

Staff Handbook



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Welcome

We are happy you are here.

We are beyond excited to have you join the Sea Saba team, and look forward to the work we produce together.

This is your employee handbook, aka your guide — from A to Z — to all things Sea Saba. It contains our policies, details regarding your employment, and outlines some of the idiosyncrasies that define our work culture. Refer to this handbook on your first day and as an ongoing reference.

Sea Saba is a Scuba Diving Center. We provide the public with daily dive trips within the Saba Marine Park, Scuba Instruction and operate a retail store in Windwardside.

You are required to familiarize yourself with this material, and you will be asked to provide your signature receipt indicating that you have read and understood the contents.

Get ready to become part of an amazing team and thanks again for joining Sea Saba!

Sincerely,

The Sea Saba Team

Dive the Sea Saba Difference

Our mission statement.

This is more than just our motto, it is our mission statement.

The Sea Saba Difference means that we do our best to be customer-service focused. Our priorities are as follows:

1. Safety
2. Quality
3. Quantity

In that order.

What that means is that we do not cut corners when it comes to safety. If something can't be done safely, stop! Reconsider the task and determine a way to perform it safely.

Our guests deserve a quality diving experience.

That means that we do the little things "extra" to make this experience special for them. Remember, our guests save up and place a lot of trust in us to provide them with an excellent experience. It is our job to deliver that.

Only when the previous two priorities are met do we worry about Quantity. We are a for profit company. The company needs to be profitable in order to provide its employees with a place to work and to maintain our equipment. Where it doesn't interfere with Safety or Quality, our job is to keep our boats full and our instructors busy.

Who We Are

From where we came,
to where we are.

Sea Saba was founded in 1985.

A lot of dive shops have come and gone since then, with only Sea Saba maintaining continuous operations.

Chad and Katy acquired the company and are the sole owners as of May, 2021. Both American's, with two young children, Caleb and Skylar, have lived full time on Saba since the purchase. Coming out of the COVID-19 lockdowns, Sea Saba was the only operating Dive Center, with Saba Deep reopening later.

More information about the history of Sea Saba can be found on our website, www.seasaba.com.

We employ between 10 and 15 people at any given time — and lucky for us — we now employ you, too.

We're beyond excited for the future. We hope you are, too.

Our Leaders

A few of the people who help us dominate.

Today, our leadership team consists of a diverse team whose experience spans many backgrounds. Together, we bring a host of leadership experience and wisdom to the table and we hope that Sea Saba never fails to deliver experiences that make our customer experience not just good — but great!

With pride, we introduce you to:

Chad Nuttall

Managing Director / Owner
chad@seasaba.com

Katy Nuttall

Managing Director / Owner
katy@seasaba.com

Vicky Gabriel

Dive Center Manager
office@seasaba.com

General Office Information

How we do things here.

Windwardside Office

10 Lambert Hassell Road

Windwardside, Saba, Dutch Caribbean

Phone: +599-416-2246

Email: retail@seasaba.com

Fort Bay Harbor

66 Fort Bay Road

Fort Bay, Saba, Dutch Caribbean

Phone: +599-416-3544

Email: office@seasaba.com

Chad's WhatsApp: +1-602-679-2963

Katy's WhatsApp: +1-602-689-4834

Office (Vicky) WhatsApp: +599-416-2246

Pay & Benefits

Details on your full compensation package,
and who's eligible for what.

Here at Sea Saba we offer competitive perks, salary and benefits packages to ensure your health, well-being, comfort, and productivity. To understand which benefits apply to you, please first understand your employment status.

Equal Opportunity Employer

Sea Saba is an equal opportunity employer. We will extend equal opportunity to all individuals without regard to race, color, religion, creed, sex, age, national origin, ancestry, disability, veteran status, or any other status or condition protected by applicable law, except where a bonafide occupational qualification applies.

Employment Status

We offer various types of employment statuses here at Sea Saba and, while everyone is part of the family, different employment classifications grant different levels of access to various benefits. All employees, regardless of employment status, are subject to our company rules and procedures.

