identity of the caller, the nature of the call and whom the call was for.
- Illuminating the main deck lighting on the boarding side of the yacht at sunset while dockside in a marina. All exterior lighting will be illuminated while dockside in a commercial environment or at anchor.
- Before retiring at night, watch crew members will verify that all entry doors are locked, all boarding gates are closed and secured and the ship's security alarm system has been activated.
- Watch crew members must understand how the Yacht's alarm system works. When an alarm sounds, crew members must identify the specific alarm that has been activated and call the duty engineer if required.

Interior CREW Watch duties

Domestic duties include:

- Thorough visual inspections of the entire interior of the vessel, especially the Guest and service areas. All the lights on non-used locations should be switched off, door closed and all the floors cleared from any items (Cleaning buckets, vacuums, tools, hatches closed, etc.) Any deficiencies should be immediately corrected, or reported to the on-duty deck or engineer crew.
- Washing and storing of all glassware, utensils, dishes, pots and pans used during the day.
- Proper storage of crew meal leftovers in appropriate containers.
- Removing the crew and officer's mess rubbish bins.
- Vacuuming the crew and officer's mess floor.
- Cleaning all crew and officer's mess countertops, table tops and sinks.
- Properly stowing all videos, magazines and personal items.
- The Yacht's security is an important aspect of the watch crew member's responsibility (see 'Security').
- Watch crew members must understand how the Yacht's alarm system works. When an alarm sounds, crew members must identify the specific alarm that has been activated call the duty engineer if required
- Maintaining the ability to hear and answer (courteously and professionally) the Yacht's phones at all times and take detailed messages to include the time, date, identity of the caller, the nature of the call and whom the call was for.

Engineering crew watch duties

Watch Engineer must be able to perform the following tasks:

- Operation of the bilge pumps and bilge manifold to pump-out any bilge area of the Yacht.
- Operation of the grey and black water tanks' pumps to lower the levels of the tanks.
- Switch-over from one fresh water system pump to the other.

10. SECURITY

Keys

All keys and key Fobs are to be handed in to the Captain or the Chief Officer when a crew member leaves the ship permanently. This includes all cabin keys (including cabinets, lockers and wardrobes), master keys and work area keys that crew may have been issued.

Security/Visitors

The captain requires the Yacht's security level to be maintained at all times at the highest level:

All visitors are to be escorted by a crew member at all times while on board.

- A log of visitors (excluding Owner's guests) is to be kept and recorded (including their name, company, date and time of arrival/departure). Visitor badges should be distributed to clearly identify logged visitors.
- Access to the ship may be refused to any visitor not in possession of photo ID.
- Visitors are invited to remove shoes while walking on deck and in the interior. Exception to Officials in uniform where shoes are mandatory for their duties, and for workers where safety shoes are to be worn. In that case, shoe cover will be provided.
- Officials (in uniform or not) are to be escorted directly to the bridge and left only in presence of the Chief Officer or Captain.
- Crew are not permitted to invite personal guests on board without the express permission of the Captain. Depending on the Yacht activity, the Captain may allow the close family of crew members to visit the yacht, but will never allow the Owners and Guests personal quarters to be visited.
- No parcels or deliveries of any kind are to be brought on board the ship without prior authorisation and checking from the appropriate Head of Department and/or the Chief Officer.
- It is the duty of the crew at the gangway to search bags, packages, etc., brought on board.

Guest Areas

- Crew have no automatic rights to be in the guest areas and must only enter on legitimate business / duty.
- Anytime there is work to be completed in the guest areas (i.e. Engineer works, safety/equipment checks, etc.), the Chief Stewardess or 2nd Stewardess must be informed before entering, and informed upon completion of the task.
- The guest elevator is out of bounds to crew.
- Guest staircases are only to be used by interior crew when absolutely necessary (i.e. cleaning the staircase, escorting a guest, etc.). Crew stairwells are to be used at all times.

11. CREW MISCONDUCT

Misconduct Warranting Dismissal

The following acts of misconduct will warrant immediate dismissal from the vessel and employment on board, as well as any legal actions that may be called for. The Yacht will assume no obligation to repatriate guilty Crew or pay any vacation or severance monies due to them.

