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## TO OUR EMPLOYEES:

It is a pleasure to have you as an important member of the Laborde Marine team, whether you have been here a long time or you are reading this on your first day of employment. We mention "team" because a cooperative spirit is essential if we are to continue to provide our customers with quality products and services in a very competitive market. We are counting on you to contribute to this common objective. Your commitment and the level of service you provide definitely make the difference at Laborde Marine.

In recognition of this team spirit, we strive to provide you with a positive working environment and a strong benefits program as outlined in this handbook. Please read it carefully and keep it handy as a source of information and further reference. If you have any questions not answered in this handbook, your manager will be glad to discuss them with you.

We are happy to welcome you to the Laborde Marine family and sincerely hope you find your career with Laborde Marine very rewarding. Our doors are always open to discuss any issues or concerns with you. We also welcome you and your family to just stop by and visit. We want you to feel that you are a part of the family. We take pride in knowing that we have the best of the best working for Laborde Marine. Again, welcome aboard.

Cliffe F. Laborde  
J. Peter Laborde, Jr.

Laborde Marine Management, L.L.C.

## **Purpose of Employee Handbook**

This handbook is intended to provide you with a general understanding of the personnel policies and certain benefits of Laborde Marine Management, L.L.C. (hereinafter referred to as "Laborde Marine"). Neither this handbook nor any provision in his handbook constitutes a contract of employment or any other type of contract. The information in the handbook should be helpful in familiarizing employees with Laborde Marine. With this handbook, however, we cannot anticipate every situation nor answer every question about employment. Laborde Marine must demonstrate flexibility in the administration of policies and procedures and reserves the right to change or revise policies and procedures without notice when such action is deemed necessary or advisable.

All employment at Laborde Marine is for an indefinite term and is terminable at any time at the will of either the employee or Laborde Marine for any reason not prohibited by law or for no reason. This employment at will status can only be changed in writing signed by an authorized officer of Laborde Marine.

On the following pages, we have covered policies concerning employment, pay, working hours, vacations, and safety and working environment. This handbook does not contain every policy enforced within Laborde Marine and should not be considered an exclusive compilation of Laborde Marine policies. If you have a question about a policy or an employment issue, please contact your manager, the Personnel Manager / Human Resources Director, or the V.P. of Operations.

## **Attendance and Punctuality**

You are expected to be at work on a regular basis. Excessive absenteeism, including tardiness, is expensive and disruptive to Laborde Marine's operation. Employees who have a record of excessive absenteeism or tardiness may be subject to discharge.

If you know ahead of time that a circumstance may require your being absent from work, you must obtain advance permission from your manager so that your job can be covered. If advance notice is not possible, you must contact the Personnel / Human Resources Department the Friday before your normal rotation begins. If you are unable to contact the Personnel / Human Resources Department, you must notify the V.P. of Operations or the individual on call.

You may be required to report your absence every day if your absence exceeds one day. Check with your manager to be sure you understand what is expected of you when you must be absent from work.

If an employee is absent without notification for one or more consecutive days, the employee is considered to have abandoned his/her job and may be subject to immediate discharge.

## **Business Ethics and Conduct**

The successful business operation and reputation of Laborde Marine is built upon the principles of fair dealing and ethical conduct of our employees. Our reputation for integrity and excellence requires careful observance of the spirit and letter of all applicable laws and regulations, as well as a scrupulous regard for the highest standards of conduct and personal integrity.

The continued success of Laborde Marine is dependent upon our customers' trust and we are dedicated to preserving that trust. Employees owe a duty to Laborde Marine, its customers, and stakeholders to act in a way that will merit the continued trust and confidence of the public.

Laborde Marine will comply with all applicable laws and regulations and expects its employees to conduct business in accordance with the letter, spirit, and intent of all relevant laws and to refrain from any illegal, dishonest, or unethical conduct. Compliance with this policy of business ethics and conduct is the responsibility of every employee of Laborde Marine. Disregarding or failing to comply with this standard of business ethics and conduct could lead to disciplinary action, up to and including termination of employment.

In general, the use of good judgment, based on high ethical principles, will guide you with respect to lines of acceptable conduct. If a situation arises where it is difficult to determine the proper course of action, the matter should be discussed openly with your immediate Supervisor; and, if necessary, with the V.P. of Operations for advice and consultation.

### **Change of Status**

It is important that Laborde Marine have up-to-date records on all of its employees, and accordingly, each employee should notify the Accounting Department whenever any change occurs in the following:

- Address
- Telephone number
- Person to notify in case of emergency
- Change in marital status
- Change in number of dependents
- Insurance beneficiary

If your marital status changes, you must notify Laborde Marine as to where you can be reached. Please remember that if you get married, you have 30 days from the date of your marriage to place your spouse on the health insurance coverage. The birth of a child is also 30 days from the birth to place the child on health insurance. If you do not send in the information to the Accounting Department within 30 days, the spouse or child will have to wait for open enrollment. You must also notify us within 30 days regarding a divorce, or if a child covered by our health insurance plan ceases to be eligible due to reaching the age limit. However, you should always refer to the applicable health insurance plan document or Summary Plan Description for a complete explanation of benefits.