- **Full-time employees:** Employment in an established position requiring 40 hours or more of work per week. Full-time employees are eligible for full participation in benefit programs.
- **Part-time employees:** Employment in an established position requiring less than 40 hours of work per week. Normally a part-time schedule, such as portions of days or weeks, will be established. Participation in benefits programs for part-time employees are case by case. Please refer to your specific contract.

- **Interns:** Internships at Sea Saba are an unpaid position that work to reduce the cost of Scuba training. Most interns are in the Divemaster program. Interns trade work days for training days while obtaining a professional dive certification.

Payday

Paydays are monthly and wages are paid out by the 5th of the month for all employees. We encourage direct deposits and can transfer using Wise, PayPal or ACH (US Accounts Only).

Health benefits

Get excited here. Saba has socialized medicine! As of 1 January 2011, there is a compulsory healthcare insurance for all residents of the islands Bonaire, Sint Eustatius and Saba (the Dutch Caribbean). This uniform insurance introduces more legal equality and prevents people from being uninsured. The insurance provides for medical care ('cure') and long-term care ('care'). The tax that pays for this benefit is paid by the employer and not the employee! You are not registered with the Insurance company until after you receive your Saba ID card, so it is a good idea to carry a personal insurance policy for the first month or two while the paperwork is processed.

Diving Benefits

All Sea Saba staff dive for free (space available). Friends and Family are 50% off (diving only, no discount on rentals, nitrox, marine park fees). Friends and

Family discount needs to be approved in advance with Management and is space available.

Paid Time Off Policy (PTO)

We recognize the importance of taking time off, which may be necessitated by a number of reasons, including taking a vacation to refresh or recharge your batteries, taking care of an ill parent, tending to your civic duties, attending your child's school play, or addressing other personal or medical matters. Employees should be aware that the programs described below may be amended, modified, or canceled from time to time, at the sole discretion of the company and as permitted by law. All employees are required to take at least two consecutive weeks of Vacation per year in accordance with local law.

Regular Employees

Employees designated as Regular status will be eligible for a vacation accrual policy. These employees will be eligible to accrue Paid Time Off ("PTO") in accordance with this schedule:

- Full-time employee's accrue PTO at a rate of 15 days (120 hours) per year (1.25 days or 10 hours per month).
- Part-time employee's accrue PTO pro-rated based on hours worked. For example, if an employee works 8 hours per week, that employee would accrue PTO at 20% the normal rate (2 hours per month).

How Much PTO Do You Have?

Employees should consult their Celery account (<https://login.celerypayroll.com/>) for their most accurate, updated PTO balance. If the PTO balance reflected on an employee's pay stub does not match the PTO balance reflected on the employee's Celery dashboard, the balance listed in Celery will govern.

Scheduling Paid Time Off

Scheduling vacation is a joint effort between you and management and should be discussed in consideration of personal and business requirements. Employees must submit a vacation request for their manager's approval at least two (2) weeks in advance of the proposed vacation, if possible. To schedule vacation time, employees should submit a request through the Time Off app in their Celery account.

Advances on Paid Time Off

If an employee has not accrued enough PTO or has already exhausted their PTO, the time off request may be denied. However, under limited circumstances, at the discretion and approval of management, the employee may be allowed to take an advance on PTO.

PTO Balance Cap and Carryover Cap

There is no Cap on PTO.

Payout of Paid Time Off

PTO may be paid out only under these two circumstances:

- **Contract End:** An employee that completes there contract and does not renew will be paid for any accrued, unused PTO on the paycheck following the end of contract.
- **Termination:** An employee whose employment terminates will be paid for all accrued, unused PTO on the paycheck following the termination.

Sick Pay

If you are injured on the job report the incident immediately to a manager. On-the-job injuries are covered by the employee insurance program, which is provided to you at no cost. If you are sick, report it immediately to a manager and get some rest. If you miss 3 or more days of work, you will be eligible for sick pay at 80% of your normal wage for days missed with no limit. Sick pay must be approved by the local labor office and you will be contacted by the occupational nurse.

