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POPPLETONS

Recruitment

Maritime Labour Convention (MLC 2006) Compliance Handbook

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POPPLETONSRECRUITMENT.COM

TEAM@POPPLETONSRECRUITMENT.COM

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1.0 INTRODUCTION

Overview of The Compliance Handbook



This handbook sets out Poppletons Recruitment's policies, procedures, and commitments under the Maritime Labour Convention, 2006 (MLC 2006). It is intended as a guide for internal staff, external auditors, seafarers, and clients, ensuring consistent compliance with international maritime recruitment standards.

2.0 OUR COMMITMENT

Our Commitment to MLC 2006

Poppletons Recruitment is committed to protecting the rights and welfare of seafarers through ethical recruitment practices. As a private seafarer recruitment and placement agency, we operate in full alignment with Regulation 1.4 of the MLC 2006, and we commit to the following principles:



- No fees or charges to seafarers for recruitment services.
- Fair treatment of all candidates, without discrimination.
- Maintenance of transparent contracts and records.
- Verification of all qualifications and compliance documentation.
- Secure and confidential handling of candidate data.

3.0 OVERVIEW OF MLC 2006

Overview of MLC 2006

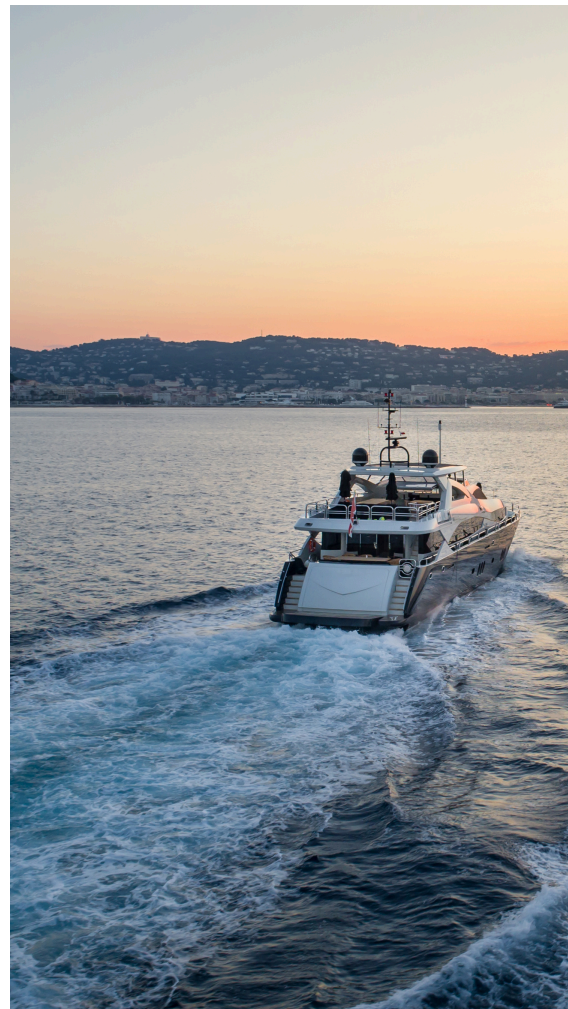
Regulation 1.4 – Recruitment and Placement

Obligations

Regulation 1.4 of the MLC 2006 outlines minimum requirements for seafarer recruitment and placement services.

Key obligations include:

- No recruitment fees payable by the seafarer.
- Maintenance of an up-to-date register of placements.
- Verification of qualifications and suitability.
- Procedures to respond to complaints.
- Insurance to cover monetary loss from failure of shipowners to meet obligations.



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We believe that ethical recruitment is the anchor of a safe and fair maritime industry. At Poppletons Recruitment, we are committed to safeguarding the dignity, rights, and welfare of every seafarer we serve.

4.0 PROCEDURES

Recruitment Procedures

4.1 Application Process:

- All applicants are required to submit a CV and proof of qualifications.
- Applicants must provide valid STCW, ENG1 medical certificate, and references.

4.2 Interview and Screening:

- All candidates are interviewed and assessed for suitability.
- Poppletons Recruitment verifies all documents, qualifications, and sea service records.

4.3 Placement and Contracting:

- Contracts are issued directly between seafarers and shipowners.
- A copy of the Seafarer Employment Agreement (SEA) is provided to the seafarer prior to deployment.
- Candidates are not placed on vessels unless terms are MLC-compliant.



Candidate Rights & Protections

A

No seafarer shall be charged a recruitment or placement fee.

B

Seafarers have the right to fair and safe employment.

C

Poppletons provides a clear grievance procedure.

D

All data is handled in compliance with GDPR and stored securely.

E

Seafarers are entitled to pre-departure briefings and repatriation support.

D

Seafarers shall not be blacklisted.

6.0 NO FEES FOR SEAFARERS

NO FEES FOR SEAFARERS

No Charge Of Fees For Seafarers

Under UK law and in alignment with international standards, seafarers must not be charged recruitment or placement fees.

Permitted Exceptions

A seafarer may only be charged for the following:

1. National statutory medical certificate
 - Cost of a medical certificate required by law to work at sea.
1. Seafarer's identity document (seaman's book)
 - If required by the flag State or employer and issued by a national authority.
1. Passport or personal travel documents
 - Such as visas, if not provided by the employer.

These are considered normal personal documentation costs — not recruitment-related fees.



Client Responsibilities & Insurance & Financial Protection

Client Responsibilities

- Clients must provide compliant contracts and working conditions.
- Clients must not charge any fees to the seafarer.
- Clients are required to inform Poppletons of any changes affecting seafarer conditions or contracts.
- Clients must maintain appropriate insurance and ensure timely payment and repatriation.

Insurance & Financial Protection

Poppletons Recruitment maintains insurance that covers:

- Repatriation costs in the event of abandonment.
- Outstanding wages for up to two months.
- Legal costs associated with contractual disputes, where applicable.



Grievance Procedure



If a seafarer has a complaint or concern, they may:

1. Submit a complaint to team@poppletonsrecruitment.com.
2. Contact our helpline at 0203 710 3223.
3. Expect a response within 7 working days.
4. If unresolved, escalate the matter to the MCA - MLC@mcga.gov.uk.

All grievances are logged, investigated, and resolved in line with our standard operating procedure.

Internal Audits and Compliance Reviews & Contact Details and Declaration

Internal Audits & Compliance Reviews

- Internal audits are conducted annually to assess compliance with MLC standards.
- An up-to-date register of placements is maintained.
- Audit findings are documented and corrective actions tracked.
- Staff are trained on recruitment compliance and ethics.



Contact Details & Declaration

Poppletons Recruitment

Spaces, Avon House, Avonmore Road, Kensington Village, London, W14 8TS

Email:
team@poppletonsrecruitment.com

Phone: 0203 710 3223

Website:
www.poppletonsrecruitment.com

Authorised Signatory: Richard Poppleton, CEO and Founder

Signature:

Date: 01/07/2025

POPPLETONS

Recruitment

Thank You



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Spaces, Avon House, Avonmore Road,
Kensington Village, London, W14 8TS

team@poppletonsrecruitment.com

0203 710 3223

www.poppletonsrecruitment.com