



MAERSK

CADET HANDBOOK

Your guide for training with Maersk A/S, Cadet Administration & Recruitment Denmark

Foreword

We are happy to welcome you as a cadet. The purpose of this handbook is to gather all the relevant information for your training programme with Maersk, Cadet Administration & Recruitment Denmark.

The handbook will be updated whenever changes take place.

We hope that it will be useful to you.

Contact

Maersk, Cadet Administration & Recruitment, Denmark - placed in Svendborg, will be your point of contact for training-related questions, contracts, preparations for seagoing service, etc.

The planning and operation of cadets' time at sea will be managed by Crewing, who will be planning the vessels and make sure you obtain the necessary sea time.

Relevant contact information is available in appendix A.

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1. General Information

1.1 Maersk Core Values

At Maersk our 5 Values form an integrated part of the way we do business. They guide our behaviour and ensure that we make ethically sound decisions that are aligned with our corporate culture.

You will learn more about the values in the upstart seminar and in the document "Prerequisites governing daily service onboard".

Embrace and know them by heart.

Our Values	What that means:
 Constant Care	Take care of today, actively prepare for tomorrow
 Humbleness	Listen, learn, share and create value for others
 Uprightness	Our word is our bond
 Our Employees	The right environment for our people
 Our Name	Everything we stand for

1.2 Business Language

Maersk is a multinational corporation whose divisions collaborate across national borders and have foreign-language staff employed in the Danish divisions of the corporation.

For this reason, as a rule all correspondence with the Company must be in English. The maritime language onboard the Company's ships will also be English.

1.3 Intranet

As a cadet in Maersk, you can go to www.kursmodfremtiden.dk – scroll down to the bottom and click Intranet – use login username /password MaerskCadet twice.

You can find relevant information which applies to your Maersk cadetship.

1.4 Ship Management Systems

The ship management systems address objectives, procedures, and instructions for ship crews onboard Maersk container vessels, which also include cadets.

A common set of cadet procedures is included in all ship management systems, but you will also be introduced to additional procedures and instructions.

You will become acquainted with our ship management system “ShipManager” during your seagoing periods.

The system is only accessible onboard vessels.

1.5 Prerequisites governing daily service onboard

During the service onboard the seafarer is governed by the practice of Good Seamanship. This involves knowledge of a variety of topics and development of specialized skills obtained during your maritime education, training courses and onboard experience.

To ensure all seafarers have a competent understanding of all shipboard rights and duties – this is described in a document called “Prerequisites governing daily service onboard”.

The document is a part of your contract and can also be found onboard.

1.6 Drugs & alcohol (D&A)

Maersk has a zero-tolerance policy concerning alcohol and drugs.

Random testing will be conducted onboard and if a crew member is tested positive for alcohol and/or drugs or brings these substances onboard, it will lead to discharge and termination of your employment.

Please be aware drugs can stay in you blood for weeks. Hence any drugs consumed prior to on signing can lead to a positive test.

The Maersk procedure is enclosed as an appendix at the end of the Maersk Cadet Handbook.

1.7 Harassment

The Company strive to provide a working environment where every individual is treated with respect and dignity.

Harassment is strictly prohibited and will not be tolerated. The Company expects every relationship onboard our ships to be free of prejudice and harassment.

If you experience any type of harassment, you must speak up!

You can read more on how to handle any complaint in the ship management system onboard.



1.8 Media – confidentiality – Use of Internet and E-mail.

The Company has guidelines on how their employees should behave when using various Medias – including social medias like Facebook, Instagram, YouTube, TikTok etc.

The guidelines are described in the “Prerequisites governing daily service onboard”.

2. Employment

2.1 Contract

Throughout your education you will be covered by a training contract which is approved by the labour and management organisations within the sector.

Because of the ratification of the “Maritime Labour Convention 2006”, the contracts will be issued in English to fulfil the requirements stipulated in the convention.

In the event of doubt about the conditions of the contract, the wording in the standard contract in Danish will always.

You are always required to bring the signed English version of your contract with you onboard.

The contract covers two periods:

1st Period:

The first period includes the entirety of your education as an engine or deck cadet.

During 1st period cadets are also covered by the Collective Bargaining Agreement agreed by the labour and management organisations.

The first three months of seagoing service are a probationary period during which the employment can be reciprocally terminated with immediate effect.

Your cadet programme must be completed during the prescribed period of study. In the event of circumstances which deviate from the planned period, resulting in delay and/or preventing you from completing it as planned, you are responsible for notifying the Company.

Approximately three months before you are ready for your final exam at the school and graduate, the Cadet Administration will ask for your date of readiness. This date is when you are ready to resume seagoing service and are certain to have obtained the Certificate of Competence.

Usually, the date of readiness should state a date within 3 months after the date of graduation. If you have special wishes for postponing this date this needs to be agreed with Marine People NEU.

Once you have completed the exam, you will be transferred to Marine People NEU for the commencement of the second period.

2nd Period:

All cadet graduates will be employed as a junior officer in a temporary contract – usually in force for approximately two years.

The temporary contract and onboard wages will be effective from the date of leaving home for embarkation of the junior officer position.

The Company cannot guarantee the assignment will take place on the exact “date of readiness”. You may experience some waiting time.

As the onboard wages is effective from the date of leaving home and SU will cease to end at the month of graduation, it may be worth checking out “Unemployment insurance fund”.

You can find more at the two links.

Relevant information for graduating cadets; <https://www.a-kasser.dk/dimittendreglen/>

List of various unemployment insurance funds; <https://www.a-kasser.dk/>

Three months before the temporary contract expires, you can apply for a permanent contract.

2.1.1 Expectations

As a cadet and future officer – we expect you:

- set a good example.
- Are independent and accountable.
- study active and proactive.
- pass the requested subjects in the scheduled time frame and before sea practice.
- complete the Training Record Book's as requested.
- Keep close contact to Cadet Administration if any changes to address, personal details or personal issues which impact the education.
- Respect deadlines & participate in mandatory meetings.
- Familiarize/seek information including the Cadet Handbook on the Cadet Intranet.

2.1.2 Certificate of Competence (CoC)

When you complete your education, you must apply for a Certificate of Competence (CoC) with the Danish Maritime Authority (DMA) - at the DMA online system.

Remember to apply as soon as possible after your bachelor exam. As processing time can vary. Please refer to "SIMAC Studiehåndbog" if you are in doubt about which CoC you can apply for.

The CoC and the GMDSS certificates are considered "basic licences" for employment, hence you are responsible for obtaining these certificates at your own account.

2.2 Change of name

It is crucial that your name in our personal system - is equivalent to the name in the contract, passport, discharge book, visa and certificates - otherwise it will create huge problems with immigration and port state control authorities around the world.

In case a cadet is due for sailing and has changed their name, the cadet must submit a birth certificate as proof. A new contract will then be issued and name updated in Compas. The cadet must ensure all documents are updated accordingly at their own expense.

2.3 Address

During Education:

Cadets enrolled to the Danish Education can only attend Danish Schools. The cadets must have address in Denmark during the education. Only Faroese, Norwegian, Swedish citizen, and cadets from the Northern part of Germany can move back to their families during sea phases. In that case the travel expense will be reimbursed according to the address stated in their files.

Upon completion of the Education:

Unfortunately, it is not possible to move to another country of residence upon graduation - Ref "DIS law § 10".

Should a cadet want to move abroad after the education it must be agreed with Marine People NEU.

2.4 Marine HR system – COMPAS

Once you have signed the contract there will be created a personal record in the Marine HR system Compas. This includes all your records, personal details etc.

Once you start your education at SIMAC you will receive login details and a Crew Self Service – Guidebook, which will guide you on how to update the various items.

You are responsible for maintaining your personal details, bank account, upload of mandatory certificates and documentation etc.

2.5 Unique Identification

Once you have signed the contract you will receive your unique identification numbers/codes which is used for various purposes.

A.P.Moller / APM ID / CID / Maersk ID:

A 7-digit number stated in your contract. And will be used as identification number for several purposes, such as Compas and Ocean Learning Platform.

Staff number / CMS ID Number / SAP UID Number:

A 3 letters / 3 number combination (like BEN282). The number is issued to all Maersk employees. It is used for purposes such as rebate cards.

2.6 Registration of employee data

All data collected during your employment will be kept in Compas.

If you leave the Company, the registered information will be kept on file for 5 years.

2.7 Medical Certificate for seafarers

Before a contract can be issued, you must be able to present a medical certificate.

The medical certificate must be renewed on an ongoing basis so that it is always valid. Please be noted that its validity is a requirement for the continuance of the contract.

Check the website of the Danish Maritime Authority <https://www.dma.dk/> for information about approved maritime medical practitioners.

The fee for the medical certificate will be reimbursed by the Company. Check out section "claims – reimbursement".

It's your own responsibility to arrange for doctor's appointment. You may book an appointment with our designated doctors in Svendborg:

- Lægerne Krøyers Have, Ramsherred 10, 3rd Floor,
- Lægerne Centrumspladsen, Centrumspladsen 19, 3rd Floor,

If you bring a letter of guarantee, provided by the Cadet Administration, they will send the invoice directly to the Cadet Administration.

If you do not attend SIMAC or does not live in Svendborg you are free to choose to use another doctor – you must pay the doctor yourself and claim same in Compas.

2.8 Start of school

Information concerning the start of school will be sent directly from the school at which you are enrolled.

