



YACHT

[Empty box for Yacht Name]

IMO # [Empty box]

Crew Agreement

On behalf of the Owning Company, [Empty box], we have the pleasure to offer you the position designated below, upon your acceptance of the terms, conditions, and policies stated in this Crew Agreement and in the separate Official Standing Orders as part of this Agreement.

Name in Full: [Empty box] Position / Rank: [Empty box]
Address: [Empty box]
Passport Number: [Empty box] Issued By: [Empty box] Expires: [Empty box]
Visas Held with Expiration Dates: [Empty box]

Medical / Allergy Conditions; Yes / No: [Empty box] If YES see separate Emergency Contact Sheet for details

START: Your contract will commence at the port of: [Empty box] in the country of: [Empty box]
On the date of (dd.mmm.yy): [Empty box]
END: Your contract will terminate at the port of: [Empty box] in the country of: [Empty box]
On the date of (dd.mmm.yy): [Empty box]
Special Arrangements: [Empty box]

Payroll conducted once each month on the last business day of the month / reviewed annually

Monthly Salary: [Empty box] Currency: [Empty box] Income Tax Country: [Empty box]
Special Arrangements: [Empty box] Tax Liabile (Y/N): [Empty box]
Paid days off per Annum: [Empty box] Tax Number: [Empty box]
Special Arrangements: [Empty box] Tax Withheld (Y/N): [Empty box]
Flight Provisions: [Empty box] Additional Information on File (Y/N): [Empty box]

Unless your contract is terminated prior to the above Termination date, you will perform in accordance with the Law and the terms of this Agreement faithfully.

Your employment may be terminated if, in the opinion of the Company or the Captain, your continued employment would be likely to endanger the Yacht or any person on board. The following types of conduct, amongst others, will justify such an opinion and will therefore lead to the termination of your employment either immediately or at the next port of call: assault; willful damage to the Yacht or any property on board; theft or possession of stolen property, unlawful possession or distribution of drugs or other illegal substances or offensive weapons or failure to notify the master of the presence on board of the same which is known to the crewmember; persistent or willful failure to perform duties; conduct endangering the Yacht of those on board, conspiring with others at sea so as to impede the progress of a voyage or the navigation of the Yacht in a manner likely to endanger the Yacht or any person on board, disobedience of orders relating to the safety of the Yacht or persons on board, incapacity through drink or drugs in a manner which might prejudice the safety of the Yacht or persons on board; sleeping on watch or abandoning watch in circumstances which might prejudice the safety of the Yacht or persons on board; smoking or using naked flame or unapproved electric or electronic apparatus in any part of the Yacht where safety might thereby be prejudiced or in prohibited areas; intimidation, coercion and interference with the working of other seamen; conduct which seriously detracts from the safe and efficient working of the Yacht or the social well-being of any other person on board; causing or permitting unauthorized persons to be on board the Yacht; repeated breaches of lesser infractions after warning.

Subject to early termination by 30 days' written notice by you or the Company, you agree that you intend to make yourself available for the period as indicated above, and you undertake during any notice period to continue to perform your duties at the discretion of the Captain. If this is your first term on board, a mutual introductory period of six (6) months provides for immediate and no-cause termination of this agreement with remuneration paid only to date of termination.

The above and the following 13 pages, constitute the entire agreement between the Owning Company and the crew member / employee.

ON BEHALF OF OWNERSHIP [Empty box] DATE [Empty box] THE EMPLOYEE [Empty box]
OWNING COMPANY [Empty box]



[Redacted]

IMO # [Redacted]

Self-evaluations will be submitted by each crewmember periodically each year. These self-evaluations will remain confidential, and will be responded to by the Captain verbally, and in a written evaluation once each year. The purpose of the evaluation is to offer guidance to the crewmember as to what issues are important to the organization, and how the Captain views overall performance.

Repatriation: You are entitled to a single economy flight paid by the Owning Company to [Redacted] at the end of your service with the Company, whether the period of employment is completed or not, save only where your employment is terminated (i) in accordance with the summary dismissal provisions of this Agreement or the Collective Crew Agreement, or (ii) by your resigning your position; and if notwithstanding this proviso, the Company is obliged by law to provide for your repatriation in the case of the termination of your employment in such circumstances, it may be entitled to deduct repatriation costs so incurred from your final remuneration.

