



Letter to the head of mission

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1. Introduction

Welcome onboard the research vessel The Coriolis II. To make your trip as pleasant as possible, we ask you to read the following document and make sure your team has read and understood the information. The International Maritime Organisation has established a Code of Safety Management System (ISM) that Reformar and the Coriolis II adheres to. In order to do so, policies and procedures have been established to increase safety onboard the vessel. You will find in this document, the information that pertains to your operations and we request that you follow them prior and during the entire mission.

2. Role and responsibilities of the chief scientist

The Chief Scientist plays a key role in the planning, conducting and reporting of scientific programs undertaken on the Coriolis II. He is the principal point of contact between the captain and the scientist's team (or the crew assigned to the mission).

At sea his roles are:

- ✓ Oversee and coordinate execution of the scientific program as defined by the mission plan;
- ✓ Supervise the activities of all scientific personnel and;
- ✓ Liaise with the Master on any modifications to the mission plan or challenges that arise during the voyage.

NOTE: At sea, the Master has the ultimate responsibility for all decisions relating to the safety of both the vessel and all people onboard.

Chief scientist

3. Specific tasks

- 3.1 Prepare a mission plan according to Reformar Guidelines (see Annex 1)
- 3.2 Distribute to all member of his team the Voyage Participant informations (see Annex 2)
- 3.3 Allocate cabins to members of the scientific team in agreement with the DPA (Reformar Designated Person ashore)
- 3.4 Ensure that all scientific work spaces, laboratories and cabins are left clean and tidy.
- 3.5 Ensure that all scientific equipments are well secured during the entire mission.
- 3.6 Ensure that all team members follow the safety instructions provided by the ship's crew.
- 3.7 Ensure that all work done in the labs are done safely, specially when chemicals and gases are used.
- 3.8 Provide MSD (Material Safety Data Sheet) of dangerous goods that will be used onboard.
- 3.9 Ensure that at least one person per shift is WHMIS 2015 qualified and to send their certificate to Reformar.
- 3.10 Provide proof of insurance if applicable and / or a responsibility release in connection with all equipment brought on board (laptop, test tubes, etc.). This responsibility release must mention the amount of each item of equipment and be signed by the person responsible.



Chief scientist

Annexe I Mission Plan

This document contains the necessary information that will be required four (4) weeks prior to departure.

List of personnel that will be onboard the vessel

- Full name
- Sex
- Name of contact in case of emergency
- List of allergies, medication and food preference
- Particular needs
- Passport (If applicable)

The mission plan is of great importance as it helps the bridge crew to make all the arrangements for a safe navigation.

For mission with several legs, indicate who will be onboard for each leg

General description of the mission

It should include the mission goals and a general description of the area where the work is going to be done.

Schedule

The schedule should cover the Coriolis II usage period from the beginning to the end, including the mobilization and demobilization days. Reminder: "Days 1" is the day of mobilization: boarding equipment and personnel. The scientific crew will be allowed to take their meals and sleep onboard. The ship will generally set sail on Day 2. "Last day" is the day of demobilization: landing equipment's and personnel. The scientific crew will be allowed to have their lunch onboard but must liberate their cabin by noon. The vessel must return to the dock the night before. All scientific equipment, chemicals and samples must be landed.

Chief scientist

Please allow sufficient time at the beginning and at the end of the voyage for mobilizing and demobilizing. It is also important to allow sufficient time in order to perform a general meeting before every operation.

The schedule must describe the daily activities. It should include the arrival time at each station (or survey line), which should be clearly identified with its name or waypoint number (see list of stations). There should be a detailed description of the work to be carried out at the station, including an approximate time that will be spent on the station.

Plan sufficient transit time between stations, the cruise speed of the Coriolis II is 10 knots. Contingency plans accounting for weather or other delay can also be included in this section.

The Canada labor code has strict regulations on governing hours of work and rest on the ship. With the help of the schedule we will be able to plan the required personnel needed for your mission and arrange them on a shift system if necessary.

List of stations

It should provide the position of each station. We use Latitude and longitude as the coordinate system and we are under WGS84 Datum. We want the coordinates presented in the following format:

48° 45, 4'N 065° 56, 4'W

One tenth of a minute is generally enough.

