



CREW & TRAINEE POLICY HANDBOOK

For Contract Crew, Volunteers, Alumnae Interns and Trainees

Welcome Aboard

Welcome aboard Sisters Under Sail! You are receiving this Handbook as a contract crew member, a volunteer, an alumnae intern or trainee on-board Tallship Unicorn and during your participation in an organized Sisters Under Sail program(s). This book has been designed to provide you with useful information regarding your tenure aboard the ship, during your participation in the program and to answer some of your questions. If you have questions that are not covered in the Handbook, please bring them to the attention of the Captain, First mate, Founder and/or Organization head office at 908-713-1808.

We're happy to have you sailing with us!

*Dawn Santamaria
Founder & Executive Director
Sisters Under Sail Corp.
Co-owner of STV Unicorn
2 Gravel Hill Road
Asbury, NJ 08802
Office: 908-713-1808
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Email: dawn@sistersundersail.org*

Mission and Values

STV Unicorn, purchased by current owners Dawn and Jay Santamaria in 1999, set up a Limited Liability Corporation, True North of Clinton, L.L.C. Our mission has evolved into providing leadership development programming for women, teenage girls and executive teams. It is our goal to utilize the vessel as an experiential learning-lab, which provides valuable and rewarding sail training experiences to individuals and intact groups to further develop the participants' leadership capabilities.

Sisters Under Sail Corp., founded by Dawn Santamaria in 2005, is a non-profit - 501(c)(3) Corporation. Its mission is to build a teenage girls' confidence, self-esteem, raise social and community awareness and instill the value of sisters working together towards a common goal.

To this end, the experience that crew, volunteers, alumnae interns and trainees share while on-board Unicorn should be fun, adventurous and, above all, positive. Your role is critical in ensuring that this goal is achieved. Our continuing success depends upon the ability to attract and retain students and sponsors. You are a customer service representative. You represent yourself, your ship, the organization, the program, and your country.

Standing Orders

As a Sisters Under Sail and STV Unicorn crew member, volunteer, alumnae intern or trainee, the community environment on-board STV Unicorn is one that requires responsibility, respect, discipline, order, cleanliness and a dose of humor and patience. Living in close quarters upon the ever-changing environment of the sea, can test your resolve, courage and temperament. It will be your character and values that determine how you handle yourself under these circumstances. As crewmates, volunteers, alumnae interns and trainees, you have been selected because the Company believes you have what it takes to contribute to the mission. We hope your experience aboard the Unicorn will enhance your own personal growth and development as you participate in her voyages.

1. No illegal activities of any kind can be allowed at anytime on-board the Unicorn. This includes, but not limited to:
 - a. use of illegal drugs
 - b. use of alcohol while the vessel is under weigh
 - c. under-aged alcohol usage
 - d. sexual relations with minors

2. Safety – Safety is the first and primary concern of everyone. Your personal safety, the safety of your crewmates, volunteers and trainees as well as the safety of the vessel itself, are your responsibility. You will be given a safety orientation upon reporting for duty. Ask questions and leave nothing to doubt. The sea is a beautiful, yet potentially dangerous environment. Respect it. STV Unicorn has been brought up to high standards of safety including gear and systems. Nothing is foolproof. Keep your eyes and ears open at all times whether on watch or off. Report any unsafe or potentially dangerous conditions or activity to your officer.

3. Respect and Professionalism – Every member of the crew, every officer, volunteer, alumnae intern and trainee is expected to exercise mutual respect and conduct him or herself in a professional manner. This is our philosophy for living. Respect yourself, your mates, your officers, your customers and the general public who tour the decks. Furthermore, out of respect for each other and our program, only paid crew, volunteers, alumnae interns and student participants are permitted as overnight guests. No other overnight guests are permitted aboard the vessel unless authorized by program Founder, Dawn Santamaria.

4. Discipline – As on every ship, there is a chain of command or hierarchy. Understand your position and reporting relationship. All standing orders are to be followed as well as watch orders and work detail orders to the best of your ability. The company will not issue orders that are unsafe or illegal. If you feel you have been issued such orders, advise your officer, the Captain or the Company.

5. Good Order and Housekeeping – STV Unicorn is a top quality sail training vessel. The vessel mission and that of Sisters Under Sail depends upon your maintenance, good housekeeping and cleanliness. As you respect yourself, your fellow crew and trainees and ship itself, you must take full responsibility for good order, housekeeping and cleanliness. You are expected to keep your personal space clean, neat and orderly. You are expected to help keep common areas free from your personal belongings, neat and clean. You are expected to keep yourself neat, clean and orderly. You will be asked, while on watch or on work detail, to provide for the good order, maintenance and cleanliness of the ship in general. Please give this your best effort.