Your behavior and performance will adhere to this agreement. Your initials on each page will indicate that you have carefully read, understand, and agree with the contents. Beyond your position's standard job description, you fully understand and agree that it is impossible to anticipate every event and hence every duty that may arise. Accordingly, you will be directed to work beyond the requirements of this agreement, and will do so to the best of your ability, and as necessary to ensure that the operation is safe, secure and successful.

**CIVIL LAW**

The Captain or the Owner of the vessel will not be held responsible for any offence committed ashore by any crewmember. Crew acting in an irresponsible manner while ashore may be dismissed summarily without repercussion.

**CONFIDENTIALITY AGREEMENT**

You hereby agree as follows:

CONFIDENTIAL INFORMATION and ACTIVITY. The term "Confidential Information and Activity" means any information or material which includes or involves the following:

- business records and plans
- financial statements
- guest lists, records, communications or any related information
- personal information of beneficial stakeholder or guests
- on board activity of beneficial stakeholder or guests
- past activity and future plans of beneficial stakeholder or guests
- copyrights and other intellectual property
- recordings, audio or video, of the yacht, beneficial stakeholders, guests or crewmembers
- written descriptions of the yacht, beneficial stakeholders, guests or crewmembers
- internet correspondence regarding the yacht, beneficial stakeholders, guests or crewmembers

You agree not to disclose the above information to anyone while employed or after your employment ends, under any circumstances, except as required by law.

This Agreement sets forth the entire understanding of the parties regarding confidentiality. This Agreement shall be construed under the laws of [Redacted]. The confidentiality provisions of this Agreement shall take full force and effect beginning on the date of your signing on board [Redacted]. This agreement has no expiration date, and will remain in full force and effect indefinitely.

\_\_\_\_\_  
ON BEHALF OF OWNERSHIP

[Redacted]

DATE

\_\_\_\_\_  
THE EMPLOYEE

OWNING COMPANY

[Redacted]



[Empty rectangular box]

IMO # [Empty rectangular box]

**Section 2: COMPANY PHILOSOPHY**

2.1 The general comments below are intended to clarify the viewpoint and philosophy of our organization. Accepting a position within this organization is acknowledging and agreeing with this viewpoint and philosophy. Please give this careful consideration, as it is the foundation by which our standards are set.

2.2 By nature of a yacht's distant, and self-sustained management, the crew is required to be consistently self-motivated. More dramatically than elsewhere, yacht crewmembers influence their fellow employees' performance not only by their own performance, but also by the standard of their living habits.

2.3 A yacht crew is further burdened with the responsibility that their work habits, living habits and level of professionalism are directly representative of their shipmates, the owners, and the yacht. We are partially measured by the actions of our shipmates. You have been hired because it is believed that you will help to maintain or improve the level of respect that this organization earns and enjoys.

2.4 The yacht crew is required to accommodate the highest level of discreet, personalized service while paying extreme attention to detail. The ability to accomplish this level of service, while simultaneously performing on all levels of maintenance with equal enthusiasm and ability, is unique to the crew of a yacht. This Yacht requires the greatest effort by each crewmember.

2.5 Professionalism, Attitude, Consistency, and Talent are areas in which we all are required to set high goals for ourselves. Individually and as a group we enjoy great satisfaction in our work when we achieve a high standard in all of the four areas. It is an acronym well worth remembering.

2.6 All hands are expected to maintain, with grace and integrity, the highest possible standard of work ethics. The quality and consistency of our output must be equal or better than that of anyone in this industry. There is no reasonable explanation to produce less in quality or in quantity to that of any other seafaring organization in this industry. We hope to do better.

2.7 The impression that we give to each other, as well as to outsiders, must be that of sincere enthusiasm towards our work. It is imperative that we do not hinder each other's work in any way, nor cause others to work harder by any one person's lack of enthusiasm.

2.8 At every opportunity each crewmember should endeavor to improve his or her skills. Also, given the opportunity, it is mutually beneficial for the more knowledgeable to teach the less knowing.

2.9 All department leaders are expected to contribute to the betterment of his or her team member's standard of Professionalism, Attitude, Consistency, and Talent, and all crew are expected to welcome this guidance.

