



WORK AND REST POLICY

At Silversea, we use our Time and Attendance (T&A) system to record working and resting hours of our crew. This policy is in place to ensure legal requirements are met. It is mandatory to follow this policy as well as the required approval procedure; failure to do so could have serious consequences.

The recording of working and resting hours is a legal requirement as per the Maritime Labour Convention (MLC) 2006 therefore must be treated as a matter of high importance onboard.

- ❖ Silversea's standard requirement is to use the criteria for HOURS of REST as a standard for calculation, verification of limits and recording
- ❖ Minimum hours of rest shall not be less than 10 hours in any 24 hour period and 77 hours in any 7 day period

Onboard management must ensure the following:

- Every Manager/Supervisor shall be provided with adequate coaching on the T&A system. This must be provided by their direct Manager or an appropriate delegate. The direct line Manager must check understanding and ensure the Manager/Supervisor is proficient in this Policy and the use of T&A within their first week onboard
- The responsible person creates a schedule for their team in the T&A System
- The responsible person creates this schedule in line with MLC regulations
- Every crew member is provided with a log in to the T&A system during their 'check-in'
- Every crew member is shown how to use the T&A system on day one
- Every crew member is responsible for recording their own hours. Nobody can record hours for another person. Recording of hours cannot be delegated
- Crew members may request a copy of their record of working hours at any time
- All crew must use the T&A terminals to clock accurate working hours. Those with access may do this on their laptop or computer
- All crew members must approve the previous day's hours each day
- The responsible person (see approval policy) must regularly approve hours for their team within the maximum 6-day period (after 7 days, no further changes can be made).
- If there are any violations, these must be fully explained by selecting the correct reason/code and including a comment. The code alone is not sufficient; a comment is mandatory
- Scheduling and approval duties may be delegated to a fully trained and appropriate delegate. However, the responsible person remains ultimately responsible
- This policy must be taken seriously; we have zero tolerance for false recording of work and rest hours