

COMPENDIUM OF INTERNAL POLICIES

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COMPENDIUM OF INTERNAL POLICIES

APPROVED BY THE GOVERNING
BOARD OF THE AGENCY

AT ITS 36TH MEETING
JUNE 20, 2017

FOREWORD

The Governing Board and Executive Management of the Agency believe that our vision for a world class organization begins with the Agency's internal management policies because policies shape institutions and drive performance. NIMASA's strategy remains to drive sustainable reforms by innovative policies that would ensure excellent service delivery through effective and efficient procedures and processes while actualizing the mandate for the Maritime Sector of the Nigerian economy.

The Internal management policies contained in this compilation have been approved by the Governing Board to address far-reaching process requirements and employees' work-life and performance management balance. The policies are dynamic and will continuously be updated as the environment and the industry change.

Employees of the Agency are urged to acquaint themselves with the provisions of this Compendium of Internal Policies and apply same appropriately to optimize efficiency and effectiveness in all processes.

Signed;

Governing Board
(Tuesday June 20, 2017)

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ANTI CORRUPTION POLICY

COMPENDIUM OF INTERNAL POLICIES

1. INTRODUCTION

The Nigerian Maritime Administration and Safety Agency (NIMASA) is the apex regulatory and promotional Maritime Agency of the Federal Government of Nigeria and as such, the avoidance and prevention of corrupt practices by every staff, and at all grade levels, should be taken seriously with a view to consistently create and adopt policies which are in line with the Federal Government's Anti-corruption agenda.

2. SCOPE

The anti-corruption policy is an Agency wide document.

3. DEFINITIONS

- **Bribery** - the receiving or offering of undue reward or anything of value and includes payments to secure a business advantage, financial or otherwise to which the Agency or its Staff are not entitled to. A bribe can consist of gifts, offer of employment to relative of person being bribed.
- **Corruption** - the misuse of entrusted power or office, whether in the public or private sector for personal gain.
- **Kickbacks** - this is when suppliers or service providers pay part of their fees to the individuals who approved or helped to facilitate the award of a contract or some other business advantage.

- **Facilitation Payments** - are small bribes to officials with a view to speeding up routine governmental transactions to which the payer is already entitled.
- **NIMASA** - Nigeria Maritime Administration and Safety Agency.
- **Agency** - here refers to NIMASA.
- **Staff** - Employees of the Agency or NIMASA.

4. POLICY OBJECTIVE

To educate and align employees of the Agency with acceptable conduct in the line of their duty and to ensure that they are aware of their right and responsibility to shun all forms of corrupt practices and report all breaches to acceptable practices to relevant authorities, in order to create a corrupt free Agency.

5. POLICY STATEMENT

- i. **BRIBES AND KICK BACKS** - the Agency and its staff must not take part in acts of corruption or pay bribes or receive kickbacks either directly or indirectly. The Agency prohibits its employees from engaging in acts of corruption, and from paying bribes or kickbacks to, or accepting bribes or kickbacks from, public or private individuals whom the Agency does business with.

- ii. **FACILITATION PAYMENTS** - the Agency will not make facilitation payments even if such payments may lead to commercial delays in document processing. The Agency recognises that demands for facilitation payments are often backed by a form of extortion and that in exceptional circumstances resistance may not be feasible. The Agency will stand by employees who find themselves placed in exceptional situations provided that the employee has provided absolute transparency as to the circumstances surrounding a payment shortly after the incident has occurred.
- iii. **PUBLIC OFFICIALS** - Bribing or corrupting a public official is a serious offence, and can carry severe penalties and can cause significant reputational damage. This policy provides detailed guidelines on gifts and hospitality. Approval must be secured in advance in relation to gifts or benefits received from or offered to public officials, particularly the giving of anything of value to a public official. Offers of internships to government officials or employees of state-owned enterprises must be approved in advance by the Director General/CEO and Top Management.
- iv. **GIFTS, HOSPITALITY AND EXPENSES** - Agency staff may not offer and accept from third parties gifts, hospitality, rewards, benefits or other incentives that could affect either party's impartiality, influence a business decision or lead to the improper performance of an official duty. Similarly they may not offer or accept cash donations.

- v. **PERSONAL CONFLICTS OF INTEREST** - Agency staff must avoid situations or transactions in which their personal interests could conflict or might be seen to be in conflict with the Agency's interests. Personal interest can be directly or indirectly and refers not only to personal interests but to those of family members and friends. If there is a potential conflict, the interest of the Agency must take priority.
- vi. **CHARITABLE DONATIONS** - as part of the Agency's Social Responsibility, the Agency may support local communities and sponsorships of community based initiatives. Any such sponsorship must be transparent and properly documented. The Agency will only provide donations to organisations that serve a legitimate public interest.
- vii. **POLITICAL ACTIVITIES** - the Agency has strict political neutrality; it does not make donations to any political parties, organisations or individuals engaged in politics. The Agency will co-operate with governments and other official bodies in the development of policy and legislation that may affect its legitimate business interests, or where it has specialist expertise.
- viii. **STAKEHOLDERS AND BUSINESS RELATIONSHIPS** - the Agency expects Stakeholders and business relations to approach issues of bribery and corruption in a manner that is consistent with the principles set out in this policy. This applies to agents, subcontractors, stakeholders, consultants, ship owners. In cases

where the Agency is unable to ensure these standards, it will reconsider the business relationship.

ix. AGENTS, CONSULTANTS, REPRESENTATIVES AND CONTRACTORS

- This policy applies also to Consultants, Agents, Representatives, Ship owners and Contractors. In many reported corruption cases, these categories of stakeholders have passed on part of their commissions / earnings as bribes. The Agency prohibits such practices. In order to maintain the highest standards of integrity, staff must ensure that:

- a. They are fully briefed on the background and reputation for integrity of agents, Consultants, representatives and contractors before hiring them. The Agency will conduct due diligence enquiries to review the integrity records of consultants, agents, representatives and contractors before entering any agreement with them.
- b. The engagement process is fully documented; and that final approval of the selection of consultants, agents, representatives and contractors is made by someone other than the person selecting or managing the Agency's relationship with them.
- c. Consultants, agents, representatives and contractors are fully briefed on the Agency's Anti-Bribery and Anti-corruption policy, and have made a formal commitment in writing to abide by it.

- d. Fees and commissions agreed will be appropriate and justifiable remuneration for legitimate services rendered. Once agreements have been signed, the Agency will continue to monitor its relationships with consultants, agents, representatives and contractors to ensure that there are no infringements of its Anti-Bribery and Anti-Corruption policy. Contractual agreements will include appropriate wording making it possible to withdraw from the relationship if consultants, agents, representatives or contractors fail to abide by this policy.

- x. STAKEHOLDERS AND PPP VENTURE PARTNERS** - The need for documentation and careful reviews of the Agency's Stakeholders and PPP Venture partners' integrity records applies equally to the process of setting up and managing PPP ventures. The Agency will use its influence to ensure that PPP ventures meet high integrity standards, and abide by the principles set out in this policy.

- xi. SUPPLIERS AND CONTRACTORS** - the Agency will ensure that the procurement procedure for appointing suppliers and contractors is open, fair and transparent. The selection of contractors will be based on an evaluation of professional merit, and not on personal recommendations. The Agency will communicate its Anti-Bribery and Anti-Corruption policy to its suppliers and contractors, and it will expect them to abide by the principles set out in the policy when working on the Agency's behalf. If those principles are breached, the Agency will reserve the right to terminate the contract.

- xii. BENEFICIAL OWNERSHIP TRANSPARENCY** - (i.) Nigeria is committed to establishing a public central register of company beneficial ownership information. (The President of Nigeria has presented a draft Money Laundering Prevention and Prohibition Bill to the National Assembly in February, 2016. This Bill has defined Beneficial Ownership in line with FATF standards.) (ii). Nigeria has a database of registered companies, charities and trustees and provides access to lawyers and law enforcement agencies to beneficial ownership information for companies and other legal entities registered within our jurisdiction.
- xiii. PREVENTING THE FACILITATION OF CORRUPTION** - (i.) Nigeria commits to deploying public-private information sharing partnerships to bring together governments, law enforcement, regulators and the financial sector to detect, prevent and disrupt money laundering linked to corruption. (Within the Financial Sector, such a partnership exists and brings together the Chief Compliance Officers of Banks, law enforcement and security agencies). The Agency will work together with other agencies to share information between respective public-private partnerships to ensure the most effective response to money laundering.
- xiv. PUBLIC PROCUREMENT AND FISCAL TRANSPARENCY** - the Agency will work towards full implementation of the principles of the Open Contracting Data Standard, the provisions of Public Procurement Act, and relevant Fiscal Policy regulations of government.

- xv. TAX TRANSPARENCY:** - The Agency will sign up to the Common Reporting Standard rules, and abide by government tax laws.
- xvi. ACCOUNTS AND AUDIT** – NIMASA’s policies require staff to keep accurate accounts throughout the Agency’s operations. In no circumstances will the Agency staff keep parallel official accounts. NIMASA’s regular auditing procedures will include a review of the local circumstances that may make particular offices or projects vulnerable to corruption, and the defences and strategies that are in place to mitigate such risks. In some cases, demands for facilitation payments are a particular hazard. An assessment of the frequency of such demands, and the strategies to counter them, will be a regular part of the audit review.
- xvii. RECORD-KEEPING** - the Agency keeps financial records and has appropriate internal controls in place which will evidence the business reason for making payments to third parties. Staff must disclose to Management all hospitality or gifts accepted or offered. All expenses claims relating to hospitality, gifts or expenses incurred to third parties must be documented including specific details of the reason for the expenditure. All accounts, invoices and other documents and records relating to dealings with third parties, such as clients, suppliers and business contacts, should be prepared and maintained with strict accuracy and completeness. No accounts must be kept “off-book” to facilitate or conceal improper payments.

xviii. TRAINING - NIMASA will make this policy available on the Agency's website for all Staff. A learning programme that encompasses the principles and approach to bribery and corruption adopted by the Agency will be made available to all staff and each staff will be required to confirm that he/ she has undertaken the course within six months of its initial introduction or within six months of the staff joining the Agency. Regular training will be made available to all departments and units in relation to anti-bribery and anti-corruption measures, and the details of the Agency's whistleblowing procedures will be disseminated throughout the Agency on a regular basis.

xix. AUTHORITY AND RESPONSIBILITY:

- i. If in any doubt about the application of this policy refer to the office of the Director General/CEO;
- ii. If in any doubt about the application of this policy refer to the Board of Directors;
- iii. Seek advice from Top Management in cases of uncertainty about how to apply this policy.
- iv. Consult the Directors/ Head of Department/ Unit if you suspect that Agency staff(s) is / are engaged in bribery, corruption, fraud or any other unacceptable or unethical conduct.
- v. Consult a representative of the Ethics Committee and / or SERVICOM in confidence if you suspect that Agency

staff(s) is/are engaged in bribery, corruption, fraud or any other unacceptable or unethical conduct and are unable to speak to their Director/ Head of Department/ Unit.

xx. NON COMPLIANCE

- i. **AGENCY** - Agency Failure to ensure compliance with this policy could lead to the following consequences for the Agency:
 - a. Criminal or civil liabilities for the Agency including unlimited fines and imprisonment;
 - b. Serious reputational damage including media comment;
 - c. Debarment from tendering for public sector contracts, and
 - d. The unenforceability of contracts entered into as a result of acts of bribery, fraud or other illegality
- ii. **STAFF** - Agency staff Failure to ensure compliance with this policy could lead to the following consequences for staffs:
 - a. Personal criminal liability followed by fines or imprisonment;

- b. Disciplinary action initiated by the Agency including dismissal;
- c. Personal reputational damage.

xxi. EMPLOYEE RESPONSIBILITIES - Employee must read, understand and comply with this policy. The prevention, detection and reporting of bribery and other forms of corruption are the responsibility of all those working for or with the Agency. All staff are required to avoid any activity that might lead to, or suggest, a breach of this policy. You must notify Management as soon as possible if you believe or suspect that a conflict with or breach of this policy has occurred, or may occur in the future. Any staff who breaches this policy will face disciplinary action, which could result in immediate dismissal for gross misconduct. The Agency reserves the right to terminate her contractual relationship with other Stakeholders or organizations if they breach this policy.

xxii. HOW TO RAISE A CONCERN - You are encouraged to raise concerns about any issue or suspicion of malpractice at the earliest possible stage. If you are unsure whether a particular act constitutes bribery or corruption, or if you have any other queries or concerns, these should be raised directly with Management.

xxiii. WHAT TO DO IF YOU ARE A VICTIM OF BRIBERY OR CORRUPTION - It is important that you tell Management as soon as possible if you are offered a bribe by a third party, are asked to make one, suspect that this may happen in the future, or believe that you are a victim of another form of unlawful activity.

xxiv. PROTECTION - Staff, who refuse to accept or offer a bribe, or those who raise concerns or report another's wrongdoing, are sometimes worried about possible repercussions. We aim to encourage openness and will support anyone who raises genuine concerns in good faith under this policy, even if they turn out to be mistaken. The agency is committed to ensuring no one suffers any detrimental treatment as a result of refusing to take part in bribery or corruption, or because of reporting in good faith their suspicion that an actual or potential bribery or other corruption offence has taken place, or may take place in the future. Detrimental treatment includes dismissal, disciplinary action, threats or other unfavourable treatment connected with raising a concern. If you believe that you have suffered any such treatment, you should inform Management immediately.

xxv. WHO IS RESPONSIBLE FOR THE POLICY? The Management Team has overall responsibility for ensuring this policy complies with our legal and ethical obligations, and that all those employed by or work with the Agency comply with it. Management at all levels are responsible for ensuring those reporting to them are made aware of and understand this policy and are given adequate training on it.

xxvi. MONITORING - The Director General/CEO, Board of Directors, Top Management, All staff, SERVICOM, Internal Auditors and/or Stakeholders will, at regular intervals, make arrangements for audit of compliance with this policy on an office and function basis, and will include the results of such audits in reports to the Audit Committee of the Agency.

xxvii. ANTI-CORRUPTION AND TRANSPARENCY MONITORING UNIT (ACTU) - The Agency shall establish the Anti-Corruption and Transparency Monitoring Unit which will have Offices in the Head Office and zonal offices. All reports on corruption are to be forwarded by management to the unit.

xxviii. FUNCTIONS OF CORRUPTION AND TRANSPARENCY MONITORING UNIT

- a.) To monitor and ensure that all departments, units and Staff comply with this policy and all other extant laws and regulations
- b.) To receive reports made on corruption from management

- c.) To consider and carryout investigation on the report(s)
- d.) To make detailed report of its findings and recommendation to management
- e.) To carryout regular sensitization/awareness programmes on corruption in all the operational locations of the Agency.

xxix. COMPOSITION OF ACTU

- a.) The head of the unit shall be a staff who is not below the rank of a deputy director
- b.) No staff of the Agency shall serve for more than four (4) years in the unit.

6. RELEVANT LEGISLATION

- i. EFCC Est. Act 2004
- ii. Independent Corrupt Practices & Other Related Offences Act 2000
- iii. Advance Fee Fraud and Other Related Offences Act 2006
- iv. Money Laundering (Prohibition) (Amendment) Act 2012
- v. Miscellaneous Offences Act
- vi. Code of Conduct Act

- vii. Nigerian Extractive Industries Transparency Initiative Act
- viii. Freedom of Information Act 2011
- ix. Fiscal Responsibilities Act 2010
- x. Penal Code Laws of Federation of Nigeria 2004
- xi. Criminal Code Law of Federation of Nigeria 2004
- xii. Banks and Other Financial Institutions (Amendment) Act 1991
- xiii. Failed Banks (Recovery of Debts) and Financial Malpractices in Banks (Amendment) Act 1994.
- xiv. Public procurement Act 2007.

7. SYNOPSIS

The Agency and its staff are:

- i. Prohibited from offering, promising or paying a bribe of any kind;
- ii. Prohibited from soliciting, accepting or receiving a bribe of any kind;
- iii. Prohibited from giving or offering anything of value to a public official;
- iv. Required to comply with the Agency's guidelines and

authorisation levels in relation to the giving and receipt of gifts and hospitality;

- v. Prohibited from making facilitation payments; and
- vi. Required to complete due diligence into all consultants, agents, representatives, suppliers, contractors, PPP venture partners, Stakeholders and all those with whom a business relationship is established in order to enable the Agency to offer its services to the Nation.

8. COMMENTS AND POLICY REVIEW

All staff are responsible for the success of this policy and should ensure they use it to disclose any suspected danger or wrongdoing.

Staff are invited to comment on this policy and suggest ways in which it might be improved. Comments, suggestions and queries should be addressed to: PRDMSD at:

prdmsd@nimasa.gov.ng or to the Office of the Director: PRDMSD or to the Management of the Agency. This document may be amended periodically.



WHISTLE BLOWING POLICY

COMPENDIUM OF INTERNAL POLICIES

1. INTRODUCTION

- i. The whistle Blowers Protection Bill, 2015, is provided to encourage and facilitate disclosure of improper conduct by public officers and public bodies, and to provide protection for persons who make those disclosures, and persons who may suffer reprisals in relation to those disclosures, and for the matter disclosed to be properly investigated and dealt with.
- ii. In compliance with the above provision and in line with best practice, the Nigerian Maritime Administration and Safety Agency is committed to the highest standards of openness, probity and accountability. As an employee, every staff of the Agency has an important role in achieving this goal.
- iii. Employees at one time or another have concerns about what is happening at work. Usually these concerns are easily resolved. However, when they are about unlawful conduct, financial malpractice or harassment or misbehaviour at work or an actual or potential infraction of the Agency's policies and operational principles or danger to the public or environment, it can be difficult to know what to do.
- iv. You may be worried about raising such issues or may want to keep the concerns to yourself, perhaps feeling it's none of your business or that it's only a suspicion. You may feel that raising the matter would be disloyal to colleagues, management or to the Agency. You may decide to say something but find that you have spoken to the wrong person or raised the issue in the wrong way and are not sure what to do next.
- v. The Agency takes seriously any form of malpractice and have introduced this policy procedure to enable you raise your genuine concerns about such malpractice at an early stage and in the right way. The Agency would rather that you raised the matter when it is just a concern rather than wait for proof.
- vi. If something is troubling you which you think management should know about or look into, please use this policy. If you are aggrieved about your personal position, the relevant provisions of the Public Service Rules and the Agency's Conditions of Service are available to you and this policy does not replace them. However, this Whistle Blowing Policy is available for concerns about your personal position where you are uneasy about using the Grievance Procedure, as well as where the interests of others or of the Agency itself is at risk.

2. APPLICABILITY

- i. The policy is applicable to all employees, management, staff on secondment, contract staff, youth corps members, industrial trainees, and all the Agency's business partners (Contractors, Consultants, Stakeholders in the maritime sector, etc.)

3. AIMS OF THE POLICY

- i. To provide avenue for applicable people to raise concerns in confidence and receive feedback on any action taken.

- ii. To ensure that employees receive a response to concerns or report of allegations that have been raised.
- iii. To reassure applicable persons that they will be protected from possible reprisal or victimization if they have a reasonable belief that disclosure has been made in good faith.
- iv. To ensure strict compliance with the Agency's policies, code of conduct and ethics, and other ethics related to policies.
- v. Ensure accountability, transparency and individual responsibility by encouraging employees to report irregularities in the work place in a responsible and ethical manner.

4. TYPES OF CONCERNS TO BE RAISED

- i. It is important to give an exhaustive list of concerns but broadly speaking it is expected that you would report the following:
 1. Crimes;
 2. Fraud, bribery and corruption;
 3. Contravention of the code of conduct and ethics e.g. insider dealing, conflict of interest, facilitation payments, etc.
 4. Abuse of office or responsibility in connection with unauthorized activity for personal gain;
 5. Compromise of the Agency's HSE procedures;
 6. Sexual or physical abuse;

7. Removal, misuse and / or destruction of the Agency's property;
8. Other unethical behaviours

5. HOW TO RAISE A CONCERN

- i. As a first step, a reporter should raise concern either verbally or in writing with his or her immediate supervisor. This may depend however on the seriousness and sensitivity of the issue involved and who is suspected of the malpractice. If the reporter is uncomfortable making such a report or where the allegation is against any management staff or members of the Governing Board, the reports should be made directly to the Head of SERVICOM Unit or the Director Administration & Human Resources or their designated representative.
- ii. Staff who wish to make a written report are to use the following format:
 1. The background and history of the concern (giving relevant dates).
 2. The reason why the reporter is particularly concerned about the situation.
 3. Reports can also be made via the hotline. The procedure and the modalities of using the hotline will be communicated to all concerned parties, once the hotline is put in place.

6. RESPONSE TO ALLEGATIONS

The relevant officers will respond to all allegations, and where appropriate the matters raised maybe:

1. Investigated by the appropriate office i.e. SERVICOM, A&HR, Intelligence unit and / or Internal Audit.
2. Be referred to the police.
3. Be referred to the appropriate committee
4. Some concerns may be resolved by agreed action without the need for investigation. If an urgent action is however required this shall be taken before any investigation is concluded.