2.10 Please read carefully the pages that follow regarding this organization's policies on behavior, living space procedures, general living conditions and general work habits. Do understand that these policies are intended for everyone's benefit, and that they will be adhered to without exception.

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ON BEHALF OF OWNERSHIP

[Empty rectangular box]

\_\_\_\_\_  
DATE

\_\_\_\_\_  
THE EMPLOYEE

\_\_\_\_\_  
OWNING COMPANY

[Empty rectangular box]



[Empty box for Yacht Name]

IMO # [Empty box for IMO Number]

**SECTION 3: DUTIES AND GENERAL BEHAVIOR**

3.1 You will at all times be responsible for the safekeeping and welfare of the Yacht and all persons on board, whether in port or at sea, and you will help maintain the Yacht in as perfect order both mechanically and cosmetically as is consistent with usage and weather for the use of the Company, its guests and all others on board.

3.2 You will at all times keep your quarters clean and tidy and take all appropriate steps to preserve in good condition the equipment of the Yacht and all property on board, being responsible in particular for the return of all uniform and other effects in good condition, fair wear and tear excepted, on termination of employment.

3.3 During the period of employment, you will undertake no paid work of any kind for any other person or Company except with the written consent of the Manager.

3.4 Crewmembers are expected to treat each other with professional maturity in working contacts, and like mature, thinking adults in personal contacts. Any concern or criticism must be brought up directly with the crewmember in question, with your department chief, or directly with the Captain. Discussing a problem outside of these parameters is not productive and therefore not acceptable. Discussing salaries is not acceptable.

3.5 Crewmembers will be considerate of their shipmate's senses. This includes seeing, smelling, and hearing. Amongst other things, this means that stereo and television noise must be kept down.

3.6 Unless otherwise informed, hard liquor is not permitted. While moored, during or around the evening time, beer and wine may be consumed depending on availability. Alcoholic beverage found in personal stowage spaces will be confiscated, unless specifically permitted by the Captain. At no time while underway will alcoholic beverages be consumed.

3.7 You will fulfill the terms of your confidentiality agreement.

3.8 The Yacht's business is not to be discussed outside of the Yacht's crew. Maintenance, repair or general ship malfunctions must be discussed only in the interest of solving the problem, or for the purpose of sharing information in a constructive educational exchange. All communications with dock walkers is to be polite but brief. Size, speed, number of cabins, and crew are to be considered a reasonable exchange. Owner's name, what guests are on board, value and costs, specific cruising schedules etc., are not to be discussed.

3.9 Discussing the Yacht's business with charter or owner's guests is not permitted. Conversations with guests must be kept on a courtesy basis, and should be as brief necessary to be comfortable for the guest. Always focus any conversation on the guest's interest, not yours. Do not bother the owner with any aspects of the Yacht's business, whether it is operational or personal.

3.10 No one is permitted on board without prior consent of the Captain or the Manager.

3.11 Commissions, gratuities etc: You may not directly or indirectly solicit or accept personal fees or commissions of whatever nature whether from suppliers or others doing business with the Yacht nor without the express authority of the Administrator may you accept gifts or gratuities from guests or others.

3.12 The instigation of intimate personal relationships is not permitted between crewmembers on board, and dismissal may result at the discretion of the Captain. If you find yourself developing a mutual friendly and not yet intimate relationship with a shipmate, which is based on trust and respect over a period of at least 6 months, there is possibility that formal permission will be granted and the necessary cabin arrangements made as practical. Your informing the captain of this development will not result in dismissal and will be approached with earnest attention. But you must inform the captain before on board intimacy occurs.

\_\_\_\_\_  
ON BEHALF OF OWNERSHIP

[Empty box for Date]

DATE

\_\_\_\_\_  
THE EMPLOYEE

OWNING COMPANY

[Empty box for Owning Company]



[Empty box for Yacht Name]

[Empty box for IMO #]

**SECTION 4: CREW LIVING AREA PROCEDURES**

4.1 Mess Room: The crew’s mess room must be kept clean and organized at all times. The sinks, counters, floors, cabinets, table and settee must be left clean and orderly upon departing the area.

4.1.1 Standard: No one is to leave dish or tableware in or around the sink and counter. You must clean and stow what you use at the moment you are finished with it. Magazines and newspapers are to be neatly replaced, with the newspaper returned to order of sections so that the next reader may enjoy it. Throw pillows are to be neatly adjusted, and the entire area is to be made clean and orderly on your departure.

