



Nordships Maritime Pvt Ltd

RPSL MANUAL

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4. PERSONNEL RECRUITMENT AND TRAINING POLICY

Nordships Maritime Private Ltd. firmly believes that personnel on board and ashore are the key to a successful implementation of the QHSE management system.

- The Company shall endeavor to live up to the expectation and aspirations of the personnel who run the ships, by offering them not just a job but a career and commitment.
- The Company will ensure due diligence is exercised to verify credentials while recruiting new personnel.
- The Company does not engage or carry to sea any person under the age of 18 to work in any capacity on its ships.
- The Company is an equal opportunity employer and shall not charge any fee or expenses from the seafarer, related to recruitment onboard ships. Recruitment shall be carried out without any discrimination or bias based on race, colour, sex religion, political opinion, national extraction or social origin. Any distinction, exclusion or preference in respect of a particular job based on the inherent requirements thereof shall not be deemed to be discrimination.
- No fees or other charges shall be required to be borne, directly or indirectly, in whole or in part, by the seafarers, other than the cost to the seafarer in obtaining medical certificates, seafarer book, and passport or other similar travel documents. The company shall not use any illegal means to deter seafarer from gaining employment. Seafarers will not be subjected to exploitation by their personnel with regard to offer of engagement on particular ships or by particular companies.
- Seafarers shall not be exploited from the issue of joining advances or any other financial transaction between ship owner and the seafarer handled by NMPL.
- The Company shall follow **privacy laws of the Country** with regards to details of the personnel employed in the Company.
- All personnel to be recruited shall undergo a formal recruitment process including interview by the NMPL Office or its affiliated Manning Agencies.
- All personnel recruited shall undergo a medical fitness test in accordance with the requirements of the Administration. In the absence of guidelines from the administration, the IMO-ILO guidelines for medical examinations of seafarers may be used.
- Examination may include screening for drug and alcohol abuse as per OCIMF guidelines.
- The contracts of employment shall be governed under the maritime labor law of principal's nationality.
- All personnel recruited for shore and sea service shall undergo a probationary period.
- All Masters and Chief Engineers joining the Company will be given a briefing about the Company's requirements.
- The Company will make all reasonable efforts to ensure that adequate time and resources are given for new staff to familiarize themselves with their job, before they take over the job responsibility.
- The Company shall arrange for training including refresher training, on board and ashore as required for the staff on board ships and those working in the office, based on the feedback received by the management from all sources, including Internal Audits, Superintendent and Master's reports, accident analysis etc.
- The Company voluntarily carries out non-mandatory, upgrading training ashore based on the training needs that have been identified.



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- NMPL shall ensure that requests for information or advice by families of seafarers while the seafarers are at sea are dealt with promptly and sympathetically and at no extra cost to the seafarers.
- The Company shall provide opportunity to senior personnel to be rotated through office assignments.
- NMPL shall ensure that while dealing with cases of incompetence or indiscipline, Company shall follow procedures that are consistent with the principles of natural justice, the law of land, and practice and, wherever applicable with collective bargaining agreements.

DATE: 01.02.2021

Capt. Rajesh Kumar
Managing Director