

HARBOR OFFSHORE MARINE, INC.

HARBOR LAUNCH SERVICE

HARBOR OFFSHORE MARINE, INC.

Employee Handbook

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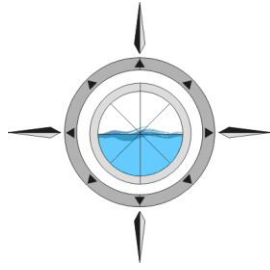
Rev. January 12, 2015



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HARBOR OFFSHORE MARINE, INC.
HARBOR LAUNCH SERVICE

January 1, 2018

Dear Harbor Offshore Employee:

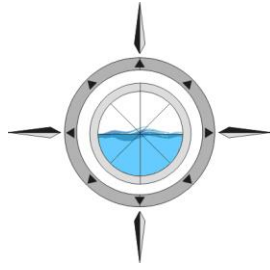
Welcome to Harbor Offshore Marine! We are delighted you are joining our team and look forward to a long and prosperous partnership. Your role is critical in fulfilling our organizations mission and goals.

As you progress through the next few weeks and months, we will do our best to help you become a productive member of our staff through orientation and training. Please feel free to let any of the other employees or supervisors know what you need to accomplish your new responsibilities. This handbook will further help guide you along that process, so take note of the following documents and if you have any questions, please feel free to contact your supervisor.

We're always here to help!

Sincerely,

Magen M. Ortiz
Vice President



HARBOR OFFSHORE MARINE, INC.

HARBOR LAUNCH SERVICE

CAPTAIN'S DUTIES & RESPONSIBILITIES

The following directions are not intended to cover in detail all the areas of his responsibility, but to serve as a general guide for his performance of the duties of Captain.

The Captain is in charge of the navigation, operation, management, care and safety of the vessel; the safety and wellbeing of the crew and all other personnel on board as well as the safety of the equipment and cargo carried on board. It is the duty of the Captain to keep himself fully informed of, and adhere to, all United States and other relevant laws, regulations and directives affecting the operation of the vessel. In addition, the Captain shall acquaint himself fully with the regulations and local requirements of all ports visited. He shall not berth at any port until all the laws have been complied with. All problems encountered shall be reported to the Company office by the most expeditious means. The Captain is responsible to the owner and charterer, for the operation of the vessel and the employment of the crew in a safe and efficient manner to carry out the assigned missions of the vessel. He must maintain proper order and discipline on board at all times. He shall be held responsible for any disorderly conduct, or violation of the laws or of the rules covered in the Company's Employee or Health Safety and Environmental Policy which might have been prevented by proper administration and supervision on his part. He shall not permit any alcoholic beverages, illegal drugs or other intoxicants on the vessel at any time.

The Captain, as the commander of the vessel, must govern his decisions relating to loading, operational matters, personnel and vessel safety, and instructions from the owner and/or the charterer, based on his knowledge of safe marine practices and good relations with the owner and/or the charterer to whom he has the obligation of providing such services.

The Captain shall make at least one inspection of the vessel daily, including inspecting the machinery area along with the Chief and/or Swing Engineer.

Physical Requirements:

The Captain must be physically and mentally able to take charge of the navigation, operation, management, care and safety of the vessel and crew; make daily inspections of his vessel, including all machinery spaces, voids and rudder rooms. The inspections include climbing ladders, entering tank opening 18" in diameter and being able to move about in all weather conditions. The Captain must be skilled in and have a working knowledge of boat handling. He must have a practical knowledge of seamanship and a working knowledge of electronics. The Captain must also have an understanding of ships power plants and ship's propulsion systems. The Captain must be able to:

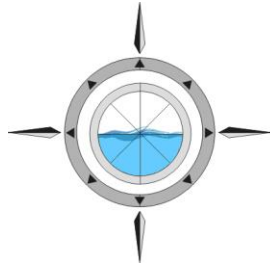
- perform his duties under any weather and sea conditions
- work in confined spaces
- work outdoors in all weather conditions
- work aloft
- work over head (painting, chipping, etc.)
- work with pneumatic and power tools
- work bent over or squatting for long periods of time
- lift 30 pounds and carry it 50 feet
- walk up a ships ladder while the vessel is rolling and/or pitching
- climb a 30 foot mast



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Master's Logs

Master's logs should be filled out daily and the following information should be entered:

- 1) AFE & Block Numbers;
- 2) Signed by the Captain;
- 3) Signed and stamped by dispatcher or company man;
- 4) Fuel Ticket Numbers / Lube Ticket Numbers - on the day you took on fuel / lube;
- 5) Grocery amount on the day you received groceries;
- 6) Any additional personnel staying on board and/or eating on board; and
- 7) Crew changes notations.