Overtime

Hourly workers receive overtime pay in accordance with The Labor Regulation 2000 BES. These workers receive overtime pay at a rate of 1.5 times their regular rate of pay for all hours worked after

Public Holidays

We have to work on holidays... sorry. On the plus side, you get double pay! Sea Saba recognizes the following public holidays:

- New Year's Day
- Good Friday

- Easter Sunday and Monday
- Ascension Day
- Whitsunday
- The King's Birthday
- Carnival Monday
- Saba Day
- Labor Day
- Christmas Day and Boxing Day

Uniform Allowance

Full time employees are granted \$80.00 per month allowance to be used in the retail store on uniform polo shirts and apparel. Sea Saba has Under Armour polo shirts for \$40.00. You are permitted to go negative on your account to purchase uniform shirts. For example, if you purchase 5 uniform shirts, it would take 2.5 months of allowance to pay off the shirts. Any other shirts purchased using the allowance are purchased at full retail price. Discounted prices are available if paying cash. This allowance has no cash value and is not transferable or allowed to be used to purchase gifts for others.

What To Expect From Day One

The grind, yes — but the glory too.

Dress Code

We are a diving center. Sometimes, we also need to be ready to get dirty. We have uniform polo shirts that are mandatory to be worn when around guests. This is especially important when welcoming guests. We ask that you use your best judgement on when you should be wearing your uniform shirt, or another Sea Saba shirt purchased with your uniform allowance. It is not necessary to wear in between dives, but should be replaced as soon as practical. Dive briefings should be performed clothed, whether that is a shirt, rash guard or wetsuit. Bathing suits need to be appropriate. This means you should come to work clean and wearing clean clothes that don't distract your coworkers or offend customers. We're not trying to minimize self-expression. We're trying to be a respectable, classy place of work.

Time

If you are a member of the dive team, you are expected to work from 7:45am until 4:15pm. The dive team's place of work is the Fort Bay Harbor unless otherwise directed.

If you are a member of the retail team, your work hours will be between 9:45am and 6:15pm. These hours will be directly communicated to you by your manager. The retail team's place of work is the Windwardside Retail Store.

Office Equipment

Certain equipment is assigned to staff depending on the needs of the job, such as tools, personal computer, printer and access to our central

computers and servers. This equipment is the property of Sea Saba and cannot be removed from the office without prior approval from your supervisor. We expect you will treat this equipment with care and report any malfunctions immediately to staff members equipped to diagnose the problem and take corrective action.

Personal Records

It's important that Sea Saba maintains accurate personnel records at all times. You are responsible for notifying your immediate supervisor of any change in name, home address, telephone number, immigration status, or any other pertinent information. By promptly notifying Sea Saba of such changes, you will avoid compromise of your benefit eligibility, or similar inconveniences.

Work/Life Balance

Work/life balance matters at Sea Saba. Apart from our diving perks, we encourage peer-organized events, such as lionfish hunting, hiking, game nights, etc. Completing your work objectives will be priority number one, but we understand that health is the number one wealth. And sometimes it takes a hike or swim to get the gears back in motion.

Be responsible. Take care of yourself so you can show up to work, ready to be productive.

Performance Reviews

You can expect to take part in semi-annual review processes. These review cycles are intended to provide feedback to assist you in reaching your professional goals. Compensation reviews occur once per year and are based, in part, on your performance reviews.

Conflict Resolution

Conflicts will occur in the workplace. Disagreements among workers are fine, and we encourage creative riffing when it results in collaborative solutions. That said, if disagreements get out of hand, are uncomfortable, or are left unresolved in a natural course of events, please follow these steps.

1. Work It Out Directly.

Connect with the person you are having a conflict with and talk with them directly.

2. Talk to Your Manager.

Engage your direct manager and provide details on the problem.

3. Connect with Ownership.

If you can not resolve the conflict using steps 1 & 2, connect with someone from your people team who will initiate a more substantial investigation into the problem.

In every case, be sure to carefully document the problem, and the steps taken to resolve the problem (including dates of engagement, emails, etc.).

This will help protect you and create a log detailing the conflict and the attempts at resolution that have already occurred.