### **Company Rules**

The orderly and efficient operation of the company requires that proper standards of conduct be maintained by all employees to protect the health and safety of all personnel to assure uninterrupted production and job security and to protect Laborde Marine's goodwill and property.

Laborde Marine will take disciplinary action it deems appropriate in the event of a violation of proper standards of conduct or in the event of other conduct requiring such action. The action taken will be based on the frequency and/or seriousness of the offense.

NOTE: The following violations of conduct are not to be considered all-inclusive. Violations may subject the violating employee to immediate disciplinary action up to and including discharge:

- Fighting or physical abuse;
- Threatening bodily harm;

- Use of profane or abusive language;
- Theft or misuse of company property or employee property;
- Damaging, defacing or destroying company property;
- Unauthorized use or possession of company property;
- Being on company premises without authorization outside of regular working hours;
- Posting, removing, defacing or altering notices on bulletin boards without appropriate approval;
- Violation of safety rules;
- Carrying or possessing weapons or explosives while working;
- Possession or use of alcoholic beverages, narcotics or other unauthorized drugs on company premises or working while under the influence;
- Sleeping or loitering during work hours or any other neglect of job duties;
- Unauthorized absence from employee's work area;
- Excessive or habitual absenteeism or tardiness;
- Falsifying company records (including time cards);
- Violation of the solicitation policy;
- Gambling;
- Horseplay;
- Distributing unauthorized written, electronic or printed material on company property;
- Unapproved use of telephones for personal business;
- Failing to immediately report accidents or personal injuries to a manager and/or appropriate company representative;
- Restricting production or interfering with others in the performance of their jobs or participating in any interruption of work or production;
- Unauthorized disclosure of proprietary information of Laborde Marine or its customers;
- Failing to notify the Personnel / Human Resources Department the Friday before your normal rotation begins when circumstances require you to be absent from work;
- Inappropriate use of electronic communication systems (i.e., e-mail, voicemail, Internet, intranet, etc.);
- Acting as an unauthorized agent for Laborde Marine in entering contractual agreements.

## **Company Vehicles**

- Company vehicles are to be driven by Laborde Marine employees only. Employees must hold a valid, current driver's license and must have reached a minimum age of 21 years.
- Any employee that has a driver's license revoked or suspended must notify the office immediately. Employees with a suspended license are not allowed to drive company vehicles.
- To drive a company vehicle, you must be on the approved Driving List by our insurance carrier.
- No unauthorized personnel are allowed to drive company vehicles.
- Smoking is not permitted in company vehicles.
- Alcoholic Beverages are not permitted in the vehicle.
- The driver and all passengers in the company vehicle must wear seat belts.
- All trash must be removed from the vehicle before going home.
- The driver is responsible for the safe operation of the vehicle at all times, following the rules, laws and speed limits of any state they may travel.
- If you have a mechanical issue with the vehicle, please contact the office immediately. If it can wait until you return from crew change, make sure you write down on the crew change sheet what problems you were experiencing and it will be taken care of.
- All drivers are responsible for fully completing a crew change sheet.
- The driver of any company vehicle is prohibited from using a cell phone except when the vehicle is parked or when a hands free device is in use. Therefore, using cellular phones to read, write or send text messages, instant messages or e-mail while driving a company vehicle is strictly prohibited.
- In case of an auto accident the following will apply:
  - Call the office and police. All accidents regardless of severity must be reported.
  - Call for medical attention if needed.
  - Secure the accident area. For safety reasons you may need to move to the shoulder of the road to allow traffic flow.
  - Get all information while waiting for the police if possible.
  - All insurance and registration on all company vehicles can be located in the glove compartment of the vehicle.

## **Crew Change Procedures**

All employees are responsible for calling the office the week of their crew change to get times to report.

If you are unable to make your scheduled crew change, you must give the office proper notice to get a replacement. There will be certain situations that will not allow proper notice time, but you must call as soon as possible.

If you are unable to make your scheduled crew change, you may have to wait until the next crew change before you may return.

Employees will report to the office and depart the office with supplies for their designated crew change unless otherwise instructed by the Personnel / Human Resources Department.

All employees must sign the crew change sheet that is on the table in the back office. The sheets are designed to alert fellow crew members of the individuals who cannot drive company vehicles, who is to be the designated driver and who will be going out for crew change.

We do not allow employees to drive other employee's vehicles back to the office or dock.

All employees must have their proper PPE gear on while embarking or disembarking the vessel.

### **Drug and Alcohol Policy**

The use of alcohol, drugs or other medications and controlled substances that can affect your senses and responses during working time and while on company property, vessels or in vehicles is strictly prohibited. It is a proven fact that drugs are dangerous; they are major contributors to industrial accidents and time lost from work; they interfere drastically with work performance and safety; they are a major cause of crime, so we are very serious about them.