2.9 Qualifying examinations

Before beginning your studies, you are required to present original documentation for having passed a qualifying examination, cf. the requirements of the Ministry of Higher Education and Science in this respect.

If documentation cannot be presented, you will be unable to start your programme with us, and the offer of a contract will be withdrawn.

3. School

3.1 School requirements

All cadets must be enrolled to the **basic education at SIMAC in Svendborg** except for credit cadets coming from HF-SØ, Pre-sea schools, tall ships.

Cadets can change school after first seagoing phase, but we strongly recommend completing the training program at SIMAC due to SIMAC's strong maritime focus and the fact that the Cadet Administration is in Svendborg.

Engine cadets transferring to other engineering schools must be **approved by the Cadet Administration** before the Company accept the change of school.

Furthermore, they must ensure to participate and pass all the optional marine subjects/courses to qualify for the Certificate of Competence as Marine Engineer.

Deck cadets transferring to Marstal or MARTEC nautical studies must be **approved by the Cadet Administration** before the Company accept the change of school.

Graduation at lower level is not an option and certificates issued early in BS1 education at SIMAC, may not be renewed for free, if they expire along the study. I.e. if your Basic Safety certificates expire (usually valid for 5 years) you are requested to pay the fee yourself on renewal, if the school don't renew it for free, to obtain the CoC.

3.2 General Data Protection Regulation (GDPR)

In your contract you have already agreed that:

"The educational institution may disclose information in student administrative system – which influence the planning and execution of the cadet contract/internships with the company, e.g. circumstances which may cause the education to be delayed or not be completed as planned".

If you attend other academies than SIMAC, you must ensure the academy is provided your acceptance for sharing such information with the Company.

In appendix C you will find a consent form template which must be filled and handed in to the school administration.

3.3 Books

You are responsible to acquire the educational books required in the study. The cost of the books is for your own expense.

3.4 Housing

While attending school, you are personally responsible for your board and lodging.

Two large student residence facilities are in Svendborg: the CAMA residence halls and the A.P. Møller residence hall. There is also ample opportunity to find private rental housing

3.5 Bachelor projects

3.5.1 Bachelor projects – Support

We receive a lot of enquiries on different projects cadets wish to pursue.

The Cadet Administration can only support to forward such enquiries to relevant departments. Thus, you need to forward an introduction and presentation of your project in English to the Cadet Administration on mail.

Assistance to some projects will be accepted and some will not. It will depend on the subject, range of involvement, scope, complexity, who it will involve, available information/facts, relevance, sensitiveness, confidence, usability, accuracy etc.

Cadets are not permitted to contact vessels directly for help with their projects.

3.5.2 Bachelor projects – Program

We have experienced some Engine cadets approach the school applying for a dispensation for handing in the bachelor project before they complete the bachelor sea time although the cadet cannot present/defend the bachelor project until the required sea time is obtained.

The Cadet Administration is not in agreement with this practise and even if the school agree to issue a dispensation, the Cadet Administration will reject such an application.

I.e., you must complete the bachelor sea time before you enrol in school module BM9/M6.

3.6 Exchange programme

Some schools give cadets the option of participating in an exchange programme.

The Cadet Administration don't mind if cadets wish to attend a module abroad, as long as the cadet makes all the agreements with the school and the school provides credit to ensure that the length of the study programme is kept within the standard time limit.

The Cadet Administration will not be able to facilitate or support the arrangement, hence this is at your own risk and expense, unless the school is able to fund or insure the exchange programme.

3.7 Meetings with the Cadet Administration

The Cadet Administration office is in Svendborg to ensure we are near the cadets. The office is open for cadets Monday-Friday from 09.00-15.00.

During the cadet programme, we meet with cadets on several occasions such as the start-up seminar, visa application meeting, the visit to the US embassy and head office at Esplanaden, the Ocean Learning Platform introduction meeting, pre-embarkation meetings, post-seagoing service meeting, and the transfer from cadet to officer meeting.

4. Finances

4.1 At school

While attending school, you must apply for a grant from the Danish government's Students Grants and Loans Scheme (SU) in the first quarter in which you are 18 years old, according to the current rules of the Danish Agency for Higher Education and Educational Support. The grant is taxable income.

4.2 At sea

Seafarers serving on Danish ships registered with the Danish International Ship Register (DIS) are paid net wages, i.e. they receive wages exempt from income tax and labour-market contributions (arbejdsmarkedsbidrag). This means that a seafarer registered with DIS does not need a tax rate and deduction card unless ordinary taxable income is earned during the taxation year.

Net wages, however, must be included in the tax assessment notice, and wages must be registered with the tax authorities at the end of the year.

In the event you have tax deductions, you can request a compensation card (kompensations kort) from Udligningskontoret for Dansk Søfart (tax adjustment office for Danish Shipping). This is done through following link; <https://www.udligningskontoret.dk/>

The use of a compensation card has the effect of a monthly pay supplement equivalent to the tax value of the deduction. Note that the ongoing payment of the compensation sum is contingent on submitting a request for a compensation card to the tax adjustment office.

Justified deductions include interest expenditure, whereas deductions for union fees are included in DIS wages and do not entitle you to compensation.

4.2.1 DIS income: Increased personal allowance

The Danish Tax Authority (SKAT) has raised the yearly personal allowance for DIS income from DKK 56,900 to DKK 105,000, retroactively to 1 January 2012.

This is only relevant if, during the year of income, the seafarer has earned both DIS income and a gross income.

As cadets are often paid both a DIS salary and receive an SU allowance or wages for an after-school job within the same year of income, some of you may be entitled to a tax refund from SKAT.

The Cadet Administration is not qualified to interpret the tax regulations and is unable to provide support in this matter, but we advise you to read the published information before contacting SKAT.

Further details are available on:

[Generel orientering om DIS og kompensation, article 9 | Udligningskontoret for dansk søfart](#)

4.2.2 Collective Agreement

During your service onboard our vessels, you, as cadet, are covered by the "Collective Agreement between the Danish Shipowners' Association and Søfartens Ledere/Maskinmestrenes Forening (associations for management and labour respectively)". The collective agreement specifies the conditions concerning working hours, wages, leave earned, etc.

The collective agreement can be downloaded from the Cadet Intranet.

Wages during seagoing service:

As of 1 April 2009

Cadet wages during sea service:

Less than three months of actual time at sea
More than three months of actual time at sea

Monthly wages

DKK 8,189
DKK 10,826

Wages:

Your wages start on the day of departure and end on the day you return home. If, in a seagoing service period, you have several consecutive vessel assignments, your wages will end on the date of returning home after the last vessel.

According to the collective agreement, you earn 7,5 calendar paid leave days per calendar month during your vessel assignment & 2,5 compulsory holidays (or pro rata).

The paid leave days & holidays are to be used between the vessel assignments.

If you run out of leave & holidays between two assignments because you haven't been planned by Crewing in due time, you are entitled to Standby payment.

If, due to personal events, you have been approved an extended home period beyond the number of leave days & holidays earned, you will be requested to forfeit standby payment.

After last assignment – the cadet is paid out any balance in earned leave/holiday - if not settled before school start.

Your wages will be paid at the end of the month to the bank account specified.

The seafarer's payroll is managed by Marine People Pay.

The payment of wages is handled by the Marine People Pay, which is located outside Denmark.

We recommend you possess a Danish bank account number regardless of nationality. If you have a foreign bank number, you may experience delays to the payment and exchange fees etc.

The Company cannot be held liable for delayed payments or exchange fees.

Personal spending onboard the Company's vessels, i.e., cash withdrawn, etc., will be settled monthly and reported to the Company's "Marine People Pay" department. The amount will be offset in the wages paid in the subsequent month. This also applies to outstanding amounts relating to the reimbursement of travelling expenses.

Wages are normally paid around the 25-26 of the months. Therefore, sign-on and sign-off, periods of illness, etc., which occur after this, can initially deviate from the actual situation. These will be adjusted in the subsequent month.

All payroll queries should be raised via Marine People Pay form (PQF).

The form can be opened by QR code or the link:

<https://forms.office.com/e/dW1NaMs4MG>



From student grant "SU" to Net Wages or vice versa:

You should be aware that student grants "SU" are paid at the beginning of the month and the seagoing service wages are paid at the end of the month. This means that switching from school attendance to seagoing service may result in a two-month interval between the payments and vice-versa: switching from seagoing service to school attendance could possibly result in dual payments in one month.

Preliminary Assessment of income form (forskudsopgørelse):

It is advisable annually to submit a form for preliminary assessment of income to the municipality for tax purposes containing information about your expected student grant, any scholarships, net wages, and any other income.

4.3 Compulsory Holiday earnings

The Holiday Act stipulate 2,5 compulsory holidays will be earned and transferred to your holiday leave account each month.

The holiday earnings are accumulating in system for release after signing off - likewise leave days earnings. Holidays earning to be released first and following the leave days.

If you are due for school/resign - and don't have enough time to use the earned compulsory holidays, you will:

- Receive the amount in your bank account if remaining holiday amount is below DKK 1.000, -.
- Receive a holiday payment - if remaining holiday amount is higher than DKK 1.000, -.

Such holiday payment will be paid out via Danish Shipping holiday website:

<https://feriekort2.danishshipping.dk>

Log in with MitID.

If you have issues logging into the vacation funding web site - please check out Danish Shipping website [Danske Rederiers Feriekortordning \(danishshipping.dk\)](https://danishshipping.dk) for more info.

