

TRUTH AQUATICS, INC.

**EMPLOYEE HANDBOOK
(Boat Crew)**

POLICY & PROCEDURES

January 2018

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Welcome Aboard

Welcome Aboard! You have joined a team of enthusiastic employees and highly skilled mariners. Truth Aquatics, Inc. is a California Corporation with Glen Fritzler as the President. Currently, Truth Aquatics consists of the boats Truth, Conception, and Vision, the Sea Landing office, and docks.

Our vessels have been exploring the Channel Islands since 1974 offering experiences that last a lifetime. The Sea Landing office provides efficient and friendly service to all our customers. Truth Aquatics, Inc. recognizes that its employees are the key to its success and you now part of this team.

Truth Aquatics Inc. Mission Statement

To provide world class recreation and outdoor experiences in the safest possible environment for our guests and staff.

Employee Handbook Purpose

This handbook is an overview of the policies and guidelines of the Company and is a reference manual. These policies are designed to help build a pleasant, professional work environment. Truth Aquatics is committed to providing you with the best working conditions, equipment and benefits possible in its industry and strives to help you achieve a measure of economic security. Cooperation and willingness to do your share will help the continued prosperity and growth of Truth Aquatics and its employees.

None of the policies in this handbook constitute a contract of employment, but is rather an explanation of employment policies. Truth Aquatics, Inc. reserves the right to modify, alter or amend its employment practices, policies and employee benefits as deemed necessary. If there are any questions relative to the application of any policy discussed in this handbook, please ask management.

Pre-employment Requirements

Pre-employment requirements as required by the State of California, the US Government and US Coast Guard, are subject to change. It is the responsibility of all employees of Truth Aquatics to be aware of these requirements.

- **Records:** Management endeavors to maintain an up-to-date confidential record for each employee including address, phone number, marital status and number of dependents. Any changes in this information must immediately be reported to management.
- **IRS form W-4:** Must be completed by all employees.
- **Form I-9** (Employment Eligibility Verification) Truth Aquatics complies with all applicable immigration laws. As a condition of employment, every individual must provide satisfactory evidence of his or her identity and legal authority to work in the United States.
- **Safe Practices and Operations Code:** The health and safety of employees and others on Truth Aquatics property is of critical concern. We strive to attain a high level of safety in all activities and comply with all health and safety laws applicable to our operations. The Loss Control Program manual is designed for the safety of all employees. You are responsible for reading this manual and are required to sign and date that you have read and understand it. This manual can be found in your new employee paperwork, copies may also be obtained from management.
- **Drug Testing:** It is a federal requirement that any person who works on a US Coast Guard certified vessel must pass a pre-employment drug-screening test. Once employed, all boat crew are subject to random and post-accident drug testing.

Prospective employees are responsible for payment of the pre-employment drug test. The payment will be made to Truth Aquatics prior to taking the drug test. Truth Aquatics will pay for all random or post-accident tests, which occur once employed.

Truth Aquatics intentions regarding alcohol and illegal drugs in the workplace are given in the Truth Aquatics Drug and Alcohol Policy statement and in the Employee Education Program for the Drug Free Workplace. You are responsible for reading these guidelines and are required to sign and date that you have read and understand them.

- **Captain's Licenses:** Any person that applies for a position as a Captain or a Second Captain must provide a current, valid Coast Guard License. Renewal and maintenance of the license is a condition of employment and is the responsibility of the individual. Licenses must fulfill the requirements of the tonnage and route of the vessel to be operated.