Safety is important and all employees should conscientiously follow safe work practices and conduct themselves in a manner, which will achieve maximum productivity of high quality in a safe working environment. In pursuit of those objectives, as well as the necessity to protect company assets and those of our customers, no potentially dangerous substances are allowed in or on company property, vessels or vehicles, or in your possession during work time. Furthermore, company policy prohibits an employee's use of drugs off of company property or after hours if such use will result in the presence of detectable levels of the drug in the employee's system during working time or while on company property. Some examples of prohibited substances are alcoholic beverages, barbiturates, amphetamines, heroin, cocaine, crack, LSD, PCP and marijuana. But remember, these are only examples -- we are talking about any substance which may affect your performance, reliability, judgment, coordination, reactions or senses. A violation of this policy will be considered "gross misconduct."

An employee must notify his/her supervisor when taking a prescription drug. An employee who is taking a prescription drug is required to present to the company a statement from the prescribing physician that the prescription drug will not impair the employee's work performance. You must use the medication at the physician's prescribed or authorized dosage. Use only prescriptions in your name. You may only legally use medications prescribed for you. An employee must also notify his/her supervisor when taking an over-the-counter medication that the employee feels may affect his/her senses, judgment and/or job performance. Any information divulged by the employee will be held in confidence.

As a further precaution against the use of prohibited drugs, henceforth all employees are subject to, from time to time, unannounced searches of their person and their property while on our premises or our customers' premises. Entry into and upon any work location or company vehicle or vessel is conditioned upon Laborde Marine's right to conduct such searches.

The following, then, are conditions of employment for all employees, and by continuing to work for Laborde Marine, you are agreeing to comply with these rules and conditions:

- All personal items such as packages, bags, lunch boxes, brief cases, purses, or other belongings or items being removed from or brought on to company premises, vessels or vehicles are subject to inspection by Laborde Marine at any time. Employees are subject to search at any time while on company property or vessels or in company vehicles.
- Employees are subject to a physical examination and medical test to determine the presence or use of alcohol or drugs, if any. These tests may take place on a random, unannounced basis, after accidents involving property damage or injury, or whenever an employee's conduct gives management a reasonable suspicion that the employee may have alcohol or drugs in his or her system. Any employee who, as a result of testing, is found to have identifiable levels of a prohibited drug or substance in his or her system, regardless of when or where the drug or substance entered the employee's system, will be considered in violation of company policy, and will be removed from the premises or from their safety sensitive duties and subject to disciplinary action, including discharge, or, at Laborde Marine's discretion, given the opportunity to receive treatment for a substance abuse disorder.
- All employees refusing to cooperate in any search or inspection or examination or screening test will be subject to immediate discipline, including discharge and said refusal will be treated as a positive test result.
- Employees possessing unauthorized drugs, alcohol or other such substances will be subject to immediate discharge.
- Under Louisiana law, any employee who tests positive for drug or alcohol use, or refuses to take a drug or alcohol test, can be denied worker's compensation and unemployment benefits.
- All individuals are encouraged to provide to the collection site individual and/or medical review officer notification of any information that the individual considers relevant to the test.
- Any employee who is confirmed positive for drug or alcohol use has the right, within seven (7) days of notification of the test results, to request access to any records relating to the drug test or to the results of any relevant certification, review, or suspension/revocation of said certification proceedings relative to any person or entity involved in the testing procedure.
- If the alcohol/drug test is positive, and a split sample was collected, the individual may have the second bottle tested at the employee's expense. To do so, the employee must request that the medical review officer direct that the second bottle be tested in a NIDA or CAP-FUDT certified laboratory for the presence of the drug(s) for which a positive result was obtained in the test of the original specimen or first bottle. The MRO shall honor such request if made within 72 hours of the employee's having actual notice that he or she tested positive.

### **E-Mail and Internet Access Policy**

Laborde Marine is committed to providing an environment that encourages the use of computers and electronic information as essential tools to support Laborde Marine's business. It is the responsibility of each employee to insure that this technology is used for proper business purposes and in a manner that does not compromise the confidentiality of proprietary or other sensitive information.

Company computers, files, software, and network are the property of Laborde Marine. All e-mail correspondence is also the property of Laborde Marine. Employee e-mail communications are not considered private despite any such designation either by the sender or the recipient. Laborde Marine reserves the right to monitor its e-mail system - including an employee's mailbox - at its discretion in the ordinary course of business. Please note that in certain situations, Laborde Marine may be compelled to access and disclose messages sent over its e-mail system. The existence of passwords and message "delete" functions do not restrict or eliminate Laborde Marine's ability or right to access electronic communications. Employees shall not share an e-mail password, provide e-mail access to an unauthorized user, or access another user's e-mail box without authorization. Employees shall not post, display, or make easily available any access information, including, but not limited to, passwords.

Messages sent to all e-mail users require prior approval by an appropriate member of management.

Employee use of Laborde Marine's network, including its connection to the internet, is not considered private. Laborde Marine reserves the right to monitor its network - including employees' use of the internet - at its discretion in the ordinary course of business. Laborde Marine's network, including its connection to the internet, is to be used primarily for business related purposes and not for personal use. Any unauthorized use of the internet is strictly prohibited. Unauthorized use includes, but is not limited to: connecting, posting, or downloading pornographic material; engaging in computer "hacking" and other related activities; attempting to disable or compromise the security of information contained on Laborde Marine's computers (or otherwise using Laborde Marine's computers for personal use).

Internet messages should be treated as non-confidential. Anything sent through the internet passes through a number of different computer systems, all with different levels of security. The confidentiality of messages may be compromised at any point along the way, unless the messages are encrypted.

