



# Policy 02 - Recruitment & Placement

## 1. PURPOSE

This Recruitment & Placement Procedure outlines how Surge Crew conducts yacht crew recruitment and placement activities in a fair, transparent, and professional manner, in accordance with the principles of the Maritime Labour Convention, 2006 (MLC), including Regulation 1.4 relating to recruitment and placement services.

The purpose of this procedure is to ensure:

- Ethical and responsible recruitment practices
- Clear and transparent communication with both seafarers and clients
- Appropriate seafarer assessment, verification, and selection
- Responsible and compliant placement of seafarers

## 2. SCOPE

This procedure applies to:

- All recruitment and placement activities undertaken by Surge Crew
- All seafarers registered with Surge Crew
- All yachts, owners, captains, and representatives engaging Surge Crew

## 3. RECRUITMENT PROCESS OVERVIEW

Surge Crew follows a structured recruitment process designed to prioritise quality, suitability, and transparency.

Step 1: Client briefing

For each vacancy, Surge Crew gathers clear information including:

- Role and rank
- Yacht type, size, and programme
- Start date and contract length
- Required certifications and experience
- Team structure and onboard culture



## Step 2: Seafarer sourcing

Seafarers are sourced through:

- Yotspot
- Facebook
- LinkedIn
- Other professional recruitment platforms
- Surge Crew's internal network and referrals

Only seafarers who meet the core requirements of the role are considered.

## Step 3: Seafarer screening

- All seafarer applications received via the Surge Crew website or other sourcing channels are recorded in an internal screening register.
- Each application is reviewed against the role's stated requirements, including certification, experience, right to work, and suitability for the vessel's programme and onboard culture.
- Seafarers are spoken to directly by Surge Crew where appropriate to assess experience, professionalism, availability, and overall suitability.
- Relevant certification and documentation are requested and reviewed prior to introduction.
- Only seafarers who meet the core requirements of the role are progressed to client presentation or entered into the active recruitment database. Where applicable, reference checks are conducted prior to introduction.

## Step 4: Seafarer presentation

For each role, Surge Crew aims to present three suitably matched seafarers, depending on availability and role requirements.

Seafarers are shared with the client via a comparison table, allowing the client to assess:

- Experience and background
- Relevant certifications
- Longevity and employment history
- Overall suitability for the role

This approach supports informed and efficient hiring decisions.



## Step 5: Interviews and selection

Surge Crew supports the interview process by:

- Coordinating interviews where required
- Facilitating communication between parties
- Providing feedback where appropriate

Final hiring decisions are made by the yacht, owner, or their appointed representative.

## 4. PLACEMENT RESPONSIBILITY

### 4.1 System of Protection (Financial Security)

Surge Crew maintains a financial system of protection, by way of appropriate insurance or an equivalent measure, to safeguard seafarers from monetary loss which may arise from the failure of a recruitment and placement service or a shipowner to meet their obligations under a Seafarer Employment Agreement.

This system is maintained in accordance with the requirements of the Maritime Labour Convention, 2006.

### 4.2 Client Due Diligence and Financial Protection

As part of its recruitment and placement process, Surge Crew takes reasonable steps to work with reputable clients and responsible vessel operators.

Where appropriate and reasonably practicable, Surge Crew may request evidence of valid Protection & Indemnity (P&I) insurance or other appropriate financial security to ensure the vessel complies with the requirements of the Maritime Labour Convention, 2006, including:

- Standard A2.5.2 (Repatriation)
- Standard A4.2 (Shipowner's Liability)

This is to support reasonable assurance that seafarers introduced by Surge Crew are engaged on vessels with appropriate financial security in place. Surge Crew does not guarantee the financial standing of any vessel but takes reasonable steps to support responsible and compliant placements.

## 5. FEES

Surge Crew does not charge any recruitment or placement fees to seafarers at any stage of the recruitment process.

Any recruitment fees are charged only to the client, in line with agreed commercial terms.



## **6. SEAFARER EMPLOYMENT AGREEMENTS (SEA)**

Surge Crew takes reasonable steps to ensure that all seafarers introduced are:

- Provided with the opportunity to review their Seafarer Employment Agreement prior to engagement
- Given the opportunity to seek clarification or advice on its contents
- Informed of their rights and responsibilities under the agreement
- Able to receive a copy of the agreement once signed

Surge Crew does not act as the employer but supports transparency and understanding of employment terms in line with the Maritime Labour Convention, 2006.

Where a Seafarer Employment Agreement is not made available to Surge Crew during the recruitment process, the seafarer is advised to review the agreement and provided with guidance on the key terms and provisions typically included within an SEA.

Surge Crew maintains internal records confirming that seafarers have been informed of their rights in relation to their employment agreement.

## **7. RECORD KEEPING**

Surge Crew maintains accurate records of:

- Vacancies handled
- Seafarers introduced
- Reference checks completed
- Placements made or supported

Applications received, initial suitability assessments conducted, and progression decisions are recorded and retained in accordance with Surge Crew's Records, Data Protection & Retention Policy.

## **8. TRANSPARENCY AND COMMUNICATION**

Surge Crew is committed to:

- Providing accurate information to seafarers regarding roles
- Ensuring seafarers understand the nature of the opportunity
- Communicating clearly with clients throughout the recruitment process
- Misrepresentation of roles or seafarers is not permitted.



## **9. COMPLAINTS AND DISPUTES**

Any concerns relating to recruitment or placement activities are handled in accordance with Surge Crew's Complaints & Dispute Resolution Procedure.

## **10. REVIEW OF THIS PROCEDURE**

This procedure is reviewed periodically to ensure it remains accurate, effective, and aligned with applicable legislation and industry standards.