4.1.2 Responsibility: The stewardess on mess duty will be charged with meal set up and take down, as well as general vacuuming and cleaning of surfaces. The crewmembers on watch will be charged with the overall tidiness of the crew’s mess. They are to ensure that all counters, sink (strainer cleaned) and table are cleared and cleaned. Also to remove garbage and clean container at the end of each day. The crewmember on watch will be accountable for the condition in which the crew’s mess is kept. During service the standby watch team will assume these duties and responsibilities as directed by the captain, chief mate or chief stewardess.

4.1.3 General: All crewmembers are required to assist as much as practical with the overall orderliness of the mess room, and are expected to make an honest effort at maintaining as well as improving the condition of the crew’s living areas and work spaces.

4.2 Cabins and Heads: The crew’s cabins and heads are to be kept in a clean, orderly, well stowed, seamanlike fashion. A preventative maintenance schedule will be posted inside each cabin door, indicating which crewmember is responsible for cleaning the head room and the cabin, to take place twice each week in the double cabins, and three times each week in the triple cabin. You are sharing equally with your cabin mates, and you must be considerate of their senses of seeing, smelling and hearing, as well as feeling.

4.2.1 Laundry: Dirty uniform clothing is to be given to the laundry daily. Dirty personal clothing will be cleaned when time permits, please consult with the person in charge. Linens are laundered every 7 days. A schedule will be posted by the person in charge, and must be followed. Towels also are to be cleaned every 7 days.

4.2.2 Heads: Showers, sinks, mirrors, counters and WC are to be wiped clean after each use. Towels and Shower mats are to be shaken and neatly hung after each use. Waste baskets are to be emptied daily. Personal effects are to be bestowed in your locker after each use. Respect for your cabin mate’s personal effects is a serious requirement. Nothing is to be placed in the WC other than the designated toilet paper. Anything else, including paper towels and regular tissue, may cause serious damage to the sanitation system. Use only cleaning chemicals approved by the chief stewardess.

4.2.3 Cabins: Cabins are to be kept in show ready condition. Bunks are to be neatly made when not in use. All clothing and shoe ware are to be carefully stowed, and uniform clothing is to be stowed in such a way as to eliminate wrinkling. All personal effects and counters are to be kept tidy. Overall the cabins, lockers and drawers are to be kept in seamanlike fashion.

4.3 By signing below, you are confirming your agreement to comply with the letter and intent of the above. Constantly failing to fulfill your obligation may result in the termination of your employment.

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ON BEHALF OF OWNERSHIP

[Empty box for Date]

DATE

\_\_\_\_\_  
THE EMPLOYEE

OWNING COMPANY

[Empty box for Owning Company]



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IMO # [Empty rectangular box]

**SECTION 5: PERSONAL APPEARANCE, HYGIENE & HEALTH**

5.1 All men are to shave each morning when guests are on board. When guests are not on board a 2nd day shave is acceptable while on duty. Beards and mustaches are not acceptable unless agreed by the Captain. During passages, when guests are not on board, beard growing contests are acceptable, but must be clean shaven upon entering the destination port. Sideburns are to be kept above the vertical center of the ear.

5.2 Men are not to wear bracelets or necklaces while on duty. Earrings are not acceptable at any time on board.

5.3 Women are not to wear more than one earring per ear while on duty, and are not to wear excessive jewelry. Please consult with the chief stewardess if you have any questions.

5.4 Women are not to wear excessive make-up, or high contrast nail polish, while on duty.

5.5 All hands must keep hair appropriately neat while on duty.

5.6 All hands are to wear the appropriate uniforms in the appropriate fashion. Please consult with the chief stewardess or chief mate if there are any questions.

5.7 When off duty, when departing or re-entering the Yacht, proper appearance is necessary.

5.8 Showers are to be taken each night at least. This will keep the linens cleaner.

5.9 Teeth are to be brushed after meals to assure a clean appearance with guests and associates.

5.10 Bed linens and towels are to be cleaned as per Section 5 of this Agreement.

5.11 Each crewmember shall submit to such inoculations and other medical tests and procedures as may be directed by the master.