4.4 Cadets who are not Danish citizens

Student grants and loans while attending school:

The student grant and loan scheme does not apply to cadets who are not Danish citizens. Cadets from Nordic countries typically have the same grant options as if they had studied in their home country.

Cadets from the Faroe Islands or the Danish minority in South Schleswig are eligible to apply for Danish student grants and loans.

Tax:

As a non-Danish citizen residing in Denmark, you can be subject to double taxation in conjunction with the earning of wages in Denmark. Some countries have drawn up double-taxation agreements with Denmark to ensure that non-Danish citizens residing in Denmark do not pay tax to both countries.

It is your responsibility, to learn more about any double taxation. The Company cannot be held liable for this.

4.5 Claims - reimbursement

Reasonable costs relating to health certificate, yellow fever, US visa is reimbursed according to the guidelines set in Ship Manager ID 06.01-P305 Travel Claim Procedure, which will serve as the general guidelines relating to items and limits for reimbursements.

How to submit claims:

Valid receipts must be present for all outlay expenses to be reimbursed.

The expenditures including receipts must be submitted in Compas.

The cut off day for submitting claims is the 15th of the month.

If any claims aren't approved before this date the amount will not be paid out the same month but will be processed the following month.

The claim system in Compas will only take notice of claims submitted by active crewmembers - not cadets on study leave unfortunately.

Nonactive crewmembers (like cadets at school /applicants) must be handled manually by Payroll.

If you are an applicant or cadet attending school, please submit a mail to Cadet@maersk.com once you have uploaded a claim in Compas and we will notify Payroll accordingly.

When you have travel claims - please refer to specific guidelines re. Travel claims - section 7.1.18.

5. Ocean Learning Platform

Cadets must complete several mandatory courses before the practical training onboard, these can be found in Ocean Learning Platform (OLP).

A Guide to the Online Induction Programme, Introduction & access to the courses is found in the guidelines, which are available on the Cadet Intranet.

Further to the Induction programme – there are more courses in the Learning Road Map (LRM) which must be completed before graduation.

In case you experience technical issues on the platform, please contact yitservicedesk@maersk.com.

6. Workwear – Personal Protection Equipment (PPE)

Boiler suits and safety shoes

Cadets will receive safety shoes and boiler suits at the beginning of the training programme. The supply will depend on which education you are enrolled in.

You are responsible for picking up the work clothes at the Cadet Administration office.

During sea practise you will receive boiler suits and safety shoes onboard, but we recommend you bring any usable residue safety shoes/boiler suits from BS1 /BM1.

If you use safety shoes in very low /high sizes, please contact the Cadet Administration for checking - if stock is available onboard.

If you don't fit the normal standard of company provided safety shoes, we will ask the vendor to send another type of shoe to fit the exact need - like a wide foot when such condition reported to us.

If the above doesn't work, we will ask you to bring a letter from your doctor, that due to special foot condition, you need to wear special shoes.

Only in such cases, the Company agree that you can buy approved marine working shoe externally and following having the cost reimbursed. Such safety shoes must comply with:

"EN ISO 20345 S3 and Additional Rating CI (Insulated against cold) & SCR (Tested under SRA and SRB conditions)".

Remember to bring the Safety shoe specifications onboard.

Safety Glasses

Attending school, SIMAC provides safety glasses, while onboard the Company provides same.

If you want to bring your own safety glasses, they must fulfil "EN 166 F" and "EN 170" standards.

7. Seagoing service

To be able to commence your seagoing service, you must have satisfactorily passed your semester of theoretical study.

If you do not pass your school semester and must retake it, you will start your seagoing service together with the next group of cadets - at the earliest.

The planning of assignment on board is done by Crewing and the individual cadet is under an obligation to serve on the ships assigned by the Company.

Manning of our vessels are composed based on competences – not according to nationality. You should expect to meet a mix of different nationalities onboard.

To prepare you for your first seagoing service you are required to take part in the pre-embarkation meeting to ensure you are familiar with procedures and general practices during the period of seagoing service.

During this meeting your signature will be required to confirm your attendance and understanding of the topics discussed.

You will typically receive your assignment two or three weeks before joining the vessel.

Please be noted the Company reserves the right to arrange only for the required seagoing service, within the period agreed with the schools. This can create a situation where you have completed your seagoing service before you need to attend school again, resulting in a period without financial coverage until the SU grant is recommenced. See the section on payment of wages.

7.1 Documentation for seagoing service

All certificates and travel documents must be available onboard in due time before your assignment, so they become available for the vessels, enabling them to make crew lists for port authorities' etc.

You are responsible for uploading the documents to Compas - using the "Compas Crew Self Service – Guidebook".

Thus, you must be proactive and submit below documents as soon as possible.

In case you don't upload the required documentation in due time you will receive a reminder from the Documentation team MLFMTCRWDOCPH@Maersk.com.

A guideline on what to submit is available on the Cadet Intranet.

7.1.1 Important documents / checklist

Before departure, the following documents/vaccinations must be brought up to date and be valid throughout the vessel assignment. It is solely your responsibility to ensure that these documents comply with the Company's instructions and the **originals** are carried onboard for all assignments.

Always remember to bring the documents in your hand luggage!

- Employment contract (original and signed)
- Valid Passport – incl. US visa. / Other visas
- Discharge book
- Valid Medical certificate
- Valid International certificate of vaccination / Yellow fever

- Valid Maritime Crew Visa for Australia (bring printed copy of mailed doc.)
- Valid STCW Certificates (original) issued during the education program.
 - Basic Fire Fighting (STCW Reg. VI/1-2)
 - Elementary First Aid (STCW Reg. VI/1-3)
 - Personal Survival Techniques (STCW A-VI/1-1)
 - Personal Safety and Social Responsibility (STCW A-VI/1-4)
 - Designated Security Duties (STCW Reg. VI/6)
 - ECDIS Generic 1.27 certificate (only D/C 2nd sea phase).
- Certificate of Navigational Watch keeping, issued by the school (only D/C)
- Training record book
- Flight e-ticket
- Joining Letter / Letter of guarantee
- Agent details
- Visual correction (spare pair of spectacles or contact lenses)
- Cash (USD100) for incidental expenses.
- Check for on signing in a Malaria area – act in case of High-Risk Area.

7.1.2 Passport

For travel, immigration, and port control purposes you must hold a passport which is valid until you are back at school again + 6 month.

The passport must have enough empty pages for visa and/or immigrations' stamps.

The Company does not cover the expenses for a new passport.

7.1.3 US-Visa

The Company will arrange a US visa appointment within the first 6 months of your employment. We will cover the expenses.

If you apply for a new passport after you have obtained a US visa – the visa in the old passport will still be valid as long as the page printed with the visa is not perforated with holes, hence make sure the authorities are aware of same.

If the visa needs to be renewed due to damage before expiry, it will be for your own account.

7.1.4 Maritime Crew Visa Australia

All cadets are required to apply for a Maritime Crew Visa for Australia (MCV). There is no charge for the visa.

You will be instructed to apply for the MCV a couple of months before you are due for sea service.

Please apply online at: <https://immi.homeaffairs.gov.au/visas/getting-a-visa/visa-listing/maritime-crew-988>.

A detailed guideline is available on the Cadet Intranet.

Should you obtain a new passport after you have obtained the MCV you must forward a copy of the new passport to mcv@homeaffairs.gov.au and they will update the record.

If the Australian authorities, ask for more information it is very important you adhere to the deadline set – otherwise they will reject your application and refuse to issue the visa.

The visa will be e-mailed to you, and you are required to print-out a copy of your Australian MCV and ensure you bring along a copy onboard.

7.1.5 Discharge Book

Each Danish cadet must report any sea service directly to Danish Maritime Authorities (DMA) using MitID on the DMA's website:

<https://services.dma.dk/self-service?lang=dk>

Foreign cadets enrolled in Danish Education without MitID can login using username/password.

It is a company requirement, that all seafarers hold a physical discharge book.

The discharge book will serve as proof of sailing time towards DMA and the school on return from sea practice.

In some countries the discharge book can outdo the normal passport. In case the crewmember does not hold a physical discharge book – the vessel can experience fines or similar issues with the authorities, and furthermore it can result in the seafarer being detained.

Danish citizens over the age of 16 can request a discharge book from the Danish Maritime Authority on:

<https://www.soefartsstyrelsen.dk/soefarende-and-bemanding/soefartsbog-og-beviser/soefartsbog>

The expenses for a discharge book are at your own account.

Non-Danish cadets cannot get a Danish discharge book but must request the authorities in their own country to issue a discharge book.

If it is not possible to obtain a discharge book, you must notify the Company immediately.

7.1.6 Discharge Book for German citizens

For German citizens the Company accepts a "Seafarer card" which serves to prove professional sea service in ocean shipping.

Proof of professional sea service in ocean shipping must be provided by means of a confirmation from the Bundesamt für Seeschifffahrt und Hydrographie (BSH, Federal Maritime and Hydrographic Agency). More information can be found on:

<https://www.deutsche-flagge.de/en/crew/seafarers-card>

Guidance from a German cadet:

"Generally, the cadet needs to send a copy of his BST Certificate, Contract, Passport and present passport photograph to the German authorities. Beside that the cadet needs to transfer a fee to their account and to fill out a form, which can be downloaded from the website of the German authorities: www.bsh.de. In my case I sent almost all my attained certificates just to show about my qualifications, because it's an individual process to be accepted as seafarer by the German authorities. The German authorities contacted even SIMAC and asked for the validity of my BST Certificate.