Crew Change

All crew members are expected to have a pass down meeting at crew change. The pass down meeting should include any pertinent information the on-coming crew should be made aware of. Captains are also responsible for ensuring the departing engineer has informed their replacement of any and all pertinent mechanical issues.

At every crew change, please be sure the following documents are sent to the office:

- 1) All master logs, signed and stamped by the dispatcher or company man;
- Master's logs must be in by the 1st and 15th of every month for billing.
- 2) All fuel and lube tickets;
- 3) Sign on / off hitch form;
- 4) All engine room logs, which are to be signed by both the engineer and Captain;
- 5) Any and all oil samples from last oil change or otherwise instructed;
- 6) Any and all Employee Reprimands, Accident Reports, etc;
- 7) Any and all grocery receipts, work order forms, receipts from mechanics, etc;
- 8) Any and all safety meetings conducted since the last crew change.

Groceries & Supplies

Groceries are delivered by various companies throughout the Gulf. If you have a question of what company to order from, please contact the office. Please be sure to order groceries in a timely manner. Personal items, including cigarettes, are not permitted to be charged to any company account.

Your grocery allowance is \$1200.00 per month.

Supply lists need to be sent into the office at least 3 workdays (Monday – Friday) prior to your scheduled crew change. Be sure to be specific with your order and please remember that some items take longer than others to obtain.

Supply allowance is \$400.00 per month.

Captains are ultimately responsible for ensuring the other crew members are doing their jobs in a satisfactory manner. Harbor Offshore expects all Captains to lead by example and treat everyone with respect and courtesy. If another crew member is in violation of rules, you are expected to report immediately to the office. Failure to do so may result in reprimand or termination.

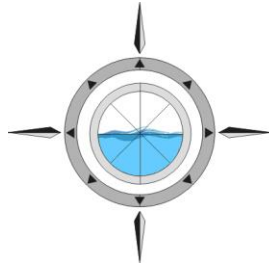
Forms & Logs



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Crew Sign On/Off Hitch Form

Every crew member is *required* to sign on and off the vessel every time they leave the vessel. It is the Captain's responsibility to ensure this form is filled out and sent to the office each crew change.

Passenger Manifest

Every passenger on board your vessel is required to sign on. The Captain is required to ensure the form is filled out by every passenger.

Vessel Incident / Accident Report

Any time there is an incident worth reporting to the office, it should be documented on this form. This includes *any* incident causing damage to your vessel and/or *any* collision with the property of another company, whether or not it causes damage to either vessel and/or property. If you have a question of whether this form should be filled out, please err on the side of caution and fill it out.

USCG 2692 – Report of Marine Accident, Injury or Death

This form is *required* by the U.S.C.G. if an accident *includes* any of the following:

- An injury that requires professional medical treatment (beyond first aid).
- An occurrence resulting in damage to property in excess of \$25,000.
- All groundings creating a hazard to navigation, environment or safety of the vessel.
- Loss of main propulsion or primary steering, causing a reduction of the maneuvering capabilities of the vessel.
- An occurrence affecting the vessel's seaworthiness or fitness for service – including flooding, failure or damage to fire extinguishing systems, lifesaving equipment, or bilge systems.
- Loss of life.

Report of Injury / Illness

Please fill out any time any person (crew member or passenger) suffers an injury or illness on board.

Safety Meetings

Each Captain is required to conduct *one safety meeting per hitch*. In addition to addressing various safety topics, please be sure to practice drills – Man Overboard (MOB), Fire Drill & Abandon Ship.