Because postings placed on the internet may display Laborde Marine's address, make certain before posting information on the internet that the information reflects the standards and policies of Laborde Marine. Under no circumstances shall information of a confidential, sensitive or otherwise proprietary nature be placed on the internet.

All files downloaded from the internet must be checked for possible computer viruses. If uncertain whether your virus checking software is current, you must check with an appropriate member of management before downloading.

Offensive, demeaning, or disruptive messages are prohibited. This includes, but is not limited to, messages that are inconsistent with Laborde Marine's policies regarding "equal employment opportunity" and sexual harassment and other unlawful "harassment."

Any employee who violates this policy shall be subject to discipline, up to and including discharge.

### **Employee Benefits**

Laborde Marine has an employee benefit program for its employees. The Company provides health insurance, as well as other benefits. Please refer to the Employee Benefits Summary booklet and the Summary Plan Description for a full and complete explanation of benefits.

## **Employment at Will**

Laborde Marine employs personnel pursuant to the employment-at-will doctrine. This entitles Laborde Marine to terminate the employment of employees at any time, for any reason not prohibited by law or for no reason with or without notice. Neither the policies in this handbook or the written or verbal communications may create a contract of employment or a warranty of benefits. No supervisor, manager or representative of Laborde Marine has any authority to enter into an agreement to employ anyone for any specified amount of time or make special promises to employees different from the conditions in this paragraph. This employment at will status can only be changed in writing signed by an officer of Laborde Marine.

## **Employment of Minors**

Minors between the ages of sixteen (16) and eighteen (18) may be considered for general employment only on a temporary basis. Minors between the ages of sixteen (16) and eighteen (18) may not be assigned to work that has been classified as hazardous.

All applicants under twenty (20) years of age will be required to furnish certification of birth or other proof of age in order that federal and state laws can be strictly adhered to.

## **Environmental Protection Policy**

Laborde Marine is fully committed to conduct its operations in a manner that minimizes any adverse impact upon the environment in which we work. Our policy is to protect the environment and to prevent pollution in any form in all operations conducted by the company. Every employee has the obligation to follow environmentally sound work practices. It is the company's policy that every employee has the right, and the responsibility, to make sure that the operation is being conducted in a manner that minimizes any harm to the environment or causes unlawful pollution of any kind.

To achieve this policy, Laborde Marine provides accident prevention programs and systems, and maintains compliance with all federal, state and local regulations that apply to the land, air and waters in which they work. Any subcontractor, vendor or worker that may visit the company's property or vessels will be held to the standards stated in the Safety Management System (SOP Manual). Any time that an infringement or violation of this policy is observed, it should be reported immediately. Laborde Marine will not tolerate any type of retaliation, direct or indirect, against any employee or other person who, in good faith, reports a possible deviation from this policy. Any employee who retaliates against another employee for reporting a possible deviation from this policy will be subject to disciplinary action, up to and including termination.

By striving for environmental excellence, we will be able to achieve that highest quality work environment for our employees, achieve the highest quality service for our customers, and do our part in making sure the environment is protected for future generations.

## **Equal Employment Opportunity Policy**

In order to provide equal employment and advancement opportunities to all individuals, employment decisions at Laborde Marine will be based on merit, qualifications, and abilities. Laborde Marine does not discriminate in employment opportunities or practices on the basis of race, color, religion, sex, national origin, age, or any other characteristic protected by law. This policy governs all aspects of employment, including selection, job assignment, compensation, promotions, discipline, termination, and access to benefits and training.

Any employee with questions or concerns about any type of discrimination in the workplace is encouraged to bring these issues to the attention of the V.P. of Operations. Employees can raise concerns and make reports without fear of reprisal. Anyone found to be engaging in any type of unlawful discrimination will be subject to disciplinary action, up to and including termination of employment.

### **Harassment**

As an equal employment opportunity employer, Laborde Marine prohibits all types of employment discrimination, including sexual, racial, and ethnic harassment. It is Laborde Marine's policy to maintain a work environment free of harassment of any type. This includes, but is not necessarily limited to, verbal, physical, and visual harassment. Any employee or member of management who engages in such discriminatory conduct is subject to disciplinary action up to and including discharge.

Sexual harassment infringes on employees' rights to a comfortable work environment, and it is a form of misconduct that undermines the integrity of the employment relationship. No employee -- male or female -- should be subjected to unsolicited and unwelcome overtures or conduct, either verbal or physical. Laborde Marine will not tolerate offensive, intimidating, or hostile conduct that interferes with an employee's work performance. Such conduct that is prohibited includes repeated offenses of sexual flirtations, advances, or propositions; continued or repeated verbal abuse of a sexual nature; explicit or degrading verbal comments about another individual or his or her appearance; offensive comments regarding sexual or private matters; the display of sexually suggestive pictures, objects or offensive jokes; or any other offensive or abusive physical or verbal conduct.

Other impermissible conduct includes the taking of any personnel action on the basis of an employee's submission to or refusal of sexual overtures. No employee should so much as imply that an individual's sexual "cooperation" will have any effect on the individual's employment, assignment, compensation, advancement, career development or any other condition of employment.

