

**NERC (Non) SMOKING POLICY**

Smoking is not permitted in any of the interior spaces of the vessel.

Smoking is permitted on the outside deck subject to operational restrictions such as bunkering and CTD operations etc... look for signs/listen for tannoys. Ensure cigarette butts are disposed of responsibly. When access to the outside decks is prohibited for prolonged periods (for example, due to bad weather) the Master may use his/her discretion to allocate an inside space as a temporary measure.

**NERC ALCOHOL POLICY**

**The Alcohol Policy must be strictly adhered to at all times whilst onboard and applies to all personnel signed on the Crew Agreement.**

No crew member is permitted to bring any alcohol on board the vessel.

**ALL crew members** must be ready, at all times, to perform the safety duties allocated to them.

Permissible levels of alcohol on the breath have been set at:

**35mg of alcohol per 100ml of breath**

A Breathalyzer is carried onboard and may be used in the event that a breach of the above limit is suspected.

Disciplinary proceedings may follow

**NERC DRUGS ABUSE POLICY**

NERC operates a policy of **ZERO TOLERANCE** towards drug abuse on board the vessels owned and/or operated (managed) by NERC. This policy applies to **ALL** personnel who sail on or visit any NERC vessels.

**DRESS CODE**

Clean working clothes/uniform is acceptable in the public areas onboard. **Working Boots/Overalls are not acceptable.**

Use **BLUE OVERSHOES** when entering the accommodation areas from the outside deck.

**THE SALOON**

**IN PORT MEAL TIMES ARE:**

MEAL	FROM	UNTIL
BREAKFAST	07:30	08:00
LUNCH	12:00	12:30
DINNER	17:00	17:30

**AT SEA MEAL TIMES ARE:**

MEAL	FROM	UNTIL
BREAKFAST	07:20	08:00
LUNCH	11:30	12:30
DINNER	17:30	18:30

**THE SALOON cont...**

**PLEASE NOTE THAT THE SALOON IS A SELF CLEAR AREA. AFTER FINISHING YOUR MEAL PLEASE CLEAR YOUR SPACE BY TAKING YOUR USED CROCKERY, CUTLERY, ETC... TO THE PANTRY LOCATED NEXT TO THE GALLEY.**

Please respect the chef's work place. The Galley is out of bounds between the hours of 18.30 & 06.30.

Coffee and tea are available in the Saloon & Coffee Shop at all times.

**SWIPE CARDS**

**The Ship operates on a cashless accounting system. Please contact Finance Assistant Amy Pike, on 02380 59 63 16** to put credits onto your account before you join the ship. This will enable us to issue you with a swipe card on your arrival. This card is unique to you and records purchases you make in the Bar and the Bond and can also be used to purchase Phone cards. Once onboard please see the Purser if you require assistance.

**THE BAR**

**OPENING HOURS AT SEA (at Master's discretion)**

MEAL	FROM	UNTIL
EVENING	17:00	23:00

The Bar is not open in port.

The Bar is operated and controlled by the Bar Committee and will only be opened when a Committee has been elected.

**ALL alcoholic beverages, soft drinks and bottled water must be purchased by using your swipe card.**

**Instructions for use of the till are posted behind the Bar. Please ask for assistance if you are unsure how to operate the till.**

**The buying of "rounds" is strictly prohibited.**

**The Bar is operated on an honesty basis. Any losses incurred will result in increased prices.**

Kindly wash, dry and re-stow your glasses before leaving the Bar area.

**BOND & SHIP SHOP**

**The Ship Shop is open at sea only on: - Mondays and Fridays from 12:15 – 12.45**

In addition to cigarettes and tobacco there is also a selection of confectionary, toiletries and gift items including some unique 'RRS Discovery' branded clothing (see sample price list at the back of this booklet).

## CABIN CLEANLINESS

You are responsible for the cleanliness & hygiene of your cabin and jointly responsible for the shared bathroom facility.