Maps showing the different stations and lines will help the crew to ensure that there are no transcription errors in the waypoint list.

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Permits

It is the responsibility of the Mission Chief to obtain all the necessary permits to conduct their voyage. For example, a permit is required to carry scientific operations in The Saguenay – St. Lawrence Marine Park.

Please check this box if one or more permits are required for your mission:

Please attach all necessary work permits and environmental permits required to conduct the mission.

List of equipment

This part should be as exhaustive as possible. It should include the equipment Reformar will need to supply during the mission. It should also include the equipment that will be brought with you.

Glass containers should be avoided at all time, this is a marine environment where the ship is moving at all time. Safety is paramount onboard and we seek to reduce the risk by fragments of broken glass.

A list of dangerous good should also be included so we can do a storage plan with proper segregation.

The total weight of the gear that you are bringing onboard is also required.

Acceptance of the plan

The plan has to be received four (4) weeks prior to departure. Your plan will be submitted to the vessel Master for his approval. The navigational team will review your plan and make recommendations if required. We will give you feedback within one (1) week of receiving your plan.

Chief scientist

You will need to submit your final plan two (2) weeks before departure. We understand that due to the nature of your work, it might become necessary to revise the Mission Plan.

In such case, the Chief Scientist might suggest changes to the Mission Plan to the Master, who will evaluate it on safety and operational feasibility. It should be understood that changes to the mission may cause some delays as the bridge officer must assess the new risks as per the IMO regulations.

Reformar and the ship's crew are opened to different layouts of the mission plan, as long as all the information previously mentioned are included. We reserve the right to refuse any plan that doesn't include all of the information required.

Note:

It is understood that the vessel will not set sail until the mission plan is reviewed and approved by the master.

Chief scientist

Annex 2 Voyage participants informations

Welcome onboard the research vessel the Coriolis II. To make your trip as pleasant as possible, we ask you to read the following and make sure each team member has read and understood the information. Because we are governed by the International Code of Safety Management (ISM), we are required to apply this standard to the Coriolis II. We have put in place policies and procedures to increase safety onboard and you are requested to follow them.

This guide is intended for everyone boarding the Coriolis II. First timers onboard will get more information. Consequently, we hope that experienced mariners will also withdraw relevant information. Once onboard you will have to go through the ship familiarization as well.

Drug and Alcohol Policy

- To ensure safe management and discipline on this ship, customers and guests are requested to avoid consumption of alcohol as much as possible while onboard the ship. Alcohol, if consumed, shall be consumed discreetly and responsibly, and only within the personal accommodations (cabins).
- The Master and/or the DPA (Reformar designated person ashore) can decide to enforce a **zero tolerance** policy at any time.
- The use or consumption of illegal drugs and marijuana (cannabis) is strictly prohibited onboard Reformar's vessel.
- Misuse of legitimate and/or prescriptions drugs is strictly prohibited onboard Reformar's vessel.

In case of an injury, you must immediately report it to your supervisor.

There are first aid kits available throughout the ship. The ship is also equipped with AED, (Automatic emergency defibrillator), oxygen kits and medication. The ship also has access to a direct medical line if needed.

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Smoking Policy

The Federal government has established a non-smoker health regulation. Due to known ill effects of smoking and second hand smoke, Reformar has implemented a companywide non-smoking policy.

All of the ship's accommodation facilities are designated non-smoking areas. Smoking is allowed only in specific areas of the deck. Cigarette/cigar butts shall not be thrown in the ocean.

Items supplied onboard

- Linen will be supplied including bed sheets, pillowcases, comforters, towels, face cloths and toilet paper
- We ask you to keep your cabin in order; in case of emergency, it is important to know where your gears are.
- On longer missions, you will have access to a laundry room and detergent will be provided
- Personal flotation device will be loaned
- Hard hats
- Meals

In case of a personal emergency, your family can reach you through Reformar's head office (418)723-1986 ext. 1260 during normal working hours or (418)318-0778. A message will then be sent to the ship. The Ship phone number is (418)999-3350.