5.12 Agreeing to sign on with us is your confirmation of a complete understanding of your responsibilities towards your employment and the policies and rules set out in this Employee Agreement. If you consistently fail to fulfill your obligations, you will jeopardize your employment and risk disciplinary action or dismissal.

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ON BEHALF OF OWNERSHIP

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DATE

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THE EMPLOYEE

OWNING COMPANY

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[Empty box for Yacht Name]

IMO # [Empty box for IMO Number]

**THE CAPTAIN**

The CAPTAIN is responsible for the safety, overall running and financial management of the vessel and crew. The captain must ensure that all international laws and local regulations are adhered to while the vessel is at sea, in port or on dry-dock.

The captain is responsible for the ethical representation of the owner’s best interest, while ensuring that the crew are provided with the necessary tools, time, training and encouragement to achieve professional excellence.

The captain must communicate clearly and unambiguously with the crew to ensure that there is appropriate understanding - by each person - of the of the ship’s policies, the purpose of those policies, and the critical nature of each crew persons supporting of those policies.

The captain will treat all crew fairly and appropriately, providing them with leadership and personal attention while allowing his department chiefs to manage their departments.

The captain will consult with each department chief and the chef in planning maintenance and general operations to ensure good coordination between the departments.

The captain will ensure that a detailed watch schedule is posted indicating work hours and watch teams. He may from time to time alter an already posted schedule to ensure the ship is protected and the crew have the appropriate rest.

The captain will do all that is necessary to ensure the safe and efficient operation of the yacht in all instances. He will ensure that all procedures as defined in the SMS are understood and followed and recorded as appropriate.

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**ALL OFFICERS**

All OFFICERS and department chiefs will act with integrity in supporting the captain with the crew. When instances of crewmembers’ inappropriate actions or conversations take place, especially those of a complaining or coercive nature, the officer and department chief will act directly with that crewmember in order to mitigate if possible. All officers and department chiefs will inform the captain when these or other crew policy related instances occur, and generally keep the captain informed of crew moral and discipline.

*Note: The order of the following crew positions is not indicative of any order of importance, responsibility or authority. It is laid out in this way so that positions in the three departments are linked to facilitate reference to integration and order of department activity.*

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ON BEHALF OF OWNERSHIP

[Empty box for Date]

DATE

\_\_\_\_\_  
THE EMPLOYEE

OWNING COMPANY

[Empty box for Owning Company]



[Empty box for Yacht Name]

IMO # [Empty box for IMO Number]

**THE CHIEF ENGINEER**

The CHIEF ENGINEER, in conjunction with the first officer and chief stewardess, will ensure that the crew are in complete understanding of the ship's policies and procedures and will work to support the captain's standing orders and tactical orders.

The chief engineer will ensure that all regulatory aspects and operational procedures are fully complied with as per the SMS and that all Safety and Critical Equipment is identified.

The chief engineer is responsible for co-ordinating with the captain, first officer and chief stewardess all planned maintenance schedules.

The chief engineer is responsible for the running, maintenance and repair of all mechanical, electrical and electronic equipment. This comprises all machinery in the engine room, domestic equipment, bridge equipment and deck equipment.

The chief engineer keeps detailed, accurate and up-to-date logs for all equipment, systems and engineering activities. He maintains an accurate and up-to-date inventory of spare parts, technical consumables and tools.

The chief engineer will assist as necessary in the manoeuvring, line / fender handling, anchor handling, tender launching and handling, and generally assist on deck as needed for the safe and effective execution of guest activities. The chief engineer will assist as directed by the captain in the conduct of bridge watches, harbour watches and anchor watches. The chief engineer will participate in all aspects of the engine room's technical and cosmetic maintenance, which includes, cleaning, polishing, prepping and when appropriate painting according to the procedures outlined by the captain.

The chief engineer will work with the first officer to ensure that the crew are properly familiar, trained and drilled in all safety operations according to the SMS.

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**THE 2<sup>ND</sup> ENGINEER / ASSISTANT ENGINEER** (pending man.doc / license)  
(Note: when referencing 2<sup>nd</sup> engineer it also includes all other engineers)

The ENGINEER will work at the captain and chief engineer's direction (and discretion) to ensure that all crew are informed of the ship's policies, the purpose of those policies and the critical nature of each crew person's supporting of those policies.

