

Trainee name: _____



TRAINEE POLICY HANDBOOK

Welcome Aboard

Welcome aboard Sisters Under Sail! You are receiving this Handbook trainee on-board an organized Sisters Under Sail program. This book has been designed to provide you with useful information regarding your tenure aboard the ship, during your participation in the program and to answer some of your questions. If you have questions that are not covered in the Handbook, please feel free to reach out to me directly.

We're happy to have you sailing with us!

Dawn Santamaria

Founder & Executive Director
Sisters Under Sail Corp.
Co-owner of STV Unicorn
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Our Mission and Values

Mission Statement

Sisters Under Sail builds confidence and leadership skills in girls and women of all ages through innovative educational programs based on rich maritime traditions so they may witness what women can achieve when they work together toward a common goal

Core Values

- Deliver innovative educational programs for women, by women, geared to build confidence and leadership skills.
- Encourage self-discovery by providing a supportive learning environment.
- Make the connection between the experience and key-learning's through facilitation and coaching.
- Continue to identify scholarship opportunities for girls and women who are on the right course, but lack the financial ability to afford the experience.
- Raise public awareness as to what can be accomplished when sisters work together.

The *Sisters Under Sail* curriculum is purposefully built to capitalize on the lessons learned while our students are sailing onboard a traditionally rigged tall ship. The program establishes a safe environment for young women where they are free to explore, learn and challenge themselves – embarking on a voyage of self-discovery and personal growth. We aim to teach **leadership in motion** and valuable confidence building skills to teenage girls.

Our students are asked to focus on 6 core competencies, honing in on their leadership, teamwork and communication skills. We begin each day with a preliminary group exercise to get the girls thinking about the key focus for the day. Then, following targeted on-deck activities, the group gathers in the evening to discuss what everyone has learned. A journal exercise is assigned so they can tie together their new experiences with their lives on land through experiencing **leadership in motion**.

Standing Orders

As a Sisters Under Sail trainee, the community environment on-board ship 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 with Sisters Under Sail 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 ship. This includes, but not limited to:
 - a. use of illegal drugs
 - b. use of alcohol while the vessel is under way
 - c. under-aged alcohol usage

2. Safety – Safety is the first and primary concern of everyone. Your personal safety and the safety of your shipmates 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. The ships we charter have 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 and trainee is expected to exercise mutual respect and conduct herself in a professional manner. This is our philosophy for living. Respect yourself, your mates, your officers 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 and ships' crew 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 – The vessel mission and that of Sisters Under Sail depends upon your maintenance, good housekeeping and cleanliness. As you respect yourself, your fellow crew and trainees 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 – While under charter, Sisters Under Sail is committed to sailing as all-women to deliver our empowerment program. The company does not discriminate either in employment, promotional opportunities; services offered to customers or to the general public. Sisters Under Sail are 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, sexual orientation, creed, age and nationality. Our policy, procedures and orders are intended to be objective and consistently administered.

7. Sexual Harassment – Sisters Under Sail will not tolerate sexual harassment of any sort by its officers, management, crew, volunteers, alumnae and trainees. It is our strictly enforced Company policy that crew members maintain a professional, non-sexual, relationship with fellow crew members and any program participant regardless being of legal age. 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, Chief mate or contact the Company directly at 908-713-1808.

If you have any questions regarding any of the standing orders or policies of this organization, it is advised that you contact Founder, Dawn Santamaria at the office, via email or on her cell.

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

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

Welcome Aboard!

Dawn Santamaria

Founder & Executive Director

Acknowledgment

Please read and sign the following Acknowledgment.

I _____ have received, read and understand a copy of the Trainee Policy Handbook for Sisters Under Sail. I agree to abide by all orders, rules and policies described herein.

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

1. I will be required to sign a full **Waiver and Release** form, which I will read, understand and agree to prior to signing.
2. I recognize and agree that I may be put ashore at anytime for violations as described above at the discretion of the Captain and Company officers.
3. I will be required to sign and date this acknowledgment form.

(print name)

(signature)

(date)

(witnessed by)