Disputes & Dispute Resolution

In a perfect world, employers and employees get along in every scenario. However, we know things can become disharmonious and disagreements can persist. Although we seek to provide a workplace in which all employees feel that they are an important part of the Company and where employees feel fairly treated, there may be times when you have a dispute with a supervisor or the Company which can best be resolved through a formal procedure for dispute resolution. In these cases, please contact the unit of Social and Labor Affairs (S.Z.W.). They are currently located at the Bottom, above the tax office next to Island Flavor.

Performance & Progress

At Sea Saba we take career progression seriously and sincerely hope your employment here turns into some of the most valuable years of your career. Inasmuch, we make strategic hires, look for top talent, and never settle in our investment in our people. Talk with your supervisor about your goals and training opportunities you would like to participate in.

Internal Policies And Rules

Everyone's got 'em. Here's ours:

Anti-Harassment and Discrimination

We are committed to providing a work environment that provides our entire workforce with equality, respect, dignity, and safety. In keeping with this commitment, Sea Saba has a "zero tolerance policy" with regard to employee harassment. Sea Saba defines harassment as unwelcome conduct that is based on age, religion, race, creed, color, national origin, military status, sex (including pregnancy, sexual orientation, and gender identity), disability, predisposing genetic characteristics, familial status, marital status, domestic violence victim status, or any other characteristics protected under law. In keeping with definition, Sea Saba has adopted the philosophy of harassment policies in that the goal of this policy is to "eliminate harassment before it becomes severe and pervasive enough to violate the law."

Harassment becomes unlawful when:

1. enduring the offensive conduct becomes a condition of continued employment; or
2. the conduct is severe or pervasive enough to create a work environment that a reasonable person would consider intimidating, hostile, or abusive.

Sea Saba's policy applies to all aspects of your employment. Harassment of any other person, including, without limitation, fellow employees, contractors, visitors, clients or customers, whether at work or outside of work, is grounds for immediate termination. Sea Saba will make every reasonable effort to ensure that its entire community is familiar with this policy and that all employees are aware that every complaint received will be promptly, thoroughly and impartially investigated and resolved

appropriately. Sea Saba's zero tolerance policy extends to any retaliation against anyone who complains of harassment or who participates in an investigation.

Anti-Sexual Harassment Policy

Sexual harassment is a form of workplace discrimination and will not be tolerated. In keeping with Sea Saba's commitment to maintaining a safe workplace, free from any forms of workplace discrimination, all employees are required to work in a manner that prevents sexual harassment in the workplace. Sexual harassment is against the law and all employees have a legal right to a workplace free from sexual harassment. Employees are urged to report sexual harassment by filing a complaint internally with Sea Saba's Management. Employees can also file a complaint with a S.Z.W. or in court under antidiscrimination laws.

Please note our sexual harassment policy extends to all employees, regardless of employment status (paid or unpaid), including contractors, interns, partners, vendors, or business associates, or any other person who represents our company or brand.

1. Sexual Harassment Will Not Be Tolerated.

Any employee or individual covered by this policy who engages in sexual harassment or retaliation will be subject to remedial and/or disciplinary action (e.g., counseling, suspension, termination).

2. Retaliation Prohibition

No person covered by this Policy shall be subject to adverse action because the employee reports an incident of sexual harassment, provides information, or otherwise assists in any investigation of a sexual harassment complaint. Sea Saba will not tolerate such retaliation against anyone who, in good faith, reports or provides information about suspected sexual harassment. Reports of sexual harassment may be made verbally or in writing.

Any employee of Sea Saba who retaliates against anyone involved in a sexual harassment investigation will be subjected to disciplinary action, up to and including termination. All employees working in the workplace who believe they have been subject to such retaliation should inform a manager immediately or inform Management. All employees who believe they have been a target of such retaliation may also seek relief in other available forums. Harassers may be individually subject to liability. Employees of every level who engage in sexual harassment, including managers and supervisors who engage in sexual harassment or who allow such behavior to continue, will be penalized for such misconduct.