As a general rule, Laborde Marine will not tolerate any offensive, intimidating or hostile conduct that may interfere with the performance of an employee's job or endanger the safety and well-being of anyone while on Laborde Marine premises. Employees must use mature judgment and maintain the highest standards of performance and personal conduct at all times. Some examples of prohibited conduct are set forth below:

- Verbal abuse, jokes, comments, nicknames or slurs that in any way relate to an individual's race, color, sex, age, religion, national origin or disability;
- Joking or "kidding" that is considered unacceptable or offensive to another person;
- Threatening or profane language towards others;
- Fighting, assaulting or injuring another person;
- Pranks, practical jokes or other disorderly conduct;
- Creating a working environment that is intimidating, hostile or offensive or adversely affects an employee's work performance because of unwelcome or unwanted conversations, suggestions, comments, slurs, requests, demands, jokes, physical contacts or attentions.

Any questions regarding this policy should be addressed to Cliffe F. Laborde, Peter Laborde or Ginny Hootsell. Any employee who believes that he or she has been the victim of any type of harassment or who has any knowledge of that kind of behavior is urged to

report such conduct immediately to the V.P. of Operations, Cliffe F. Laborde, Peter Laborde or Ginny Hootsell. Every reasonable attempt will be made to protect confidentiality.

Laborde Marine will not tolerate any type of retaliation, direct or indirect, against any employee or other person who, in good faith, complains about or witnesses prohibited harassment.

This policy applies to all employees, supervisors, managers, vendors, and all other individuals doing business with Laborde Marine.

### **Hurricane Preparedness Plan**

Laborde Marine values each and every employee working for the company. We strive to keep each and every one informed of any pending weather situation. All employees must read and adhere to the Hurricane Preparedness Plan, which is in the Safety Management System (SOP Manual). If you have any questions or concerns, please contact the Safety Department.

### **Illness or Injury**

If you are injured on the vessel, you must report it immediately to your supervisor. A report, regardless of the injury, must be written and the office must be alerted.

If medical attention is needed, it will be arranged by our Safety Department or appropriate manager.

If you have an illness, the same procedure will be followed and release from your doctor must be sent in to office before you will be allowed to return to work. You will also be required for all injuries or illnesses if you are out more than 30 days to get clearance from our Medical Review Officer even though you have been cleared from your personal physician.

We do offer a light duty program. If you are released for light duty, you may work at the office and continue to make your regular day rate.

If you are injured on the vessel, we pay to the end of your scheduled hitch.

If an injury or illness occurs after office working hours, call the office and the individual on call will assist you.

### **Leave Vessel Policy**

Except for emergency situations, no employee is allowed to leave the vessel without permission from the Master. The Master may grant employees permission to leave the vessel to conduct company business without first obtaining authorization from shore based management. The Master, however, must receive authorization from shore based management or individual on call before giving an employee permission to leave the vessel for any reason other than company business.

If the Master gives an employee permission to leave the vessel, the Master must notify the office, and the employee cannot get off the vessel until his watch is over.

No unauthorized personnel are allowed on the vessel.

There will be *no* exceptions to this policy. A violation of this policy is grounds for immediate termination.

## Leaves of Absence

### Family Medical Leave Act

Under the Family and Medical Leave Act (FMLA), employees who have been employed for at least 12 months (continuous or noncontinuous, with the exception of certain breaks in service as defined under the FMLA), and have worked 1,250 hours of service during the previous 12-month period preceding the start of the leave, are eligible for up to 12 weeks of unpaid leave of absence during each rolling 12-month period for one or more of the following reasons:

- Birth of the employee's child, and to care for the child within 12 months of birth;
- Placement of a child with the employee for adoption or foster care;
- If the employee is needed to care for a child, spouse, or parent of the employee who has a "serious health condition";
- Inability of the employee to perform the functions of his or her position due to a "serious health condition" of the employee;
- Pregnancy or prenatal care; and/or
- To fulfill family and/or child care responsibilities arising as a result of the employee's spouse, parent or son or daughter who is a member of the regular Armed Forces or military reserve components and is deployed to a foreign country or is notified of an upcoming call to duty in a foreign country ("Active Duty Family Leave").

All periods of absence for work due to or necessitated by covered service under USERRA are counted as active employment for eligibility purposes.

Management may require medical certification of the need for leave on forms provided by management for qualifying circumstances. Management may also request at its discretion that a second medical opinion be secured. Should the first and second opinion differ, a third opinion may be obtained. Subsequent medical recertifications may be required at reasonable intervals. Failure to provide the completed medical certification forms within the time required by management may result in the delay or denial of the leave.

With respect to Active Duty Family Leave, Laborde Marine may require certification that the employee's family member is on active military duty. Management reserves the right to determine whether the situation in question qualifies under the Active Duty Family Leave category.

If the need for family or medical leave is foreseeable, the employee must provide management with at least thirty (30) days' notice. If unforeseeable, as much notice as practicable should be given. Failure to provide required notice may result in denial or delay of the requested leave.

FMLA leave will be unpaid. FMLA leave runs concurrently with any other leave applicable under Laborde Marine's policies and other applicable federal or state laws.

