



It's a  
people  
business

*we make it personal!*

## MEMO

**Subject** : Code of conduct / travelling for TOS  
**Author** : Legal Department / SB  
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Dear Crewmember,

Herewith, we would like to inform you about our code of conduct for working and travelling abroad. You have been assigned to work on board of vessels of our customer(s) abroad. You are for sure well aware that working and travelling abroad could be associated with certain (increased) risks and your safety is also directly connected to your own behavior. As employer we are obliged to inform you about the risks and responsibilities while being abroad.

1. We advise you to be informed sufficiently on the safety situation of the country of destination before planning your visit. The authorities of most (European) countries provide online information for travelers, for example via <http://www.rijksoverheid.nl/reisadviezen>. When working and/or travelling for a longer period abroad, please keep yourself updated on the current developments within the country.
2. Please be aware of possible health risks and make sure to arrange all appropriate vaccinations and/or (malaria) medication before entering the country. In case of travelling to a high risk malaria area, please read our Malaria protocol. The costs for vaccinations and/or medication will be reimbursed to you upon handing in receipts.
3. Your travel documents, including your vaccination booklet (if applicable), should always be valid. Please keep the documents with you and always keep them in your hand luggage while flying.
4. When leaving the vessel or your hotel for business purposes (for example buying stores) or while enjoying your free time, be aware of the safety risks in traffic. In some countries (such as countries in Africa, Asia or South-America) it is dangerous to use your own transport (acquainted drivers, friends, motorcycles, boats, etc.) and therefore you do this at your own risk. If you will be driving yourself, be alert to changes in the rules of the road, for example driving on the left side of the road. Please be informed that in case of an accident, violence or other, our insurance(s) will most likely not cover medical expenses, repatriation (if applicable), payment for disability/loss of life, etc. if caused by intent or gross negligence from your side. Therefore TOS can also not accept this liability.
5. Always maintain your integrity and be aware of religion, traditions and/or political tensions in your country of destination. Keep in mind that you are a representative of TOS and/or our customer and your behavior in public should not in any way cause disturbance or embarrassment for TOS and/or our customer.
6. Do not use of alcohol and/or drugs. Being under the influence of alcohol and/or (illegal) drugs is at all times prohibited while being abroad for TOS. Being under the influence and/or using alcohol/drugs is strictly illegal in some Muslim countries, therefore usage of alcohol/drugs is prohibited in these countries. Violating these regulations could have severe legal consequences.



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**7.** Be aware of the fact that a personal holiday in direct continuation of a project abroad for TOS or her customer means that you are 'off duty' and is therefore at your own risk and responsibility. TOS or her customer cannot -at any time- be held responsible in case of any incidents and/or accidents during such holiday periods. For the sake of definition: you are considered to be on duty only on each calendar day, on which you are travelling and/or staying abroad for the purpose of your project on board of the vessel or on site. Employer's responsibility does not continue while being off duty. Make sure that you arrange a sufficient travel insurance (including costs for medical cover world-wide) for your holiday period abroad.

**8.** Please be aware that corruption is illegal and should be avoided. Therefore it's not allowed to accept gifts given with the purpose of influencing upon a decision. Also do not permit an agent, representative or other third-party acting for TOS to bribe anyone. Always report cases of corruption you might come across or suspect in your daily business operations to the corporate compliance team.

If you have any questions and/or comments, please contact your TOS consultant, we wish you a pleasant journey and a safe flight!

Kind regards,

TOS