



TALLSHIP UNICORN

TRAINEE HANDBOOK

Issued November 2003

Welcome Aboard

Welcome aboard the STV Unicorn! You are receiving this Handbook as a trainee on-board Tallship Unicorn. This book has been designed to provide you with useful information regarding your tenure while aboard the ship and to answer your questions. If you have questions that are not covered in the Handbook, please bring them to the attention of the Captain, First mate, or the owners.

We're happy to have you sailing with us!

Dawn and Jay Santamaria

2 Gravel Hill Road

Asbury, NJ 08802

Office: 908-713-1808

Dawn's Cell: 908-256-6758

Jay's Cell: 201-207-8387

Email: dawn@tallshipunicorn.com

Mission and Values

The STV Unicorn's mission is to provide valuable and rewarding sail training experiences to youth, individuals and groups. Our primary business focus is executive sail training and team-building. We target corporate executives who are seeking to develop and enhance their leadership skills, personal development and team working abilities through sail training.

We are also committed to providing youth and community tallship experiences that enhance knowledge of maritime history, develop confidence and strengthen character through sail training exercises.

Standing Orders

The community environment on-board STV Unicorn is one that requires responsibility, respect, discipline, order, cleanliness and a dose of humor and patience. Living in close quarters upon the ever changing environment of the sea, can test your resolve, courage and temperament. It will be your character and values that determine how you handle yourself under these circumstances. We hope your experience aboard the Unicorn will enhance your own personal growth and development as you participate in her voyages.

1. No illegal activities of any kind can be allowed at anytime on-board the Unicorn. This includes, but not limited to:
 - a. use of illegal drugs
 - b. under aged drinking and the serving of minors
 - c. use of alcohol while the vessel is under weigh
2. Safety – Safety is the first and primary concern of everyone. Your personal safety, the safety of your crewmates as well as the safety of the vessel itself, are your responsibility. You will be given a safety orientation upon reporting for duty. Ask questions and leave nothing to doubt. The sea is a beautiful, yet potentially dangerous environment. Respect it. STV Unicorn has been brought up to high standards of safety including gear and systems. Nothing is foolproof. Keep your eyes and ears open at all times whether on watch or off. Report any unsafe or potentially dangerous conditions or activity to your officer.
3. Respect and Professionalism – Every member of the crew, every officer, volunteer and trainee is expected to exercise mutual respect and conduct him or herself in a professional manner. This is our philosophy for living. Respect yourself, your mates, your officers, your customers and the general public who tour the decks.
4. Discipline – As on every ship, there is a chain of command or hierarchy. Understand your position and reporting relationship. All standing orders are to be followed as well as watch orders and work detail orders to the best of your ability. The company will not issue orders that are unsafe or illegal. If you feel you have been issued such orders, advise your officer, the Captain or the Company.
5. Good Order and Housekeeping – STV Unicorn is a top quality sail training vessel. Its mission and commercial success depend upon your maintenance, good housekeeping and cleanliness. As you respect yourself, your fellow crew and ship itself, you must take full responsibility for good order, housekeeping and cleanliness. You are expected to keep your personal space clean, neat and orderly. You are expected to help keep common areas free from your personal belongings, neat and clean. You are expected to keep yourself neat, clean and orderly. You will be asked, while on watch or on work detail, to provide for the good order, maintenance and cleanliness of the ship in general. Please give this your best effort.
6. Non-Discrimination – STV Unicorn does not discriminate either in employment, promotional opportunities, services offered to customers or to the general public. Unicorn is committed to diversity and will not accept anyone, crew, officers, volunteers or trainees who are not similarly committed. Our non-discrimination policy includes, but is not limited to gender, race, ethnic origin, creed, age and nationality. Our policy, procedures and orders are intended to be objective and consistently administered.
7. Sexual Harassment – STV Unicorn will not tolerate sexual harassment of any sort by its officers, management, crew, volunteers and trainees. If you have any doubts, please refer to the standing order #3. If you believe that you are a subject of harassment, please advise the captain directly or contact the Company directly.

The STV Unicorn reserves the right to put anyone ashore at anytime for any reason. However, violation of standing orders and policies will result in your being put ashore as soon as practical.

In closing, we realize there are many questions and possible situations that will arise on-board a ship while at sea that may have not been covered in this Handbook. We ask that you handle these and all situations with 5 basic rules in mind:

- 1. We operate legally*
- 2. We operate safely*
- 3. We operate respectfully and professionally*
- 4. We operate with discipline*
- 5. We operate with good order, housekeeping and cleanliness*

Welcome Aboard!
Dawn & Jay Santamaria

Acknowledgment

Please read and sign the following Acknowledgment.

I _____ have received, read and understand a copy of the Trainee Handbook for STV Unicorn. I agree to abide by all orders, rules and policies described in it.

In addition, I understand and accept that prior to boarding:

1. I may be asked to take a drug and alcohol screening test.
2. I will be required to sign a full **Waiver and Release** form, which I will read, understand and agree to prior to signing.
3. I recognize and agree that I may be put ashore at anytime for any reason at the discretion of the Company.
4. I will be required to sign and date this acknowledgment form.

(print name)

(signature)

(print parent or legal guardian name if trainee is a minor)

(signature of parent or legal guardian if trainee is a minor)

(date)

(witnessed by)