Benefits

- **Compensation:** It is Truth Aquatics' policy to compensate employees with rates of pay, which are fair and competitive with industry standards.
All employees are paid biweekly on every other Thursday. Each paycheck will include earnings for all work performed through the end of the previous payroll period.
If the payday falls on a weekend or public holiday, pay will be issued on the following business day. Each payment is accompanied with a statement showing gross pay and an itemized list of deductions. The employee portal is accessible to all employees. A notification email will be sent to each employee upon hire to the email address provided in order to set up access to the portal.
After 90 days of work within a 1-year period the pay rate will increase to another level.
- **Day Rates:** under normal circumstances while the boat is away from the dock and out to sea a daily rate will apply unless otherwise advised. Some short duration trips may have a different payment schedule which will be decided on a case by case basis.
- **Hourly Rates:** while at the dock during vessel maintenance an hourly rate will apply. You need to get approval from your supervisor (Captain) before coming in for maintenance hours. Clocking in through our mobile time clock app is required. If you forget to clock in or out during your shifts, you will receive a written warning. Also, the forgotten clock-in/out time will not be paid until this is rectified and signed off by your supervisor (Captain). There will be consequences for repeated offenses.
Each employee is required to take an unpaid meal break of minimum 30 minutes and maximum 60 minutes per 5-hour shift. During this break you will be relieved of all duty, which means that you are free to leave the vessel.
Do not forget to clock out when you start your break, and clock in again when you return. A minimum of 30 mins will be deducted from your shift time if you do not clock out and in.
- **Direct Deposit:** Each employee is eligible for direct deposit to his or her bank account. Please submit a voided check or the proper completed form (blank forms available - ask management) to the payroll department to initiate the process.
- **Sick Leave:** All employees are allotted three (3) days (non-cumulative) of paid sick leave each year. Employees that are scheduled to work but are unable due to illness or medical appointment must inform their direct supervisor in advance of the affected work period.
 - An employee may use accrued paid sick days beginning on the 90th day of employment.
 - Paid sick days shall be provided upon the oral or written request of an employee for themselves or a family member for the diagnosis, care or treatment of an existing health condition or preventive care, or specified purposes for an employee who is a victim of domestic violence, sexual assault, or stalking.
 - Paid sick days are limited to 24 hours or three days in each year of employment.
- **Employee Discounts:** All employees of Truth Aquatics, Inc. receive an employee discount for certain items purchased in the Sea Landing retail store. Discounts will vary on the item purchased and not all items are discounted. Check with the Sea Landing Office Staff.

If you have any questions regarding any of these benefits, please address them to management.

- **Reimbursements:** if any approved purchases are made personally for company purposes you will be reimbursed on the following payroll. The original receipt will need to be received by management. Please make sure to immediately place receipts in Inge's mailbox after purchase. Late requests or photocopies will not be accepted.

Personnel Policies

- **Equal Employment Opportunity:** it has been, and shall continue to be, the policy of Truth Aquatics, Inc. to provide Equal Employment Opportunity to all persons consistent with employment requirement qualifications without respect to race, color, age, disability status, marital status, religion, sex, national origin or citizenship of individuals legally authorized to work in the United States. It is the policy of Truth Aquatics, Inc. to offer employment opportunities to all applicants equally in compliance with State and Federal Laws.

This policy applies to decisions including, but not limited to, an employee's compensation, benefits, and the terms and conditions of employment. Every employee is eligible for employment including upgrading and promotion, demotion, transfer, recruitment, layoff and termination, compensation and training based on his or her work performance and personal qualifications and shall be administered on a nondiscriminatory basis.

It shall be the responsibility of every employee, and particularly every management and supervisory employee, to bring to the attention of Truth Aquatics, Inc. Human Resources department any evidence of discrimination or harassment so that the matter can be immediately investigated and appropriate action taken. Any established incidents of discrimination or harassment by any employee will result in immediate disciplinary action, including possible termination.

- **Harassment prevention policy:** it is the policy of Truth Aquatics that each employee be individually responsible for maintaining acceptable standards of personal behavior in the business environment. In addition, each employee is to help ensure that all Truth Aquatics employees are able to carry out their assigned duties in a business atmosphere that is free from harassment or discrimination.

Truth Aquatics, Inc. policy is that employees shall treat each other with respect, courtesy, consideration and professionalism. We will not tolerate any form of harassment or discrimination by any employee for any reason. No employee at Truth Aquatics is exempt from this policy.

Harassment includes verbal, physical and visual conduct, which creates an intimidating, or hostile environment or which interferes with work performance.