Any absence not approved under the FMLA and not covered by any other company policy or law may result in discipline up to and including termination of employment.

If necessary, intermittent or reduced leave may be available under certain circumstances, provided a reasonable effort is made to schedule leave so as to not disrupt operations.

An employee who wishes to maintain group coverage during the leave must continue to pay his or her portion of the premium for coverage, if any, on the same basis as if the employee had been continuously working during the leave.

Laborde Marine may require any employee returning from medical leave of absence to obtain and present a current medical certification that the employee is able to resume work and specifying any work restrictions that may apply. Such certification must be provided prior to return to work.

FMLA leave is measured on a rolling, 12-month period except as otherwise required by this policy or law.

### **FMLA - Injured Service Member Leave**

An employee may be entitled to Injured Service Member Leave to care for the employee's spouse, son, daughter, parent or next of kin (nearest blood relative) who is a member of the Armed Services (including reserve components of the Armed Services) and who is injured in the line of duty. The injured service member must have a serious injury or illness, which renders him or her medically unfit to perform the duties of his office, grade, rank, or rating. The injured family member must also be undergoing medical treatment, recuperation, or therapy, be in out-patient status, or be on the temporary disability retired list as a result of the injury or illness. Management may require medical certification from an authorized health care provider of the service member and on a form provided by management if Injured Service Member Leave is sought.

This entitlement also covers members who are veterans receiving treatment, recuperation or therapy for a serious injury or illness, as long as the veteran served at some point in the military within the preceding five years and was not dishonorably discharged and to qualifying family members in the Armed Services on active duty in a foreign country. Serious injury or illness includes not only those illnesses and injuries incurred while in the line of duty and on active duty, but also pre-existing illnesses and injuries aggravated by such service.

Under this type of leave, an employee may take a total of 26 weeks of unpaid leave beginning on the first day the employee takes leave and ending twelve months thereafter. During this 12-month period, the employee is limited to a combined total of 26 weeks of leave under FMLA, which includes up to 12 weeks of leave taken under any other provision of the FMLA, described above.

Laborde Marine reserves the right to require employees to take Injured Service Member Leave concurrently with paid leave, such as vacation, personal, or sick leave. Employees may also request the use of this paid leave.

Copies of the Notice of Rights and Responsibilities, WH-381, are available for all employees. Additionally, information about Rights and Responsibilities under the FMLA is posted for viewing by all employees.

### **Maternity Leave**

Under Louisiana law, pregnant employees are entitled to an unpaid leave of absence of up to six weeks for a normal delivery, and up to four months of unpaid leave if the employee is disabled on account of pregnancy, childbirth or related medical condition. This leave runs concurrent with any FMLA leave taken by an employee. Employees in other states should check with company management regarding applicable maternity leave laws.

### **No Solicitation/Distribution Policy**

There will be no solicitation of any kind and no distribution of literature of any kind by an employee while an employee is to be working. Furthermore, no solicitation of any

kind and no distribution of literature of any kind is to be made to another employee while that employee is to be working. Each employee should accomplish their work and not interfere with other employees trying to accomplish their work. Employees are not permitted to distribute any advertising material, literature, or other non-work materials at any time in the work area. All bulletin boards are for management's use only.

### **Open Door Policy**

Generally, most employee concerns are satisfactorily addressed through a meeting with the employee's manager. If a satisfactory resolution of the problem does not occur, you are encouraged to contact the V.P. of Operations. When these avenues are not successful, feel free to use our open door policy. As an employee, you may bring your concern to the attention of any member of management.

### **Parking Lot and Office Area**

Laborde Marine employees are given a designated area for parking vehicles while offshore. Your conduct in this area should reflect courtesy, safety and concern for both pedestrian and vehicular traffic. You are responsible for locking and parking your vehicle in a safe manner. Please park in designated parking areas only. If you are blocking an area that clearly is marked NO Parking, your car may have to be moved. Laborde Marine will not be responsible for any property lost, stolen or damaged while using its parking facilities or other facilities.

### **Pay**

Laborde Marine pays competitive salaries to attract, motivate and retain competent personnel. Your salary is determined by a combination of the nature of the job you are performing, the experience/skill level that you bring to your job and the level of your performance as well as other relevant factors.

Normal payday for all employees is the 5<sup>th</sup> and 20<sup>th</sup> of each month. The payment on the 5<sup>th</sup> is for work performed from the 16<sup>th</sup> through the 31<sup>st</sup> of the prior month. The payment on the 20<sup>th</sup> is for work performed from the 1<sup>st</sup> through the 15<sup>th</sup> of the month. If the 5<sup>th</sup> or the 20<sup>th</sup> fall on the weekend or a holiday, then employees will be paid on the Friday before the weekend or the day before the holiday.

We do encourage direct deposit for all employees. If you choose not to elect direct deposit, your check will be mailed out with regular mail and we are not responsible if you do not receive your check on the 5<sup>th</sup> or 20<sup>th</sup>, as we cannot control the mail system. If you do not receive your check after 10 days we will stop payment and reissue.

If at any time you have questions regarding your pay, please contact the Personnel Manager / Human Resources Director.

