| **When this document has been read and understood, it is to be signed**  **confirming understanding and compliance.** | | |
| --- | --- | --- |
| No. | Item briefed and acknowledged | Initial |
| **1.** | **General Introduction to the Company (New Personnel)** |  |
| **2.** | **Terms and Conditions of Employment received (incl. any CBA - POEA) with particular reference to:**  Pay, Additional allowances, Overtime, Hours of work, Tour of duty, Disciplinary procedure, Onboard Complaints Procedures, Benefits of MLC2006. |  |
| **3.** | **I have read and understood the attached:**  Company Policies Statements, regarding:   * Safety & Quality * Environmental & Conservation of Energy * Security * Ethical, Business Conduct & Media * Open Reporting * Occupational Health & Safety * Just Culture * Stop the Job * Human Resource & Crewing * Insurance * Harassment & Bullying (full policy available on board or on request to your Crew Manager) * Hygiene and Sanitation * Social Media * Drug & Alcohol * Mission Statement   b) Code of Conduct |  |
| **4.** | I will support and contribute to the implementation of these policies and agree to abide by Company and Ship’s regulations, particularly regulations and guidance related to the following:   1. Fostering instinctive safety culture where safety compliant action is my first or instinctive choice 2. Zero Crime & Persecution Tolerance 3. Drug and alcohol usage and drug possession, distribution and trafficking   Abiding by any regulations in force onboard the ship with regard to bringing alcohol onboard and its storage in my cabin  Participation in any random drug and alcohol testing programme operated by the Company onboard the ship  Participation in drug and alcohol testing if I am involved in or contribute towards a hazardous occurrence  Participation in drug and alcohol testing if there is reasonable cause or suspicion that I have breached drug or alcohol regulations. |  |

**PLEASE SIGN OVERLEAF**

|  |  |  |
| --- | --- | --- |
| **5.** | **FOR DECK & ENGINEER OFFICERS & RATINGS**  It is essential to note and understand the following key policy points.  • Compliance is a condition of employment.  • The Company operates a zero tolerance policy for deliberate discharges in breach of MARPOL. Misuse of the Oily Water Separator (OWS) by any form of tampering and/or the use of by-pass pipes (‘magic pipes’) is strictly forbidden.  • All log books, environmental records and working record books must be carefully and accurately maintained and be in agreement where applicable. This includes (but is not limited to) Deck and Engine Room logbooks, oil record books, garbage record books, ballast management records, seal records and sounding books.  • Failure to follow SMS procedures relating to the protection of the environment is a dismissible offence.  • If any violation is observed, this must be made known to the Master immediately or reported through the Whistle-blower policy.  Authorities now impose severe penalties both on the Owners and on individuals found guilty of causing pollution and this may include personal fines and imprisonment. In addition, any crewmember, after appropriate disciplinary procedures have been completed, found to have knowingly violated any of the above listed items will be considered guilty of “Serious Misconduct” and as such may be instantly dismissed from the vessel. |  |

**I confirm that:**

a) I accept the offer of employment and agree to comply with the Company’s procedures.

b) I have understood the above requirements and will comply with them.

c) If I observe unsafe and/or illegal practices, I shall notify the Master, the DPA or other Company representative without delay.

d) If the reporting in (c) above is unsafe or inappropriate, I will report as per the “whistleblowing” policy and procedures.

e) I will not delay alerting the Company of unsafe or illegal practices in order to notify another party.

**To assist me in my understanding of the above, I also confirm that:**

a) I have seen and understood the Environmental Compliance video (part of my pre-joining Environmental Awareness training) by the Group Director, HSSEQ and that I understand their content and implications

b) I have no history of drug or alcohol abuse or smuggling of illegal substances and confirm I have not been convicted of any criminal offence, drug related or otherwise.

Seafarer Name: …………………………………………………………………………………

Position Onboard: ………...…………….. Vessel: …………………………………………

Signature: ……………………………………… Date: …………....………………………..

**A SIGNED SCANNED COPY OF THIS FORM IS TO BE EMAILED TO THE CREW MANAGER**

**THE SIGNED ORIGINAL OF THIS FORM IS TO BE TAKEN ONBOARD AND HANDED TO THE CREW PURSER/HR MANAGER/OR OTHER DESIGNATED PERSON**