3. Mandatory Misconduct Investigation

Sea Saba will conduct a prompt and thorough investigation that ensures due process for all parties, whenever management receives a complaint about sexual harassment, or otherwise knows of possible sexual harassment occurring. Any employee may be required to cooperate as needed in an investigation of suspected sexual harassment. Sea Saba will keep the investigation confidential to the extent possible. Effective corrective action will be taken whenever sexual harassment is found to have occurred. All

employees, including managers and supervisors, are required to cooperate with any internal investigation of sexual harassment.

4. Committed to Creating a Culture of Change

Preventing sexual harassment is everyone's responsibility. All employees are required to report any harassment or behaviors that violate this policy. Sea Sabawill provide all employees a complaint form for reporting harassment and filing complaints. Managers and supervisors are similarly required to report any complaint that they observe, or become aware of, to Ownership promptly. Failure to do so may result in immediate termination.

What is "Sexual Harassment"?

Sexual harassment is a form of sex discrimination and is unlawful under law. Sexual harassment is unwelcome conduct of a sexual nature which makes a person feel offended, humiliated and/or intimidated. It includes situations where a person is asked to engage in sexual activity as a condition of that person's employment, as well as situations which create an environment which is hostile, intimidating or humiliating for the recipient.

- Such conduct has the purpose or effect of unreasonably interfering with an individual's work performance or creating an intimidating, hostile or offensive work environment, even if the reporting individual is not the intended target of the sexual harassment;
- Such conduct is made, either explicitly or implicitly, a term or condition of employment; or

- Submission to or rejection of such conduct is used as the basis for employment decisions affecting an individual's employment.

Examples of sexually harassing work environments include, but are not limited to:

Physical conduct

- Unwelcome physical contact including patting, pinching, stroking, kissing, hugging, fondling, or inappropriate touching
- Physical violence, including sexual assault
- Physical contact, e.g. touching, pinching
- The use of job-related threats or rewards to solicit sexual favors

Verbal conduct

- Comments on a worker's appearance, age, private life, etc.
- Sexual comments, stories and jokes
- Sexual advances
- Repeated and unwanted social invitations for dates or physical intimacy
- Insults based on the sex of the worker
- Condescending or paternalistic remarks
- Sending sexually explicit messages (by phone or by email)

Non-verbal conduct

- Display of sexually explicit or suggestive material
- Sexually-suggestive gestures

- Whistling
- Leering

Unlawful sexual harassment is not limited to the physical workplace itself. It can occur while employees are traveling for business, at employer-sponsored events or parties, or over teleconferencing. Calls, texts, emails, and social media usage by employees can constitute unlawful workplace harassment, even if they occur away from the workplace premises, on personal devices or during non-work hours.

5. Other Legal Protections Under Law

Sexual harassment is not only prohibited by Sea Saba but is also prohibited by local law.

Aside from the internal process at Sea Saba, employees may also choose to pursue legal remedies with the appropriate governmental entities. While a private attorney is not required to file a complaint with a governmental agency, you may seek the legal advice of an attorney.

In addition to those outlined below, employees in certain industries may have additional legal protections.

Other Forms of Unlawful Harassment

Unlawful harassment includes verbal, physical or visual conduct, including ethnic or racial jokes and remarks, used to criticize, stereotype, ridicule, insult or show hostility towards another because of his or her race, religion, color, national origin, age, marital status, disability, veteran status or

other protected category. Conduct deemed unlawful harassment serves as grounds for disciplinary action, up to and including immediate discharge. Retaliation prohibition policies pertain to any form of harassment or discrimination.

Anti-Violence

We have a zero-tolerance policy for violence in the workplace, as we're committed to providing a safe and secure workplace for all employees. Violence is defined as threats, threatening behavior, verbal or physical threats or violence, intimidation, coercion, or any other harmful behavior that leaves someone feeling violated, victimized, or scared. Long story, short: be a decent human.

Employees and managers are required to report any violations or any potentially dangerous behavior and violators will be subject to appropriate disciplinary action, up to and including immediate termination.

