

Policy 06 - Seafarer Employment Agreements

1. PURPOSE

This policy sets out how Surge Crew obtains, reviews and retains Seafarer Employment Agreements (SEAs) or applicable SEA templates, and ensures that seafarers are given the opportunity to review, understand and receive a copy of their SEA, in accordance with the Maritime Labour Convention, 2006 (MLC).

2. SCOPE

This policy applies to all recruitment and placement activities undertaken by Surge Crew.

3. POLICY STATEMENT

Surge Crew ensures that proper arrangements are made for every seafarer recruited or placed through its service to be informed of their rights and duties under the Seafarer Employment Agreement (SEA), to examine the agreement before and after signing, and to receive a copy after signing.

Surge Crew obtains and reviews either the signed SEA or, where the signed SEA is unavailable, the applicable SEA template for every seafarer recruited and placed through its service and retains objective evidence of that review.

Surge Crew acts solely as a recruitment and placement service and does not employ seafarers directly.

4. PROCEDURE

4.1 SEA Request and Obtaining Documentation

Surge Crew obtains and retains, for every seafarer recruited and placed through its service:

- A copy of the signed Seafarer Employment Agreement (SEA); or
- Where the signed SEA is unavailable, a copy of the applicable SEA template.

The relevant document is obtained from the employing entity and reviewed by Surge Crew as part of the placement process.

4.2 SEA Review

Surge Crew reviews the signed SEA or, where the signed SEA is unavailable, the applicable SEA template, in order to satisfy itself that the SEA or applicable SEA template is in accordance with applicable laws and regulations. Surge Crew also ensures that arrangements are made for the seafarer to:



- Be informed of their rights and duties under the agreement
- Examine the agreement before signing it
- Examine the completed agreement after signing it
- Seek clarification or independent advice on its contents
- Receive a copy of the agreement after signing

4.3 Where a Signed SEA is Not Available

Where a signed SEA is unavailable, Surge Crew obtains and reviews the applicable SEA template. The provision of information relating to an SEA, or confirmation from the seafarer that they have reviewed or understood their SEA, is not treated as a substitute for Surge Crew obtaining and reviewing either the signed SEA or applicable SEA template.

Where an applicable SEA template is reviewed because the signed SEA is unavailable, this does not remove the requirement for the seafarer to be given the opportunity to examine their individual SEA before signing and to receive a copy after signing.

As part of its review, Surge Crew checks that the SEA or applicable SEA template contains, as applicable:

- The seafarer's full name
- The seafarer's date of birth or age, and birthplace
- The shipowner's name and address
- The place and date on which the agreement is entered into
- The capacity in which the seafarer will work
- Wages, or the formula for calculating them
- The amount of paid annual leave, or the formula for calculating it
- For an agreement of indefinite duration, the conditions for termination and the notice periods that apply
- For a fixed-term agreement, its date of expiry
- For a voyage agreement, the port of destination and the period after arrival at which the agreement terminates
- The health and social-security benefits provided by the shipowner
- The seafarer's entitlement to repatriation and the arrangements that apply
- Reference to any applicable collective bargaining agreement
- Any additional particulars required by the law of the vessel's flag State
- Shipowner financial-security information
- The onboard complaint procedure

4.4 Receipt of SEA

Surge Crew ensures that arrangements are made for every seafarer to receive a copy of their SEA once signed and follows up with the employing entity where a copy has not been received.

4.5 SEA Review Record

Surge Crew maintains internal records recording:



- Whether a signed SEA or applicable SEA template was obtained
- Date obtained
- Version/date of the document reviewed
- Date reviewed by Surge Crew
- Person responsible for completing the review
- Outcome of Surge Crew's review, including whether the SEA or applicable SEA template was considered to be in accordance with applicable laws and regulations
- Any discrepancy or concern identified and action taken
- Date the SEA was provided to the seafarer
- Confirmation that the seafarer examined the agreement before signing
- Confirmation that the seafarer's rights and duties under the agreement were explained
- Confirmation that the seafarer received a copy of the signed agreement
- Any questions or concerns raised by the seafarer
- Financial-protection information supplied to the seafarer

5. RESPONSIBILITIES

Surge Crew is responsible for implementing this policy.

The employing vessel, owner, or management company remains responsible for issuing the Seafarer Employment Agreement.

6. RECORD KEEPING

Copies of the signed SEA or applicable SEA template obtained for placements, together with the associated review record, are retained within Surge Crew's systems in accordance with the Records, Data Protection & Retention Policy and MLC requirements.

7. REVIEW

This policy is reviewed periodically to ensure continued compliance with applicable legislation and industry standards.