



## MARITIME SUPPORT SERVICES LIMITED

Title:	MSSL EMPLOYMENT POLICY	Procedures:	MSSL 022
Approved by: Managing Director	Date: 17 <sup>th</sup> April 2017	Revision number: 00	Page: Page 1 of 2

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### EMPLOYMENT

MSSL recognizes that employee development and welfare is vital to the success of the company, and all the employees are considered part of the family.

Our employment policy ensures that:

- Selection is strictly on merit without any consideration for cast, creed, gender, religion, race, color, nationality, disability, tribe, political opinion or other similar factors.
- Child labor is not allowed and appropriate safeguards are in place for young workers.
- Working hours and other service conditions are designed for better health, environment and social conditions of employees and are in accordance with the prevailing applicable laws of the country.
- Human resources development through further education and training is encouraged.
- Workers are free to leave at any time as stated in individual condition of service.

### WORKFORCE:

- Workforce shall be recruited according to age and eligibility:
- No person below 18 years of age will be employed in hazardous activity.
- Young workers below the age of 17 shall only be employed in non-hazardous activities, and appropriate safeguards for their health, safety, development and education shall be in place

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• An employee's age shall be verified from one of the following:

(a) Birth certificate.

(b) Educational certificate of a government-recognized school showing the age of the person.

(c) Election identity card showing a clear photograph and age of the person

(d) Medical certificate, which must be issued on doctor's headed paper and should include the doctor's registration number, seal and signature. The photo of the person certified should be attached.

• No person who has been convicted of a criminal offence or is mentally or physically unfit to perform the required job will be employed.

• Forced, prison or bonded labor will not be employed.

• An examination to ensure physical fitness will be arranged at the time of employment by the

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