### **Performance Evaluations**

All new crewmembers will be subject to a new hire evaluation after their first hitch on the vessel. The evaluations will be in writing and conducted by the Master of the vessel. All employees will be given the opportunity to sign the evaluation and make their comments before the evaluations are sent in to the office. All employees will also be evaluated on a quarterly basis. The evaluations are used as a tool for pay increases, promotions and to assist management in determining whether any additional training is needed. Masters will be evaluated by the Port Captains / Marine Superintendents or any part of the management team.

## **Safety**

The Laborde Marine safety philosophy is that the safety of its people is the most important consideration in the performance of its services. While what we do as a company is important, assisting in providing energy to the world, it is not so important that it ever justifies someone being hurt or killed in the process. No job is so important that we cannot take the time necessary to do it right – and safely. It is Laborde Marine’s policy that every employee has the right, and responsibility, to make sure that any job is conducted in a safe and responsible manner. It is the responsibility of every employee to stop any unsafe operation and to report any unsafe condition or hazard. Every employee is responsible for the safety of every other employee – the same as you would respond to protect a member of your own family. We expect our employees to use good judgment, common sense, and their knowledge and experience to assure a safe working environment for all aboard our vessels. By striving for safety excellence, we will be able to achieve the highest quality work environment for our employees, and achieve the highest quality services to our customers.

It is therefore the policy of the company to provide a safe work environment and to achieve this, the company provides accident prevention programs and systems, and near miss and inspection programs, and maintains compliance with applicable national and international regulations. Employee safety and accident prevention performance will be a major consideration in decisions affecting promotions, salary adjustments and continued employment. We will monitor our performance and strive for continuous improvement.

Laborde Marine will not tolerate any type of retaliation, direct or indirect, against any employee or other person who, in good faith, reports a possible deviation from this policy. Any employee who retaliates against another employee for reporting a possible deviation from this policy will be subject to disciplinary action, up to and including termination.

For further information on Laborde Marine’s safety policies and procedures, refer to the Safety Management System (SOP Manual) located on the vessel.

## **Separation of Employment**

Because employment at Laborde Marine is at will and based on mutual consent, either Laborde Marine or the employee may end the employment relationship at any time for any reason or for no reason. Employees are requested to submit a written letter of resignation to their manager in the event they wish to resign. This resignation letter should be presented two (2) weeks prior to the effective date of leaving employment.

## **Smoking Policy**

Laborde Marine believes that all employees are entitled to a safe, clean and healthy work environment. All employees will refrain from smoking inside any Laborde Marine vessel, office or company vehicle. There will be established smoking areas on the vessel and office. Smoking is allowed only in designated smoking areas and during designated break times. No smoking is permitted while performing your job. All employees must also read and adhere to the “Policy for a Smoke-Free Workplace”, which is in the Safety Management System (SOP Manual) located on the vessel. If you have any concerns regarding this policy please contact the Personnel Manager / Human Resources Director, HSE Director or the Operations Department.

## **Social Media**

Social media as used in this policy includes all means of communicating or posting information or content of any sort on the internet, including web logs or blogs, journals or diaries, personal web sites, social networking or affinity web sites, web bulletin boards or chat rooms, whether or not associated or affiliated with Laborde Marine, as well as any other form of electronic communication.

The same principles and guidelines found in Laborde Marine's other policies apply to employees' activities online. Ultimately, employees are solely responsible for what they post online. Before creating online content, consider some of the risks and rewards that are involved. Keep in mind that any online conduct that adversely affects an employee's job performance, the performance of fellow employees or otherwise adversely affects customers, suppliers, people who work on behalf of Laborde Marine or Laborde Marine's legitimate business interests may result in disciplinary action up to and including termination.

Carefully read these guidelines and Laborde Marine's other policies, and ensure your postings are consistent with them. Inappropriate postings, such as those that include discriminatory remarks, harassment, and threats of violence or similar inappropriate or unlawful conduct, will not be tolerated and may subject an employee to disciplinary action up to and including termination.

Always be fair and courteous to fellow employees, customers, suppliers, or people who work on behalf of Laborde Marine. Also, keep in mind that you are more likely to resolve work-related complaints by speaking directly with your co-workers or by communicating directly with management than by posting complaints to a social media outlet.

Always remember to:

- Maintain the confidentiality of Laborde Marine's trade secrets and private or confidential information. Trade secrets may include information regarding the development of systems, processes, products, know-how and technology. Do not post internal reports, policies, procedures or other internal business-related confidential communications.
- Respect financial disclosure laws. It is illegal to communicate or give a "tip" on inside information to others so that they may buy or sell stocks or securities.
- Express only your personal opinions. Never represent yourself as a spokesperson for Laborde Marine. If Laborde Marine is a subject of the content you are creating, be clear and open about the fact that you are an employee and make it clear that your views do not represent those of Laborde Marine, fellow employees, customers, suppliers or people working on behalf of Laborde Marine. If you do publish a blog or post online related to the work you do or subjects associated with Laborde Marine, make it clear that you are not speaking on behalf of the company. It is best to include a disclaimer such as "The postings on this site are my own and do not necessarily reflect the views of Laborde Marine."