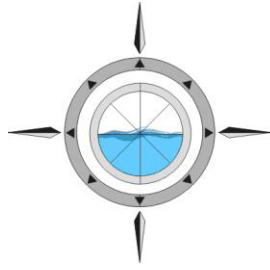
Employee Reprimand

You are the first line of communication to the office regarding crew members. Please fill these out if necessary. Failure to report other crew members' violations of rules may result in reprimand or termination.

Radio & Refuse Logs / Charts

Please be sure to regularly update radio and refuse logs and all applicable charts, as required by USCG.





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ENGINEER DUTIES & RESPONSIBILITIES

The following directions are not intended to cover in detail all the areas of his responsibility but to serve as a guide for performing the duties as the Engineer of the vessel.

The duties and responsibilities of the Engineer are to maintain and repair the entire machinery engineering plant, ballast tanks, fuel tanks, water tanks and piping of the vessel. The Engineer is also responsible for reporting any and all problems to the Captain and to the Company if repairs cannot be made on board.

The Engineer shall take charge of and be responsible for the good condition and efficient working of the entire machinery engineering plant of the vessel, including the main engines, propulsion and associated equipment, all auxiliary machinery, all electrical, pneumatic and hydraulic machinery and appurtenances, steering machinery, and all associated components, deck machinery, and any and all other mechanical or electrical equipment, machinery and associated components and fittings. He is likewise responsible for completing his logs on a daily basis, the cleanliness and good condition of the compartments in his area of responsibility, valves, pipes, tanks and the water tight integrity of the vessel.

He is subject to the orders and regulations of the Captain and must consult fully with him on all matters pertaining to his department.

Physical Requirements:

The Engineer must be physically and mentally able to take charge of the entire machinery engineering plant, plant, ballast tanks, fuel tanks, water tanks and piping of the vessel and make daily inspections of his vessel, including all machinery spaces, voids and rudder rooms. The inspections include climbing ladders, entering tank opening 18" in diameter and being able to move about in all weather conditions. The Engineer must also be able to:

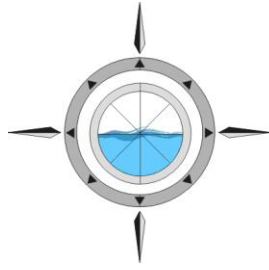
- perform his duties under any weather and sea conditions
- work in confined spaces
- work outdoors in all weather conditions
- work aloft
- work over head (painting, chipping, etc.)
- work with pneumatic and power tools
- work bent over or squatting for long periods of time
- lift 30 pounds and carry it 50 feet
- walk up a ship's ladder while the vessel is rolling and/or pitching
- climb a 30-foot mast
- enter a void opening 18 inches in diameter
- throw a mooring line 15 feet
- stack anchor chain in a confined chain lock
- wear safety steel toe shoes, safety goggles, ear protectors and protective gloves.



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DAILY & WEEKLY ENGINE ROOM DUTIES & RESPONSIBILITIES

Daily Duties

- 1) MONITOR exhaust temp every 20 min. / Report to Capt. if higher than allotted temp.
- 2) Check oil levels in all engines & clutches.
- 3) Check all bilge levels and pump the ones that need pumping.
- 4) Check for leaks on engines, clutches, generators and all gauges.
- 5) Straighten up work area and discard any trash / Clean any and all slip hazards.
- 6) Fill potable water tank.
- 7) Make sure the off-line generator is shut down.
- 8) Make sure **all** oil caps are in place.
- 9) Check potable water filter every other day.
- 10) Take fuel sounding every evening at midnight.
- 11) Make sure **all** unnecessary valves are closed.
- 12) Complete engine room log.
- 13) Drain all air compressors.
- 14) Stuffing Boxes – Grease & Tighten Nuts.
- 15) Pump sewage tank – ONLY 3 miles or more offshore.

Weekly Duties

- 1) Check pH level on freshwater tanks and add / deduct Nal Cool accordingly.
- 2) Replace anodes in freshwater tank, if necessary.
- 3) Check water level in batteries.
- 4) Check sea chest strainers on the main engines.
- 5) Check for trash in all bilge suction screens.
- 6) Check and clean battery terminals, if needed.
- 7) Switch potable water pumps.
- 8) Rudder Stuffing Boxes - Grease & Tighten Nuts.
- 9) Scrub **all** engines down.
- 10) Scrub deck plates.
- 11) Discard all used filters in proper receptacle.
- 12) Drain fuel trap for excess water.
- 13) Check all clutch screens.
- 14) Take out all trash.