- Assault. Any violent act or actions, on or off the Yacht (a violent act will be interpreted as any action that may be construed as an attack on another person, verbally as well as physically). Heated, loud, insulting and demeaning arguments or comments will be interpreted as acts of violence. Violent acts can also be directed toward inanimate objects.
- Possession, purchase or sale of any unauthorized weapon(s), on or off the Yacht or the unauthorized discharge of the Yacht's firearms.
- The purchase, possession, sale or use of non-prescription drugs or illegal narcotics on or off the Yacht or the misuse, abuse or sale of prescription drugs on or off the Yacht.
- The consumption of alcohol while on duty (including while on 24-hour watch), while the Yacht is underway, while Owners or Guests are on board, while driving the Yacht's automobiles, tenders or wave runners, while operating or working on the Yacht's equipment or machinery or while handling firearms on board, loaded or unloaded.
- The possession, purchase, sale or trafficking of contraband, on or off the Yacht.
- Graft: accepting or giving bribes or 'kick-backs', from or to anyone or soliciting and accepting fees or commissions while conducting business on the Yacht's behalf.
- Actions, speech or behaviour that may bring the Yacht, the Yacht's name and the Yacht's Ownership, Guests or Crew into disrepute or public controversy.
- Critical demeaning or destructive comments or discussions concerning the personality or character traits of the Ownership, Guests or fellow Crew.
- Comments-or discussions with persons outside the Yacht's operation regarding the personal or business affairs of the Ownership, Guests or Crew.
- Knowingly passing false statements to anyone regarding the Yacht's operation, Ownership, Guests or Crew.
- Intentional damage to the Yacht or any property on board.
- Actions or behaviour that demonstrates neglect and a lack of regard and respect for the Yacht's or fellow Crew's equipment and property.
- Repeated failure or refusal to carry out specified duties and responsibilities or any reasonable requests made by the Captain or the Officer in charge. The interpretation of 'a reasonable request' remains solely with the Captain.
- Theft or possession of stolen property, on or off the Yacht.
- Acting individually or collaborating with others in port or at sea to impede the initiation or the progress of a voyage or navigation of the vessel.
- Failure or refusal to carry out orders relating to the safety of the vessel or persons on board.
- Sleeping on duty or leaving an assigned post if such actions would compromise the safety of the vessel or persons on board.

- Intimidation and coercion of other Crew and interference with their duties.
- Actions that may endanger the vessel, the Ownership, our Guests or other Crew.
- Actions or behaviour which negatively affect the safe and efficient operation of the vessel.
- Actions or behaviour which negatively affects the social wellbeing of any person on board.
- Engaging in anything more than courteous conversation with the Owners or Guests.
- Causing or allowing unauthorized persons to be on board the vessel while in port or at sea.
- Smoking, using naked flame or unapproved electric appliances in or on any part of the vessel carrying dangerous cargo or stores (including tenders) where the aforementioned are prohibited.
- Smoking, using naked flame or unapproved electric appliances anywhere on board or near the vessel while fuel and lube oil and/or gasoline bunkering is in progress.

Misconduct Warranting Reprimands

The following acts of misconduct will warrant warnings or reprimands and if repeated, will constitute grounds for dismissal from the Yacht and employment on board:

- Malingering.
- Lesser acts of negligence.
- Unacceptable work performance levels.
- Reporting late to work and for watches.
- Offensive or disorderly actions or behaviour.
- The abuse of alcohol (reporting to work 'hung-over').
- Discontinuing duties before the scheduled end of a workday.
- Unacceptable levels of personal decorum, grooming or hygiene.
- Neglecting to report for duty without an acceptable explanation.
- Leaving an assigned place of duty or the vessel without permission.

Warnings and Reprimands

The procedures for dealing with misconduct that does not initially warrant dismissal are as follows:

- Informal warning issued by a department head or by the Captain.
- Formal warning issued by a department head, recorded and reported to the Captain.
- Formal warning issued by the Captain and witnessed by an officer.
- Written reprimands issued by the Captain and recorded in the Yacht's Logbook, a closed copy of which will be sent to the Yacht's Ownership/Manager.