7. RESPONSE TIME

- i. Within 5 days of the report being made, the appropriate office will directly right to the reporter, intimating him or her of the following:
 1. Acknowledging the receipt of the report made
 2. Indicating how it proposes to deal with the matte
 3. Giving an estimate of how long it will take to provide a final response
 4. Telling the reporter whether any initial enquiries have been

made, and

5. Telling the reporter whether further investigations will take place and if not, why?

8. PROTECTION OF WHISTLE BLOWERS

i. Your Safety

1. The Agency is committed to this policy. If you raise a genuine concern under this Policy, you will not be at risk of losing your job or suffering any form of retribution as a result.
2. Provided you are acting in good faith, it does not matter if you are mistaken. This assurance is not extended to someone who maliciously raises a matter they know is untrue.

ii. Your Confidence

1. The Agency will not tolerate the harassment or victimization of any individual raising a genuine concern. However, the Agency recognises that you may nonetheless want to raise a concern in confidence under this Policy. If you ask the appropriate office to protect your identity by keeping your confidence, the Agency will not disclose it without your consent.
2. If the situation arises where the Agency is not able to resolve the concern without revealing your identity

(for instance because your evidence is needed in court), management will discuss with you on how the Agency may proceed.

iii. Anonymity

1. Remember that if you do not tell the Agency who you are, it will be much more difficult for management to investigate the matter or to protect your position or to give you feedback. Accordingly, while the Agency will consider anonymous reports, you are encouraged to give your full details when making a report.
2. The Agency assures you that all matters reported to the appropriate office shall be held in strict confidence, and the highest level of confidentiality shall be maintained at all times.
3. The Agency shall to the extent possible under the law make every effort to protect the confidentiality of anyone reporting a violation or suspected violation, and anyone who gives useful information in the process of investigation.

iv. Malicious Accusations

1. The Agency shall not condone any form of abuse of this policy by way of malicious accusations against an employee, management or stakeholder. In the instance where the malicious accusation is generated by a stakeholder, the Agency shall review its relationship with such stakeholder and terminate any agreement between it and the stakeholder.

v. Retaliation

1. The Agency views retaliation or any form of reprisal by any employee, management, or stakeholder against anyone who reports a violation as a very serious offence. All cases of retaliation shall be reported to the appropriate office, which after investigation shall refer the issue to the relevant Disciplinary Committee for appropriate sanctions to be meted out.

vi. Untrue Allegation

1. If an allegation is made in good faith and the reporter has a reasonable belief in the truth of the allegation, and after investigations it turns out that the allegation is untrue, there shall be no indictment against such a person.

9. RESPONSIBILITY FOR THIS POLICY

The Director, Administration and Human Resources (DA&HR) has the overall responsibility for the operation and implementation of this Policy. He / she ensures the maintenance of a record of concerns raised and the outcome of the investigation.

Staff are invited to comment on this policy and suggest ways in which it might be improved. Comments, suggestions and queries should be addressed to: PRDMSD at: **prdmsd@nimasa.gov.ng** or to the Office of the Director: PRDMSD or to the Management of the Agency. This document may be amended periodically.



PERFORMANCE MANAGEMENT POLICY

COMPENDIUM OF INTERNAL POLICIES

1.0. POLICY STATEMENT

This policy is developed to establish a high performance culture in which employees and teams take responsibility for the continuous improvement of work processes and for their own skills and contributions within a framework provided by effective leadership that rewards performance equitably, while guided by the same policy.

1.0.1. Policy Objectives

Consistent with the provisions of the enabling laws of the Agency (primarily NIMASA Act, 2007; Merchant Shipping Act, 2007; and Cabotage Act, 2003), its Vision and Mission statements, and Management's strategic principles, the objectives of the Agency's performance management policy include to ensure that:

- i. Employees perform work that accomplishes the statutory needs of the Agency;
- ii. Employees' work aligns with the strategic goals and values of the Agency and the action plan of their departments and autonomous units.
- iii. Employees clearly understand the quality and quantity of work expected;
- iv. Employees receive feedback about how they are performing relative to expectations;

- v. Rewards are consistent with employee performance;
- vi. Opportunities for employee development are identified and provided;
- vii. Employee performance that does not meet expectations is addressed;
- viii. Management applies performance ratings in a fair and consistent manner; and
- ix. Employees are assisted to reach the full potentials of their career plan with the Agency.

1.0.2. Policy Scope

All permanent and pensionable employees of the Agency should be aware of this policy, including employees on probation, secondment, and contract appointment.

2.0. STARTING A CAREER WITH THE AGENCY

a. Induction Programme

The Agency considers the period of induction for new employees as the foundational period for effective performance management. In line with the provisions of the Agency's Conditions of Service, newly employed shall undergo an induction course, in order to lay the foundation for the required performance discipline in

the individual, by way of introducing the Agency's core values.

b. Handing out Statutory and other Policy Documents of the Agency

It shall be the duty of Human Resource (HR) to avail every employee, on their first day at work, the following statutory and other policy documents of the Agency, to help guide their integration into the workforce, in terms of building their awareness of the objectives of the Agency. The documents are:

- i. NIMASA Act
- ii. Merchant Shipping Act
- iii. Cabotage Act
- iv. NIMASA Conditions of Service
- v. NIMASA Standard Operating Manual

c. Job Description

Consistent with the principles of recruitment based on manpower need(s), upon assumption of duty, after induction, an employee shall be handed out a job description on the role he/she shall perform, and deployed to the relevant department or unit for further directives. The determination of job description for an

employee on assumption of duty shall be in consonant with the notion that an employee's department or unit is a business partner with HR.

d. Attachment with HR Business Partner

It is the goal of the Agency to effectively manage the career of her every employee and guide them to achieve their full potential with the Agency, in the best interest of both parties. Consequently, upon assumption of duty, every employee shall be attached with an HR Business Partner, who shall play an innovative and change agent role in their career life. The role of the HR Business Partner is to open an active interactive channel with the employee and their line manager, and see to the harnessing of the opportunities that the employee can be managed to achieve for the success of the Agency, and the attainment of the individual's personal goals.

3.0. THE DRIVING FORCES OF OUR PERFORMANCE MANAGEMENT FRAMEWORK

Consistent with the understanding that performance management is based on principles of management by agreement, our desire is to reach and sustain our vision through dynamic innovation in the harnessing of the 5 identified pillars for the repositioning and restructuring of the Agency and the

maritime sector in Nigeria, endure with our mission, and keep to our core values in all processes. Thus every employee is to be aware of the driving forces, which shape our criteria for assessing performance. They include:

a. Our Vision

To be the leading Maritime Administration in Africa advancing Global Maritime Goals.

b. Our Mission

To achieve and sustain safe, secure shipping, cleaner oceans and enhanced maritime capacity in line with global best practices towards Nigeria's economic development.

c. Our Core Values

- i. Commitment
- ii. Accountability
- iii. Professionalism
- iv. Integrity
- v. Teamwork
- vi. Excellence
- vii. Leadership
- viii. Discipline

d. Our five Transformational Pillars

- i. Survey, Inspection & Certification Transformation Programme
- ii. Environment, Security, Emergency Search & Rescue Transformation Initiative
- iii. Digital Strategy Reforms
- iv. Capacity Building & Promotional Initiatives
- v. Structural & Cultural Reforms

4.0. PERFORMANCE CYCLE

The Agency's official performance management cycle for all employees begins January 1 and ends December 31. Shorter (or longer) cycles may be allowed depending on the employee's assumption of duty date. Consequently, the Agency's performance management cycle includes the following elements:

- i. Performance Planning:** concluding a performance and development agreements. This element shall form the basis for development, assessment and feedback in our performance management process. Based on the job description an employee is given, performance agreements emerge from the analysis of role requirements and performance review between the employee and their supervisor. Agreements are therefore reached on

performance objectives and defined targets (key results expected) and standards for the employee, including the competencies they require for effective performance, and any performance improvement plan that may be necessary and a personal development plan. There shall therefore be two sides to performance agreements: 1.) an indication of what an individual employee is expected to do, and 2.) what support they will receive from their supervisor. A copy of this document on every employee shall be deposited with HR biannually: first week of January and first week of July.

- ii. **Performance Monitoring:** managing performance throughout the year. This shall involve continuous coaching and guidance from supervisor and continuous review of performance with the intention of achieving set objectives and targets and developing the capacity of the individual.
- iii. **Performance Evaluation:** shall be concerned with assessing performance in achieving agreed objectives and identifying performance gaps. Here demonstrated performance is rated against clearly defined performance rating scales. The assessment shall provide the basis for feedback and discussions on areas for further development or improvement. The details are contained in the Agency's Appraisal Framework discussed subsequently.

- iv. **Performance Development, Reward and Sanction:** shall focus on addressing issues / areas of poor performance and strengthening capacity for sustainable high performance by focusing on developmental and training needs, coaching and guidance as well as implementing appropriate rewards / sanctions. This shall be the role of HR in accordance with the provisions of this policy and relevant sections of the Agency's Conditions of Service. See the relevant sections on the Agency's Reward Framework, and Training.

5.0. AUTHORITIES RESPONSIBLE FOR PERFORMANCE CYCLE

The authorities responsible for performance cycle in their respective departments / autonomous units shall be Directors or Heads of Department, Heads of Autonomous Units, Heads of Divisions, Assistant Directors as supervisors of Heads of Units, and Heads of units in a department or autonomous unit. These individuals are supervisors in their respective capacities and shall have the responsibility to champion the success of the Agency's performance management system, through in-depth understanding of the Performance Management Cycle.

6.0. CRITERIA FOR ASSESSING PERFORMANCE

Employees' performance shall be balanced between the following measures:

- i. Achievements in relation to objectives
- ii. Competences, in terms of level of knowledge and skills possessed and applied
- iii. Competencies, in terms of employee behaviour in the job as it affects performance
- iv. The degree to which behaviour upholds the core values of the Agency
- v. Employee day-to-day effectiveness

7.0. PERFORMANCE APPRAISAL

The Agency's performance appraisal system shall be governed by the following principles:

- i. The conduct of appraisal shall be biannually (first week of January and first week of July).
- ii. The Agency shall use the One Eighty (180) Degree Appraisal model, which is also regarded as two persons review. The employee shall assess self within the provided

guidelines in the assessment form, with the provision of documented evidence to support the assessment of self-performance. Then the supervisor assesses the employee, followed by a discussion and a rating score agreed.

