

Welcome onboard!

We are very happy to wish you welcome to our crew and we hope you will enjoy working with us. This document contains our general rules and regulations regarding e.g. wage payment, travelling and receipts. You will also find here our contact data, information about who handles what. If you have any questions that are not answered in this document, please feel free to contact us, preferably by email. You can also telephone us on weekdays between 8.00-16.00.

CONTACT DATA:

Post address:

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Wage payment

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BEFORE YOUR EMPLOYMENT STARTS (or on your first workday, at the latest)

See that Seija gets the following documents in the office:

- Tax card (scanned is ok)

Note! Always a tax card for regular (land) work income, if you work Finnish worksites in Finland. Otherwise a tax card for seamen's work income.

- SWIFT code and IBAN account number for wage payment

- Seija prefers to be contacted by email, in either Finnish or English. Telephone calls only in emergencies.

See that Minna gets the following documents in the office:

- scanned copies of a valid seaman's medical certificate, passports and certificates of competence and proficiency.

- by email: home address AND POST CODE (compulsory under Finnish law), email address, telephone number, and the name and telephone number of your next of kin.

- NOTE! Crew members should always have a valid passport, seaman's passport, seaman's medical certificate and certificates of competency when working onboard a ship.

- The employment contract is signed (usually on the first workday, if possible) either with the Master or with Minna.

Wages

Wages are paid on the 10th day of each month. Seija must get the tax card before wage payment, or otherwise 60% will be deducted in tax.

If you are working first time in Finland you must apply Finnish tax card, Finnish social security number (henkilötunnus) and tax number (veronumero). You will find more information:

vero.fi/en/other_language/eesti_kee/

You need to book beforehand time to Vero office, phone +358 29 512 000. Take with you passport/ID card, contract.

If you have worked before in Finland but do not have a tax card, you can order one by calling the Finnish tax service telephone at +358 29 497 000 or by placing the order online (Finnish netbank username and passwords required) at <http://www.vero.fi/verokortti>.

When calling the service, you must know how much you have earned in Finland or your home country so far this year and how much you have paid in tax. You also need to give an estimate of how much you will still earn during the rest of the year.

These and any changes in these must be provided at the latest 3 banking days before the wage payment day.

Receipts

Everybody needs to seek reimbursement of costs from the employer from time to time, e.g. for travelling costs, when the employer has not ordered the tickets. The receipts for such costs shall be enclosed to the cost reimbursement application form (Form 1), which must be filled out with care. The nature of the costs is described in this form. Seija will not pay reimbursement against the receipt unless this description is provided in the form! Travel costs are paid in connection with the wages.

Sickness absence

If you fall sick during your holiday, we need you to see a doctor in Finland as soon as possible. We have taken out insurance to our employees allowing you to see a private doctor in Finland paying only a deductible of 30 euro. The insurance covers the rest of the doctor's fee, up to 10,000 euro. The medical (sick leave) certificate must be obtained PRIOR to the sick leave; we do not accept sick leave certificates issued afterwards, as that is in violation of Finnish laws. And the certificate must always be in Finnish or English to enable us to understand the content. **To summarise: We require that you see a doctor in Finland as soon as possible and we do not accept Estonian medical certificates (except in emergencies), because the occupational health care that we provide is based on Finnish services.**

If you fall sick while onboard the vessel and need medication from the onboard medical supplies, remember to ask permission from the Master who records the medication taken in the medical log-book. This ensures that the records are up-to-date and the medical supplies can be supplemented, as necessary.

Accidents

In case of an injury that requires hospitalisation, the local authorities, such as VTS and the port authority must be contacted first; they are always on duty and monitor VHF channels. If necessary, the Coast Guard shall also be contacted and informed about what has happened. Minna/Heli is to be contacted and informed about the incident next to allow us to react quickly to crew issues. An accurate report of the accident must always be submitted to Seija, who needs it for the insurance company. The Master of the vessel draws up this report on a specific form.

Onboard the vessel

Safety:

- Crew members may not be under influence of alcohol or other drugs.
- All safety regulations must be obeyed.
- Specific worksite rules must be followed (helmet, goggles, lifevest, reflecting clothes)
- A reflective vest / jacket must be worn when moving on the deck.
- Master need to be informed near miss situation, hazard working conditions, broken devices.

Work clothes:

Rauma Cata provides work clothes to its employees: workwear, work gloves and shoes. If you want to purchase your own shoes, you will be refunded max 50 euro/pair/year against the receipt. The work clothes are not disposable, but must be taken care of and washed. Everybody is responsible for their own work clothes and for also ensuring that at the end of the work shift they are neatly put away until the next shift.

Order and neatness:

Smoking is prohibited inside the vessel in all circumstances.

Cabins are kept clean and in good order.

Vessel need to be cleaned up before crew travel home.

Conduct:

Co-workers are to be treated with respect. You do not need to like everybody as a person, but you have to get along with all kinds of people in the workplace. Bullying and discrimination are not allowed in any circumstances.

Facebook and Internet:

The onboard Internet connection is mainly reserved for the use of the officers to conduct business matters and to check weather forecasts. No extra programs may be installed in the vessel computer. Many people nowadays have their own plug-in Internet devices or an Internet connection in their mobile phone. Our work is not classified, but it is prohibited to publish photos that could harm the reputation of the employer or client. For example, it is not allowed to post photos related to accidents in Facebook or anywhere else. It is also unlawful to post texts that disparage the employer; no matter how annoyed you are, under Finnish laws you may not publish offending comments under penalty of termination of employment.

Clients:

Everybody must be friendly and polite toward Clients. You should remember that it is the Clients who pay all our wages.

Internal communication:

All changes are announced by an email bulletin sent to the vessel's email address. The Master must print out the bulletin and place it on the table in the mess room for everybody to read. Each member of the crew shall sign off the bulletin to indicate that they have read and understood it.

Appendices, instructions for travelling expenses and forms, are enclosed.