Refrain from using social media while on work time or on company equipment, unless it is work-related as authorized by your manager or consistent with company policy. Do not use the company's email addresses to register on social networks, blogs or other online tools utilized for personal use.

As stated in the E-Mail and Internet Access Policy, employee use of Laborde Marine's network, including its connection to the internet, is not considered private. Laborde Marine reserves the right to monitor its network – including employees' use of the internet – at its discretion in the ordinary course of business.

Laborde Marine prohibits taking negative action against any employee for reporting a possible deviation from this policy or for cooperating in an investigation. Any employee who retaliates against another employee for reporting a possible deviation from this policy or for cooperating in an investigation will be subject to disciplinary action, up to and including termination.

## Union Free Policy

Laborde Marine is a non-union company. We believe that representation by an outside organization is not in the best interest of the employees or Laborde Marine. Further, a union is not necessary for employees to enjoy fair treatment and good working conditions. We value the personal relationship between management and employees. Employees are free to come to management about any matter whatever. We have an “open door” policy that we encourage our employees to utilize. A union could mean the loss or restriction of that right, as union represented employees are generally required to bargain through union officials.

## Wage Garnishments and Child Support

Laborde Marine complies with all Federal and States laws in withholding of child support payments. All other garnishments will be reviewed by the office and will abide by all Federal rules and regulations or the Jones Act.

## Work Schedules

Laborde Marine offers a 14/7 or a 14/14 or 28/14 schedules. At the time of hire your vessel will be assigned, and depending on which vessel you are assigned, your schedule will follow accordingly. At any time you need to change your schedule, please contact the Personnel / Human Resources Department and they will try to accommodate you. It may involve moving to another vessel. From time to time you may be asked to go to another vessel to assist for whatever reason. We expect all Laborde Marine Employees to go willingly. Under no circumstances will employees alter the given schedule without calling the Personnel / Human Resources Department and discussing.

## Workplace Violence

We are concerned about increased violence in society, which has filtered into many workplaces throughout the United States, and have taken steps to prevent incidents of violence from occurring at Laborde Marine.

Accordingly, it is our policy to expressly prohibit any acts or threats of violence by any employee or former employee against any other employee in or about our facilities at any time. We also will not condone any acts or threats of violence against our employees, customers, or visitors on company premises at any time or while they are engaged in business with or on behalf of Laborde Marine, on or off its premises.

The following are specific examples of violent or threatening behavior for which Laborde Marine has established a zero tolerance level. ***This is not an all-inclusive list, however, and it must be remembered that any act or threat of violence is unacceptable and may lead to disciplinary action up to and including termination of employment without prior warning.*** Furthermore, Laborde Marine reserves the right to file criminal charges in cases of violent acts.

- Employees bringing weapons of any kind on company premises or possessing weapons at any time while performing work for Laborde Marine on or off the premises unless specifically authorized by Peter Laborde or Cliffe Laborde. The exception is that Employees may store lawfully possessed firearms or other weapons in their personal vehicles while parked on company property provided the vehicle is locked and such firearms or other weapons are hidden from plain view or locked in a case or container within the vehicle;
- Nonemployees bringing weapons of any kind on company premises. Of course, representatives of law enforcement agencies are permitted to bring weapons on company premises, provided they are acting in an official capacity;

- Fighting on company premises by employees and/or nonemployees;
- Anyone making threats of violence or using profanity, abusive, obscene, or threatening language or gestures.

You are responsible for reporting any unusual or questionable behavior or circumstances to the Vice President of Operations or the person on call. In addition, you have a duty to promptly notify your supervisor regarding any act or threat of violence that you witness. Your report will be held in confidence to the maximum extent possible, and we will not condone any form of retaliation against you for making a report.

We will not knowingly employ any individual who has demonstrated past behaviors indicating violent tendencies. Current employees who display tendencies to engage in violent, threatening, or otherwise inappropriate behavior may be referred to our Employee Assistance Program (EAP), at our discretion.

**Receipt and Acknowledgment of Employee Handbook**

I have received and reviewed a copy of the Employee Handbook for Laborde Marine Management, LLC Crew. I understand that I am responsible for reading, understanding, and adhering to the policies contained in the Handbook.

I understand that this Handbook is not an employment contract, and is not to be construed, under any circumstances, as a promise or guarantee of continued employment. I understand that by my acceptance of employment with Laborde Marine Management, LLC (“Laborde Marine”), I recognize that the employment relationship is at will and may be terminated by Laborde Marine or by me at any time.

I understand that no member of management, other than Peter and Cliffe Laborde, has the authority to enter into any agreement for employment or benefits for any period of time, or to make any agreement contrary to the foregoing. I further understand that any policies, procedures and benefits discussed in this Handbook may be changed by Laborde Marine at any time, without notice.

I understand that as a Laborde Marine employee, I may be given company property for use during my employment, including equipment, lap top computers, keys, proximity cards, and the like. Should my employment with Laborde Marine terminate, I understand that I am responsible for returning any and all company property, upon collection of my final paycheck. If for any reason I do not return company property, I agree that Laborde Marine may deduct the value of such items from my final paycheck.

\_\_\_\_\_  
DATE

\_\_\_\_\_  
SIGNATURE

\_\_\_\_\_  
PRINT NAME