- iii. There shall be a Performance Objective and Target Setting Form, which shall be endorsed by the employee, their supervisor, and the head / director of the department. This shall be completed twice yearly, preceding appraisal, and shall form the basis for the employee's performance appraisal.
- iv. There shall be two distinct appraisal forms:
 - a. Confirmed employees' appraisal form (in their respective categories: Junior Staff – EMSS 14 -11 GL3 - 6; Senior Staff – EMSS 10 – 4 GL 7 – 14; Management Staff EMSS 3 - GL 15; Top Management EMSS 2 – 1 GL 16-17. This category also includes employees on contract and secondment within the various staff groupings.
 - b. Appraisal form for employees on probationary period (one form for all).
- v. The Agency's performance rating standards shall use a Five Point Performance Rating Scale ranging from

A – E. This scale shall represent the following: 'A' = Exceptional / outstanding performance – (employee constantly exceeds performance standards / exceptions and is recognized by peers and / or others as a leader and positive example to others); 'B' = performance above expectation – (employee consistently meets and occasionally exceeds defined performance standards or expectations); 'C' = performance as expected – (employee meets defined performance standards / expectations); 'D' = performance below expectation – (employee has not fully met performance standards / expectations); 'E' = unsatisfactory performance – (employee has consistently failed to meet defined job expectation).

- vi. When a supervisor is rating a subordinate using the performance management tools, the scale shall translate into 1 -5, where 'A' shall be 5, 'B' = 4- 4.9, 'C' = 3 – 3.9, 'D' = 2 – 2.9, 'E' = 1 -1.9.
- vii. The definitions of the categorized competencies parameters and weight required for overall summary and rating of an employee in the performance appraisal form; Guidance for completing the self-assessment section of the appraisal form; and Guidance for evaluating employee performance shall be provided at the back page of all the Agency's appraisal forms to enable both the appraisee and appraiser understand their requirements.

8.0. DEALING WITH POOR PERFORMANCE

The Agency recognizes poor performance as a critical issue and a measure of how the Agency is led. It therefore sees poor performance as a problem in which HR and management are both accountable. Consequently, in managing poor performance, the Agency (HR working with departments and autonomous units) shall adopt the following steps:

- i. Identify and agree the problem: analyse the feedback and, as far as possible, obtain agreement from the employee on what the shortfall has been.
- ii. Establish the reason(s) for the shortfall: appreciate both the employee and their supervisor and have them work together to establish the facts that have contributed to the problem.
- iii. Provide the training, coaching, guidance, experience or facilities required to enable agreed actions to happen, based on the findings.
- iv. Monitor and provide feedback: both the employee and their manager shall monitor performance, ensure that feedback is provided or obtained and analysed, and both shall agree on any further actions that may be necessary and communicate same to HR.

- v. Where poor performance persists despite procedural interventions (as listed above), HR shall recourse to further appropriate action(s) in line with relevant provision of the Agency's Conditions of Service (CoS).

9.0. TRAINING FRAMEWORK

- i. The full text of the Agency's Training Policy outlines best practice procedures.
- ii. In complementing the provision of the Training Policy, it shall be the responsibility of HR (Training Desk) to biannually (First week of January, and First week of July) publish schedule for Agency wide training programmes for every individual staff of the Agency, with the following details: name of benefitting staff, staff ID, Grade Level, Department, course / programme title, course / programme dates, and course / programme venue.
- iii. The management of all Agency wide training programmes shall be transparent. And it shall be the right of every staff to know their annual training plan biannually (First week of January, and First week of July), to enable them plan the delivery of their work targets.
- iv. Specialized / customized (local and / or foreign) departments / autonomous units training programmes provided for in the budget outside normal Agency wide

training programmes shall be run only by recognized and reputable training institutions with proven track records in the specific subject matter area. And HR shall be included in such programmes to ensure alignment with Agency's performance management policy.

- v. In line with "Excellence" as part of our core values, the Agency shall deal with only accredited training institutions within 'A' grading by their relevant national and / or international regulatory bodies.

10.0. REWARDS FRAMEWORK

- i. This framework represents strategies to reward employees fairly, equitably and consistently in accordance with their value to the Agency utilizing the effective structure of our performance management system.
- ii. The Agency targets to use this Rewards Framework as an effective brand and a differentiator in the recruitment market, making the Agency an employer of choice and a great place to work, thus attracting and retaining the talented people it needs, and supporting the development of a performance culture.
- iii. As a complementary framework to our performance management system, the rewards framework recognizes the following as rewards elements of the Agency:

- a. **Productivity allowance**
 - b. **Annual salary increment**
 - c. **13th Month Salary**
 - d. **Promotion**
 - e. **Long service award**
 - f. **Home ownership grant**
 - g. **Exceptional / Outstanding Achievement Award**
 - h. **Employee of the Month:** The EOM winners will each be given Commendation letters, certificates, inclusion of picture on notice Board/in-house journal and cash prize of N250,000.
 - i. **Employee of the Year:** The EOY winner will receive letter stating that promotion will be automatic when due, display of picture on Agency Wall of fame/notice board, plaque at award ceremony and cash prize of N1million.
- iv. In order to recognize the value of all employees who are making an effective contribution to the Agency, not just the exceptional performers, the Agency shall pay employees the following allowances, when due annually, on attainment of a minimum of 'C' grade in their annual performance appraisal, and other conditions set out in the relevant sections of the Agency's CoS. The entitlements

are: Productivity Allowance; Annual Salary Increment; 13th Month Salary, and Promotion. It should be noted that the issuance of query to an employee shall not be the basis for automatic denial of any of these rewards to an employee. An employee who is cleared of any wrong doing in the matter of the issued query shall be entitled to these allowances provided they meet other specified requirements in this policy.

- v. In order for an employee to be eligible to benefit from the Long Service Award and / or the Home Ownership grant, the employee shall in addition to fulfilling other conditions spelt out in the Agency's CoS attain a minimum of 'C' grade average in their consecutive appraisals for 15 years and 20 years, respectively, and in none of the years scoring an average appraisal grading below the specified 'C' grade.
- vi. **Outstanding Achievement Award**
 - a. An employee shall be eligible for Outstanding Achievement Award by meeting the conditions as specified in the relevant section of the Agency's Cos, and in addition, attaining an average appraisal grading of 'A' with a rating score of 5 in the full appraisal year, achieving a grade of distinction in a postgraduate programme (e.g. Master's Degree) approved by management and sponsored by either the Agency or the employee.

- b. For the purposes of clarity, Outstanding / Exceptional Performance shall be the listing under 'A' grading in our detailed performance rating standards / rating scale, in accordance with our performance management policy.
- c. Membership of the Exceptional / Outstanding Achievement Award Committee shall be at the discretion of the Director General / CEO of the Agency. However, there shall be a standing secretariat of the committee domiciled in HR. The secretariat shall receive and compile all correspondence / mails for and on behalf of the committee.
- d. Although membership of the Committee shall be at the discretion of the Director General / CEO of the Agency, the Director HR shall be member and Secretary of the committee. Where there is no existing Director HR, the officer acting as Head of HR shall be member and secretary of the committee.
- e. The award shall be an annual event within the first quarter of the year for the previous year, where there are eligible employees.
- f. In addition to cash reward (amount of which shall be determined by the committee), and / or a letter of commendation for the benefitting employee, a special training for the individual (local or foreign) may equally be considered by the committee. Depending on what the committee deems most appropriate for the benefitting staff, a recommendation of their decision shall be sent to the Director General and CEO for approval. In line with the relevant section of the COS, an outstanding achievement awardee may be considered for automatic promotion.
- g. It shall be a choice for an employee to aim to be rewarded with the outstanding achievement award of the Agency. This implies that an employee who believes that he/she is qualified to be honoured with the award may independently apply to the Award Committee, by furnishing the committee with documented evidence of his/her outstanding / exceptional performance, where he/she may not have been nominated by management for consideration. Similarly, supervisors, peers or subordinates of an employee may nominate an employee for the award. However, in all cases, there shall be justification for nomination in the form of documented evidence submitted to the award committee secretariat for consideration.

- h. The Director General /CEO may from time to time out of personal satisfaction with the performance of an employee or a group of employees on a particular assignment given, direct the Director of Administration to issue a commendation letter to such employee(s), in appreciation of their performance on that particular assignment, to further motivate the employee(s) to greater commitment and performance; that gesture shall not qualify as Exceptional / Outstanding Performance Award on its own under this policy. To qualify for the Agency's Exceptional / Outstanding Performance Award, an employee MUST meet all the criteria set out in paragraph 10.0. - Vi (a and b) above under this policy. However, receipt of a letter of commendation on satisfactory completion of any assignment given shall form part of an employee's supporting document for Exceptional /Outstanding Performance Award consideration by the Award Committee.
- i. Commendation as a reward under this Award shall be in form of a certificate under the seal of the Agency and jointly signed by the DG/CEO, the Chairman of the Award Committee and the Secretary of the Award Committee on behalf of the Agency.

- j. In receiving any other form of reward under this Award, an employee shall also be issued with a certificate of honour under the seal of the Agency and jointly signed by the DG/CEO, the Chairman of the Award Committee and the Secretary of the Award Committee on behalf of the Agency.
- k. Presentation of Exceptional / Outstanding Performance Award to deserving employees may be at an Agency organized ceremony.

11.0. REVIEW OF THIS PERFORMANCE MANAGEMENT POLICY

The Agency as an employer of choice and a great place to work shall strive to review this performance management policy every two (2) years, in order to keep up with evolving trend and to remain attractive to the best talents.



STAFF HEALTH POLICY

COMPENDIUM OF INTERNAL POLICIES



1. INTRODUCTION

The Nigerian Maritime Administration and Safety Agency (NIMASA) Staff Healthcare Policy, gives direction for continuous improvement in general welfare of its employees including management's commitment to ensuring access to comprehensive healthcare the workforce in response to their needs.

1.1. Vision

To ensure a healthy work force and enhance the overall productivity of the Agency through a responsive healthcare system.

1.2. Mission

To facilitate the provision of quality, affordable and sustainable healthcare delivery services.

1.3. Objectives

- 1.3.1. To ensure adequate and accessible healthcare services for staff and dependents with decrease in the burden of diseases and increased life expectancy.
- 1.3.2. To provide adequate resources for effective healthcare service delivery.
- 1.3.3. To promote a better working environment, good occupational healthcare practices and sustainable healthcare delivery services through Public Private Partnership (PPP) arrangement.

1.4. Management

The Agency's Search and Rescue Base Clinics (SARBC) shall manage the day-to-day implementation of this policy.

1.5. Administration

The administration of this policy will be carried out by the Administration and Human Resources (AHR) Department through the Agency's SARBC.

2. POLICY SCOPE

2.1. Effective Date

Employees shall undergo and pass pre-employment medical test in line with standards established by the Agency to become beneficiary of the Healthcare Services.

