

Title: Code of Conduct & Indemnity Form for Contractors Doc. # TM 252-2	Date of Original: 22 May 2017 Date of Revision: 08 December 2022 Revision #: 2	Operational Management Procedures
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1. GENERAL:

- 1.1. Periodically, it is necessary for contractors to work on board to carry out maintenance, repairs, or modifications to the ship or its equipment. Guidelines covering the conduct and safe work practices are needed.
- 1.2. The word “contractor” here covers the external Company itself, its employees, and subcontractors. ROW Management Ltd. reserves the right to change these rules when necessary.

2. GUIDELINES:

- 2.1. Contractor agrees to follow all requirements listed in all Apartment Refurbishment Guidelines and/or Policies issued by the Ship as it relates to the job at hand.
- 2.2. The Contractor must understand the proper way to respond in the event of an emergency. The Contractor must attend a Muster drill held before the ship sails from the embarkation port. While working in the engine spaces, all contractors must go to the Engine Control Room and sign the attendance sheet.
- 2.3. A pre-planning meeting between the Contractor and Shipboard Management shall be held prior to commencing work. During this meeting all hazardous work to be carried out (i.e., hot work) shall be discussed and the necessary safety arrangements/permits identified.
- 2.4. Safety Data Sheets (SDS), in English, are to be provided to the HSE Officer upon embarkation for all chemicals to be used during the work. Asbestos free certificates or documentation shall be included.
- 2.5. All members of the Contractor’s team must have proper PPE and use it correctly.
- 2.6. The Contractor is held responsible for all items brought on board. All tools brought on board by the Contractor must be safe to use. All safety features must be in place. Electrical tools shall be examined by the Chief Electrician or his representative prior to use and must not have any deficiencies. Welding equipment must have safety features like flame arrestors, proper hoses, and cables.
- 2.7. At least one member of the Contractor’s team must be able to communicate in English. If not, the Contractor must provide a translator.
- 2.8. The Contractor shall comply with all environmental policies and procedures on board with regards to disposal of garbage. Nothing is to be thrown overboard. The Contractor is to ensure any garbage produced during work is sent down to the garbage area on Deck 4. Hazardous waste must be accompanied by relevant documentation and the Environmental Engineer notified.
- 2.9. Contractors are not permitted to use the sinks, drains, toilets, etc., in Apartments or on the balconies to clean paint brushes, any other paint accessories or to dispose of chemicals or construction materials (cement, debris, etc.). Cleaning of brushes or other tools need to take place by using designated drum in Trolley Washroom Deck 4 aft next to the Garbage Treatment Room. The drum is also to be used for disposing remaining waste paints
- 2.10. The Contractor must notify the Ship’s Management if they find evidence of corrosion. The Resident must be contacted, and a plan of action agreed upon.
- 2.11. The Contractor will only be granted access to Public areas in the line of duty.
- 2.12. When working in public areas, the Contractor shall be appropriately dressed.
- 2.13. The Contractor shall use Service elevators when travelling between decks.
- 2.14. All Contractors are to have their meals in the Crew mess unless so specified by the Shipboard Management. When eating in the Crew Mess, clean clothing and shoes must be worn.
- 2.15. The Contractor is not to use alcohol or any other substances to the extent of becoming intoxicated.