I advice the cadet to call the German authorities a few days after the documents has been sent to accelerate the process. My documents had been available for the German authorities for 6 weeks and nothing happened. As soon as I called them, I received the Seafarer Card within a week."

If you cannot document your seafaring time by means of a discharge book, your time at sea must be documented by way of another valid type of documentation, e.g. by a time-at-sea declaration signed by the captain. You can download a time-at-sea declaration on the Cadet Intranet.

A time-at-sea declaration must as a minimum always contain the same information found in a discharge book. This means:

- location and date of sign-on
- type of vessel, name, port of registry and call letters, gross tonnage as well as propulsion force (kW).
- job title
- location and date of sign-off
- total actual time at sea, specified in months and days
- area of operation
- signed by the Company or the captain.

The time at sea must always be specified as the "actual time at sea", i.e., the period during which you have been affiliated with a vessel.

Remember that you may not write down your own time at sea, neither in the discharge book nor on a time-at-sea declaration.

7.1.7 Medical certificate for seafarers

It is a requirement that all seafarers employed with the Company must regularly undergo a medical examination called "Sundhedsbevis for Søfarende". The medical certificate is valid for two years.

It is important the medical is valid throughout the sea phase i.e. until you are back at school again. Expenses for obtaining the medical will be paid by the Company.

7.1.8 Mandatory vaccinations

The vaccination programme is prepared based on the requirements or recommendations of the Danish Maritime Authority and the individual business unit.

Mandatory vaccination for cadets:

- Yellow fever, vaccination (valid lifelong)

The cost of the yellow fever vaccination is paid for/refunded by the Company.

In instances where your seagoing service takes you through special waters requiring extra vaccines, you will be notified of this.

Vaccinations against diphtheria and other illnesses are to be paid by you.

Tetanus vaccinations are valid for ten years and offered in the children's vaccination programme. If your tetanus vaccination has expired, you are advised to contact your own doctor to have it renewed.

Chicken pox is not part of the Danish children's vaccination program - if you have not been infected so far it may be a solution to take a vaccination against it.

7.1.9 Malaria

If you are to sign on in a malaria area, you can find more information on:

<https://www.sikkerrejse.dk/viden-om/infektionssygdomme-der-ikke-kan-forebygges-ved-vaccination/malaria/>

You may also get further details from a pharmacy about the countries in which you are advised to take preventive medicine and, if advisable, which anti-malaria substances the pharmacy

recommends. However, you should only initiate treatment or buy anti-malaria substances by agreement with the Company.

Vessels have Malaria medicine onboard – so it only applies to buy medicine if you are embarking a vessel in a Malaria area. If you sign on in EU ports and is on route to Africa e.g. there is enough time to take the medicine onboard.

7.1.10 Medicine

All types of medicine, including vitamin pills and other types of dietary supplements should **only** be brought with you if they have been prescribed by a doctor or advised by a pharmacy.

Once you are onboard, the medicine must be declared to the captain and in Compas.

7.1.11 Certificates

As a cadet, you must as a **minimum** possess the following certificates before signing on:

1st Sea phase:

1. Basic Safety Training (BST), encompassing:
 - Basic Fire Fighting (STCW Reg. VI/1-2)
 - Elementary First Aid (STCW Reg. VI/1-3)
 - Personal Survival Techniques (STCW A-VI/1-1)
 - Personal Safety and Social Responsibility (STCW A-VI/1-4)
2. Designated Security Duties (STCW Reg. VI/6)
3. Certificate of Navigational Watchkeeping, to be signed during 1st sea phase (only for D/C)

If issued in basic training (mandatory as officer):

- *Proficiency in Survival Craft and Rescue Boat (STCW A-VI/2-1)*

2nd Sea phase:

1. As above
2. ECDIS Generic 1.27 certificate (only D/C 2nd sea phase).

If you have other certificates besides those required (specified above), it will be a good idea to bring these onboard as other countries' authorities frequently want to see crew members' certificates of courses/examinations.

7.1.12 Departure

Your on-signing will be arranged by Crewing.

The vessels are tagged to one of three crewing departments:

- CRW CPH
- CRW SIN
- CRW MUM

Crewing handles the planning of a vessel embarkation /disembarkation, hotel stay, sea days etc.

Crewing will inform you of the specific vessel, planned assignment date, embarkation port, Crewing team /operator etc. Further to this, Crewing will order the flight tickets with AMEX about 5-6 days before departure.

Departure begins from your home airport, which would be the nearest largest international airport (Aalborg, Billund or Kastrup), where you check in with the booking number sent to you.

You will receive an e-mail from AMEX with the following information:

- E- ticket & Flight itinerary from Denmark to your destination
- Information concerning the address and phone number of the local representative (agent) responsible for meeting you at the airport, practical details concerning local immigration authorities, and transportation to the vessel
- Any letter(s) of guarantee which are required in most countries outside the EU

Each airline has its own recommended check-in times. If a recommended check-in time is not specified, it is usually a good idea to be ready to check in two hours before departure. If you are uncertain, you should contact your airline.

You can possibly find additional information on <https://www.cph.dk/flyinformation/flyselskaber>.

Upon arrival, you will typically be met in the arrival terminal, where the agent will be present with a sign stating either: the vessel's name, the seafarer's name or, for instance, a Maersk star.

If the flight is delayed or problems arise along the way, contact AMEX or Crewing.

Contact details are available in appendix A.

It is important that you frequently check your e-mail during the period up to departure in the event of any changes.

7.1.13 Home airport

Before starting a period of seagoing service, each cadet must specify a home airport from which they prefer to depart/arrive for getting to and from the vessel. The preferred airport is registered in Compas and is used for booking flights.

You must maintain your home airport for the entire period of seagoing service, and you are not permitted to make any changes between assignments or before resuming school just for the sake of convenience.

The address and airport are linked, and it involves a lot of administration and might increase the cost for the Company if the airport is changed with short notice. Therefore, it is advisable to carefully consider your choice of home airport before submitting the preferred choice to the Cadet Administration.

You must have an address in Denmark during the period of study. Faroese, Norwegian, Swedish, and cadets from northern Germany can move back to their families during periods of seagoing service. In these instances, the travel expense will be reimbursed according to the address stated in the cadet's file.

7.1.14 Luggage

Hand luggage

You are required to bring your contract, all travel documents, and certificates in the hand luggage.

You are advised to bring valuables, such as cameras, laptop, jewellery, and other electronic devices in your hand luggage. If valuables are packed in the checked-in luggage and lost or damaged, you cannot claim reimbursement from the Company.

Checked-in luggage

You may bring up to **30 kg** of luggage with you.

The baggage allowance for marine fare is usually 2 pieces. The weight and number of pieces should show on the e-ticket.

Certain airlines will only provide 1 piece of 23 kg or 20 kg checked in luggage. In such cases you can get reimbursed through Compas for the excess luggage fee up to a total weight of 30 kg.

Please note that any charge for luggage which exceed the total of 30 kg and/or exceed the maximum kg per piece of luggage - is for your own expense and must be paid directly to the airline.

Delays caused by your failure to comply with current rules and any costs associated with this will be at your own risk and expense.

Bed linen and towels are found onboard.

7.1.15 Vessel schedules

For more information on Maersk container vessel schedules, please visit:

<https://www.maersk.com/schedules/#vesselSchedules>

You may also be able to find information by searching online via websites such as:

www.marinetraffic.com

7.1.16 Homeward journey

The sign-off date is planned and notified by Crewing, but the actual travel plan is organised by the vessel's captain.

If you wish to go home before the scheduled sign-off, this will be considered a breach of contract.

We realise that there may be various causes for a possible wish to sign off early, but unless there is an agreement with the Cadet Administration to this effect, an untimely sign-off will be equated to the termination of the cadet contract.

See further details in the section on "Termination of the training contract".

You cannot expect to sign off on the exact date for completion of your seagoing time, as sign off is planned around the most convenient and cost-effective ports.

7.1.17 Lost Luggage

Lost luggage should be immediately reported to the airline to register a PIR (property irregularity report). A copy of this report must be sent to the Company's travel insurance provider.

See point 7.8, Insurance, or the Cadet Intranet for further details.

Any compensation for damaged, lost or delayed check-in luggage will be paid through the travel insurance.

If valuables are lost during the trip, you must be aware that the general guidelines stipulate an upper limit for compensation.

Most airlines will reimburse the essentials needed when the luggage is delayed. If away from home, this may cover essential toiletries, underwear, and laundry costs. If on the home flight, airlines may consider your losses less, as clothes and other essentials are easier available.

When raising a claim when travelling on two or more different airlines, claims can be raised from any of the airlines. However, it is usually the final airline that would handle the claim. There are no rules stating the amount of compensation. It depends on the value of what is lost and the airline company.

After the airline claim has been processed and if it is found that losses have not been fully compensated, contact the American International Travel Group (AIG). These will require a copy of the PIR report and an inventory of the luggage.

AIG will request proof of the value of the lost items in the form of receipts. If receipts are not available, indicate the time of purchase and purchase price.

Compensation for the full purchase price or the price of a new will not take place. AIG and airline companies does not assume responsibility for the following claim:

- Cash
- Securities
- Passports and other similar documents
- Medicines
- Glasses/sunglasses
- Jewelry/Pearls/Precious metals
- Computers
- Cellular phones, other electronic equipment
- Musical instruments

For further guidance, see travel insurance document in the Cadet Intranet under Travel insurance.