2.2. Coverage

Healthcare services covered under this scheme are as follows:

- 2.2.1. Provision of healthcare services at SARBC, Government, Private Retainers and Public Tertiary Health Institutions.
- 2.2.2. Special overseas medical treatment upon recommendation to the management by the Head, SARBC under the following conditions.
 - a. Cases referred by Government or Public Tertiary Health Institutions at the exhaustion of local expertise.
 - b. Severity of illness, which cannot be treated in Nigeria.

- c. Employees at the Agency's foreign offices.
- d. Prognosis of illness based on SARBC report of assessment on cause of illness and probability of full recovery.

2.3. Eligibility

The Agency shall provide adequate healthcare services to its employees and other beneficiaries.

2.3.1. Employees of the Agency

Employees are entitled to register; 1 (one) Spouse and maximum of 4 (four) dependents.

2.3.2. Contract Staff of the Agency

All contract staff are entitled to 2.3.1 above except medical treatment overseas.

2.3.3. Temporary Workers of the Agency

Maritime Guard Command (MGC) personnel, NYSC Corp Members, Industrial Attachés and others engaged by the Agency shall be entitled to Primary Healthcare treatment.

2.3.4. Pensioners of the Agency

Pensioners are entitled to register; 1 (one) Spouse, and 1 (one) dependent.

2.3.5. Dependents of Employees

Employee registered dependents must not be more than 21 years old (except on production of a valid School Identification Card).

3. HEALTHCARE SERVICE STRUCTURE

3.1. Basic Healthcare

The healthcare needs will cover consultation, drug treatment, immunization, antenatal care, child delivery, admissions, investigations, operatives/procedural treatment, ophthalmic treatment and dental care.

3.1.1. Primary healthcare would be provided by the Agency's Search and Rescue Base Clinics, (SARBC) and approved healthcare service providers.

3.1.2. Secondary healthcare not covered by the SARBC will be provided by designated healthcare service providers as deemed fit on referral by a medical Doctor in the Agency's SARBC.

3.1.3. Rehabilitative healthcare not covered by SARBC such as orthotics and prosthetic services will be provided by designated healthcare services providers as deemed fit on referral by a medical Doctor in the Agency's SARBC.

3.1.4. Emergency treatment outside designated hospital or health institutions must be reported to the Agency's SARBC within 24 hours of the commencement of the treatment.

3.1.5. Admission Cases at undesignated hospitals based on emergencies shall be transferred to the designated hospitals upon the determination by the Medical Team on the stability and safety of moving the patient.

3.2. Health Education

- 3.2.1. The Agency shall arrange quarterly health advocacy on HIV sensitization, campaigns on serious communicable diseases e.g. Lassa fever, Ebola etc.
- 3.2.2. The Agency may organize annual health retreats for management staff.
- 3.2.3. The Agency may organize bi-annual Health/Safety Week to create awareness as will be approved by the Management.

3.3. Employee Injury Benefits

The Agency shall provide Health, Safety and Environmental services in compliance with International Labour Conventions, and key into Employee Compensation Scheme in line with the Employee Compensation Act, 2010 and such related laws as may be made from time to time.

3.4. Healthcare Facilities

3.4.1. Healthcare Services

- a. Search and Rescue Base Clinics (SARBC)
- b. Designated Retainer ship Hospitals
- c. Government, Private and Tertiary Health Institutions
- d. Armed Forces Hospitals and Base Clinics

3.4.2. Access to Healthcare Facilities

- a. Employees, Pensioners and their Dependents shall be

attended to at SARBC during consultation hours (8:00am to 5:00pm) including weekends and public holidays.

- b. Employees outside SARBC locations must obtain Hospital Attendance Permits from a designated officer to attend to designate hospitals.
- c. Definite medical emergencies at odd hours, public holidays and weekends, involving employees or their dependents may be presented to any designated Hospitals.
- d. Employees and dependents at the Agency's foreign Offices shall have access to the overseas retainer for healthcare services.
- e. Employee outside location of the Agency's SARBC, may be referred to Government, Public Tertiary Health Institutions and Armed Forces Hospitals (pre-approved by the Agency).
- f. Pensioners and their eligible dependents shall access healthcare through HMO anchored Health Insurance scheme.

3.4.3 Medical Care on Foreign Trips

Employee on official assignments overseas should present to the SARBC for pre travel consultation and counseling on:

- a. Travel health insurance
- b. Endemic diseases in place of destination

4. MEDICAL EXAMINATION, SCREENING AND CONSULTATION

4.1. Pre-Employment Medical Screening

Newly employed staff would be subjected to a compulsory comprehensive pre-employment medical screening at the SARBC.

4.2. Periodic Medical Examination

To reduce medical burden of preventable illness, periodic medical examination shall be provided in-house at the following frequency distribution:

- a. For employees 40 years and below, every 2 years
- b. For employees 40 years and above, annually

4.3. Return-to-Work Examination

Employees who have been absent from work due to prolong illness or injury are required to present a medical report from the attending physician and shall be examined before return to regular or modified duty.

4.4. Job Transfer Examination

Employees posted to certain schedules may be subjected to further medical examination to determine their suitability.

4.5. Pre-Retirement Medical Consultation

- 4.5.1. As part of retirement plan, staff could benefit from pre-retirement medical consultation.

- 4.5.2. An individualized health plan may be recommended for each retiree based on the consultation.

- 4.5.3. Retiring staff may obtain their medical record from SARBC for transfer to their new location.

5. MEDICAL LEAVE

5.1. Sick Leave

- 5.1.1. Absence from duty within 48 hours on health grounds must be backed by medical certificate of fitness by the Agency's Medical Doctor.

- 5.1.2. Sick leave from designated Hospitals must be converted in the Agency's SARBC to become valid.

- 5.1.3. Employee on sick leave for a prolonged period of sickness shall be entitled to payment during the period of illness as follows:

- a. First 12 months – Full pay
- b. Next 12 months – Half pay
- c. Thereafter - At the Management discretion

- 5.1.4. A maximum of 42 days of sick leave per calendar Year excluding admissions may be allowed thereafter the employee should be made to appear before a Medical Board.

5.2. Treatment on Leave

- 5.2.1. Employee who falls sick while on leave within Nigeria may attend a designated hospital nearest.
- 5.2.2. Employees on study leave or official assignment outside Nigeria may be advised to take an Insurance Policy applicable to the host country. No refund of any form will be made to such employee.

5.3. Maternity Leave

- 5.3.1. Pregnant employees are entitled to 4 (four) Months Maternity Leave with full pay during a calendar year. Where the annual leave has been enjoyed before the maternity leave is due, the part of maternity leave equivalent to the annual shall be deducted.
- 5.3.2. Nursing mothers are allowed to report for duty 1 (one) hour after the official opening hours and close 1 (one) hour before official closing time.

6. MEDICAL BOARD

Medical Board shall be constituted in all cases of employees of the Agency on prolong illness. The composition of the Medical Board shall be as follows.

- a. 1 (one) representative of the Administrative and Human Resources Department.

- b. 3 (three) SARBC representatives
- c. 1 (one) representative from the employee's unit,
- d. 1 (one) representative from any Agency under the Federal Ministry of Transportation.
- e. A medical professional from outside the Service nominated by the Director General.

7. HEALTHCARE SERVICES FINANCING

Staff Healthcare Services shall be financed through the Agency's budgetary provision.

8. PARTNERSHIP

The Agency shall partner with Government, Private and Tertiary Health Institutions for the delivery of healthcare services to staff.

9. EXCLUSIONS AND LIMITATIONS

Healthcare services exclusions

- a. Plastic and Cosmetic Surgery
- b. Transplant Surgeries that are not approved by Management

- c. Fertility Treatment
- d. Home Care and Domiciliary Care
- e. Provisions of spectacles above the Agency's capped price
- f. Dental implants and orthodontic fixed appliances that are not approved by Management
- g. Injuries sustained during participation in Riots and Illegal Actions

10. MONITORING AND EVALUATION

Monitoring and Evaluation would be carried out as part of Quality Assurance by the SARBC or any Special Committee appointed for the purpose to ensure the satisfactory performance of the healthcare delivery system.

Quarterly schedules monitoring and evaluation with agreed Performance Indicators shall be submitted on to the Management.

Indicators shall be developed and periodic reviewing shall be carried out based on the following:

- a. Quality of clinical care and satisfaction of users
- b. Efficiency and effectiveness of administration and financing of the healthcare scheme
- c. Feedback system to assess patients satisfaction

- d. A statistical compilation of Hospital Attendances, Records referrals, admissions, bills, sick leave, etc., will be collated on a periodic basis to aid planning
- e. The Agency would not entertain refund of medical expenses outside the designated hospitals except such refund applications are backed up by extant guidelines on refund of medical expenses

11. POLICY REVIEW

The Agency may review this policy after a period of 3 (three) Years.

12. ADDENDUM

- a. The Agency also implements the Health components of International Maritime Organization (IMO) and International Labour Organization (ILO) Conventions, - (STCW '95, MLC 2006, SOLAS '74 and SAR '78, as amended) and this is not covered within the content of this staff healthcare policy.
- b. The Agency also made provision for Health Safety and Environment (HSE) Service in accordance with ILO Convention.
- c. The administration of this policy will be in line with the Agency's Extant Healthcare Guidelines.



MARITIME HEALTH POLICY

COMPENDIUM OF INTERNAL POLICIES



1.0 INTRODUCTION

The Nigerian Maritime Administration and Safety Agency (NIMASA) Maritime Health Policy domesticates the health component in the ratified conventions of the International Maritime Organization (IMO) and International Labor Convention (ILO) as follows:

- a. International Maritime Organization Conventions i.e. (SOLAS 74', S.A.R 78', STCW 95', MARPOL as amended)
- b. International Labor Organization Conventions i.e. (MLC 2006 as amended)

1.1 Policy Objectives

To ensure a healthy maritime workforce and a sustainable access to healthcare system for all maritime stakeholders in Nigeria, while also facilitating the education, guidance and the provision of equitable and affordable quality healthcare delivery system for all maritime stakeholders in Nigeria.

1.4 Management

The Agency's Search and Rescue Base Clinic (SARBC) shall manage the day to day implementation of this policy

1.5 Administration

The Administration of this policy document will be carried out by the Administration and Human Resources (AHR) Department in conjunction with the Legal service Department (LSD), Maritime Labor Department (MLSD), Health Safety and Environment Unit, Maritime Seafarers Standards and Safety Department (MSSD) and Marine Environment and Management Department (MEM) through the SARBC.

