

**Norwegian Cruise Line**  
**Safety & Environmental Management System**

**Drug and Alcohol Policy  
for Shipboard Personnel**

**F301**

Issue Date: January 7, 2013  
Revised: November 7, 2014

**SCOPE**

To control the use of drugs and alcohol for personnel in any crew member capacity on Company premises.

**PURPOSE**

The Company's objective is to maintain a safe and healthy workplace free from unauthorized drugs and alcohol and to ensure that the crew is ready to respond to any abnormal situation which might arise.

**APPLICATION**

This policy applies to all crew members.

**ALCOHOL POLICY**

1. Any alcohol consumption onboard or while in service of the vessel is prohibited for the following positions (the "Zero Tolerance" positions):

- Captain, Human Resources Director;
- Staff Captain, Chief Officer, Environmental Officer, Safety Officer, Security Officer, Surveillance Manager, Fire Fighter, all Medical staff, and all watch-standing officers;
- Chief Engineer, Staff Chief Engineer, Chief Electrical Engineer, First Engineer, Second Engineer, Automation Engineer, Sr. Refrigeration Engineer, and all watch-standing officers; and
- Hotel Director, Asst. Hotel Director, (Sr.) Food and Beverage Director, Cruise Director, Beverage Manager, Provision Master, Executive Chef, Executive Housekeeper, guest Service Manager, Restaurant Manager, and Youth Program Manager.

2. All crew members under the age of 21 are prohibited from purchasing, possessing or consuming alcohol.

3. All other crew members are prohibited from consuming alcohol while on duty or within 4 hours prior to being on duty.

4. No crew member may be on duty under the influence of alcohol, which is defined as a blood alcohol content at or above 0.040% (40.0mg%) or any lesser level which materially impairs the crew member's ability to perform his/her job duties.

5. No crew member may ever have blood alcohol content at or above 0.080% (80.0mg%) at any time while onboard.

6. STCW regulation VIII/1 "Fitness for Duty" including alcohol limits applies to contractors, pilots and all other persons employed onboard Norwegian Cruise Line vessels.

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7. Alcohol purchased on shore may not be brought on board the ship.
8. A crew member's refusal to undergo alcohol testing, refusal to provide a sample specimen, attempt to tamper with the sample, or alter the sample shall result in dismissal from the ship.

Any violation of this policy will subject crew members to disciplinary action, up to and including dismissal.

Absent circumstances which – at the sole discretion of shipboard or shoreside management – warrant harsher punishment, violations of item 5 will typically result in two (2) written warnings prior to termination of employment. Upon a third violation of item 5 the crew member will be dismissed. The issuance of warnings is discretionary; however, any crew member may be dismissed without prior warning for violation of the alcohol policy. Any violation of items 1, 2, 3, or 4 above must be immediately reported to the applicable Director Fleet Personnel (Hotel or Deck & Engine).

Violations of the Company's alcohol policy by Seafarer's in "Zero Tolerance" positions (as defined in section "1") shall result in immediate dismissal. The Master may present extenuating circumstances to the General Counsel, Vice President Fleet Personnel, and the relevant Business Owner for consideration should any deviation from this policy be requested.

Periodic screening will take place using an Electronic Digital FST (Field Sobriety Testing Device).

The Master, Staff Captain or the shoreside Fleet Personnel Department can order the alcohol breath test of any crew member at any time in the event of suspicion of alcohol abuse. Because the result of the test is immediately available, the results must be witnessed and verified by at least two officers one of which shall be the Staff Captain or the HR Director/Manager, and one other such as the Sr. Doctor, Doctor, Nurse or Security Officer. If there is no HR Director/Manager on board then the Staff Captain or his delegate shall attend.

The **F301.01 Breath Alcohol Screening Test Results form** is to be used to report the results of alcohol screening. The Company may implement such other testing procedures or methods as deemed appropriate at its sole discretion.

In keeping with the Alcohol Policy, any reading at or above 0.040% (40.0mg%) or at or above 0.080% (80.0mg%) as specified in items 4 and 5 respectively, will be considered as "under the influence" and referred to the Master for disciplinary action.

To verify compliance with this policy, testing of a random sampling of each ship's complement will be periodically carried out at the instruction of the shoreside Fleet Personnel Department (DER or V.P. and above). All "Zero Tolerance" positions as defined in section "1" shall be tested as part of all random tests. Results of the testing will be provided to the vessel's Master and the Vice President Fleet Personnel. Any shipboard officer, upon

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suspicion of a violation of this policy, may have a crew member tested for alcohol after notice to and approval from the Master, Staff Captain or the VP Fleet Personnel.

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**DRUG POLICY**

Norwegian Cruise Line has adopted a policy of "Zero Tolerance" toward illegal drug or substance use on ships, and random drug testing will take place on a monthly basis.

**Drug Testing**

To ensure the fairness of this policy, a random system has been devised to choose crew and officers to be tested from a pool using crew numbers rather than names. All crew members from the Master on down are subject to random drug testing. The policy of instant dismissal for positive tests, refusal to take a test and efforts to manipulate or adulterate the test has also been implemented.

To verify compliance with this policy, random testing will take place. The decision to perform a random test will be made by the Fleet Personnel Department (DER or V.P. and above). It is suggested that each month a number between one (1) and nine (9) employees be picked, and all crew numbers ending with that number be placed in a pool. By using a simple computer program, 15 to 25 numbers (crewmembers) are picked at random. Crew members with these crew numbers will be drug tested. No advance notice should be given to crew as to the date and time for testing. Testing days should also be staggered.

In addition to the random testing, the Master has the authority to order testing at any time, on any crew member suspected of illegal drug use. The same dismissal policy applies.

A rapid test device will be used, which gives immediate results. At the time of sampling, the sample will be split, with at least two ounces of urine placed in a sealed cup in front of the crew member with a signed label and a chain of custody form. The remaining sample (at least one ounce) is then tested. If the test is negative, the sealed sample will be discarded. If the test is positive, the sealed sample will be secured until mailed to a shoreside lab for confirmation. The test result will be faxed to the ship, with a copy to the corporate office. Norwegian Cruise Line may implement such other testing methods or procedures as it deems appropriate in its sole discretion. Every effort must be made to ensure confidentiality.

In the event a positive result is confirmed, appropriate disciplinary action must be taken.

Norwegian Cruise Line expressly reserves the right to amend or alter this Policy without limitation at any time in its sole discretion.

Any crewmember "directly involved" in an accident or incident (not including a near miss) with injury of Severity 2 or higher, or damage of severity 4 or higher, shall undergo a **mandatory** alcohol and drug test. "Directly involved" means that their order, action, or failure to act cannot be ruled out as a cause of the accident or incident.

**Serious Marine Incident Chemical (Drug & Alcohol) Testing**

See **H402.10** for U.S. Coast Guard chemical (drug & alcohol) testing requirements for crew involved in a serious marine incident.

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**Changes to the Policy**

The Company has the right to change this Policy in its sole discretion, but must inform the Union of any changes before they take effect.

**REFERENCE**

**F301.01** Breath Alcohol Screening Test Results Form

**F301.02** Urine Drug Screening Test Results Form

**G910.9.1** Alcohol Breath Testing