The engineer will fulfil all duties and tasks delegated to him by the captain and / or chief engineer. These duties and tasks will include engineering, bridge watches, harbour watches, anchor watches, guest activities, standard yacht operations, administrative work, safety management, physical labour in cleaning, prepping, painting, repairing and maintaining of all surfaces and equipment.

The engineer will work with the chief engineer and other officers to ensure that the crew are properly familiar, trained and drilled in all safety operations according to the SMS.

The engineer will follow the instructions of the senior officers according to normal shipboard practices.

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ON BEHALF OF OWNERSHIP

[Empty box for Date]

DATE

\_\_\_\_\_  
THE EMPLOYEE

OWNING COMPANY

[Empty box for Owning Company]



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IMO # [Empty rectangular box]

**THE FIRST OFFICER / CHIEF MATE**

The FIRST OFFICER is responsible in ensuring that all crew are informed of the ship’s policies, the purpose of those policies and the critical nature of each crew persons supporting of those policies. The 1<sup>st</sup> officer is the second in command and will act with integrity as a supporting conduit between the captain and the crew. When instances of a crewmembers inappropriate actions or conversations occur, especially those of a complaining or coercive nature, the 1<sup>st</sup> officer will act directly with that crew member to mitigate, if possible, and will always inform the captain.

The 1<sup>st</sup> officer will fulfil all duties and tasks delegated to him by the captain. These duties and tasks will include bridge watches, harbour watches, anchor watches, administrative work, safety management, physical labour in cleaning, prepping, painting, repairing and maintaining of all surfaces and equipment.

The 1<sup>st</sup> officer is responsible to ensure the highest standards for cleaning, maintaining and repairing the vessel’s hull, deck, superstructure, tenders and equipment (with the exception of the Engineer’s responsibilities) and for co-ordinating with other department chiefs in the planning and execution of vessel maintenance and operations – in this respect like all others, he is expected to physically participate in the execution of daily tasks.

The 1<sup>st</sup> officer oversees the preparation of the vessel for sea and berthing and briefs crewmembers on their deck duties at these times. When guests are on board he oversees and participates in deck operations in respect to guest activities.

In conjunction with the Chief Stewardess, he ensures the crew are neat and in the correct uniform and that proper routines and disciplines as described within the ship’s policies and standing orders are followed. In conjunction with the Chief Stewardess, he ensures that the crew mess and cabins are clean, tidy and properly run.

The first officer must be familiar with all aspects of the vessel and be able to assume command if the Captain is absent or incapacitated.

The first officer will ensure that the crew are properly familiar, trained and drilled in all safety operations according to the SMS and that all Safety and Critical Equipment is identified.

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**THE 2<sup>ND</sup> OFFICER**

The 2<sup>nd</sup> OFFICER will work at the captain and first officer’s direction to ensure that all crew are informed of the ship’s policies, the purpose of those policies and the critical nature of each crew person’s supporting of those policies.

The 2<sup>nd</sup> officer will fulfil all duties and tasks delegated to him by the captain or first officer. These duties and tasks will include bridge watches, harbour watches, anchor watches, guest activities, standard yacht operations, administrative work, safety management, physical labour in cleaning, prepping, painting, repairing and maintaining of all surfaces and equipment.

The second officer will work with the first officer to ensure that the crew are properly familiar, trained and drilled in all safety operations according to the SMS.

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ON BEHALF OF OWNERSHIP

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DATE

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THE EMPLOYEE

OWNING COMPANY

[Empty rectangular box]



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IMO # [Empty rectangular box]

**THE BOSON**

The BOSON will work at the 2<sup>nd</sup> Mate's the captain's and the first officer's direction to ensure that all crew are informed of the ship's policies, the purpose of those policies and the critical nature of each crew person's supporting of those policies.

The Boson will fulfil all duties and tasks delegated to him by the senior officers. These duties and tasks will include bridge watches, harbour watches, anchor watches, guest activities, standard yacht operations, administrative work, safety management, physical labour in cleaning, prepping, painting, repairing and maintaining of all surfaces and equipment. Also to assist in directing the Deckhands in their duties.