The captain is responsible for maintaining discipline and the well-being of all those onboard, under the relevant regulations of the Merchant Marine Act of Canada

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Items not supplied by the ship

- Personal hygiene products
- Prescribed medication (take more than you need, additional 20% is a reasonable amount)
- Sea sickness medication
- Warm clothing
- Safety footwear, **CSA approved steel-toed shoes are required when working on deck.**
- Work gloves
- Eye protection **required when working on deck**
- Rain gear
- Flashlight
- Sunglasses
- Spare pair of corrective glasses if needed
- Alarm clock

Meals

Meal times are displayed in the cafeteria, it is very important to be on time. If you have to miss a meal please inform our chief cook beforehand. Due to a limited seating availability, two sittings are required onboard. The people served during the first sitting are therefore asked to finish their meal as quickly as possible. You are required not to stroll after your meals to allow the staff to clean.

Computer and electronic devices

The use of personal communication equipment is allowed except in the wheelhouse.

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Internet Access

Internet is available onboard at specific locations. A computer configuration has to be made on every laptop in order to access internet. If the client requires internet access, a request has to be made in advance stating the number of users that needs to connect to the system. Furthermore, password and login will be provided to each client user along with a data allocation limit. Please contact us in order to get the configuration procedures/instructions.

Living on board

You will notice that a ship has limited space to allow as many people to live together. Respect for others is of the outmost importance. Cabins are of double or quadruple occupancies. Washrooms are shared between two (2) cabins. All scientific staff should consider the living space of each ship as if they were visitors in someone else's home. Care must be taken not to wear soiled work clothes in clean zones (e.g. cafeteria, lounge, cabins, etc.)

Annex 3 Policy on the prevention of psychological or sexual harassment in the workplace and handling of complaints

This policy is intended to emphasize Reformar Inc.'s commitment to prevent and put an end to any situation of psychological or sexual harassment within its company, including any form of discriminatory harassment. It also seeks to establish the principles of intervention applied within the company when a harassment complaint is filed or when a situation of harassment is reported to the employer or their representative.

1. Scope

This policy applies to all company employees at all hierarchical levels, including in the following locations and following context:

- Workplace;
- Common areas;
- Any other place where people are required to be in the course of their employment (e.g., meetings, training, travelling, employer-sponsored social events);
- Communications by any means, technological or otherwise.

2. Definition

The Act respecting labour standards defines psychological harassment as follows:

“Vexatious behaviour in the form of repeated and hostile or unwanted conduct, words, actions or gestures that affect an employee's dignity or psychological or physical integrity and that results in a harmful work environment for the employee. To be more precise, psychological

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harassment includes such behaviour when it manifests itself in words, acts or gestures of a sexual nature. A single serious misconduct may also constitute psychological harassment if it causes such harm and has a continuing harmful effect on the employee."

The definition includes discriminatory harassment related to any of the grounds set out in the *Charter of Human Rights and Freedoms*. These grounds of discrimination are listed in Appendix 1.

The notion of harassment must be distinguished from other situations such as interpersonal conflict, work-related stress, difficult professional pressures or the normal exercise of management rights (workplace attendance management, work organization, disciplinary action, etc.).

3. Policy Statement

Reformar Inc. neither tolerates nor admit any form of psychological or sexual harassment within its company, be it:

- By managers towards salaried employees;
- Between colleagues;
- By employees towards their superiors;
- From any person associated with it: representative, customer, user, supplier, visitor or other.

Any behaviour associated with harassment may result in the application of disciplinary measures up to and including dismissal.

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Reformar Inc. undertakes to take reasonable steps to:

- Provide a work environment without any form of harassment in order to protect the dignity as well as the psychological and physical integrity of individuals;
- Make the policy available to all members of its staff, while ensuring that:
 - *the policy is posted on bulletin boards*
 - *the policy is discussed at health and safety meetings*
- Prevent or, as the case may be, put an end to harassment situations by:
 - a) implement a procedure for handling complaints and reports related to incidents of psychological or sexual harassment,
 - b) ensure that the policy is clear and followed by all individuals,
 - c) promote respect between individuals.

4. Staff Expectations

It is the responsibility of all employees to practice behaviour that fosters an environment free of psychological or sexual harassment.