Other

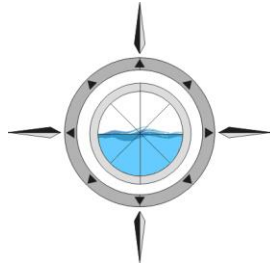
- 1) Air sep filters need to be cleaned / replaced accordingly:
 - a. Tapered – cleaned every 250 hours / replaced every 750 hours.
 - b. Coalescing (hockey puck) – replaced every 750 hours.
- 2) Oil change on mains – every 250 hours. / Be sure to submit oil sample to office every oil change.
- 3) Oil change on clutches – every 1000 hours.
- 4) Racor change on mains – every 200 hours.
- 5) Secondary fuel filters on mains – every 250 hours.
- 6) Generator oil change (also clean air & change oil breather) – every 288 hours.
- 7) Generator fuel filters – every 200 hours.



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DECK CREW DUTIES & RESPONSIBILITIES

The following directions are not intended to cover in detail all the areas of his responsibility but to serve as a guide for performing the deck crew duties of the vessel.

The basic duties and responsibilities of the deck crew are:

- 1) To have the training and experience necessary to fill the billet or berth for which he is employed.
- 2) To obey all lawful commands.
- 3) To report to the office or on board at agreed times.
- 4) To perform all duties in a seamanlike manner.
- 5) To submit to normal discipline.
- 6) To stand helmsman watches.
- 7) To handle mooring or anchoring duties.
- 8) To carry out vessel and equipment cleaning, maintenance and painting duties.
- 9) To assist in loading, unloading, discharging, or receipt of any and all equipment, supplies & cargo.
- 10) To be thoroughly familiar with assigned duties for drills and emergencies.
- 11) To report promptly the existence of all potentially hazardous conditions and to cause or effect the commencement of proper remedial or emergency actions to handle or correct the situation.
- 12) To maintain personal hygiene, including clothing, and keep living areas in a clean and sanitary condition.
- 13) To report promptly to the Captain and Company the existence of any personal medical problem or injury.
- 14) To assist in the maintenance of proper order and discipline on the vessel.
- 15) To assist the Captain and engineer as required.

Physical Requirements:

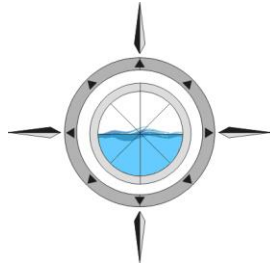
- perform his duties under any weather and sea conditions
- work in confined spaces
- work outdoors in all weather conditions
- work aloft
- work over head (painting, chipping, etc.)
- work with pneumatic and power tools
- work bent over or squatting for long periods of time
- lift 30 pounds and carry it 50 feet
- walk up a ships ladder while the vessel is rolling and/or pitching
- climb a 30 foot mast
- enter a void opening 18 inches in diameter
- throw a mooring line 15 feet
- stack anchor chain in a confined chain lock
- wear safety steel toe shoes, safety goggles, ear protectors and protective gloves.



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DAILY & WEEKLY DECK CREW DUTIES & RESPONSIBILITIES

Daily Duties

- 1) Clean both heads – toilets, sinks, counters, mirrors.
- 2) Wipe down all countertops, stove and vent hood, tables and the wheelhouse dash.
- 3) Wipe down all seats – wheelhouse, passenger areas and galley.
- 4) Clean wheel house – including steering wheels, throttles and instrument panel.
- 5) Dust TV and electronics.
- 6) Sweep **all** decks (floors) and stairs – including **under all mats and rugs**.
- 7) Mop **all** decks (floors) – including **under all mats and rugs**.
- 8) Keep sink clear of dirty dishes and keep clean dishes put away.
- 9) Empty **all** trash cans and take outside (dispose of trash while at dock).
- 10) Clean **all** wheelhouse windows **as needed**.
- 11) Rinse down outside of wheelhouse.
- 12) Clean handles and handrails.
- 13) Keep interior clear of all mess.
- 14) Keep deck clear – i.e. store all mooring lines and clear all trash.