2.0 POLICY SCOPE

The policy coverage includes:

2.1 Seafarers Medical Certification Regulation:

- i. Which ensures standardized medical examinations of seafarers in order to provide the tools and guidelines that Seafarers Medical Examiners can use when conducting the medical examinations.
- ii. It identifies factors that accredited Seafarers Medical Examiners should take into account when conducting medical examinations.
- iii. It indicates the physical requirements Seafarers need to receive for a medical certificate.
- iv. It identifies tests to consider for establishing whether a Seafarer meets these requirements, and

- v. Reviews the administrative procedures for the issuance of Seafarers medical certificates.
- vi. It should be emphasized that this guideline is aimed at institutionalizing the current International guidelines (i.e. ILO/WHO 2013 as amended) for the medical certification of Seafarers:
 - a. To ensure standardized criteria in accreditation of seafarers medical certifying examiners.
 - b. To ensure proper monitoring and evaluation, updating of guidelines through regular workshops Learning Needs Assessment.

2.2 Responsibility of the Agency

- i. To ensure that the medical certificate of fitness for seafarers genuinely reflects seafarer's state of health. This would be carried out in certified Medical facilities authorized by NIMASA SARBC through the revised guidelines/standard for medical certification (ILO/WHO 2013:9).
- ii. To ensure that the validity of medical certificate is adhered; which should be for duration of 2 years from date of issue as specified by MLC, 2006, (standard A1.2, Paragraph 7) and STCW convention, 1978, as amended.

However, the maximum validity of certificate may not apply in identified cases below:

- a. If the seafarer is under 18 years of age, the maximum validity of the certificate is one year.
- b. Medical certificates expires during the course of a voyage, it will continue to be in force until the next port of call where the seafarers can obtain a medical certificate from a recognized medical physician by the party, provided the certificate does not exceed three months.
- c. In cases of emergency the administration can permit the seafarers to work without a valid medical certificate until the next port of call where a recognized medical practitioner is available, provided the certificate does not exceed three months and the seafarer in concern is in possession of an expired medical certificate.
- iii. To ensure that seafarers work environment on board-ship promotes occupational safety and health (MLC 2006, standard A4.3), in cases of emergency and accident response, HIV/AIDS protection and prevention and effects of drug and alcohol dependency.
- iv. To ensure education and training of young seafarers both ashore and on board ships. This should include guidance on the detrimental effects on their health and wellbeing, of alcohol and drug abuse, other harmful substances and risk

and concerns relating to HIV/AIDS and other health related risks (MLC 2006, B4.3.10).

- v. To protect the seafarer and ensure their prompt access to medical care on board ship and ashore (MLC 2006, standard 4.1).
- vi. All ships should carry a medicine chest, medical equipment and a medical guide.
- vii. Ensure that ships carrying over 100 or more persons and ordinary engaged in international voyages of more than three day's duration can carry a qualified doctor(with completed certification on STCW, 1978 as amended) or at least have one seafarer who is in charge of medical care and administration who has completed first aid training.

2.3 Responsibility of the Stakeholders (ship-owners):

- i. To ensure that the ship-owners act according to Article 7 and 11 of the guarding of machinery convention, 1963(No.119), and the corresponding provisions of the guarding of machinery recommendation, 1963(No.118), under which the obligation to ensure compliance with the requirement that all machinery in use is properly guarded, and its use without appropriate guards prevented, rests on the employer.
- ii. To provide information to the ship-owner that it is their obligation to provide protective equipment or other accident prevention safeguards. In general, it should be accompanied by provisions requiring their use by seafarers and by a requirement for seafarers to comply with relevant accident prevention and health protection measures (ILO standard B4.3.4).
- iii. To ensure ship-owners provide certain publications on board in order to assist in the provision of medical care and obtaining medical advice. (MLC-005, paragraph 3.1)
- iv. To ensure ship-owners report and collect all statistics on all occupational accidents, diseases and near- misses.
- v. To ensure that ship-owners are responsible for health protection and medical care for seafarers working on-board the ship with no incurred cost to the seafarers (MLC Standard A4.2). However, national laws on responsibilities of ship-owners on seafarers may be exempted in cases of:
 - vi. injury incurred outside the service of the ship
 - vii. Injury or sickness due to willful misconduct of the sick, injured or deceased seafarer.

- viii. Sickness or infirmity intentionally concealed when the engagement is entered into.

2.4 Responsibility of Dockworkers:

- i. To enforce the ratified convention of dockworkers, which states that each country Member shall ensure that appropriate safety, health, welfare and vocational training provisions apply to dockworkers (C137 - Dock Work Convention, 1973 (No. 137))
- ii. To draw emphasize on the importance of the unratified Convention, focusing on Occupational Safety and Health in Dock Work (C152 - Occupational Safety and Health (Dock Work) Convention, 1979 (No. 152)). It states that measures should be taking in providing and maintaining workplaces, equipment and methods of work that are safe and without risk of injury to health; providing and maintaining safe means of access to any workplace; providing information, training and supervision necessary to ensure protection of workers against risks of accident or injury to health at work; providing workers with personal protective equipment and clothing and any life-saving appliances reasonably required; providing and maintaining suitable and adequate first-aid and rescue facilities; and developing and establishing proper procedures for emergency situations which may arise.

3. SEARCH AND RESCUE FUNCTIONS

The Search and Rescue Base Clinics (SARBC) exists to implement the IMO conventions such as SOLAS 74, STCW '95 as amended, 2003 and MLC 2006 through the Agency's Maritime Health Policy under the following broad categories:

a. SEARCH AND RESCUE PREPAREDNESS AND MITIGATION

- i. To implement Search And Rescue Capacity Building Drills and Simulation programs
- ii. To implement Search and Rescue Emergency referrals (rescued patients' medical bills not paid by Shipping Agents)
- iii. To disseminate maritime health information/education.
- iv. To ensure Health Advocacy to enhance productivity and Social Responsibility in the Maritime Sub sector, through health campaign and enlightenment programs, e.g. HIV/TB, Hepatitis and Ebola Awareness.
- v. To implement the Search and Rescue Health Emergency standards as seen in NIMASA Act 2007, IMO Conventions.

b. SEARCH AND RESCUE MEDICAL EMERGENCY RESPONSE AND RECOVERY

- i. To ensure supply of Search and Rescue Operations resource materials such as pre-packed medicaments and SAR Emergency Carrier Bags in order to carryout rescue operations.

4. SEAFARERS MEDICAL CERTIFICATION shall be:

- i. To regulate and implement the examination of seafarers and cadets for medical Certification.
- ii. To ensure Provision for Pre-employment examination and treatment of staff health emergencies at work.
- iii. For SAR Health Emergencies (NIMASA Act 2007, SOLAS Standards)
- iv. For Monitoring Seafarers' Medical Certification, provision of regulation materials to Accredited Service Provider Hospital and Clinics.

5. REVIEW OF POLICY

The review of this policy shall be from time to time, as the need arises.

6. GLOSSARY

- a. **Prognosis** - an opinion, based on medical experience, of the likely course of a medical condition.
- b. **Ophthalmic** - This relates to the eye and its diseases.
- c. **Orthotics** - The branch of medicine that deals with the provision and use of artificial support devices such as splints and braces.
- d. **Prosthetics** - refers to prosthesis: an artificial body part, such as an arm, foot, or tooth that replaces a missing part.
- e. **Communicable disease** - Any disease transmitted from one person or animal to another; also called contagious disease. E.g. Tuberculosis, Hemorrhagic fever, HIV/AIDS etc.
- f. **Endemic disease** - A disease that occurs regularly in a particular area or among certain people such as malaria found in the tropical regions
- g. **Physician** - a Medical Doctor.

- h. Orthodontics** - the branch of dentistry dealing with the prevention and correction of irregular teeth, as by means of braces.
- i. Prosthodontics** - the branch of dentistry concerned with the design, manufacture, and fitting of artificial replacements for teeth and other parts of the mouth.
- j. Dentures** - A partial or complete set of artificial teeth for either the upper or lower jaw. Also called dental plate.
- k. Domiciliary Care** - also known as Home care, is a term for care and support provided in the home by care workers to assist someone with their daily life.
- l. Psychiatric illness** - relates to mental illness or emotional illness.
- m. Transplant Surgery:** Transplant surgery is the surgical removal of organ, tissue, or blood products from a donor and surgically placing or infusing them into a recipient.
- n. Intensive care:** special medical treatment of a critically ill patient, with constant monitoring.
- o. Prematurity:** Infants born before the 37th week of pregnancy.



HEALTH, SAFETY AND ENVIRONMENT POLICY

COMPENDIUM OF INTERNAL POLICIES



1. INTRODUCTION

The Health, Safety and Environment Management Policy for NIMASA, deploys the strategies and resources required to achieve the goal of 'no occupational health illness', 'no accident' and 'no environmental impact' in the process of carrying out the operational functions to meet the Agency's mandate.

2. OBJECTIVES

To facilitate the effective and efficient provision of health, safety & environmental services through commitment to safe practices and extant standards.

3. MANAGEMENT

The Agency's Health, Safety & Environment Unit (HSE Unit) shall manage the day-to-day implementation of this policy.

4. ADMINISTRATION

The administration of this policy will be carried out by the Administration and Human Resources (AHR) Department through the Agency's HSE Unit.

5. SCOPE

This policy applies to all staff of the Agency

6. POLICY STATEMENT

- i. The Safety and Health of the Agency's workforce and Environment are just as important to the Agency's as success in Operational and Financial Performance, Government and Stakeholders' Relations, Ethical Behaviour, Corporate Reputation, Social Responsibility, Customer Focus and Employee Involvement and Commitment.
- ii. The Agency shall strive to make its facilities safer and better places in which to work and our attention to detail and focus on HSE will ensure high standards of performance.
- iii. The Agency is committed to a process of continuous improvement in all its activities and to the adoption of international best standards and compliance guidelines.
- iv. The Agency's efforts in the areas of HSE shall be directed by the following principles:
 - a.) **Accident Prevention:** The Agency shall strive to make its workplaces free of injuries and accidents with 100% safe work practices and safe conditions throughout our operations.
 - b.) **Environmental Stewardship:** The Agency is committed to the protection of the environment and shall apply industry best practices as appropriate to minimize the generation of pollution and waste throughout its operations.
 - c.) **Risk Assessment:** Effective management of risk is fundamental to achieving safe operations. The Agency shall systematically identify potential hazards, assess their relative significance, develop reduction measures

and establish suitable controls to ensure that risks are minimised.