7.1.18 Travel claims

Reasonable costs relating to vessel sign-on and sign-off will be reimbursed.

Before incurring any expense on behalf of the Company, you are required to familiarise yourself with the Travel Claim Procedure ***GLSM ID 06.01- P305 Travel Claim Procedure***

As the procedure is available onboard only – take note of the following:

- Submit the travel settlement in Compas.
- Valid receipts shall be present for all expenses to be reimbursed.
- All non-English receipts shall carry an English translation.
- In exceptional case where receipts are missing, submit a signed explanation. This will be reimbursed at the Company's discretion.
- If the request is lacking information, the request for travel/outlay settlement may be rejected, until it has been sufficiently filled in by the seafarer.
- If the settlement request is not in line with this procedure, unjustified requests may be rejected without further notice.

Settlement of expenses

The below are regarded as reasonable outlays and will be reimbursed. These may only be exceeded on very rare and verified cases.

Meals

The Company covers maximum meal expenses up to 25 USD, when the stay in a transit airport is more than 4 hours or when meals are not provided for a flight longer than 4 hours. If a transit hotel is required, meal expenses of maximum of 50 USD is acceptable.

While onboard and travelling to the vessel, strictly comply with the Drug and Alcohol policy statement.

Transportation

Travel cost by public transportation will be reimbursed based on original receipts. For cadets ordinary standard apply re. train tickets.

Incidental expenses

Incidental expenses in connection to the travel are covered if these is necessary to secure the travel. These could be fees, airport tax and baggage overweight claim.

Baggage overweight is subject for claim in cases when seafarer is not informed prior travelling that luggage weight allowance is below the Company permitted.

Weight for luggage allowed is 30 kg baggage.

Visa Application

Reasonable expenses when applying for Visa on any company required travel and use of public transportation from provinces can be reimbursed if original receipt and approval from Crewing is presented. Postal charges for mailing documents for visa purposes can also be reimbursed.

Expenses not valid for reimbursement

The following are not valid of reimbursement:

- Personal items i.e. magazines, newspapers, booklets, leisure items. This includes items to be handed over to the crew onboard
- Internet, pay TV or mini-bar consumption during hotel stay
- Hotel services outside the agreement between the Company and the Hotel. E.g. use of the mini bar or pay per view tv
- Use of taxi without approval from the Cadet Administration. This is only acceptable if it is not avoidable or if the circumstance is outside the seafarer influence or power
- If long distance taxi or private car is used, claims shall be pre-approved by the Cadet Administration. Attach the approval mail to the submitted claim. This includes tunnel / bridge toll fees
- Meal costs exceeding the natural or comparable to local expense level. If the cost is unreasonable, a deduction or rejection could be performed by the approver without further notice

Administration

Submit all travel reimbursement through Compas together with the scanned receipts. Submit expenses within 30 days from date of transaction.

In cases of limited connectivity onboard the vessel, reimbursement can be submitted within 30 days after signing-off.

In cases of concerns regarding reimbursements, contact the Cadet Administration.

How to submit travel claims

Valid receipts must be present for all expenses to be reimbursed.

The receipts must be submitted through Compas.

7.1.19 Performance

Your learnings & performance is important for yourself and the Company as they are building the foundation for your future promotions and career.

It is important that you have a high focus on your training as this will help you gain more responsibility.

Lack of attending deadlines, non-disclosure at meetings etc without giving a reasonable explanation will be noted & might result in a written warning.

7.1.20 Performance evaluation

Onboard the vessel you will be presented with performance appraisals.

The performance appraisal is based on your overall performance onboard.

In conjunction with every sign-off, a performance evaluation will be drawn up where the cadet is given the opportunity to assess himself/herself and evaluate his/her own efforts together with the training officer onboard. The final evaluation will be uploaded to Compas.

The evaluation must be presented and signed by you before sign-off.

7.1.21 Illness

If you fall ill onboard, you must contact the medical officer for treatment or possible referral to a doctor immediately. Normally, the vessel will always contact *Radio Medical* in Denmark where specially trained doctors will assist in diagnosing the illness. If the illness requires hospitalisation, the captain will notify the Company.

Depending on the circumstances, personal effects will be entrusted with the consulate or agent for safekeeping.

In the event of a homeward journey for treatment, the Cadet Administration is to be contacted immediately after the cadet arrives home.

In the event of severe illness during leave days between two vessel assignments, please notify the Cadet Administration.

If a cadet falls ill while on seagoing service, wages will be paid according to the current Seafarer Act and employment contract.

7.2 Time at sea required during your cadetship

The total time at sea is split up into 3 or 4 assignments (depending on the programme you are enrolled in) lasting approximately 3 months each.

Registration of sailing days.

The cadet is requested to:

- Report any sea service directly to Danish Maritime Authorities (DMA) using MitID
- Foreign cadets enrolled in Danish Education (without MitID) can login using username/password.
- As per Company requirement - Cadets are still required to hold a discharge book - to be handed over to the captain onboard for proper registration of effective sailing time. The discharge book will serve as proof of sailing time towards DMA and the school on return from sea practice.
- Cadets with German nationality only - who are in possession of a Seafarers Card - must obtain a "statement of Sea Service" from the captain as proof of effective sailing time.

The time-at-sea requirements are as follows:

Engine cadet

1. 1st period of seagoing service minimum: 6 months = 183 calendar days of actual time at sea (preliminary seagoing service). **Engine cadets cannot apply for an exemption during the preliminary seagoing service.**

2. 2nd period of seagoing service minimum: 2 months = 50 calendar days of actual time at sea (bachelor seagoing service). Except for MARTEC which require 60 days of sea time. Surplus time at sea from the preliminary seagoing service cannot be transferred to the 2nd period of seagoing service.

Deck cadet

Minimum of 12 months = 365 calendar sea days

1. 1st period of seagoing service: preliminary time at sea of approx. 5–6 months.
Min. 145 days, under special circumstances exemption from 145 days will be evaluated on case-by-case basis by the Cadet Administration.
2. 2nd period of seagoing service: remaining time at sea, approx. 6–7 months. Cadets are requested to complete all the sea time before enrolment to BS7.

7.2.1 Sea time from other Companies

During your Cadet programme you must complete all required sea time within the Company.

Maersk do not give dispensation for any days obtained with other Companies.

7.3 Onboard training

7.3.1 Using the Training Record Book (TRB)

The Training Record Book is your documentation for completion of your practical training.

It's your responsibility and obligation to ensure all tasks and assignments in the TRB are completed and endorsed onboard as stipulated in the TRB guideline.

All cadets who started their studies before January 2025 will be using the ISF Onboard Training Record Book for Officers in charge of an Engineering Watch/a Navigational Watch.

All cadets who started their studies after January 2025 the Training Record Book for Master Engineer/Master Mariners published by the Danish Agency for Higher Education and Science.

Guidelines for completion of either training record book will be issued by SIMAC.

If you have questions, please reach out to praktik@simac.dk.

Further to the above, the cadets have been required to complete an assignment issued/controlled and evaluated by SIMAC.

7.3.2 Assignments in the Training Record book

The assignments in the Training Record Book are to be completed according to current guidelines in the book.

It is very important the Training Record Book is properly signed before you disembark the vessel.

This applies for:

- "Review and verification" pages which must be reviewed and verified biweekly by the Designated Training Officer and once a month by the Captain / Chief Engineer and when the cadet signs on and off the ship.
- Working tasks
- Particulars of the ship
- "Safety Familiarization" tasks.

If the TRB is inadequately filled - the Academy may refuse enrolment to the school or exclusion from exams, which can lead to disciplinary actions.

7.3.3 Certificate of Navigational Watch keeping

In order to acquire a Watch Keeping Certificate of Proficiency, in accordance with Regulation II/4 of the STCW Convention, any deck cadet must take part in bridge watch keeping duties under supervision of a qualified officer for at least two months.

The Master of the vessel signs at the bottom of the Watch Keeping Certificate when the cadet has satisfactorily completed two months of bridge watch keeping duty under supervision.

A signed, and thus valid, certificate of navigational watch keeping is a prerequisite for participating in full-mission simulator courses.

Any questions in addition to the above can be directed to: Praktik@simac.dk.

7.3.4 Maersk Cadet Training and Assessment

As part of the last three months of seagoing service, all cadets must pass an onboard evaluation, as described in GLSM 06-05-P454. The aim of this is to ensure that you have acquired enough knowledge, training, and experience to become a watch keeping officer.

The same "Induction Checklist" is introduced for all newly promoted 3/O or 4/E which must be completed when they take up their first assignment.

If you are informed "not ready for promotion" on your last assignment before the graduation – you may be subject to a technical interview which will be informed separately.

If the following technical interviewer deems you are not ready for the coming assignment as officer, the situation and progress will be evaluated case by case.

7.4 Communication

If there are duty-related matters of which you would like to notify the Cadet Administration, this must be done in writing and, if this occurs while you are at sea, as a rule you must present your communication to the captain for his/her endorsement before it is sent.

7.4.1 Internet

You will have access to Internet onboard. Use must meet the ethical and social standards in the workplace.

- Must not interfere with employment duties
- Must comply with all internet policies
- To be shared with all crew and official work

7.4.2 Letters and parcels

For sending letters or parcels to the vessel, it is advisable to send it through the Company, to ensure it arrives through an agent.

The sender must ensure that the parcel is safely wrapped and labelled.