Weekly Duties

- 1) Wipe down **all** walls and ceilings, including the stair braces and walls under the stairs.
- 2) Scrub shower stall, curtain and rubber mat.
- 3) Clean refrigerator, including cleaning out bad food.
- 4) Clean stove and oven.
- 5) Change aluminum foil on stove burners.
- 6) Clean microwave, inside and out.
- 7) Clean all bright work on vessel.
- 8) Scrub all rugs with soap and water.
- 9) Keep hand towels and pot holders washed.

To be completed the day before crew change:

- 1) Scrub outside of wheelhouse, cabin and all outside decks.

Other

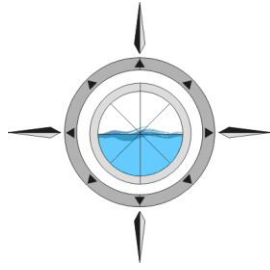
- 1) Never throw off a line before the Captain gives the order.
- 2) When securing vessel to the dock, make sure lines are secured properly.
- 3) Wear work vest, hard hat and steel-toed boots at all times when on the back deck.
- 4) As soon as you tie up or throw off line, let the Captain know you are clear –
COMMUNICATION IS KEY!
- 5) **Remain aware of your surroundings** at all times.



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EMPLOYMENT & SAFETY GUIDELINES

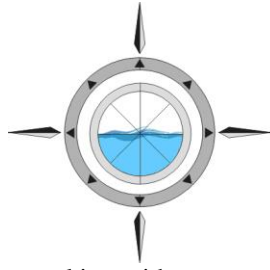
- 1) You are expected to treat every person on board with respect.
- 2) All crewmembers are required to stay within the premises of HOM property **at all times** during their hitch. When the vessel is away from home port, all personnel are required to stay on board the vessel, unless conducting authorized business. Any and all leave away from the vessel or dock must be cleared by the Captain and authorized by management. Failure to procure permission prior to leaving may result in immediate termination.
- 3) All accidents, injuries and illnesses, no matter how minor, are to be reported **immediately** to the office. HOM Accident Report or USCG 2692 form must be filled out in every case.
- 4) Non-prescription drugs or alcohol are not permitted aboard the vessel **at any time**. Prescription drugs must be approved by the office before being brought aboard the vessel. Any person found in possession of drugs or alcohol on board the vessel will be immediately terminated and reported to the U.S. Coast Guard, according to 46 CFR 16.
- 5) Weapons of any kind are not permitted aboard the vessel.
- 6) Unauthorized persons are not permitted aboard the vessel.
- 7) Report all unsafe conditions to the captain and office. Follow through the make sure they are corrected.
- 8) Smoking is **only** permitted in the engine & generator rooms or on the back deck. In particular, smoking is not permitted in the galley or quarters.
- 9) The “boat phone” is for business-related phone calls **ONLY**.
- 10) U.S.C.G. approved work vest (personal floatation device) must be worn by all personnel and visitors on our vessels whenever they are on the weather decks or when they are exposed to the hazard of drowning.
- 11) Hard hats must be worn while on the weather decks during loading and discharge operations and any time the vessel is located beneath an overhead structure (at rigs, platforms, under cranes, etc.)
- 12) Safety glasses must be worn when operating tools or working around flying dust or other eye hazards.
- 13) Gloves must be worn when handling lines or any objects or materials that are sharp-edged or abrasive.
- 14) Ear protection must be worn in the engine and generator rooms.
- 15) Steel-toed work boots or approved work shoes with slip resistant soles are required at all times. Do not wear shoes with thin or torn soles. Flip-flops are not permitted while on the deck of the vessel.
- 16) Do not operate machinery or tools you have not been properly trained to use.