5. Handling of Complaints and Reports

Whenever possible, a person who believes they are experiencing psychological or sexual harassment should first inform the person involved that their behaviour is unwelcome and that they must put an end to it. They should also keep a record of the dates and details of the incidents and the steps they have taken to try to resolve the situation.

If this first intervention is not desired or if the harassment continues, the employee should report the situation to a responsible individual

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designated by the employer in order to identify the problematic behaviours and the measures required.

A complaint may be made verbally or in writing via the procedure described in the Ship's Operating Manual (SOM) section 2, subsection 19. The alleged behaviour and details of the incidents should be described as accurately as possible so that action can be taken promptly to put an end to the situation.

6. Designated Responsible Individuals

Reformar Inc:

- Will ensure that the designated responsible individuals will be properly trained and have the necessary tools at their disposal to handle and follow up on the complaint or report;
- Will make time available to allow the designated responsible individuals to perform their assigned duties.

The following individuals have been designated to act as officers responsible for the application of Reformar Inc.'s Policy for the prevention of psychological or sexual harassment in the workplace and the handling of complaints:

Erik Lapointe, Managing Director

Reformar, 418 723-1986 ext. 1260, 418 318-0778

Guillaume St-Onge, President

Reformar, 418 723-1986 ext. 1741, 581 246-5226

These individuals responsible must essentially:

- Inform the staff about the company's policy on psychological or sexual harassment;

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- Intervene in an informal manner to try to resolve issues;
- Receive complaints and reports;
- Recommend the nature of the actions to be taken to put an end to the harassment.

A person who witnesses a harassment incident is also invited to report it to one of the above-mentioned responsible individuals.

7. Intervention Guidelines

Reformar Inc is committed to:

- Deal with the complaint or report promptly;
- Preserve the dignity and privacy of the parties involved, i.e. the person who made the complaint, the person who is the subject of the complaint and witnesses;
- Ensure that all those involved are treated humanely, fairly and objectively and that adequate support is provided to them;
- Protect the confidentiality of the intervention process, including information related to the complaint or report;
- Offer to meet with those involved, with their agreement, to resolve the situation;
- If necessary, conduct a prompt and objective investigation, or assign responsibility for it to an external party. The parties concerned will be informed of the outcome of this process. If the investigation does not establish that unacceptable behaviour has occurred, all physical evidence will be kept for two years and then destroyed;
- Take all reasonable steps to resolve the situation, including appropriate disciplinary action.

Anyone who violates the harassment policy will be subject to appropriate disciplinary action. The selection of the disciplinary measure will take into account the seriousness and consequences of the action(s)

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as well as the previous record of the person who committed the action(s).

A person who makes false accusations with the intent to cause harm is also subject to appropriate disciplinary action.

In dealing with and resolving a situation involving harassment in the workplace, no one shall suffer prejudice or reprisals from the employer.

APPENDIX 1 - RECOGNIZING PSYCHOLOGICAL OR SEXUAL HARASSMENT

The Act respecting labour standards provides a set of guidelines for determining what can be considered psychological or sexual harassment:

- Vexatious (hurtful, humiliating) behaviour;
- That occurs repeatedly or during a single serious act;
- In a hostile (aggressive, threatening) or unwanted manner);
- That violates the dignity or integrity of the person;
- Resulting in a harmful (noxious, unhealthy) work environment.

These conditions include words, acts or gestures of a sexual nature.

Discrimination based on any of the grounds listed in section 10 of the Charter of Human Rights and Freedoms may also constitute harassment: race, colour, sex, pregnancy, sexual orientation, civil status, age except as provided by law, religion, political convictions, language, ethnic or national origin, social condition, disability or the use of any means to alleviate a disability.

For instance, the following behaviours could be considered as vexatious behaviours constituting harassment if they meet all the legal grounds for harassment.

Behaviours that may Constitute Psychological Harassment

- Bullying, cyber bullying, threats, isolation;
- Offensive or defamatory words or gestures about a person or their work;
- Verbal abuse;
- Disparagement.

Behaviours that may Constitute Sexual Harassment

- Any form of unwanted attention or advance with sexual connotations, for example:
 - Persistent requests.
 - Looks, kisses or touching;
 - Sexist insults, rude language.
- Comments, jokes or images of a sexual nature by any means, technological or otherwise.