Reports can be made anonymously and Sea Saba will investigate reported incidents in as confidential and appropriate manner as possible.

Penalties for Violation any Anti-Harassment, Anti-Violence, Anti-Discrimination Policy

If it is determined that any inappropriate conduct or policy violation has occurred, Sea Saba will act promptly to eliminate the offending conduct, and take such action as is appropriate under the circumstances. Such action may range from counseling to termination of employment, and may include other forms of disciplinary action (such as, for example, suspension), as Sea

Saba deems appropriate under the circumstances and in accordance with applicable law.

Romantic Relationships in the Workplace

While we don't object to romances between employees, we must ensure the workplace is still a professional setting for everybody. We expect our employees to treat each other with respect and avoid hindering other people's work. If you want to express your romantic interest in a colleague, don't do anything that may embarrass or expose them and always respect their time and choices.

Management won't get involved in your private life and will always exercise discretion. You don't need to tell us if you go on a few dates with a colleague or become involved for [less than two months], as long as there's no disruption in the workplace or your own work. However, if your relationship lasts longer than [two months], please inform HR. We want to be aware of these relationships so we can better handle any gossip that arises or navigate potential conflicts of interest.

Also, make sure to:

- Keep your personal issues and discussions out of the workplace.
- Be productive and focused as always. If you find that your work is affected by dating a colleague, seek counseling from your manager.

Acceptable behavior:

- Passing by your partner's place of work to talk to them for a short time
- Discussing your joint vacation plans during breaks

- Coming to and leaving from work together

Unacceptable behavior:

- Actions that hinders our operations
- Actions that embarrasses your colleagues
- Actions or behaviors that distract colleagues from their duties

After You Stop Dating a Colleague

If your relationship ends, maintain professionalism and ensure you won't disrupt our workplace. You mustn't badmouth your former partner, sabotage their work or reveal any intimate details. All these actions break our code of conduct about respect in the workplace and if you break them, you will face disciplinary action. If your former partner behaves this way, report them to Management and we will investigate as soon as possible.

If you're experiencing emotional or psychological issues, help is available through the Saba Cares Foundation.

Dating Managers

To avoid accusations of favoritism and abuse of authority, we strictly prohibit supervisors from dating their team members or those who report to their team members (directly or indirectly). If a manager violates this policy, they'll face disciplinary action up to and including termination.

Employees will not face demotion, victimization or loss of benefits. Managers may receive a reprimand depending on the circumstances. We may terminate those who repeatedly disregard this restriction.

Sea Saba's Commitment Towards Tolerance & Equality

Just like we expect employees to comply with our policy, we have responsibilities that we're committed to fulfill. We will:

- Enforce this policy equally to all employees including management
- Treat everyone equally when taking disciplinary action without discriminating against protected characteristics
- Prohibit victimization, discrimination, and retaliation of any kind
- Examine each case separately and consider all aspects and perspectives before making decisions

Each of us must follow our equal employment opportunity policy at all times.

In the Case of Violation

Any employee who exhibits unacceptable behavior that negatively impacts the collective ability to work will face progressive discipline, and if necessary, termination of employment if the behavior doesn't improve.

Travel and General Expenses Policies

We are committed to ensuring you are paid for your work, and paid back for any out-of-pocket expenses that should be covered by the company.

Travel Policy

All travelers and managers bear responsibility for cost-effective business travel and for submitting their independent expenses for reimbursement. Reimbursable items must be approved, and submitted with accuracy and good faith. Managers must carefully review and approve all expenses. Items not considered reimbursable should be brought to the attention of each employee prior to being submitted to accounting.

While these guidelines are intended to be comprehensive, it is impossible to anticipate every situation encountered by a traveler. The traveler is expected to apply these guidelines on a conservative basis, consistent with normal living standards and, where the policy is silent, to exercise good business judgment.

General Expenses Policy

It is Sea Saba's policy to reimburse employees for all expenses necessary, reasonable and actually incurred when traveling on authorized company business.