Any formal warning or reprimand issued by the Captain will be followed by a written notice, to the Crew in question, of the likely consequences of any further misconduct on their part; i.e. dismissal from the Yacht's employment. A closed copy of the notice will be forwarded to the Yacht's Ownership/Manager.

12. SMOKING, DRUGS & ALCOHOL

Smoking

The owners have expressed a preference for there to be no smoking on board the yacht.

Smokers are allowed to smoke on the dock, during a sanctioned break time. If the vessel is in port while on charter, a crew member may smoke on the quay, out of view from the Owner and/or Guests, during a sanctioned break time. Crew are not allowed to smoke during working hours. The Crew member must take all actions to make sure they do not smell like smoke during working hours, especially while on-charter.

Drug and Alcohol Use

The use of drugs and the abuse or misuse of alcohol is a serious threat to the Yacht, the Yacht's Ownership, Guests and the Yacht's Crew. All Crew are equally responsible for maintaining a safe and healthy working environment.

The purchase, possession, sale or use of non-prescription drugs or illegal narcotics on or off the yacht or the misuse, abuse or sale of prescription drugs on or off the Yacht by any Crew will constitute grounds for the immediate termination of their employment.

The abuse or misuse of alcohol by any Crew will constitute grounds for the immediate termination of their employment.

Drugs

The Yacht will establish such procedures as it finds necessary to effectively enforce this policy. These procedures may include a requirement that Crew cooperate in searches of personal lockers and belongings when there is reason to believe drugs are present.

The Yacht will conduct random, impromptu drug testing. All Crew will be tested. Refusal to submit to drug testing will be considered an admission of drug use. The employment of the individual will be terminated immediately.

Where drugs are involved, the liability to the Yacht, the Captain and the Owners can be enormous. Therefore, it is the responsibility of all Crew to report immediately to the Captain any suspicion they may have of drug use by other Crew or a Guest on or off the Yacht.

The use, possession or purchase of illegal substances ashore by Crew or Guests can result in the seizure of the Yacht and the incarceration of all Yacht Crew, Owner's and/or Guests. Under such circumstances, the Yacht assumes no obligation to assist in the release of the guilty Crew or Guest(s).

In addition, the Yacht assumes no obligation to pay any associated fines, penalties or bail in connection with their incarceration. Crew responsible will have their employment on board the Yacht terminated immediately and the guilty guest will not be allowed back on board the Yacht.

If the employment of Yacht crew members is terminated due to the purchase, possession, sale or use of non-prescription drugs or illegal narcotics, of the misuse, abuse or sale of prescription drugs on or off the Yacht, the Yacht will be under no obligation to repatriate the guilty crew members or pay any vacation or severance monies due to them.

Alcohol

The consumption of alcohol is not permitted while on duty (including 24-hour watch). Drinking alcohol is never permitted while the Owners and Guests are on board or while the Yacht is underway. The exception to this regulation would be a toast from Crew to the Owners or our Guests at the conclusion of an engagement.

While the Owner is absent and off duty, crew members are permitted to consume a limited amount of beer or wine as long as it does not get out of hand. The Yacht is never to be used as a platform for getting drunk. Drinking one or two glasses of wine with dinner is acceptable.

The Yacht will supply Crew with a modest amount of beer and wine monthly. Crew are responsible for regulating consumption amongst them. If Crew desire a cocktail or hard alcohol, they must purchase it off the Yacht at their expense.

The operation of the Yacht involves a number of jobs which present special safety considerations, including underway wheelhouse watches, vessel watches, working with machinery and operating davits, Yacht automobiles, Yacht tenders, wave runners and other equipment.

Crew found to be impaired by alcohol under the following circumstances will have their employment on board the Yacht terminated immediately:

- While on duty, including while on 24-hour watch, or while the Yacht is underway
- While driving the Yacht's automobiles, tenders or wave runners
- While operating or working on the Yacht's equipment or machinery

Hangovers

Alcohol related "hangovers" during work or watch days are not acceptable. Reporting for duty on work or watch days hung-over is unfair to fellow Crew members and to the Ownership, who is paying your salary.