The parcel/letter need to be labelled with following information (to send it to the correct vessel including compliance of legal formalities).

1. Rank or Position
2. Name of Seafarer
3. Name of Vessel (in capital letters)
4. Return Address in case the mail could not be delivered
5. Detailed list of contents as per the below instructions.
 - a. If the parcel contains publications, the name or title of this should appear from the content list.
 - b. The parcel cannot include any food, including cookies, chocolate, candy, tea, dried fruits etc.
 - c. The parcel cannot include any lithium ion or lithium polymer cells or batteries, as it is considered dangerous goods. This means no phones, tablets or laptops will be accepted as content.

If the above is not fulfilled, the parcel/letter will be confiscated, and the contents destroyed.

Due to customs processing, these parcels can be difficult to send outside of Schengen Area, and a delivery time of 3–4 weeks should be expected.

Please note the Company cannot be held liable to pay compensation for parcels which do not reach the recipient.

In the event of questions relating to post, the Company can be contacted by e-mail:

HQFM@maersk.com

Example of a correct address:

	To cadet	
	Maria Johansen	
	M.V. SVENDBORG MÆRSK	
	A.P. Møller–Maersk	
	Esplanaden 50	
	1263 Copenhagen K	
	Denmark	
Sender:		Containing:
Name:		Magazines,
Address:		DVD: "Den eneste ene", DK
Postcode and town/city:		Pair of socks
Country		Toothbrush

7.5 Special matters

7.5.1 Pornographic material

You should refrain from bringing pornographic material onboard, including literature, magazines, or films, as this could cause problems when calling in countries where this material is prohibited by law.

Please note that in some countries, ordinary newspapers/magazines are considered pornographic.

7.5.2 Only bring your own stuff onboard

Do bring own stuff onboard only, which you are personal accountable for.

If cadets are requested to bring other stuff onboard, it must be considered an emergency. Such request must be submitted by Captain to the Cadet Administration, who will evaluate the request and reach out to the cadet (should it be deemed necessary).

7.6 Working hours / Rest hours

You are on a fixed salary and as such there are no limit to the working hours, as long the tasks are relevant and related to the education and the rest hour comply with the rules.

As the training record book is part of your education, the completion of the tasks is included in the working hours.

I.e., no specific rules apply for DK cadets re. study time or allocated study days.

Public & customary holidays relevant for cadets, are those recognized in the DK-flag state.

I.e., Danish public holidays and Sundays are considered part of the rest hours.

As an exception however – the STCW regulation available in the system state:

The seafarer may:

- a. be requested by the captain to work on Sundays or Public holidays in instances where work cannot be postponed.
- b. or the seafarer can voluntarily request to work on specific/all Sunday(s) or public holiday(s) during active service onboard

7.7 Visits

The meals of crew members' spouses, children or parents eaten onboard the ships during stays in ports are free of charge. Any meals for other relatives are to be paid for in accordance with the Company's regulations and payment for these will be deducted from the payroll account onboard.

In all instances where a crew member wants a member of his/her family or other persons to eat onboard, the captain or chief steward must be notified of this well in advance. To ensure compliance with the procedures stipulated in the ISPS code, visit requests must be submitted to the ship's captain.

7.8 Insurance

7.8.1 Industrial injury insurance seagoing service and school

Pursuant to the Industrial Injury Insurance Act of 1 January 1993, the Company is under an obligation to keep its employees covered by industrial injury insurance onboard, as well as on outbound and homeward journeys.

It is worth mentioning, however, that if the journey is discontinued for personal reasons, the insurance cover will cease. The insurance cover stipulated in the Insurance Act is index-linked.

The actual compensation is set by the National Board of Industrial Injuries in Denmark according to a detailed assessment depending on wage income, age and possible degree of lost working capacity.

If the seafarer is injured while ashore, DMA will pay the costs relating to hospitalisation and the homeward journey.

The Company's accident insurance policy (industrial injury) covers injury occurring onboard, and it is advisable for seafarers themselves to take out personal or full-time accident insurance, so they are covered while ashore. This insurance covers disability and death caused by an accident.

In addition, the Company has taken out insurance to cover the periods of **school attendance** included in the ship's officer training programme. Thus, cadets are covered by an industrial injury/accident insurance (PFA) and occupational disease insurance (AES).

7.8.2 Commercial liability insurance

The Company has arranged for commercial liability insurance to cover employees when they or the Company becomes liable for damages during the performance of work for the Company.

The insurance covers the liability for damages against persons or objects which can be imposed on the Company.

7.8.3 Insurance against theft

As the Company does not have insurance against theft of personal belongings onboard, cadets are advised to take out ordinary household/house-contents insurance to cover this. Further details about this and the annual premium can be obtained from any insurance company.

7.8.4 Personal liability insurance

If the seafarer incurs liability outside of work, the seafarer is personally liable for this. As it is frequently quite costly outside of Denmark to be faced with a claim for compensation, the Company recommends that seafarers take out household/house contents insurance which also covers personal liability.

7.8.5 Travel-related activities insurance

International SOS

Maersk has partnered with International SOS and Control Risks to provide a comprehensive medical and security service that will prepare advise and assist employees on business travel. You can call International SOS 24/7 on +45 3363 9112 in emergency cases.

If the luggage is damaged, delayed, or lost, notify the Travel Insurance Provider; AIG Business Travel Insurance online: <https://www.sos.eu/en/self-service/>

Or send an email to: corporateclaims@sos.eu

Please always mention in your email to AIG the Policy No. 85.0.01.750 and Membership No. 14EYCA093768.

You can find more information on the Cadet Intranet.

7.8.6 Own insurance policies

If you wish to take out the insurance cover mentioned above, you must personally contact an insurance company. In our experience, some insurance companies are not familiar with the special circumstances which apply to seafarers, and for this reason their insurance is too costly.

It is always a good idea to obtain insurance quotations from more than one company but be aware normal insurance policies usually do not provide cover outside Denmark.

If you are a member of MMF (Maskinmesterforeningen) or Søfartens Ledere, you can investigate which insurance options they provide.

7.8.7 Additional insurance

As part of the collective agreement, insurance cover has been created for cadets to cover the risk of disability and death. In this instance, a payment of, currently, DKK 500,000 for disability (100%) and currently DKK 100,000 for death is made. The premium is paid by the Company.

7.9 Conduct

The ship is not only a workplace, but also your home while onboard. It is crucial that all areas onboard including your own cabin are always kept clean and tidy.

As future officers you are expected to actively and positively contribute to the best possible environment onboard.

7.10 Spare time onboard

Our vessels are all equipped with IT equipment for operations and leisure activities.

The onboard lounges have a variety of entertainment systems, such as PlayStation / Xbox or similar.

Onboard you will also find a fitness room with various equipment. We encourage everyone to make use of this equipment, to maintain a good physical and mental wellbeing.

We always encourage you to initiate and/or take part in onboard social activities. As a suggestion it could be Table tennis, Ping Pong or Dart tournaments, movie nights, fitness challenges, board games or games on different consoles.

7.11 Gangway notice board

After arrival at any port, the date and time of departure will be posted on a notice board by the gangway.

You are only allowed to leave the vessel after this has been posted and by agreement with your senior officer.

If you do not return to the vessel in due time, you may face a written warning and/or dismissal. You will be held personally liable for any costs related to delay of vessel and/or your homeward journey.

7.12 Stopover in ports / repatriation

In special circumstances it may be possible to stay for a short period of time in the disembarkation country. This will depend on many factors, including local security, immigration, visa requirements, safety and Company procedures/guidelines.

If approved by the Cadet Administration, you will need to sign an indemnity declaration stating that you – at your own risk and expense – agrees to indemnify the Company in respect of anything relating to your local leave.

You must consult the vessel's procedures and the captain in case you want to apply for a repatriation deviation.

Please note that approval is given by the Cadet Administration on a case-by-case basis.

7.13 Compassionate leave

If a cadet requests premature disembarkation due to another person's illness, death, etc., the Company will evaluate the situation on a case-by-case basis before repatriation is agreed.

In such matters your relationship to the person concerned is considered. As per our Compassionate Relief policy you may be signed off at the first suitable port if it is someone in your "immediate family".

"Immediate family" is defined as children, parents and in some circumstances spouse/cohabitees. In these circumstances we will cover the cost of your travel home. Leave days are taken at your own expense.

If you wish to sign off due to non "immediate family" illness, death etc. this will be evaluated on a case-by-case basis. In such circumstances all cost including travel and leave days will be at your own expense.

Please always ensure to make such an enquiry through official channels, i.e., through the captain/vessel mailbox.

8. Termination of the cadet contract

In the event you wish to withdraw from the training contract, you must notify the Cadet Administration in writing.

If you wish to terminate your contract while being onboard, you must always notify the captain of your decision first. Thereafter you must notify the Cadet Administration of same.

According to the collective agreement, you have fourteen days' notice of termination. Sign-off will normally take place as soon as possible after you have terminated the contract but will depend on the costs of homeward transportation and the conditions relating to the port call.

If you insist on an urgent repatriation with a short deadline, it will add extra cost and administration. In such case you will be charged the full repatriation cost.

If the Company wishes to terminate the employment relationship approval of this will be obtained from "Det Faglige Udvalg".

9. Discount

9.1 Rebate cards

Upon employment, you will be issued with a rebate card that can be used by you for your own household only.

Misuse of the card will lead to its discontinuation.

You will receive more information on how to register and activate your cards. Any questions may be directed to the Cadet Administration.