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- 17) When working with or around machinery or power tools, make sure that all safety guards and other protective devices are in place and functioning properly.
- 18) Passengers are required to be seated while the vessel is underway.
- 19) No running, jumping or other horseplay is permitted at any time.
- 20) Do not jump into the water to “swim” a line ashore or to remove a rope from a wheel. No personnel are allowed under boats, vessels or barges at any time.
- 21) Work at a safe pace. Do not rush unless the safety of passengers or crew is at stake.
- 22) Do not attempt to lift heavy objects alone. Ask for help. Lift with your legs, not with your back.
- 23) Use caution around lines under tension. Do not get into the bight of a line.
- 24) Secure all doors and hatches while underway.
- 25) Do not obstruct passageways with gear or cargo.
- 26) Keep the vessel clean at all times. Spills or leaks on decks are to be cleaned up immediately.

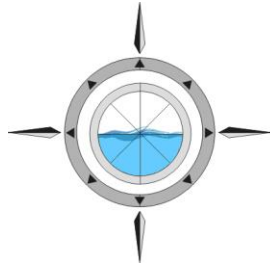
EMPLOYEE CONDUCT

HOM has established rules and procedures for employees to help ensure a safe, productive and pleasant working atmosphere. It is not possible to list all forms of behavior that are considered unacceptable in the workplace, but the following are examples of infractions of rules of conduct that may result in a disciplinary action, up to and including termination of employment:

- Theft, inappropriate removal or possession of property not belonging to you.
- Falsification of timekeeping records.
- Abandonment of post and/or excessive tardiness.
- Leaving the vessel and/or dock without permission from management.
- Possession or use of alcohol or illegal drugs aboard the vessel or at the dock.
- Fighting or threatening violence in the workplace.
- Negligence leading to damage of employer-owned or customer-owned property.
- Failure to report accident, injury or illness to management and/or failure to fill out proper forms.
- Insubordination or other disrespectful conduct.
- Violation of safety and/or personnel polices, including all health rules.
- Sexual or other unlawful or unwelcome harassment.
- Possession of dangerous or unauthorized materials (explosives, firearms, etc.) in the workplace.
- Unauthorized use of telephones or other employer-owned equipment.
- Unsatisfactory performance or conduct.

Employment with Harbor Offshore Marine, Inc. is voluntarily entered into and the employee is free to resign at any time, with or without cause. Similarly, Harbor Offshore Marine, Inc. may terminate the employment relationship at will at any time, with or without notice or cause, as long as there is no violation of applicable federal or state law.





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EMERGENCY DRILLS

FIRE DRILL (DECK FIRE)

ALL CREW MEMBERS:	Put on life jackets.
CAPTAIN:	Maneuver vessel; contact U.S. Coast Guard.
MATE:	Assemble passengers, have them put on life jackets and instruct them to stay together. Assist deckhand and engineer at sight of fire.
ENGINEER:	Open sea suction and valves and turn on fire pump. Assist deckhand at sight of fire.
DECKHAND:	Connect aft fire hose to forward fire hose. If necessary, open deck valve, advance fire hoses to fire and fight fire. (Fire hoses must be joined to reach fire on forward deck or engine room.)

ABANDON SHIP DRILL

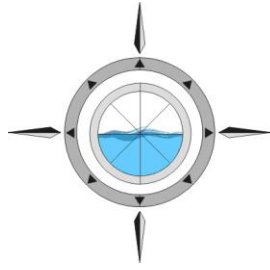
ALL CREW MEMBERS:	Put on life jackets.
CAPTAIN:	Maneuver vessel. Put out distress message / contact U.S. Coast Guard. Report to life raft area.
MATE:	Assemble passengers, have them put on life jackets and instruct them to stay together near the life rafts. Assist engineer and report to life raft area.
ENGINEER:	Shut down engines and generators. Dog all doors and hatches. Put caps on all fuel vents. Report to life raft area.
DECKHAND:	Put EPIRB, flares, first aid kit, emergency food and water in life raft(s). Prepare life raft(s) for deployment.

MAN OVERBOARD DRILL

PERSON FIRST SIGHTING MOB:	Announce loudly, "MAN OVERBOARD". Keep <i>continuous</i> visual contact with MOB and point to MOB in sight of wheelman.
WHEELMAN:	Return vessel to sight of MOB (use Williamson Turn Maneuver)
ALL OTHER CREW MEMBERS:	Put on life jackets, get ring buoy, harness and safety line, then deploy boarding ladder.