Any expense must be properly documented and approved on an Expense Report that designates the purpose of the spend and must include real receipts or pictures of receipts. It is each employee's responsibility to adhere to policy when involved with expenditures on behalf of Sea Saba. Further, it is the responsibility of the manager to be familiar with the reason for the expenditures and to be satisfied that they have been reported in a manner consistent with the recognized policy.

Employees are expected to:

- Exercise good judgment with respect to expenses.

- Spend Sea Saba's money as carefully and judiciously as they would their own.
- Report all expenses and advances promptly and accurately with required documentation.

In the Case of Violation

Any violator of these Travel and General Expenses policies will be subject to disciplinary action up to and including termination of employment.

Smoke-free, Vape-free Policy

Sea Saba's "no smoking or vaping" policy is an extension of our commitment to providing a safe and healthy workplace and to promoting the health and well-being of our employees. As such, the following policy has been adopted and applies to all employees of Sea Saba.

There shall be no smoking or vaping inside of company premises. Smoking is defined as the "act of lighting, smoking or carrying a lighted or smoldering cigar, cigarette or pipe of any kind." Vaping refers to the use of electronic nicotine delivery systems or electronic smoking devices such as e-cigarettes, e-pipes, e-hookahs and e-cigars.

This policy applies to:

- All areas of buildings occupied by company employees
- All company-sponsored offsite conferences and meetings
- All vehicles owned or leased by Sea Saba
- All visitors (customers and vendors) to company premises

- All employees, including contractors and consultants and/or their employees working on company premises, full time or part time employees, interns, partners, or business associates

Permissible Smoking and Vaping Locations

Employees and visitors may smoke at least 50 meters from company property, boats and customers. Smoking should not be observed by customers.

In the Case of Violation

Any violator of this smoke-free, vape-free policy will be subject to disciplinary action up to and including termination of employment.

Substance Abuse

Alcohol and drug abuse is a potential health, safety and security problem. Sea Saba expects all employees to contribute to a healthy work environment that is free from the effects of alcohol, drugs or other intoxicating substances. Inasmuch, all employees are prohibited from engaging in the unlawful manufacture, possession, use, distribution, or purchase of illicit drugs, alcohol, or other intoxicants, as well as the misuse of prescription drugs on company premises or at any time and any place during working hours.

While we cannot control your behavior off the clock, we certainly encourage you to behave responsibly and appropriately at all times. All

employees are required to report to work in appropriate mental and physical condition, ready to perform the duties of their job.

Need Help? We're Here for You.

Substance abuse is an illness that can be treated. Employees who have an alcohol or drug abuse problem are encouraged to seek appropriate professional assistance. You may inform your immediate supervisor, or ownership for assistance in seeking help to address substance abuse, who can also help you determine coverage available under ZVK's medical insurance plan.

In the Case of Violation

Any violator of this substance abuse policy will be subject to disciplinary action, up to and including termination of employment.

Background Check Policy

Sea Saba may request a background check for any employee or employee candidate in order to safeguard our values to maintain a positive, safe work environment. We reserve the right to investigate past employment references, background checks, drug testing, or any other appropriate measures during the hiring or transfer process, prior to a promotion, and/or in the case of alleged misconduct that requires investigative work. We expect you to provide accurate and truthful information, to the best of your ability, and to act in good faith in all matters.

In the Case of Violation

Any misrepresentations, falsifications, or material omissions of any information or data may result in the removal of a candidate from consideration or, for employees, disciplinary action up to and including termination of employment.

Confidentiality Agreement

It is a condition of your employment that you have a duty of confidentiality with regards to Sea Saba business. You must not discuss any Sea Saba-business with anyone outside of Sea Saba, up to and including the media. Breach of this confidentiality agreement will result in disciplinary action up to and including termination of employment. If you have a question about whether or not something is subject to this agreement, please contact Management.

Information Technology

Your data is your private information and we take its security seriously here.
Here's what we expect for workplace security.

Your Privacy

Safeguarding your privacy is very important to us, and we have enacted several policies to maintain the security of your digital documents, personal identifiable information, and sensitive data. Our company makes deep investments into the privacy of our workers, like using secure HR software for the holding of employee documents.