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- 2.16. The Contractor is not to sell or solicit the sale of any goods or merchandise to Residents / Guests or Crew.
- 2.17. Any kind of harassment to Crew / Guest and Residents will be a cause for immediate expulsion from the ship. Sexual intimacy with Crew, Guests or Residents is not allowed.
- 2.18. Smoking, including e-cigarettes, is only permitted in designated areas on board.
- 2.19. Attendance to crew parties is not permitted, unless invited by the Shipboard Management. Contractors have no access to the "Copper & Brass" Officers' Bar, Officer's Mess and "Waves" Crew Lounge, unless specified by the Shipboard Management.
- 2.20. Photographs of apartments, Residents and Guests and crew areas are not permitted.
- 2.21. As per the Company's security regulations, all Contractors' luggage will be searched prior to disembarking.
- 2.22. Contractors will cover their own medical expenses while on board.
- 2.23. The Contractor is fully liable for any damage sustained to the ship following his/her actions.
- 2.24. Contractor to comply with the Ship's Internet usage policy which will be provided to contractor upon arrival on the Ship.
- 2.25. Use of social media: Contractors must not disclose/discuss/post the following:
 - 2.25.1. Confidential/privileged information about the Ship, any Resident or Guest or any other Crew.
 - 2.25.2. Photographs or images of *The World* or Residents.
 - 2.25.3. Photographs of Guests or Crew without their permission.
 - 2.25.4. Itinerary information or any information regarding the Ship's location for the safety and security of our Residents and Crew.
 - 2.25.5. Libel, slander or other derogatory or personal information about a Resident, Guest or Crew such as their medical condition, performance, or status in the company; and
 - 2.25.6. Proprietary information and content about the Ship's brand, trademarks, or copyrights.

I hereby confirm that the above has been read, understood, and accepted.

Name:	
Signature:	
Date:	
Company:	

These guidelines were provided to the above contractor by:

Name:	
Signature:	
Date:	
Position:	

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3. Contractor Access & Indemnity Form

Name: _____ Date of Birth: _____ Sex: M ☐ F ☐

Contracting Company: _____ Date of Access to the Vessel: _____

I hereby release and agree to indemnify and hold harmless The World of ResidenSea II Ltd./ResidenSea Ltd. ("ResidenSea") and ResidenSea's parent, subsidiary and affiliated companies, assignees, successors, officers, directors, agents, employees, crew, servants, insurers and legal representatives (hereinafter collectively referred to as the "Releasees") from any injuries, claims, damages or expenses, including reasonable attorney fees, which arise from or in connection with my entry, and/or access to, and/or presence in, any areas (the "Non-Public Areas") of the M/V The World (the "Ship"). The entry, /or access to, and/or presence in, any Areas of the Ship is hereinafter collectively referred to as the "Activities". I understand, acknowledge, and agree that the Activities present potentially dangerous conditions and risks of injury for which ResidenSea may not be insured, and I knowingly and voluntarily assume sole responsibility for the dangers and risks of injury associated with the Activities. I agree that I am solely responsible for any damages or injuries I may sustain while engaging in the Activities and assume all risks associated with my engagement in the Activities. I understand, acknowledge and agree that the agreements, covenants, acknowledgments, undertakings, promises, representations and warranties made under this release and responsibility form are in addition to and supplement the terms and conditions of the contract of passage (and the Residence Agreement if applicable) between ResidenSea and myself and that, in the event of any conflict between the terms and conditions herein and the terms and conditions of the contract with the contracted company: _____

Therefore, having read this release and responsibility form and in consideration of ResidenSea's acceptance of my request to engage in the Activities, I make the above agreements, covenants, acknowledgments, undertakings, promises, representations, and warranties knowingly and voluntarily.

Date: _____

Signature: _____

This form was provided to the above contractor by:	
Name:	
Signature:	
Date:	
Position:	

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4. RECORD OF REVISIONS, CORRECTIONS, OR CHANGES:

- 4.1. This page is to remain as a permanent record of revisions or corrections to this document.
- 4.2. Changes, corrections, or suggestions must be submitted to ROW Management Ltd.
- 4.3. This document must be revised with each upgrade or change to the subject system or policy.

Rev No.	Type of Change (Revised, Replaced, Corrected)	Date	Summary of Change	Initial
Rev (0)	Original	22/5/17	Original Document for initial Safety Management System	ROW
Rev (1)	Revised	9/10/17	Added name/date/signature block for documenting onboard position providing guidance/forms to contractor	AS
Rev (2)	Revised	12/08/22	Added 2.9 regarding disposal of chemicals or construction materials in apartment sinks, drains, toilets, etc., amended 2.4 SDS submitted to HSE Officer not Env. Eng.	ROW
Rev (3)				
Rev (4)				
Rev (5)				
Rev (6)				
Rev (7)				
Rev (8)				
Rev (9)				
Rev (10)				