Hung-over Crew are a danger to others crew they work with. Serious injury or death of Crew can occur and the Yacht can be badly damaged when hung-over crew attempt tasks that require unimpaired skills and a clear mind.

Crew reporting to work in this condition will be relieved of duty and will make-up the missed day's work on their next day off. The Captain will issue one warning to hung-over Crew and upon a second offense, Crew employment will be terminated immediately.

If Crew employment is terminated due to alcohol abuse, alcohol misuse or reporting to work hung-over, the Yacht assumes no obligation to repatriate the guilty Crew or pay any vacation or severance monies due them.

13. PROHIBITED ACTIVITIES

Crew who participate in the following activities will be subject to immediate dismissal from the Yacht and employment on board and may be reported to the local authorities. The Yacht will assume no obligation to repatriate the guilty Crew or to pay any vacation or severance monies due them.

Contraband

Crew must not purchase, sale or participate in trafficking contraband (weapons, stolen property, endangered animal and plant species, undeclared spirits, gem stones, etc.) or be associated with any people or activities affiliated with contraband.

Graft

Crew must not ever participate in graft (bribes or "kick-backs"), whether accepting them or giving them, while conducting business on behalf of the Yacht. This would include soliciting and/or accepting fees or commissions while conducting business on behalf of the Yacht or the Yacht's Ownership.

In some areas of the world, it is common practice for vendors and merchants to refund, in cash, a portion of an invoice back to the purchaser as a way of "showing appreciation" (or more specifically, as a way of "buying" business). It is the Captain's policy to insist that the "refund" be shown as a credit on the invoice and subtracted from the total amount of the invoice.

It is common knowledge that graft is widespread in the yachting industry and the Captain must warn crew members that he has no tolerance whatsoever regarding this practice and will have Crew prosecuted if possible.

Weapons

Crew are not permitted to bring on board any firearms, shock devices such as "Taser guns", knives (other than those used to carry out duties) or any other personal weapons, including mace and pepper spray, except under the direct control of the Captain.

In most if not all countries, firearms are highly illegal and Crew found to be in possession of firearms on or off the vessel will be subject to prosecution from the local authorities and will have their employment on board the Yacht terminated immediately.

Crew who elect to carry personal protection items such as mace, pepper spray or knives may do so only off-duty or off the vessel and in respect of the local law. Upon returning to the vessel all such items must be checked-in with the Captain or the Officer in Charge.

Reporting

Any breaches of the guidelines, policies and regulations found in this handbook (especially the sections dealing with misconduct, harassment, smoking, drugs, alcohol use and prohibited activities) must be reported to the Captain, or the Officer in Charge, as soon as possible, including the following:

- Any incidents involving the Ownership, Guests or Crew and the local authorities
- Any incidents involving damage to the Yacht's hull-sides, structure or equipment
- Any theft, loss of money or valuables, on or off the vessel
- Any sickness or injury requiring medical assistance
- Crew suffering harassment and bullying

In the event of illness or injury, the Captain or Officer in Charge is to be informed before leaving to seek medical attention, whenever possible. In all such cases, it is imperative to secure the attending physician's or medical crew member's report and to retain any and all receipts of monies paid for the treatment.

Crew found to have knowingly refrained from reporting any breaches to this handbook's guidelines, policies and regulations or any incident listed above will be subject to immediate dismissal from the Yacht and employment on board.

Any reporting of incidents will be handled in the strictest of confidence. Retaliation will not be permitted against anyone who reports violations to the Yacht's policies or who cooperates in good faith with an investigation.

The Captain must remind fellow Crew that we are all responsible for maintaining a safe, trusting, enjoyable, honourable and healthy living and working environment on board the Yacht. This cannot be accomplished without the willingness of all Crew to report unacceptable behaviour and actions.

14. REVISION HISTORY

The Master is responsible for ensuring that the latest version of the manual is available on board.

Version	Date	Editor	Revision History
1.0	06 Mar 2020	Christophe Guegan	Initial Commit