Bring MOB on board vessel.





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DRUG & ALCOHOL TESTING

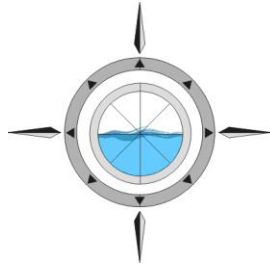
All company personnel, full-time, year-round, seasonal or contracted, that meet the definition of a crewmember, are subject to U.S. Coast Guard Drug & Alcohol testing, in accordance with 46 CFR § 4, 16 and 49 CFR §40.

If company vessels are operated in waters that fall under state or local law enforcement jurisdictions, crewmembers might be subject to testing under these jurisdictions as well.

Employees will be subject to the following types of testing:

- 1) Pre-employment Test:** All employees will be required to take a drug test upon employment. HOM is not bound by the results of any tests previously conducted by other entities.
- 2) Reasonable Cause Test:** If HOM has reason to believe that one of its employees is under the influence of drugs and/or alcohol, based on the direct observation of behavior performance indicators, HOM will require that employee be tested.
- 3) Post Accident Test:** If an accident occurs resulting in personal injury or property damage, HOM will conduct a drug and/or alcohol test to determine if there is a presence of a controlled substance in the system of the responsible person.
- 4) Periodic Test:** This category centers on the requirements of the Regional Examination Centers for the issuance of licenses and merchant mariner's documents. HOM is not responsible for the costs of these tests.
- 5) Random Test:** Every crewmember is subject to unannounced, random drug and alcohol testing **without advance notice** for the course of his/her employment.





HARBOR OFFSHORE MARINE, INC.

HARBOR LAUNCH SERVICE

DRUG & ALCOHOL POLICY

The possession, use, transportation, distribution, sale and concealment of drugs and alcohol and related items are **ABSOLUTELY PROHIBITED** on all Company vessels, premises and properties. The Company will cooperate fully with public authorities in the prosecution of anyone in violation of said prohibition.

In the interest of the safety and health of its employees, the Company reserves the right to inspect and search, at random, unannounced times, all packages, boxes, clothing or any personal belongings carried on or off Company property.

DISCIPLINE

Any employee testing positive will be immediately removed from their safety sensitive duties. Any employee found to be in violation of this policy as described above, either directly possessing, using drugs or having a blood alcohol concentration of 0.020% to 0.039% will be temporarily removed from performing safety sensitive duties. If the employee has a blood alcohol concentration greater than or equal to 0.040%, or a verified positive drug test, the employee may be subject to immediate discharge from employment.

Any employee who fails to cooperate with the requirements set forth in this policy, including: refusal of random inspection, refusal to test, failure to provide a specimen within a reasonable time, failure to report for a scheduled appointment to provide a specimen or adulteration of a specimen, will be subject to disciplinary action which may include immediate termination of employment.

Refusals and positive test results will be reported to the U.S. Coast Guard, in accordance with 46 CFR 16.

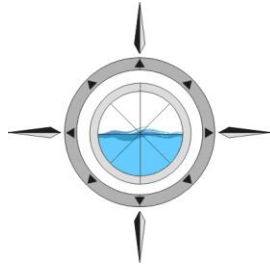
National Hotline Numbers

Alcohol & Drug Referral Hotline	1.800.525.6465
Child Helps – National Abuse Hotline	1.800.422.4453
National Cocaine Hotline	1.800.342.2437
Poison Control	1.800.535.0525
Suicide / Rape Emergency Service	1.800.334.4444

National Assistance Groups

Alcoholics Anonymous	1.800.344.2666
Narcotics Anonymous	1.800.438.6233
National Council of Child Abuse & Family Violence	1.800.222.2000
National Institute of Drug Abuse, Drug Information Treatment	1.800.662.4357
Drug Abuse 24 Hr Crisis Helpline	1.800.236.9212
(Houston / Galveston, Texas)	
Drug Abuse 24 Hr Helpline & Treatment	1.800.477.6751
(Morgan City, LA)	





HARBOR OFFSHORE MARINE, INC.

