TIME AND ATTENDANCE POLICY

At Silversea, we use our Time and Attendance (T&A) system to record working and resting hours of our crew. This policy is in place to ensure legal requirements are met. It is mandatory to follow this policy as well as the required approval procedure; failure to do so could have serious consequences.

The recording of working and resting hours is a legal requirement as per the Maritime Labour Convention (MLC) 2006 therefore must be treated as a matter of high importance onboard.

* Maximum hours of work shall not exceed 14 hours in any 24 hour period and 72 hours in any 7 day period
* Minimum hours of rest shall not be less than10 hours in any 24 hour period and 77 hours in any 7 day period (Silversea's standard requirement is to use the criteria for HOURS of REST as a standard for calculation, verification of limits and recording.)

**Onboard management must ensure the following:**

* Every new Manager shall be provided with adequate coaching on the T&A system. This must be provided by their direct Manager or an appropriate delegate. The direct line Manager must check understanding and ensure the new Manager is proficient in this Policy and the use of T&A within their first week onboard
* An up to date schedule of planned working hours for every department is completed on document C630a and displayed e.g. on an office notice board. Document C630a should be updated in case there is a change in the schedule. Although this document is signed by the Master, please note that it does not need to be changed each time the Master changes
* The responsible person creates a schedule for their team in the T&A System
* The responsible person creates this schedule in line with MLC regulations
* Every crew member is provided with a log in to the T&A system during their ‘check-in’
* Every new crew member is shown how to use the T&A system on day one
* Every crew member is responsible for recording their own hours daily. This cannot be delegated
* Every crew member is entitled to receive a copy of the record of working hours at the end of the month upon request
* Best practice is to use the T&A terminals to clock in at the start of a shift and out at the end of a shift. Officers may do this on their laptop or computer but it is important to keep manual clocks in and out to an absolute minimum
* Best practice is for crew members to approve the previous day’s hours each day
* The responsible person (see attached approval policy) must regularly approve hours for their team within the maximum 6 day period
* If there are any necessary violations, these must be fully explained by selecting the correct reason and including a comment
* The attached approval policy must be followed; nobody can delegate their approval duties
* Nobody can record hours for another person