**THE DECK-HAND**

The DECK HAND is responsible for cleaning and maintaining the exterior and technical spaces of the vessel to standards and procedures set down by the Captain and 1<sup>st</sup> officer, 2<sup>nd</sup> Mate or Boson.

The deckhand will fulfil all duties and tasks delegated to him by the captain, 1st officer or 2<sup>nd</sup> officer. Additionally the deckhands will be responsive to and follow the instructions of the chief engineer and in cases of interior activity, will follow the instructions of the chief stewardess. These duties and tasks will include bridge watches, harbour watches, anchor watches, standard yacht operations (including guest services), administrative work (chart corrections), safety management, physical labour in cleaning, prepping, painting, repairing and maintaining of all surfaces and equipment.

The deckhand is to always be neat and in the correct uniform – worn correctly - and that proper routines and disciplines as described within the ship's policies and standing orders are followed. As described in the procedures, he ensures that the crew's mess and cabins are clean, tidy and properly run.

He must have a full working understanding of all safety procedures and equipment.

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ON BEHALF OF OWNERSHIP

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DATE

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THE EMPLOYEE

OWNING COMPANY

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IMO # [Empty rectangular box]

**THE PURSER**

The PURSER, in conjunction with the first officer, chief engineer and chief stewardess will ensure that the crew are in complete understanding of the ship’s policies and procedures and will work to support the captain’s standing orders and tactical orders.

The PURSER is responsible for assisting the Captain in the financial management of the vessel, as well as overall administration of the crew. She is responsible for the disbursement and accounting of funds to each department, the bookkeeping of all expenditures for the yacht, and creating monthly expense reports for the owner. The purser works with the chef and chief stewardess (if a separate person from the purser), the chief engineer and the 1<sup>st</sup> officer in the budgeting, stock control and purchasing of onboard supplies and provisions. The purser operates and administers the yacht’s computer and communications and deals with the vessel’s secretarial work.

The purser, in conjunction with the chief stewardess (if a separate person) delegates areas of responsibility to each stewardess and implements the detailed in-service schedule.

When guests are onboard the purser generally caters to any specific requests of the Owner, the Guests, and/or the Captain and assures special events and occasions are properly attended to. She assists the Captain in researching areas the yacht visits and helps organize information and activities that will enhance the Owner’s and Guest’s enjoyment of the cruise.

The purser is aware of the stewardesses’ responsibilities in all aspects of their duties as needed and in conjunction with the chief stewardess, ensures that the interior crew work to a high standard at all times, that the guests are properly cared for and all their requirements are met.

The purser will fulfil all duties and tasks delegated to her / him by the captain. These duties and tasks may include bridge watches, harbour watches, anchor watches, administrative work, safety management, physical labour in cleaning, prepping, painting, repairing and maintaining of all surfaces and equipment.

The purser will work with the officers to ensure that the crew are properly familiar, trained and drilled in all safety operations according to the SMS.

When the purser is the same person as the chief stewardess, combine both job descriptions found in these standing orders.

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ON BEHALF OF OWNERSHIP

[Empty rectangular box]

DATE

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THE EMPLOYEE

OWNING COMPANY

[Empty rectangular box]



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**THE CHIEF STEWARDESS**

The CHIEF STEWARDESS in conjunction with the first officer, chief engineer and purser, will ensure that the crew are in complete understanding of the ship’s policies and procedures and will work to support the captain’s standing orders and tactical orders.

The chief stewardess will fulfil all duties and tasks delegated to her by the captain. These duties and tasks may include bridge watches, harbour watches, anchor watches, administrative work, safety management, physical labour in cleaning, prepping, painting, repairing and maintaining of all surfaces and equipment.

The chief stewardess is responsible for supervising the other stewardesses. She maintains an accurate inventory of all service items and supplies and arranges relative purchases. She also ensures that the interior areas are maintained to the highest standard and, if necessary, instigates maintenance work for said areas. When there are guests onboard she ensures that the interior crew work to the highest standard at all times, that the guests are properly cared for and all their requirements are met.

The chief stewardess ensures that the in-service schedule is implemented, understood and followed. Maintenance period schedules will be coordinated with the captain.

In conjunction with the officers, the chief stewardess ensures that the crew are neat and in the correct uniform – worn correctly - and that proper routines and disciplines as described within the ship’s policies and standing orders are followed. In conjunction with the officers, she ensures that the crew’s mess and cabins are clean, tidy and properly run.