The discount saved will be paid once a year (usually in end of June) in accordance with the rules in effect.

9.2 Logbuy

As a Maersk employee you are entitled to benefit from the discounts accessible to Maersk employees employed on Danish contract. These benefits are available through the discount portal called LogBuy and include stores in Denmark only.

The LogBuy portal contains 2800 LogBuy negotiated deals where you can save money, and a few of our own Maersk agreements are incorporated into the portal as well. LogBuy can be used both via Internet explorer and via the LogBuy App, which can be downloaded in App store.

You will automatically receive a welcome e-mail from LogBuy (after your employment date) with a link you will need to activate to get access to the portal. You can then download the LogBuy app and log-in - and you're ready to make your own savings straight away. The app contains a map and your personal "discount card" so when searching for a product, a list or a map will appear. When you go to the physical store you simply show the "discount card" on your mobile to receive the discount. No Maersk ID card or printouts are necessary. Online deals are also available in the app. Simply use the code mentioned next to the individual deals to get the discounts. The internet portal is in both Danish and English, when searching for the deals. However, many of the deals are still in Danish, when using the internet browser of your computer. You can also enter the LogBuy portal via the LogBuy app, which can be downloaded to your phone. When you sign in via the app, then the language you have chosen on your phone should be reflected in the app, i.e. an English set-up on your phone will automatically show the app in English. This, however, only applies to the interface of the app.

10. Red letter days

For red-letter days such as a weddings and births, the Company wants to celebrate the day by sending a greeting to the seafarer.

In these instances, please notify the Cadet Administration well in advance – and no later than one week after the event has taken place.

11. Maersk brand store

Maersk seafarers can make private purchases of various items with the Maersk Logo on the online Brand Store portal.

The portal is not accessible for the time being.

12. FAQ

Is it possible for me to take a leave of absence from my cadetship with Maersk?

As a rule, no. However, we show special consideration in situations where the individual is affected by urgent matters such as illness, severe illness in the family or, for instance, personal problems. In these instances, the Company can permit the cadet to temporarily suspend the training contract for a short period but a maximum of six months.

I have been summoned to an examination for military service. What should I do?

If you are enrolled in a cadetship, you cannot be summoned to military service. You can, however, choose to attend an examination for military service. Your training contract with Maersk applies from

the time you begin the basic training programme until you have obtained a certificate of competency with senior rights. Therefore, you cannot be summoned during this period, nor can you be summoned during the part of your seagoing service as a junior officer, which is covered by the training contract.

In certain instances, the Danish Armed Services' Military Service and Recruitment Department requires documentation stating that you are still enrolled in a training programme. You can obtain this at the educational institution, you can send a copy of your training contract, or you can contact the Company which will draw up a certificate to document that you are still enrolled in a training programme.

I would like to take a break from my studies to do my military service. Is that possible?

If you wish to take a break from your studies to do your military service, this will result in you having to withdraw from Maersk. We consider the skill sets you acquire during a possible training programme in the armed forces as valuable and encourage you in this instance to seek re-employment upon completing your military service.

My parents are celebrating their silver wedding anniversary while I am out at sea. Can it be arranged for me to be home?

When at sea, there will always be a certain amount of deprivation. This means that it is not necessarily possible to attend all family events. That said, we endeavour wherever possible to organise seagoing periods so that we meet individual needs to the greatest extent possible. We must take account of the following factors: time at sea, travelling costs, types of ship, utilisation of training spaces, etc.

Is it possible for me to attend a graduate study programme in business administration (HD) concurrently with the cadetship?

A few people have the energy to attend another training programme, such as HD, at the same time as the cadetship. It is worth remembering, however, that both training programmes are very demanding, and that top priority should always be given to your cadetship. If necessary, contact the school and the Cadet Administration for advice and guidance in this regard.

Is it possible to bring my partner to sea?

As a cadet, it is not possible for you to bring your partner to sea. When you become an officer, there will be an opportunity for this. Please refer to the applicable rules described in the procedures.

Appendix A: Contact

Maersk, Cadet Administration & Recruitment, Denmark

will be your point of contact for training-related questions, contracts, preparations for seagoing service, guidelines, etc

Maersk A/S

Cadet Administration & Recruitment, Denmark.

Østre Havnevej 2, st.

DK-5700 Svendborg

E-mail: MFMTMPNEUCAD@MAERSK.COM or cadet@maersk.com

Phone Head Office: +45 3363 3363

Head of Cadet Administration - Direct: 3363 3700

Cadet Culture Advisor – Direct 3363 3701

Talent Attraction Specialist – Direct 3363 3702

Opening hours for cadets - unless we are out of office/attend mandatory meetings etc.

Weekdays from 9.00 – 15. 00

If you wish to ensure you don't go in vain, you are welcome to book a meeting by phone or mail.

Crewing

Please contact Crewing for any queries re. the planning of vessel embarkation /disembarkation, Onsigner protocol, Accommodation, sea days etc.

Crewing team	Mail address	Time zone GMT	Phone	Emergency Duty 24/7 (Danish rate)
Crewing CPH	MLFMTCRWCPH@maersk.com	0	+45 3363 5855	+ 45 3363 1510
Crewing SIN	MLFMTCRWSIN@maersk.com	+8.00	+65 9821 3073	+ 45 3363 3491
Crewing MUM	MLFMTCRWMUM@maersk.com	+5.30	+91 22 5049 1980	+ 45 3363 3494

Communication must be in English and preferably in writing. If you wish to contact the division in Singapore or Mumbai by telephone, please try to do this in the morning CET due to the time difference.

Emergencies

In the event of an emergency during your seagoing service or while travelling, you can contact the person on duty round the clock on the duty phone number stated in the list above.

AMEX

Please contact American Express Global Business Travel (AMEX) on global.maerskline.marine@amexgbt.com for any queries re. your travel/ E-ticket, Joining letter, agent details, letter of guarantee (LOG).

DOCUMENTATION

To be uploaded in Compas by the Cadet.

In case you have any queries related to the uploading of your documents/certificates etc, please write to the documentation team (MLFMTCRWDOCPH@maersk.com).

Marine People North Europe

Please contact MFMTMPNEU@maersk.com for any queries re. transfer to junior officer or sick cases while doing sea service.

Travel insurance

If the luggage is damaged, delayed, or lost, notify the Travel Insurance Provider. AIG Business Travel Insurance online:

<https://www.sos.eu/en/self-service/>

Or send an email to: corporateclaims@sos.eu

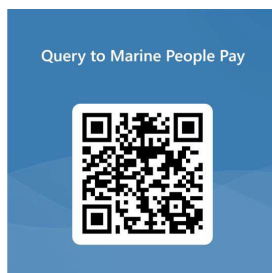
Please always mention in your email to AIG the Policy No. 85.0.01.750 and Membership No. 14EYCA093768.

PAYROLL

All payroll queries should be raised via Marine People Pay form.

- The form can be found in the link: <https://forms.office.com/e/dW1NaMs4MG>

or QR code:



Appendix B: Checklist – Bring along in hand luggage

Before departure, the following papers/vaccinations must be brought up to date and be valid throughout the vessel assignment. It is solely your responsibility to ensure these documents follow the instructions and the **original** documents are brought along at the vessel assignment.

Always remember to bring the documents in your hand luggage!

- Employment contract (original)
- Passport – incl. US visa. / Other visas
- Discharge book
- Medical certificate
- International certificate of yellow fever vaccination
- STCW Certificates (original) issued during the education program.
 - Basic Fire Fighting (STCW Reg. VI/1-2)
 - Elementary First Aid (STCW Reg. VI/1-3)
 - Personal Survival Techniques (STCW A-VI/1-1)
 - Personal Safety and Social Responsibility (STCW A-VI/1-4)
 - Designated Security Duties (STCW Reg. VI/6)
 - ECDIS Generic 1.27 certificate only D/C 2nd sea phase
- Certificate of Navigational Watch keeping, issued by the school (only D/C)
- Training record book
- Visual correction (spare pair of spectacles or contact lenses)
- Flight e-ticket /Joining Letter /Letter of guarantee
- Agent details
- Cash (USD100) for incidental expenses.

Appendix C: Consent form (from cadet to school)

To the Educational institution: _____

Name of institution

Personal consent form concerning Personal Information

Name of student	Student school number
Please use capital letters	

I agree the educational institution may disclose information in student administrative system – which influence the planning and execution of my cadet contract/internships with the company, e.g., circumstances which may cause the education to be delayed or not be completed as planned.

