6.10 PRESCRIPTION MEDICATION NOTIFICATION

6.10.1 Policy

The use of prescription or non-prescription (over-the-counter) medication may affect the ability of an individual to safely perform the duties of a vessel crewmember. The Company policy is that the employee will notify the Company of all prescription medications that he/she is taking and will keep the list current.

6.10.2 Purpose

The purpose of this section is to set forth the Prescription Medication Notification Policy.

6.10.3 Responsibility

<table>
<thead>
<tr>
<th>ROLE</th>
<th>RESPONSIBILITY</th>
</tr>
</thead>
<tbody>
<tr>
<td>Human Resources</td>
<td>• Ensure that the Drug &amp; Alcohol Policy is compliant with federal regulations</td>
</tr>
<tr>
<td>Director of Safety &amp; Compliance</td>
<td>• Monitoring the administration of this program.</td>
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<td></td>
<td>• Ensure that yearly USCG reporting requirements are met.</td>
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<td>• Ensure that yearly random samples are adjusted per USCG percentages.</td>
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</tbody>
</table>

6.10.4 Definitions

There are no specific definitions for this section.

6.10.5 Procedures

All vessel personnel are urged to use extreme caution when taking medications while employed aboard a vessel. The incapacitation, which can result from imprudent use of medication, may be the cause of a serious accident involving personal injury, property damage, and perhaps loss of life.

Some non-prescription drugs (for example, some of those sold for the relief of cold symptoms and which contain antihistamines) can cause drowsiness and should not be taken by persons operating vessels, machinery or motor vehicles. In addition, some medications which have no harmful effects if taken on their own or in the quantity recommended by the manufacturer may become dangerous if the proper dosage is exceeded or if taken in conjunction with alcohol or other medications. The directions supplied with any mediation should always be read carefully and followed precisely.
Information concerning the properties and side effects of many commonly used prescription and non-prescription medications is available from the USCG web-site. Vessel employees are expected to notify the vessel Captain to determine whether and how a particular medication may affect their ability to safety perform their duties. Licensed personnel must follow USCG guidelines regarding permissible medications (refer to NVIC 04-08 for more information).

If an employee brings prescription drugs into a company facility or vessel, the medication must be in the bottle or container in which it was originally dispensed and must be prescribed to the individual.

The employees shall report the use of medication to their supervisor. That supervisor should report to the Director of Safety & Compliance, in general terms, that one of the employees on location is using medication and has reviewed such use with the employee’s medical sources, and that the employee has been cleared for work. If the supervisor cannot assure the Director of Safety & Compliance that these steps were taken, or if the worker appears to be impaired or endangering himself or herself or others, said worker may be removed from the vessel and/or premises.

Use of a prescription or over-the-counter medication is permitted only if such use does not have side effects that could adversely affect the employee’s work performance. Employees should consult with their physician before taking any medications that may interfere with their ability to work safely. The company prohibits the use, possession, distribution, purchase, or sale of any controlled substance while on company premises, conducting company business, or operating company equipment.

It is unlawful to use a controlled substance or other prescription drug without a valid prescription. A contractor must have a legally valid prescription to take a controlled substance.

Under applicable law, an employee must have a doctor-patient relationship with the doctor prescribing the controlled substance. Various state and federal authorities establish that a prescription issued outside a legitimate doctor-patient relationship, such as an “Internet prescription” that is based on an online questionnaire and review by a doctor who has not examined the patient, is invalid. Such prescriptions are also unacceptable under the Department of Transportation’s drug testing regulations. (Interpretive guidance to 49 CFR 40.141.)

An employee who uses or possesses a controlled substance with an invalid prescription is in violation of the company’s policy prohibiting controlled substances.

6.10.6 Records

All employees are required to complete SMF 6.6.6 Prescription Medication Notification Form.