The chief stewardess will work with the officers to ensure that the crew are properly familiar, trained and drilled in all safety operations according to the SMS.

Note: When the purser is the same person as the chief stewardess, combine both job-descriptions found in these standing orders.

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ON BEHALF OF OWNERSHIP

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DATE

\_\_\_\_\_  
THE EMPLOYEE

OWNING COMPANY

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**THE STEWARDESS**

The STEWARDESS is responsible for cleaning the interior, undertaking laundry duties, serving and looking after guests, all to the highest standard and according to specific posted procedures. She ensures her allotted areas are cleaned immaculately, beds are properly made and bed linen and towels are changed as directed. She launders guest clothing, crew clothing, bed linen, towels etc., executing this to a high standard and according to posted procedures.

Throughout her watch she ensures that the guests are discretely monitored and taken care of, and that all guest areas, cabins, heads, pantries, day toilet are kept clean and tidy.

The stewardess will fulfil all duties and tasks delegated to her by the captain, purser or chief stewardess. These duties and tasks may include bridge watches, harbour watches, anchor watches, administrative work, safety management, physical labour in cleaning, prepping, painting, repairing and maintaining of all surfaces and equipment.

The stewardess is to always be neat and in the correct uniform – worn correctly - and that proper routines and disciplines as described within the ship’s policies and standing orders are followed. As described in the procedures, she ensures that the crew’s mess and cabins are clean, tidy and properly run.

She must have full working understanding of relevant safety procedures and equipment.



**CHEF** (sometimes crew cooks depending on hiring circumstances) (he = she = he)

The CHEF is responsible for providing all guest and crew meals and victuals. He / she undertakes all victual requirements for passage making, periods in port and cruising with and without guests. He plans menus and caters for guests' requirements. He provides, at the set times, lunch and dinner for the crew, and budgets to comply with the food allowance specified.

The chef keeps an accurate, complete and up to date inventory of all equipment, accessories and food-stuffs.

The chef keeps the galley, refrigerators, freezers and storerooms immaculately clean and organised at all times. He provides the Purser with careful accounts of all foods purchased, and a record of all food stock used.

The chef will fulfil all duties and tasks delegated to him by the captain. These duties and tasks may include bridge watches, harbour watches, anchor watches, physical labour in cleaning, prepping, painting, repairing and maintaining of all surfaces and equipment.

The chef must have a full working understanding of relevant safety procedures and equipment.

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ON BEHALF OF OWNERSHIP

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THE EMPLOYEE

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CREW AGREEMENT PAGE 14 OF 14

**GENERAL**

All members of crew are liable to be called upon to assist others in various tasks on board. Whilst the above responsibilities apply to the individual's position, every crewmember will be expected to help in other areas and to do so with enthusiasm.

**SAFETY TRAINING**

At the captain's discretion, the yacht may pay for crew training pertinent to safety onboard as per the Captain's decision. Crew who leave within 6 months of the paid course will have 100% of the course fees deducted from their last salary. Crew who leave after 6 months, but prior to 12 months of the paid course will have 50% of the course fees deducted from their last salary. One half of each day in training will be paid leave; one half will be deducted from the Crewman's vacation allotment. Crew who leave prior to 6 months of service will have the full amount of training time deducted from their vacation allotment and deducted from the final month's salary. The crew are responsible for their living expenses while off the vessel for these training courses.

**PROBLEMS OR COMPLAINTS.**

Any problems or complaints regarding other crew, the running of the vessel, or any other reasons should be addressed to the captain or the head of department as soon as possible. In circumstances where the complaint is with the captain, the manager should be informed.

**PERSONAL RELATIONSHIPS**

The instigation of intimate personal relationships is not permitted between crewmembers on board, and dismissal is the likely result. If you find yourself developing a mutual friendly and not yet intimate relationship with a shipmate, which is based on trust and respect over a period of at least 6 months, there is possibility that formal permission will be granted and the necessary cabin arrangements made as practical. Your informing the captain of this development will not result in dismissal and will be approached with earnest attention. But you must inform the captain before on board intimacy occurs.

\_\_\_\_\_  
ON BEHALF OF OWNERSHIP

DATE

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THE EMPLOYEE

OWNING COMPANY