Cabins will be checked each Saturday during Captain's inspection. Bedding is exchanged on the following basis: -

**At the end of week 1** (and each odd week thereafter) – Bottom sheet, pillow covers & towels.

**At the end of week 2** (and each even week thereafter) - Bottom sheet, duvet cover, pillow covers and towels.

Please strip your bunk and leave your dirty linen in the alleyway outside your cabin. The Steward will exchange this for clean linen during the day.

Before leaving the ship please ensure that your bunk is stripped and that your cabin and bathroom is fully cleaned, with all dirty linen/towels placed in the alleyway and rubbish disposed of. This will greatly help us in preparing the cabin for the next occupant.

**Your co-operation is appreciated.**

## CLEANING CHEMICALS

In your cabin you will find 3 products: -

**Oasis Pro 40** – General purpose & glass cleaner

**Oasis Pro 61** – Bathroom cleaner

**Oasis Pro 64** – Toilet cleaner

All these products are refillable from the filling stations located in each laundry. Place the bottle inside the appropriate tube and push up firmly to refill.

You are advised to wear the protective gloves provided whilst using these products.

**Avoid contact with the skin.**

**Do not drink any cleaning chemicals!**

**In case of contact with the eyes rinse immediately with fresh water and seek advice from the ship's medical officer.**

## LAUNDRY

There are two laundries onboard.

1. Main deck, Forward of Saloon.
2. Forecastle Deck, Forward end.

**Washing machines** - Are fitted with automatic dosing of detergent and softener. Do not add any additional powder/liquid.

Full instructions are provided by the machines.

Contact the Purser if you have any problems with the Machines or sensitivity to the Detergents supplied.

**Tumble Dryers** – For safety and efficiency reasons please clean the lint filter before and after use.

**Iron/Ironing board** - Ensure that these items are returned to their dedicated "safe" stowage after use.

## RUBBISH DISPOSAL

**IN PORT: -**

All rubbish is taken ashore. Skips are provided close to the bottom of the gangway.

**AT SEA: -**

**Waste is segregated as follows: -**

**BURNABLE WASTE** is incinerated Please ensure that burnable waste ONLY is placed in your cabin bin.

**PLASTIC WASTE** is disposed of in separate bins located around the accommodation.

**BATTERIES AND AEROSOLS** MUST be disposed of in separate bins located in the Main Lab.

**ALUMINIUM CANS AND GLASS BOTTLES** Bins are located in the Main Lab, Bar, and Laundries.

**FOOD WASTE** MUST be placed in the "Slops" bin located in the Saloon Pantry.

**NO WASTE IS TO BE DISPOSED OF INTO THE SEA.**

Rubbish bags are available from the Steward who will also show you the location of the Garbage room.

**If in doubt please ask.**

## TELEPHONE, FAX, E-MAIL

### MINI M CREW CALL CARDS

These currently cost **£14.88 for a 250 unit card.**

Off Peak calls (Weekdays 20:00 – 06:00 GMT + ALL Weekend) should allow 25 minutes of talk time.

**Mini M has extensive coverage.**

**The Mini M phone is located in the Comms room on the deck below the Bridge.**

### SAT-B TELEPHONE/FAX

Instructions and a record of use sheet are located adjacent to the phone.

As a guide the charges to UK, Canada, Europe, Singapore, & USA in January 2007 were: -

Standard rate - £1.77 per minute

Off peak rate - £1.29 per minute

Rates for other Countries are available on request.

**Please see the Purser if you require assistance.**

### E-MAIL

A complementary E-mail service is provided with a minimum of 2 satellite exchanges per day.

The Computer Technician will set up your account.

## INTERNET

We have a very limited band width on the ship and here are a few rules to keep it running for everyone:

Avoid downloading large files, program updates, using voice/video communications such as Skype (although IM is fine), You Tube etc... and close your browser when it is not in use. This way everybody gets a chance to share the internet access.