- d.) **Emergency Preparedness:** Being properly prepared for an emergency is of vital importance and is the responsibility of Management and staff at all levels. The Agency shall maintain emergency plans in cooperation with other agencies to ensure a prompt, effective and integrated response to minimise harmful effects from any incidents, where necessary.
- e.) **Regulatory Compliance:** The Agency shall comply with all applicable laws, regulations, standards and recognised codes of practice and, where any of these are inadequate, adopt and apply high standards that reflect its commitment to safety, the protection of the natural environment and the health of our staff.
- f.) **Performance Measurement:** the Agency shall establish appropriate measurement criteria and performance indicators and measure its HSE performance regularly. The Agency shall monitor its operations for compliance with applicable HSE regulatory requirements as well as for compliance with applicable standards, policies and procedures through periodic reviews and audits.
- g.) **Stakeholder Performance:** The Agency recognises that our stakeholders are essential to achieving our HSE goals. The Agency shall require its stakeholders to work closely with staff to promote an excellent standard of HSE compliance and performance and to conform to the Agency's policies.

h.) **Continuous Improvement:** The Agency's management systems provide a framework for setting targets, measuring performance, managing risks, investigating incidents and reporting results. We shall employ these systems and encourage and require employee involvement to achieve continual improvement in our overall HSE performance.

i.) **Communication:** The Agency shall clearly communicate its HSE commitments, responsibilities and performance to all employees, stakeholders and the public and shall provide information to all relevant parties on the safe use, handling, transportation, storage, recycling, reuse and dispose of materials and wastes.

j.) **Training:** The Agency shall ensure that employees have the right training for their jobs and are competent to perform their assignments safely, effectively and efficiently.

k.) **Corporate Social Responsibility:** The Agency is dedicated to being a good citizen in the communities where our operations exist. We shall conduct our operations safely, cleanly and responsibly and shall be proactive in consultation with all stakeholders in matters of mutual interest.

l.) **Facility and Office Security:** A comprehensive security management system shall govern all aspects of office entry, document management and control in the Agency.

v. **Policy Review:** This policy shall be reviewed from time to time, as the need arises.



INFORMATION DISCLOSURE AND OATH OF SECRECY POLICY

COMPENDIUM OF INTERNAL POLICIES



1. INTRODUCTION

The Nigerian Maritime Administration & Safety Agency is committed to the disclosure of information about the Agency and its operations to stakeholders. Depending on the level of importance or content, the Agency provides information by every appropriate means available. Such information includes press release, publicity events, press conferences, etc. The Agency shall abide by the provisions of the Freedom of Information Act, 2011, Laws of the Federation of Nigeria, the Public Service Rules and relevant sections of the Agency's Conditions of Service.

2. PROVIDING THE RIGHT INFORMATION AT THE RIGHT TIME

- i. The Agency shall use the most appropriate methods for the disclosure of information, including press release, official notices, explanatory meetings and websites. The Agency is committed to the disclosure of information according to all related laws, and will disclose all information required by laws, regulations and rules. The Agency shall strive to gain the understanding of stakeholders and the general public through fair, timely and appropriate disclosure of corporate information about its operations and corporate social responsibilities.
- ii. The Agency shall constantly improve its website to better supply information to its stake holders and the general public. Any particular piece of information concerning the Agency shall be quickly reflected on the website after

official disclosure in accordance with the Freedom of Information Act, and the Public Service Rule.

3. INTERVIEWS AND PRESS RELEASES

- i. The Corporate Communications Unit (Public Relations), the Legal Services Unit, and a relevant department and / or unit shall review all press releases concerning matters that may be material to the Agency before they are distributed, particularly financial statements and the Agency projections.
- ii. All enquiries from the media shall be forwarded to the Head, Corporate Communications (Public Relations) or in his / her absence, any other authorized representative in the Public Relations Unit. Under no circumstance shall any attempt be made to handle any inquiries without prior authorization from the Corporate Communications Unit.
- iii. Employees are not authorized to grant interviews in respect to the Agency and its operations without the prior written approval of the Director-General / CEO of the Agency, the request of such approval, having been channeled through the Head, Corporate Communications. Also, when the Agency's employees speak on public issues in their personal capacities, they must ensure that they do not give the impression that they are speaking or acting on the Agency's behalf.

- iv. All management staff must ensure that they obtain the approval of the Director – General / CEO before granting press interviews or issuing press releases on behalf of the Agency.

4. ACCESS TO AGENCY INFORMATION

- i. The Nigerian Maritime Administration & Safety Agency discloses and provides access to all material information, including the financial situation, performance, and the governance structure of the Agency to all stakeholders and the general public free of charge, following government laid down guidelines on the release of such information. The Agency publishes a comprehensive annual report that includes a corporate financial statement section, and prepares other reports, such as the quarterly maritime flash, and status reports when required.
- ii. The Agency discloses its corporate governance practice, corporate events calendar, and other material information on its website in a timely manner after circulation to the management and staff. The Agency shall take measures to protect confidential information. Any information obtained by the Agency's employees and the members of the Governing Board may not be used for their personal benefit.

5. INFORMATION DISCLOSURE BY EMPLOYEES

- i. The Nigerian Maritime Administration & Safety Agency considers confidentiality of information as a serious matter and employees are expected to be aware of and adhere to all policies and rules that protect such information. Information obtained in the course of an employee's job responsibilities should not be disclosed to persons within or outside the work place except to those with a demonstrated business need. It is expected that employees will not access, copy, or remove information unless it is required as part of their job.
- ii. Employees and management should not use the Agency's or stakeholders' information for personal benefit. The Agency prohibits every of its employee from disclosing confidential or proprietary information outside the Agency, either during or after employment, without authorization to do so. Employees are required to execute a confidentiality agreement (oath of secrecy) on or before their first day of employment. A copy of this agreement is provided at the back page of this policy.
- iii. Employees are obliged to exercise extreme caution when discussing NIMASA, its activities, data or plan with outside interest, to avoid being misinterpreted.

- iv. Similarly, some NIMASA staff may possess, come to possess, or be presented with the opportunity to obtain information that is proprietary and / or confidential to third parties, such as former employees or contractors; it is important that such third-party information be treated in accordance with the law and consistent with any contractual agreements that exist between any or all of the Agency's staff members, the third party and the Agency. Employees of the Agency may not use, or seek any third party to use, unlawful means and may not use, or seek any third party to use, misrepresentation, deception, theft, spying, or bribery to obtain any third party's proprietary or confidential information.

6. USE AND DISCLOSURE OF INSIDER INFORMATION / INSIDER DEALING

- i. NIMASA policy prohibits disclosure of material inside information to anyone other than persons within the Agency whose positions require them to know such information. It is unethical as well as illegal to use non-public information for personal financial or to share that information with others who may use it as the basis for making profit.
- ii. The release of confidential, proprietary or restricted information or related data, including speeches or papers or any other written or oral disclosure, which pertains to these

subjects, to anyone, including individuals, companies, or the public at large, requires the prior approval of the Legal Services Unit. Additional departmental / or unit clearance procedures may apply.

7. REQUESTS FOR INFORMATION MADE BY THIRD PARTIES

- i. As a public organization, NIMASA has a responsibility to maintain an orderly flow of information to the stakeholders and the general public. All of the Agency's dealings with the media (reporters) and the stakeholders must follow established procedures to ensure that the Agency complies fully with all regulations governing public institutions.
- ii. Media representatives, other stakeholders may try to solicit information directly from the Agency's staff or other individuals with access to NIMASA information. Individuals who receive a stakeholder or media inquiry asking for any financial or other information about NIMASA should not respond directly to the request.
- iii. All information requests from the media will be reviewed, approved and coordinated by the Corporate Communications. Only a designated Corporate Communications spokesperson or members of Executive Management are authorized to speak to the news media. Stakeholders' inquiries shall be handled in a similar manner by the Agency.

- iv. By properly managing the distribution of the Agency's information, NIMASA can best ensure that accurate and consistent information is provided to the public, while valuable corporate information is protected.
- v. In addition, NIMASA operates as a government regulatory Agency, supervised by the Federal Ministry of Transportation. Members of the shipping and maritime community, law enforcement agencies and sister parastatals / other government agencies have the right to access NIMASA's premises under certain conditions. If a staff member receives a request for information or for an interview from any member of the Agency's stakeholders' community, and it concerns the business of the Agency, the staff member should immediately contact the Legal Services Unit.
- vi. Employees must ensure that they obtain the written approval of the Corporate Communications and the Legal Service unit and Board Secretariat before releasing any information with respect to the Governing Board of the Agency, and financial disclosures that have not been officially released to the public.

8. CORPORATE INFORMATION, RECORDS AND INFORMATION MANAGEMENT

- i. Records and information are corporate assets and are to be valued and managed accordingly and in compliance with all applicable laws and regulations. Reports, records or other information must be completed fully and accurately, and, if applicable, timely filed with or submitted to the relevant external sources. This includes, but not limited to external documents, such as financial statements, reports, and other documents filed with, or submitted to the Federal Ministry of Transportation, Federal Ministry of Budget and National Planning, International Maritime Organization, etc.
- ii. Inaccurate reporting of information to the Federal Government or other agencies / organizations or persons outside the Agency may lead to criminal or civil liability for both the Agency and its employees. This is the case regardless of whether such statements are made directly or indirectly, orally or in writing, informally or under oath, voluntarily or as a result of a legal requirement. It is considered a crime, even if the government was not actually misled by the false statement. Inaccurate reporting includes both the failure to provide information needed to make a document complete and not misleading, as well as presenting information in such a manner as to distort its meaning or significance.

- iii. False statement covers a long range of activities, such as making a false or fraudulent representation, concealing a material fact, speaking a half-truth, and promising to do something in the future without any present intention to perform. Making a false statement is based not only on willfully intending to defraud, but also includes having a reckless disregard for whether a statement is true or a conscious effort to avoid learning the truth.
- iv. Staff members who are responsible for reporting, filing and / or submitting reports, records, documents or other information with an external sources shall ensure that such reports, records, documents, or other information is accurately and timely reported, filed and / or submitted. Staff members should not sign any document unless they have first determined that the document is accurate and complete. A staff member who believes that inaccurate or dishonest recording or reporting of information has occurred or is occurring or is being planned to occur should immediately report such activities to the Head of SERVICOM Unit, or the Director Administration and Human Resources, in writing or in person.
- v. All records, documents, and information shall be created, retained, and managed in a manner that protects the integrity of information and at the same time ensure appropriate access. Records, documents, and information shall be retained in accordance with the Agency's

records management policy (referring to Personnel and Policy Record, the Databank, Archives, the Library, and departments and units records management and standards).

Staff are invited to comment on this policy and suggest ways in which it might be improved. Comments, suggestions and queries should be addressed to: PRDMSD at: prdmsd@nimasa.gov.ng or to the Office of the Director: PRDMSD or to the Management of the Agency. This document may be amended periodically.