HARBOR LAUNCH SERVICE

Acknowledgment of Receipt of Harbor Offshore Marine Handbook

The Employee Handbook contains important information about Harbor Offshore Marine, Inc.'s general rules and policies. I understand that I should consult the General Manager, Human Resources Manager or Vice President regarding any questions not answered in the handbook. I have entered into my employment relationship with Harbor Offshore Marine, Inc. voluntarily, and understand that there is no specified length of employment. Accordingly, either Harbor Offshore Marine, Inc. or I can terminate the relationship at will, at any time, with or without cause, and with or without advance notice.

I understand and agree that no person other than the President or Vice President may enter into an employment agreement for any specified period of time, or make any agreement contrary to Harbor Offshore Marine, Inc.'s stated employment-at-will policy.

Since the information, policies, and benefits described herein are subject to change at any time, I acknowledge that revisions to the handbook may occur, except to Harbor Offshore Marine, Inc.'s policy of employment-at-will. All such changes will generally be communicated through official notices, and I understand that revised information may supersede, modify, or eliminate existing policies. Only the President or Vice President of Harbor Offshore Marine, Inc. has the ability to adopt any revisions to the policies in this handbook.

Furthermore, I understand that this handbook is neither a contract of employment nor a legally-binding agreement. I have had an opportunity to read the handbook, and I understand that I may ask my supervisor or any employee of the Human Resources Department any questions I might have concerning the handbook. I accept the terms of the handbook. I also understand that it is my responsibility to comply with the rules and policies contained in this handbook, and any revisions made to it. I further agree that if I remain with Harbor Offshore Marine, Inc. following any modifications to the handbook, I thereby accept and agree to such changes.

I have received a copy of Harbor Offshore Marine Inc.'s Employee Handbook on the date listed below. I understand that I am expected to read the entire handbook. Additionally, I will sign the two copies of this Acknowledgment of Receipt, retain one copy for myself, and return one copy to the Company's representative listed below on the date specified. I understand that this form will be retained in my personnel file.

Signature of Employee

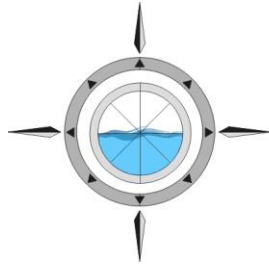
Date



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HARBOR OFFSHORE MARINE, INC.
HARBOR LAUNCH SERVICE

2018 PAYDAY DATES / PAYROLL PERIOD DATES

<u>PAYDAY</u>	<u>PAY PERIOD</u>
<u>2018</u>	<u>2018</u>
January 12, 2018	(December 21, 2017 – January 3, 2018)
January 26, 2018	January 4, 2018 – January 17, 2018
February 9, 2018	January 18, 2018– January 31, 2018
February 23, 2018	February 1, 2018– February 14, 2018
March 9, 2018	February 15, 2018 – February 28, 2018
March 23, 2018	March 1, 2018– March 14, 2018
April 6, 2018	March 15, 2018– March 28, 2018
April 20, 2018	March 29, 2018– April 11, 2018
May 4, 2018	April 12, 2018– April 25, 2018
May 18, 2018	April 26, 2018– May 9, 2018
June 1, 2018	May 10, 2018– May 23, 2018
June 15, 2018	May 24, 2018– June 6, 2018
June 29, 2018	June 7, 2018– June 20, 2018
July 13, 2018	June 21, 2018 – July 4, 2018
July 27, 2018	July 5, 2018– July 18, 2018
August 10, 2018	July 19, 2018– August 1, 2018
August 24, 2018	August 2, 2018– August 15, 2018
September 7, 2018	August 16, 2018– August 29, 2018
September 21, 2018	August 30, 2018– September 12, 2018
October 5, 2018	September 13, 2018– September 26, 2018
October 19, 2018	September 27, 2018– October 10, 2018
November 2, 2018	October 11, 2018– October 24, 2018
November 16, 2018	October 25, 2018– November 7, 2018
November 30, 2018	November 8, 2018– November 21, 2018
December 14, 2018	November 22, 2018– December 5, 2018
December 28, 2018	December 6, 2018– December 19, 2018
(January 11, 2019)	(December 20, 2018– January 2, 2019)