One of the most recognized forms of unlawful harassment is sexual harassment. Sexual harassment includes but is not limited to the following:

- Unwelcome physical contact
- sexually explicit language or gestures
- uninvited or unwanted sexual advances
- the use of vulgar language
- the presence of sexually explicit photographs or other materials
- the telling of sexual stories
- offensive or abusive physical or verbal conduct

Sexual harassment can come from fellow employees, supervisors, managers, or customers. Men, as well as women, can be victims of sexual harassment. The Company cannot stress enough that it will not tolerate any form of sexual harassment.

Other harassment includes any offensive, intimidating or hostile conduct that may interfere with the performance of any employee's job or endanger the safety and well-being of anyone while on Company premises. Employees must use mature judgement and maintain the highest standards of performance and personal conduct at all times. Some examples of other types of harassment are as follows:

- verbal abuse, jokes, comments, nicknames or slurs that in any way relate to an individual's race, color, sex, age, religion, national origin or disability.
- joking or kidding that is considered unacceptable to, or offensive to another person.

A working environment that is intimidating, hostile, offensive or adversely affects an employee's work performance because of unwanted conversation, suggestions, comments, slurs, requests, demands, jokes, physical contacts or attentions will not be tolerated.

- **Harassment complaint procedures:** any employee who feels harassed by a supervisor, manager, co-worker, subordinate, client or other person is encouraged to tell the offending individual(s) that the behavior is offensive and/or unwelcome and to stop.

If for any reason the offended employee is uncomfortable confronting the offending individual(s) or if the offensive behavior continues the offended employee should report the conduct to his/her supervisor.

At any time if the employee feels uncomfortable in discussing harassment with his/her supervisor then the offended employee has a right to discuss the complaint with higher levels of management with whom he or she feels comfortable.

The Company will attempt to handle all complaints concerning harassment in a timely fashion. The complaint and all the details of the investigation will be treated as confidential information.

If the investigation shows that the offending employee did engage in harassment or discriminatory conduct, the Company will take appropriate action, which can include anything from a reprimand to termination of employment.

No retaliation will be tolerated against any employee or other person who, in good faith, complains about or witnesses and reports prohibited harassment.

Any questions concerning the interpretation or application of this policy shall be referred to management.

- **Employment at Will** Truth Aquatics, Inc. endeavors to maintain a long and successful relationship with all its employees, but as an “employment at will” employer Truth Aquatics, Inc. does not give a contract either expressed or implied of continued employment. Truth Aquatics, Inc. recognizes the employee’s right to resign at any time for any reason; similarly Truth Aquatics, Inc. may terminate any employee at any time with or without cause. The at-will relationship remains in full force and effect regardless of any statements to the contrary made by company employees or set forth in any documents.

- **Business Ethics** Truth Aquatics expects that every employee will use good judgement, high ethical standards, and honesty in all business dealings. Truth Aquatics also expects:
 - Employees to not disclose or misuse confidential information learned or developed on the job. Every employee must keep information confidential, which could be used to the Company’s detriment if known by outside parties. Confidential information includes trade secrets, know-how, customer lists, business plans and financial data.
 - Employees shall not take outside employment, which may conflict with duties to Truth Aquatics. This prohibition includes employment, which would create a conflict of loyalty between Truth Aquatics and a competitor, customer, or contractor.
 - Employees shall not use company assets or employee labor for personal use without prior approval from the Company President.

Levels of Expectations on Conduct, Hygiene, Appearance and Behavior

It is the responsibility and desire of Truth Aquatics to provide a safe and pleasant environment for employees and passengers. Employees are expected to familiarize themselves with Truth Aquatics, Inc. expectations of conduct, hygiene and appearance by reviewing the following document.