To ensure your privacy and safety, Sea Saba retains the rights to utilize surveillance, including video surveillance. We may also need to search or inspect the contents of offices, lockers, storage areas, file cabinets, desks, boxes, workstations, or personal property. We reserve the right to do this at any time in the case of legitimate security concerns. We have also enabled several digital best-practices to keep hackers out and privacy in, including:

Two-Factor Authentication (2FA)

Two-Factor Authentication is an authentication method in which a computer user is granted access only after successfully presenting two or more pieces of evidence to an authentication mechanism, such as a phone and a computer, a 6-digit code and a password, etc. Most Sea Saba-approved hardware uses 2FA, and all employees are required to keep that process intact on all devices used for work, including personal phones if used for work-related activities such as email.

Password Management

Whenever you must generate a new password for access to various software, use a unique 16+ character password that includes a combination

of alpha-numeric and special characters. Never store your passwords on your computer or in a doc.

Company Computers

You will not be issued a company computer for exclusive use. All computers are the property of Sea Saba and all use may be monitored by IT at any time. We strongly recommend that you do NOT use this computer for personal use, as personal use may be incriminating. All company computers must be protected with a password, and when you are not using the computer, it must be locked. Here are some friendly reminders for acceptable and non-acceptable use on company computers:

Acceptable use:

- Any work related activity
- Any personal career growth activity
- Moderate use of personal email
- Respecting copyright laws
- Information gathering and communication

Non-acceptable use:

- Illegal sites or activity
- Any sites that would cause you to blush if someone discovered you were using
- Spying, hacking, or malicious digital behavior

In the Case of Violation

Any violation of our privacy policy will be subject to disciplinary action, up to and including termination of employment.

Sensitive Company Data

Our company's data should be considered private, and there will be a zero-tolerance policy for breaching or sharing sensitive company data. This is because our data is your data. To ensure this, please adhere to the following guidelines, which are subject to change:

- Do not share company passwords, usernames, or access credentials outside of the organization or to unauthorized employees.
- Any software purchase should undergo a security check
- Any APIs or integrations must undergo a security and IT check
- If you are ever unsure whether you can share information with another person, please ask your supervisor or manager

Failure to protect company privacy is a real concern and can land us in trouble courts, as well as jeopardize the success and future of our business.

Any violator of our company privacy policy will be subject to disciplinary action up, to and including termination of employment.

Sensitive Customer and Prospect Data

Our clients and prospective clients' data should be considered private, and there is a zero-tolerance policy for breaching or sharing sensitive customer

or prospect data regardless of whether the customer is current, past, or paying or not. This ensures the safety of our clients and encourages trust in our brand. To ensure trust, this please follow the following guidelines, which are subject to change:

- Do not share any client data including passwords, payment information, usernames, or access credentials outside of the organization or to unauthorized employees.
- Any APIs or integrations must undergo a security and IT check
- If you are ever unsure whether you can share information with another person, please ask your supervisor or manager
- Never share personally identifiable information (PII) with partners, customers, or unauthorized personnel.

Social Media

You are encouraged to post and interact with the public on Social Media. You are not permitted to represent Sea Saba without express permission. Do not engage in negative behavior, and please do not post any pictures of customers without their express permission. In summary, Social Media is a large part of our daily lives and is an important part of our Marketing plan. Please remember that what is said online lives forever.

Acknowledgement Of Receipt

Acknowledgement Of Receipt

I acknowledge that I have received a copy of the Sea Saba Employee Handbook (“Handbook”). I understand that I am responsible for reading and abiding by all policies and procedures in this Handbook, as well as all other policies and procedures of the Company.

I also understand that the purpose of this Handbook is to inform me of Sea Saba’s policies and procedures, and that it is not a contract of employment. Nothing in this Handbook provides any entitlement to me or to any Company employee, nor is it intended to create contractual obligations of any kind. I understand that Sea Saba has the right to change any provision of this Handbook at any time and that I will be bound by any such changes.

Signature

Date

Full Name (please print)

Please sign and date one copy of this acknowledgement and return it to Management. Retain a second copy for your reference.