



Recruitment and Employment Policy

Queensway Navigation Co. Ltd. is committed to ensuring that all recruitment and employment practices are fair, transparent, and compliant with international conventions, national legislation, and industry best practices. The Company upholds the principles of ethical employment, equal opportunity, and legal compliance for both seafarers and shore-based personnel.

This policy applies to all stages of the employment process, including selection, placement, contracting, onboarding, and ongoing employment, and reflects the Company's obligations under the Maritime Labour Convention (MLC 2006) and the STCW Code.

The Company shall:

- Ensure that all recruitment is carried out in a fair and non-discriminatory manner, based solely on qualifications, experience, and job requirements
- Use only certified, licensed, and approved manning agencies that comply with MLC 2006 and applicable flag State regulations
- Prohibit the collection of any fees or charges from seafarers seeking employment, either directly or indirectly, at any stage of the recruitment process
- Verify the authenticity of all documents, licenses, and medical fitness certificates prior to engagement
- Provide all seafarers and employees with clear, written employment agreements, which are understandable and compliant with legal and contractual standards
- Confirm that seafarers are informed of their rights, duties, and conditions of employment before departure and are provided with relevant company policies
- Respect the confidentiality of all personal data, and ensure secure handling of employee information in accordance with the Company's Data Protection Policy
- Promote diversity and inclusion by ensuring that recruitment decisions are made without regard to gender, nationality, ethnicity, religion, age, or other unrelated factors
- Ensure that seafarers are not subject to deception, forced labor, or unsafe conditions at any stage of recruitment or employment
- Maintain oversight of third-party providers and recruitment agents, including audits, performance evaluations, and corrective actions as necessary

All employees involved in recruitment activities are expected to uphold the principles of integrity, professionalism, and legal compliance in every hiring decision. Queensway Navigation Co. Ltd. views proper recruitment not only as a legal requirement, but as a cornerstone of safe, sustainable, and ethical operations.