- **Customer Service:** Truth Aquatics, Inc. strives to exceed customers' expectations. As a member of the Truth Aquatics team it is your responsibility to provide our customers with the best service possible. Crews who give exceptional service are generally rewarded with better gratuities at trips' end.
- **Personal Appearance:** your appearance and demeanor are an extremely important aspect of Truth Aquatics, Inc.'s image. Our image is affected by the way our employees dress, carry themselves, hairstyles, eating habits, and other activities. The following are levels of expectation for Truth Aquatics, Inc. employees:
 - **Hair:** for deck crew, long hair styles are discouraged. Men and women with long hair shall wear bands, caps, or other ties to keep hair out of the face while working on any of Truth Aquatics, Inc. vessels. Facial hair shall be neatly trimmed.
 - **Clothing** shall be neat, presentable and appropriate for the occasion. The following Truth Aquatics, Inc. dress code policies must be adhered to at all times:
 - the clothing that is chosen to wear should reflect the professional standards of Truth Aquatics and allow comfort and safety on the job
 - no body piercing other than earrings while on duty
 - wear clothes that do not advocate any political, racial, gang, or sexist organization
 - do not wear loose, ragged, or hanging clothing when working around any machinery
 - do not wear jewelry such as earrings, necklaces, or large bulky rings when working around motors, grinders, engines, and/or rotating machinery, or in any situation that could cause or inflict injury
 - wear closed-toed shoes: no sandals or bare feet when working on deck
 - wear designated crew shirts at all times: this helps passengers identify the crew
 - if you decide to wear a designated crew shirt for boat maintenance do not wear the same oil/paint stained shirt on trips.
 - all crew clothing shall remain in personal bunk space when not in use. Customer space is very limited, and it is very important to keep personal items stowed properly.
- **Personal Hygiene:** the following expectations are a **minimum** requirement for Truth Aquatics, Inc. employee's personal hygiene:
 - hands shall be thoroughly washed before handling food or sitting down to eat
 - wash your hands thoroughly after every visit to the bathroom
 - heavily soiled or sweat soaked clothes should be changed and washed before being re-worn
 - you shall completely bathe or shower a minimum of once per day
 - please use antiperspirant/deodorant and be aware of personal odor for other crewmen and passengers

- you shall not smoke tobacco products except on areas of deck away from passengers
 - you shall not smoke tobacco products inside the Sea Landing or near entrances to the building
 - you shall not spit on any deck inside or outside of the vessel or on any area of the Sea Landing premises
- **Conduct:** All employees should listen carefully to work instructions and keep their attention focused on the job at hand.

Truth Aquatics promotes a Drug & Alcohol-free Workplace Program. The purpose of this policy is to promote, provide, and maintain a safe, hazard free working environment to protect employee health and company property and to promote safe and efficient operations. During all times employees shall be sober and capable of meeting the requirements of their job in a safe and coherent manner. Any employee who reports for work under the influence of alcohol or any prohibited chemical substance will face immediate termination. Any employee whose ability is impeded because of the use of any prescribed medication will not be allowed to work until he/she can work without effects of noted medication. (This also includes drowsiness from over-the-counter medications). While performing duties as a crewman onboard the vessels you may not leave the vessel without prior consent of the captain. During a trip the vessel must maintain a crew onboard as stated on the vessel COI and each crewman must maintain his/her capabilities as stated above.

If you or someone you know has a substance abuse problem, please call the following number for assistance 1-800-662-4357 which is the National Center for Substance Abuse Treatment.

- **Liveboards:** with prior consent from owner and captain, crew may be eligible to live on board the boat during the season. Liveboards will have a strict set of rules that will be followed every day. Because the boats are limited in space you will be required to work out of (1) bag each trip. Other items will need to be stored elsewhere. Please remember this is a privilege and you must always maintain the boat in immaculate shape. Clothes and personal items need to be stored, dishes washed, dried, and put away after each use.
- **Dive Equipment:** As a crewmember your safety is important. Your dive equipment should be maintained at a high level. You will be required to dive with a BC and computer at a safety minimum. During trips all dive equipment will be stored up alongside cabin, or at bow as to not interfere with passenger areas. The only exception is that of the acting Safety Diver who can have gear standing by at stern in the designated crew area. All clutter needs to be eliminated from the back-deck area including but not limited to fish stringers, fins, extra weights, etc.