



Our industry is ever evolving and sometimes it can be difficult to keep up-to-date with what is expected of you and what you can expect from a new employer when taking up a new position.

We are here to help and there are some key pieces of information that you should look through prior to taking up a new role.

The Law

In terms of merchant shipping legislation, there are four key international agreements that have been enforced throughout the industry by the International Maritime Organization (IMO) and the International Labour Organization (ILO) that you should know. We have provided the names of those pieces of legislation as well as a link to the code for your review and understanding:

Safety Of Life At Sea (SOLAS)

[http://www.imo.org/About/Conventions/ListOfConventions/Pages/International-Convention-for-the-Safety-of-Life-at-Sea-\(SOLAS\),-1974.aspx](http://www.imo.org/About/Conventions/ListOfConventions/Pages/International-Convention-for-the-Safety-of-Life-at-Sea-(SOLAS),-1974.aspx)

Standards for Training, Certification and Watchkeeping (STCW)

<http://www.imo.org/OurWork/HumanElement/TrainingCertification/Pages/STCW-Convention.aspx>

Prevention of Pollution from Ships, or Marine Pollution (MARPOL)

<http://www.imo.org/About/Conventions/ListOfConventions/Pages/International-Convention-for-the-Prevention-of-Pollution-from-Ships-%28MARPOL%29.aspx>

Maritime Labour Convention (MLC)

http://www.ilo.org/global/standards/maritime-labour-convention/text/WCMS_090250/lang--en/index.htm

Your contract of employment

Also known as “Seafarer Employment Agreement” (SEA)

Please see below for the key information that you need to know about your SEA, according to the UK Maritime and Coastguard Agency:

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- Every seafarer employed on a vessel to which the Merchant Shipping (Maritime Labour Convention) (Minimum Requirements for Seafarers etc.) Regulations 2014 (“the MLC Minimum Requirements Regulations”) apply must have a legally enforceable Seafarer Employment Agreement (an “SEA”).
- An SEA must include the minimum information specified in the MLC Minimum Requirements Regulations, set out at Annex 1 to this Notice. • The notice period for termination of an SEA

must be at least seven days, and must not be shorter for the shipowner than for the seafarer.

- An SEA may consist of more than one document; for example, it may include a Collective Bargaining Agreement.
- If an SEA is not in English, an English translation must be provided on board the ship.
- A recommended model format for an SEA for an employed seafarer is provided at Annex 2 to this MGN, if required. The format is not mandatory however all the required information must be included in any alternative form of Seafarer Employment Agreement.
- When a seafarer's work on a ship comes to an end, the seafarer must be provided with a record of their service on board the ship.
- Ships not subject to the MLC Minimum Requirement Regulations will remain subject to the provisions of the Merchant Shipping (Crew Agreements, Lists of Crew and Discharge of Seamen) Regulations 1991. MGN 474 (M) sets out the requirements for such ships."

We will make sure that an example copy of your SEA (as a minimum) has been sent to you either by the employer at the time of the offer of employment or indeed by us. We will make sure that you have had a chance to review this before mobilising to join a vessel. Your responsibilities will be outlined to you in the "Role Spec" which is sent with your "Interview Confirmation".

How do I make a complaint?

At Stellamar, we uphold the highest standards of morality and integrity. It is worthwhile noting that you will never be charged a fee as a jobseeker for the service that we provide to you in your job search. You will also always be considered for any role to which you fit the basic requirements.

Should you find yourself unhappy by any stage of the recruitment process, then we welcome any feedback from you about this. We have created certain mechanisms that allow for you to make your feelings known about the service you have received either by us or indeed during your employment.

Stage 1

You can contact Alasdair MacMillan, who acts as Recruitment Manager to Stellamar.

E-mail: Alasdair@stellamar.co.uk

Stage 2

Stellamar is a wholly-owned brand of Donmac Ltd. If you are unsatisfied with the response for your complaint or indeed it has not been rectified to the level you expect, you can contact the owner of Donmac Ltd, Donald MacMillan.

E-mail: Donald@stellamar.co.uk

Stage 3

If, in the unlikely scenario, this has not resolved your case – then we welcome you to contact the UK Maritime and Coastguard Agency (MCA).

E-mail: MLC@mcga.gov.uk