6. Non-Discrimination – Sisters Under Sail Corp. and STV Unicorn do not discriminate either in employment, promotional opportunities; services offered to customers or to the general public. Sisters Under Sail and STV Unicorn are committed to diversity and will not accept anyone, crew, officers, volunteers, interns or trainees who are not similarly committed. Our non-discrimination policy includes, but is not limited to gender, race, ethnic origin, sexual orientation, creed, age and nationality. Our policy, procedures and orders are intended to be objective and consistently administered.

7. Sexual Harassment – Sisters Under Sail and STV Unicorn will not tolerate sexual harassment of any sort by its officers, management, crew, volunteers, alumnae interns and trainees. It is our strictly enforced Company policy that crew members maintain a professional, non-sexual, relationship with fellow crew members and any program participant

regardless being of legal age. If you have any doubts, please refer to the standing order #3. If you believe that you are a subject of harassment, please advise the Captain, Chief mate or contact the Company directly at 908-713-1808.

Sisters Under Sail and STV Unicorn reserves the right to put anyone ashore at anytime for any reason. However, violation of standing orders and policies will result in your possible dismissal from our employment and/or being put ashore as soon as practical.

If you have any questions regarding any of the standing orders or policies of this organization, it is advised that you contact Founder, Dawn Santamaria at the office, via email or on her cell.

*Dawn Santamaria
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Co-Owner STV Unicorn
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Status

If you are a compensated contract crew member, your position as a crew member will be defined for you at the time you are extended an offer to join the crew. This will include rating, pay and assignment. In this regard, you must provide the Company with all information required to execute your monthly payroll transaction, e.g. name, address, social security #, voided check, birth date, etc.

As a compensated crew member your end of year tax information for file purposes will be provided to you by January 31st of each year. When your contract is terminated or if you self-terminate, all monies and allowances due you will be reconciled and you will be paid out as soon as practical.

All compensated contract crew members and volunteer crew members are subject to drug and alcohol testing by a licensed physician to ensure "fit for duty" status. The fee for such testing will be paid by the Company.

Due to the nature of our business in working closely with under-aged children, all compensated contract crew members and volunteer crew members are subject to background checks. The fee for such screening will be paid by the Company.

Travel allowances are not standard policy for the Company. However, any travel allowances that are granted are to be agreed upon by the Company in writing with the compensated or volunteer crew member. Travel allowances will be paid directly to and in the exact amount incurred to by the crew member. Receipts are to be provided to the Company and payment will be made at the end of each month. It is not Company policy disperse this reimbursement through payroll where the compensated crew member would incur a tax on the monies unless specifically requested to do so by the crew member.

All compensated contract crew members who remain in the service of Sisters Under Sail and STV Unicorn for a minimum of one year will be entitled to the following paid vacation benefit (scheduling of vacation time will be coordinated by the Captain or Company):

- *One year of service – 1 week paid vacation time*
- *Two years of service – 2 weeks paid vacation time*
- *Five years of service – 3 weeks paid vacation time*

When traveling internationally, all compensated and non-compensated crew members, volunteers, alumnae interns and trainees must have valid passports without travel restrictions by any jurisdiction.

*Each crew member, volunteer, alumnae intern and trainee is required to sign a full **Waiver and Release** of the Company prior to boarding the vessel. The requirement is non-negotiable. No one is exempt.*

Each crew member, volunteer, alumnae intern and trainee is entitled to a berth and meals while voyaging with Sisters Under Sail and STV Unicorn.

In closing, we realize there are many questions and possible situations that will arise on-board a ship while at sea, at anchor or in port that may not have been covered in this Handbook. We ask that you handle these and all situations with 5 basic rules in mind:

1. *We operate safely*
2. *We operate legally*
3. *We operate respectfully and professionally*
4. *We operate with discipline*
5. *We operate with good order, housekeeping and cleanliness*

Acknowledgment

Please read and sign the following Acknowledgment.

I _____ have received, read and understand a copy of the Crew & Trainee Policy Handbook for Sisters Under Sail and STV Unicorn. I agree to abide by all orders, rules and policies described herein.

In addition, I understand and accept that prior to boarding:

1. *As a contract crew member, volunteer, alumnae intern or trainee of the age of 18, I may be asked to take a drug and alcohol screening test.*
2. *As a contract crew member or volunteer over the age of 18, I am aware that I am subject to a background check,*
3. *I am required to sign a **Waiver and Release** form, which I will read, understand and agree to prior to signing.*
4. *I recognize and agree that I may be put ashore and, if as a contract crew member may be terminated, at anytime for any reason at the discretion of the Captain and Company officers.*
5. *I will be required to sign and date this acknowledgment form.*

(print name)

(signature)

(date)

(witnessed by)

***As a contract crew member,** for payroll purposes we will need to attach a copy of a voided check for automatic payroll deposits. In addition, please provide the following information:*

Social Security #: _____

Date of Birth: _____

Permanent mailing address:

Email address: _____