



STAFF RECRUITMENT PROCEDURE

Staff Recruitment Procedure



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Supersedes	SM PRO - Recruitment Employed Staff (legacy recruitment procedure)

1. PURPOSE

This procedure establishes the recruitment process for employed staff positions within Seagull Maritime. It defines the steps from identification of a requirement through to onboarding, ensuring that all staff recruited meet the qualifications, competence, and vetting standards required by the Company and its certification obligations.

This procedure applies to shore-based and management staff only. PCASP recruitment is covered by SM/INT/PRO/008 (PCASP Recruitment and Screening).

2. SCOPE

This procedure applies to:

- All permanent and fixed-term contract staff positions
- All shore-based roles including operations, compliance, commercial, and administrative functions
- All Seagull Maritime entities (FCZO Dubai, Malta, Nigeria, UK, Offshore)

This procedure does not apply to:

- PCASP and security operatives (see SM/INT/PRO/008)
- Freelance or ad-hoc consultants (managed via SM/SEC/PRO/005 – Supplier Approval)

3. REFERENCES

- SM/INT/PRO/012 – Staff Training and Competence Procedure
- SM/INT/FORM/002 – New Starter Checklist
- SM/INT/REG/008 – Training and Competence Matrix
- SM/INT/PRO/008 – PCASP Recruitment and Screening
- SM/INT/POL/002 – Code of Conduct
- SM/INT/PRO/001 – Non-Conformance, OFI and Corrective Action Management

Staff Recruitment Procedure



- SM/SEC/PRO/002 – Due Diligence Response Procedure (sanctions screening methodology)

4. DEFINITIONS

Department Manager: The manager of the department in which the vacancy exists. Responsible for defining the role, conducting interviews, and managing onboarding.

Group Compliance Director (GCD): Responsible for compliance vetting, training requirement identification, and management system registration of new staff.

Vetting: Background checks, reference verification, sanctions screening, and credential validation conducted before employment is confirmed.

Probationary Period: The initial period of employment (typically 3-6 months) during which performance and suitability are assessed before confirmation.

5. ROLES AND RESPONSIBILITIES

5.1 Department Manager

- Identifies the requirement for a new staff member and defines the role specification
- Prepares or updates the job description in consultation with the GCD
- Conducts first and second interviews with a member of senior management
- Makes the hiring recommendation to the CEO
- Manages the onboarding process using SM/INT/FORM/002 (New Starter Checklist)
- Ensures role-specific training is delivered within the probationary period

5.2 Group Compliance Director

- Reviews all new hires for compliance training requirements using SM/INT/REG/008
- Conducts sanctions screening using the methodology established in SM/SEC/PRO/002
- Adds the new starter to compliance distribution lists and registers
- Schedules the introductory compliance briefing within the first week
- Ensures the new starter is registered on the LMS and Safety Reporting App

5.3 CEO

- Approves all new staff appointments
- Participates in second interviews for senior roles
- Approves contract terms and remuneration

5.4 HR Manager (PCASP Only – Oleksii Yurasov)

- Supports staff recruitment administration when requested by the Department Manager
- Primary role is PCASP recruitment – staff recruitment responsibility sits with the Department Manager

6. PROCEDURE

6.1 Identification of Requirement

A requirement for a new staff member may arise from:

- Business growth or new operational requirements
- Departure of an existing staff member (resignation, termination, or contract end)
- Organisational restructuring or new role creation
- Compliance or certification requirements identifying a competence gap

The Department Manager documents the requirement and prepares a job description. Where a current job description exists (SM/INT/JD/ series), it is reviewed and updated. Where no job description exists, one is created using the standardised JD template and submitted to the GCD for document control registration.

6.2 Advertising and Candidate Identification

- The Department Manager determines the most appropriate channels for the role (company website, LinkedIn, industry networks, recruitment agencies)
- All advertisements must include the job title, key responsibilities, required qualifications, and location
- Internal candidates are considered before external advertising where appropriate
- Applications are received and reviewed by the Department Manager against the job specification

6.3 Interview Process

All candidates must attend at least two interviews before an offer is made:

6.3.1 First Interview

- Conducted by the Department Manager
- Assesses technical suitability, experience, and qualifications against the job specification
- Reviews the candidate CV and supporting documentation
- Confirms availability, salary expectations, and notice period

6.3.2 Second Interview

- Conducted by the Department Manager and a member of senior management (or CEO for senior roles)
- Assesses cultural fit, understanding of Seagull Maritime operations, and alignment with company values
- Reviews the candidate understanding of applicable policies and management system requirements
- For compliance-related roles: the GCD participates in the second interview

6.4 Selection and Vetting

Following successful interviews, the preferred candidate is subject to pre-employment vetting:

- Reference checks – minimum one professional reference from a previous employer
- Credential verification – all claimed qualifications, certifications, and licences verified
- Sanctions screening – the candidate is screened against UN, EU, US OFAC, and UK sanctions lists using the methodology in SM/SEC/PRO/002
- Right to work verification – appropriate to the employment jurisdiction
- Criminal records check – where required by the role or jurisdiction
- Medical clearance – where required by the role

Staff Recruitment Procedure



No offer of employment is confirmed until all vetting checks are satisfactorily completed. Where any check raises concerns, the GCD is consulted before proceeding.

6.5 Offer and Contract

- The CEO approves the appointment and contract terms
- A conditional offer is issued by email, subject to satisfactory completion of vetting
- Upon clearance, the formal contract of employment is issued
- The contract specifies the probationary period (typically 3-6 months), notice periods, and applicable entity
- The new starter receives the Code of Conduct (SM/INT/POL/002) and confirms receipt in writing

6.6 Onboarding

The Department Manager is responsible for onboarding using SM/INT/FORM/002 (New Starter Checklist). The checklist covers:

- Company email and system access setup
- Registration on the company LMS (learn.seagullmaritimeltd.com)
- Registration on the Safety Reporting App (report.seagullmaritimeltd.com)
- Notification to the GCD for compliance distribution lists and training requirement identification
- Introductory compliance briefing with the GCD (within first week)
- Department-specific induction and role training by the Department Manager
- Issue of relevant SOPs, procedures, and reference materials
- Completion of mandatory training courses on the LMS as identified in SM/INT/REG/008

The onboarding process is tracked to completion. The Department Manager confirms all checklist items are complete before the end of the probationary period. Incomplete onboarding is flagged to the GCD.

6.7 Probationary Period

- Performance is reviewed by the Department Manager at the midpoint and end of the probationary period
- Mandatory training completion is verified against SM/INT/REG/008
- The Department Manager confirms or does not confirm the appointment at the end of probation
- Where probation is not confirmed, the GCD is consulted to ensure all compliance and contractual obligations are met during separation

7. RECORDS AND DOCUMENT CONTROL

- Recruitment records (applications, interview notes, vetting results) are retained in accordance with SM/INT/PRO/005 (Control of Records)
- Completed New Starter Checklists are filed and retained as evidence of onboarding completion
- The GCD updates the Personnel Requirements sheet in SM/INT/REG/008 when new staff are confirmed
- Job descriptions created or updated during recruitment are registered in the Document Register (SM/INT/REG/001)