Such information may be shared with:

Maersk A/S

Cadet Education and Recruitment Denmark

Mail: MFMTMPNEUCAD@maersk.com

Phone: +45 3363 3700

Date

Signature student

Appendix D: Danish Education and sea time requirements

DK Cadet education			
Marine Engineer (SIMAC)		Master Mariner (SIMAC)	
BM1 Rank E/C Workshop - SIMAC Basic theory + BST courses Smoke diver and DSD	Rank E/C	BS1 Rank D/C Basic training - SIMAC Basic theory + BST courses Smoke diver and DSD	
BM2 Workshop project		1st sea period (Preliminary sea time) Obtain approx. 5-6 month 2 vsl x approx. 3 mont each	
1.st sea period (Preliminary sea time) Must obtain min. 183 sea days Dispensation not possible 2 vsl x approx. 3 mont each		BS3	
BM4		BS4	
BM5		BS5	
BM6		2nd sea practise Obtain approx. 6-7 month 2 vsl x approx 3 month each Must obtain a total of minimum 365 sea days	
BM7		BS7	
BM8		BS8 Bachelor project Graduation Total 3,75 years Mate 2nd class Bachelor	
Bachelor practise Must obtain min. 50 sea days (except for MARTEC E/C - requiring 60 days)		Rank D/C	Master Mariner (Marstal)
BM9 Bachelor project Graduation Total 4,5 years Watchkeeping Engineer Bachelor			BS1 Rank D/C Basic training - SIMAC Basic theory + BST courses Smoke diver and DSD
		Sea time 4 vsl x approx. 3 mont each Must obtain a total of minimum 365 sea days	
		1. Sem	
		2. Sem	
		3. Sem	
		4. Sem	
		5. Sem	
		Rank D/C	
		Graduation Total 4,5 years Mate 2nd class	

Sea requirements - according to new way of counting sea days (DMA /Mysite)

Single E/C:

- Preliminary sea time : Minimum 183 sea days (Single E/C cannot apply for dispensation)
- Bachelor sea time: Minimum 50 sea days except for engine cadets attending MARTEC - which require 60 days.
Excess sea time obtained in preliminary sea practise can't be transferred to bachelor sea time.

Single D/C

- Minimum 365 sea days total
- 1st Sea phase - preliminary sea time approx. 5-6 month
(Not a fixed number of days, but if 1st sea phase is below 5 month – it should be evaluated case by case by Cadet Adm.)
 - 2nd Sea phase – remaining sea time. Approximately 6-7 month (not less than 3 month).

Appendix E: Drug and Alcohol procedure

Document ID: P057

Last revision date: 19/03/2024

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 3. Roles and responsibilities
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Scope

This procedure applies to all persons onboard, whether on duty or not, from time of signing on until time of sign-off.

Definitions

Alcohol: Any intoxicating drink, including, but not limited to; wine, beer, spirits, or any other drinks. This does not include production-related residues of alcohol in non-alcoholic beverage or food.

Drug: Any illegal substance that affects a person's physical or mental functioning when it is swallowed, breathed in, injected or consumed in any other way.

Employee: Signed-on employee of Maersk or of any related, affiliated, or subsidiary company or an employee of a company providing crewing services to Maersk.

Onboard: Any signed-on person including while on shore leave (In port). People who are not signed-on, will be considered onboard only when they are physically onboard.

Under the influence: Having measurable traces of an illegal drug or alcohol in the blood, saliva, breath or urine due to the intake of a drug or alcohol. Any reading of more than zero is considered as being "under the influence" of alcohol.

Possession of illegal drug and/or alcohol: Any illegal drug and/or alcohol found in possession of a person, his/her clothing, baggage, or cabin. This includes any sealed, full, partly full or empty bottles, cans, containers of any intoxicating substances.

Approved test provider: The contracted entity performing the D&A tests who is bound by data privacy agreements.

Drug and/or alcohol test: A recognized test which analyses an individual's breath, blood, urine, saliva, bodily fluids, or tissues for traces of illegal drug or alcohol using the approved test providers or approved testing equipment.

Approved testing equipment for alcohol in breath (breath testing equipment)

Breath alcohol testing devices will be provided by the company with a valid certificate. Vessel shall ensure that at least one working breath testing equipment is always available onboard.

List of approved equipment: Alcoscan (AL) 6000, 7000, **Alcomate Premium** Shipmanager article number 424796.

Roles and responsibilities

Individuals and their privacy shall be respected when implementing this procedure.

3.1 Nautical & Marine Compliance in liaison with Crewing is responsible for:

- Implementation of and compliance with this procedure
- Organising planned and unannounced drug and alcohol (D&A) testing
- Maintaining records and statistics for the tests being carried out

3.2 Marine HR / Marine People Team shall ensure that all employees are aware of, and agree to comply with, the D&A policy and procedure prior embarkation.

3.3 Master is responsible for:

- Implementation of and compliance with this procedure onboard the vessel
- Informing visitors, contractors, and others about this D&A procedure.
- Maintain custody of the approved breath testing equipment, ensure it is maintained in accordance with Safety Task (code 10.03.21).

Master has the overall authority and responsibility to ask any visitor/stevedores, to leave the ship if reported/suspected to be under influence of drugs or alcohol.

3.4 All Persons (excluding Master)

The individual employee, contractors, subcontractors, visitors, and any other person is responsible for complying with this D&A policy and following this procedure.

In case of an incident where the Master is involved, the next senior most rank, not involved in the incident should act.

Description

4.1 For employees prior joining company vessel: A written consent for reading & understanding this D&A policy is maintained throughout employment. Insertion of such a clause in the employment contract and/or CBA will also serve the purpose.

It is the obligation of the seafarers to declare any dependency on alcohol/drugs.

4.2 While travelling to and from the vessel: At the time of embarking the vessel, any reading of more than zero is considered as being "under the influence" of alcohol. In all cases, it is the employee's responsibility to comply with a zero-reading, also in cases where vessel schedule and embarkation is changed etc.

4.3 While onboard: No employee, contractor or visitor shall be under influence or in possession of any alcohol, illegal drugs or narcotics while onboard our vessels.

4.3.1 Testing Requirements:

It is mandatory for all persons signed-on the vessel, except children below the age of 16, to participate in the D&A test.

To ensure compliance with D&A policy:

1) The Company will arrange an unannounced D&A test using authorized test providers minimum once a year.

Note: In isolated cases when vessel schedule is not conducive, the unannounced test may be postponed to the next most convenient port with prior approval from Head of Nautical & Marine Compliance.

2) The Company will arrange through the Master an unannounced Alcohol test minimum once a year.

3) Masters shall initiate an Alcohol test for all personnel onboard, when they suspect or are aware that D&A policy has been violated.

It is a violation of this procedure to refuse to take a drug or alcohol test as required. A refusal will be treated same as positive test.

An employee has the right to request any colleague to witness the onboard alcohol test. The person requested to be witness should also agree to this.

4.3.2 Testing in Port: It is estimated that a person can complete the drug and alcohol test in less than 30 minutes, thereby having a minimum effect on the rest hours plan. If the Master rejects collection of samples for drug and alcohol test due to rest hour violations or any operational reasons, send an e-mail explaining the reasons for rejection to MLFMTMARSUP@maersk.com. Send both, initial rest hour plan (before registering actual rest hours) and actual rest hours, to Nautical & Marine Compliance after sailing out from port. All seafarers must declare ongoing medication in the Chain of Custody form provided during the test by collector / vendor.

4.3.3 Random searches: Master is authorised and obliged to carry out unannounced searches for any part of the vessel including one or more crew cabins in the following situations:

- When instructed by the company
- When the Master suspects or receives a report that the D&A policy has been violated

Where such searches involve occupied cabins, another crew member and the cabin occupant should be present while the cabin is being searched. Due regards should be given to individual's privacy and rest hours.

4.3.4 Post incident testing after marine incident

In case of marine incident, drug and alcohol tests will be performed:

- To verify if usage of drugs or alcohol was a contributory cause of the incident
- To Satisfy any requirements of authorities and stakeholders in the incident.
- Following an LTI or Potential LTI incident after consultation with Office
- Following a nautical/technical incident after consultation with Office

Alcohol testing shall take place as soon as possible (within 2 hours of the incident), to preserve the evidence. The tests should as far as practicable be carried in presence of at least one of the senior officers.

In US waters, as far as practicably possible, the drug test shall be conducted by approved test provider within 32 hours of a serious marine incident.

4.3.5 While in port/terminal: When the Master is notified by external authorities of any possible D&A policy violation involving any crew member, he/she shall initiate action as per this procedure. Actions may include random tests/searches and sharing information with the authorities.

4.3.6 Interpretation of alcohol test results: For alcohol test conducted onboard using the approved breath testing equipment:

- If the test result is zero, it is regarded as final for the test in question.
- If the test results exceed zero, the first test is considered a screening, and a second test shall be administered not less than 15 minutes and not more than 30 minutes after the first test. The result of second test will considered final.

For D&A test conducted by approved test providers are regarded as final.

4.3.7 Records: Entries of any D&A test to be made in the deck logbook. Test results recorded onboard the vessels shall be kept in the file CPT.103. Whenever the vessel has a shore D&A test by an approved service vendor, the vessel should file a copy of the certificate in the folder "8.6 Drug & Alcohol Certificate" in the certificate module.

When tests are performed using approved breath testing equipment please record the test results in Form C057. Ensure the form is signed by:

- The person being tested.
- Master and the person conducting the test (if anyone other than the Master)
- Any witness appointed by the person being tested.

The test results shall be shared with MLFMTMARSUP@maersk.com

The test records shall be maintained onboard for 2 years.

Consequences

If any person is:

- Found to be in possession of drugs or alcohol while boarding or onboard, or
- Under the influence of drugs or alcohol when tested onboard or
- Tests positive in the results provided by the approved test provider,

Will result in disciplinary proceedings, disembarkation from vessel and employment termination.

These are initiated by the Master and/or the company.

References

- Policies and Objectives (Doc ID: P001)
- U.S. DOT, Federal Register 49, Part 40, Subpart L, "Alcohol Screening Tests" to comply with 46 CFR 4.06-3
- Allergies and medication (Doc ID: P255)
- Disciplinary procedure (Doc ID: P394)
- Process Flow Unannounced Alcohol Test (Doc ID: A057)
- Alcohol test record (Doc ID:C057)