* Sample of Oath of Secrecy form



NIGERIAN MARITIME ADMINISTRATION AND SAFETY AGENCY EMPLOYEES' OATH OF SECRECY FORM

In pursuant to rule 020209 of the federal republic of Nigeria public service rules, 2008, and article 1.9.2 (v) of the Agency's Conditions of Service, I Employee of **NIGERIAN MARITIME ADMINISTRATION AND SAFETY AGENCY** (*The Agency), do solemnly swear that I will not at any time directly or indirectly communicate or reveal any information to anybody or persons on any matter relating to the Agency's functions and / or operations which shall be brought under my consideration or shall come to my knowledge in the discharge of my official duties except as may be required in the performance of my duties.

So help me God!

NAME OF EMPLOYEE:

IDENTIFICATION NO: DESIGNATION

SIGNATURE: DATE:

ACCEPTED AND ACKNOWLEDGED BY THE WITHIN NAMED AGENCY, NIGERIAN MARITIME ADMINISTRATION AND SAFETY AGENCY
(whose common seal is affixed hereto)

Sworn to this Day of 20

BEFORE ME

.....
MAGISTRATE

.....
SIGNATURE



CORPORATE COMMUNICATIONS POLICY

COMPENDIUM OF INTERNAL POLICIES

1.0 INTRODUCTION

- 1.1 The Nigerian Maritime Administration and Safety Agency (NIMASA) is the strategic regulator of Nigeria's maritime sector.
- 1.2 It has an obligation to ensure that its communication, in any form, is factual, accurate, credible, and in compliance with the applicable legal requirements of the various statutory laws which the Agency is subject to.
- 1.3 NIMASA has established this Communication Policy in order to ensure clear, factual communications with its various publics.
- 1.4 This document applies to all forms of official communications by the Agency with the public.

2.0 PURPOSE

- 2.1 The central purpose of the NIMASA Communication Policy is to establish guidelines for presenting the Agency to current and potential stakeholders, both internally and externally.
- 2.2 NIMASA supports constructive engagement with the media to maximise the potential for promoting its brand and to reduce the risk of inaccurate information being disseminated.
- 2.3 This document seeks to develop and sustain a culture of effective communication and ensures that NIMASA achieves its communication targets which include:

- 2.3.1 Informing, educating, engaging and persuading our publics,
 - 2.3.2 Enhancing the corporate image and reputation of the Agency by projecting our professionalism and commitment to excellence, safety, environmental protection,
 - 2.3.3 Partnership with our host communities and other key stakeholders, and
 - 2.3.4 Fulfilling every relevant legal and regulatory obligation.
- 2.4 This document is to ensure that communication is consistent in good or bad times.
 - 2.5 It aims to avoid ambiguous communication and promote best practice where the Agency speaks through well trained communication experts and executives.
 - 2.6 This policy document acknowledges the fact that failure to achieve the stated objectives may result in significant problems for the Agency, and possible disruption of its business activities.

3.0 SCOPE OF THE POLICY

- 3.1 This Policy document is applicable to all NIMASA employees including the Executive Management, permanent and contract staff, staff of service providers who work in the Agency's facilities (all hereby referred to as "employees").

3.2 This document governs the procedure for disclosing the Agency's information via all communication channels using various tools including:

- 3.2.1 News media (news releases, feature stories, news alerts, etc.),
- 3.2.2 Speeches and presentations by company officials, company website and Intranet (when this comes into effect),
- 3.2.3 Publications, financial statements, newsletters, posters, handbills etc.

3.3 Except as otherwise may be set forth herein and, subject to the detailed provisions below regarding the disclosure of information, all materials, non-public information pertaining to the Agency shall be disclosed as follows:

- 3.3.1 By means of a widely disseminated press release,
- 3.3.2 By other methods which are intended to effect an extensive and non-exclusionary distribution of information to the public,
- 3.3.3 Pursuant to a confidentiality agreement executed by the intended recipient of the information.

4.0 INTERNAL AND EXTERNAL COMMUNICATION

This Policy document recognises two major vehicles through which the Agency will reach out to its publics. These are Internal Communication and External Communication.

4.1 Internal Communication

Stakeholder groups for internal communication include:

- 4.1.1 Employees (all categories)
- 4.1.2 Management Board
- 4.1.3 Federal Ministry of Transportation
- 4.1.4 The Presidency

4.2 The Internal Communications policy will ensure that:

- 4.2.1 The Agency's goals, policies and guidelines are well communicated,
- 4.2.2 Employees are able to contribute to the Agency's business objectives,
- 4.2.3 Every employee's knowledge about the Agency, its values and strategies is deepened,
- 4.2.4 Creativity and cross-unit team work throughout the Agency is promoted,

4.2.5 There is increased understanding and commitment among the internal public, and

4.2.6 Here is a conducive environment to stimulate feedback to the management.

4.3 To facilitate these set goals, employees should be provided with:

4.3.1 Information on a need-to-know basis,

4.3.2 Communication on key decisions and events that affect employees should be before (if possible) and never later than when information is communicated externally,

4.3.3 Explanation and direct information on corporate branding (corporate identity) changes or modification or improvements,

4.3.4 Clearly spell out current information to employees on the Agency's policies,

4.3.5 Update on milestones and success stories, and

4.3.6 Internally celebrate success stories and good business solutions

4.4 Internal Communications Platforms

These include:

Activity	Frequency
Team meeting/briefing	Weekly
Email	Daily
Bulletin	Weekly
Intranet	Daily
Newsletter	Monthly
Internet	Daily
Debriefing	Often
Informal session	Often
Employee meeting	Weekly
Joint consultative meeting	Quarterly
Employee recognition	Often
Promotion	Often
Employee meeting	Often
Employee picnic/team bonding	Yearly

4.5 Information Disclosure

4.5.1 No Employees, except those expressly authorised under the terms of this policy, shall communicate externally regarding the Agency's prospects, performance and policies or release or disclose the Agency's information, internal matters, activities or developments which relate in any form to

material, non-public information to any person not affiliated with the Agency (including, without limitation, the media, friends, family members, or other relatives).

- 4.5.2 Also, there shall be no selective disclosure or the disclosure of material, non-public information to any individual or group before or prior to public dissemination of that information by the Agency.
- 4.5.3 Any member of staff or persons, who selectively disclose material, non-public information to people or groups outside the Agency at any time, shall be deemed to be in breach of the Agency's Corporate Communication policy.
- 4.5.4 Additionally, employees may not participate in internet chat rooms, blogs or other social media platforms, or other similar new media which discuss the Agency or the Agency's strategy, policies, plans, technologies or products which are not required in the performance of such employee's duties and in accordance with this Policy.
- 4.5.5 No aspect of this policy can be construed as prohibiting an Employee from abiding by or complying with local, state and Federal laws and regulations, including those dealing with reporting emergencies to appropriate agencies, especially regulatory agencies.

5.0 EXTERNAL COMMUNICATION

NIMASA needs to creatively engage its external stakeholders regularly to secure their buy-in and support for its activities.

5.1 Stakeholder groups for external communication include:

- 5.1.1 Host communities
- 5.1.2 Governments at all levels, including regulatory agencies
- 5.1.3 The media
- 5.1.4 International agencies

5.2 External Communications should be planned to support the Agency's objectives and strategies to achieve confidence in the Agency by all the stakeholders.

5.3 It should set forth the procedure for sharing necessary information with the various publics, meet expectations regarding its compliance with legislation, regulations and standards relating to communication activities.

5.4 Manage the image and reputation of the Agency as well as facilitate or increase its ability to attract or recruit quality employees.

5.5 External Communications Platforms

These include:

Activity	Frequency
Corporate image (branding)	Regularly
Corporate Social Responsibility	Regularly
Community Relations	Regularly
Town hall meeting	Frequently
Official visits	Periodically
Media conferences	Periodically
Media roundtables (luncheon/parley, etc)	Periodically
Media workshops/seminars	Periodically
Bilateral contacts	Often
Corporate presentations	Often
Publications (including Annual Reports)	Often
3rd party advocacy	Regularly
Collaterals (brochures, leaflets, flyers, posters, etc)	Regularly
Interviews	Regularly
Institutional contacts	Regularly
Advertising	Regularly
Road shows	Periodically
Wire services	Regularly
Institutional relations	Regularly
Sponsorship	Periodically
Media visits	Regularly

6.0 NIMASA MEDIA PHILOSOPHY

- 6.1 It is the aim of NIMASA to engage and manage its relationship with the media in an open, pragmatic and professional manner.
- 6.2 NIMASA sees the media as an important stakeholder and will therefore treat them as friends with a level of partnership that is focused on a win-win relationship.
- 6.3 The Agency will proactively manage relationship with the media.
- 6.4 Therefore the Agency will be responsive to the legitimate interests of the media while at the same time disseminating, with maximum responsibility, information about the Agency, its policies and services when it is judged to be in the best interests of the Agency.
- 6.5 The Agency will consistently seek a mutually beneficial relationship that will at all times place the Agency in the positive eye of the its stakeholders.

7.0 COMMUNICATION WITH THE MEDIA

- 7.1 All media requests or enquiries must be directed immediately to the Head, Public Relations or the Public Relations Unit.
- 7.2 These include formal requests for interviews or opinion from TV, Radio, newspapers, magazines, local/national/ international or trade and Digital/Social media organisations.

- 7.3 It is the duty of the Head, Public Relations or the Public Relations Unit to respond to such requests on behalf of the Agency, or otherwise ascertain the most suitable person from the Agency to handle the response.

8.0 MEDIA CALLS

- 8.1 Every request from the media should be appropriately passed on immediately to the Head, Public Relations or other personnel of the Public Relations Unit overseeing such responsibility. This includes formal requests for interviews as well as enquiries by all media TV/Radio, newspapers, magazines, national/international/ trade media/ digital or new media.
- 8.2 Public Relations personnel will either respond on behalf of the Agency, or assist in identifying the appropriate person from the Agency to respond appropriately and adequately.

8.3 MEDIA BEATS

These include:

Primary	Secondary
Maritime	Foreign
General News	Oil & Gas
Transport	Environment
National Assembly	Senior level
Community Reporting	Security

9.0 REVIEW PROCESS FOR PRESS RELEASES

- 9.1 The following steps are to be followed for the review and approval of all NIMASA press releases.
- 9.2 The news releases may be approved by the Director General and or the Head, Public Relations or a delegated authority, in this case, the Head, Media Relations. The Head, Media Relations may approve certain levels of news releases.

9.3 PROCESS

- 9.3.1 The release is drafted using the standard template
- 9.3.2 Develop a review and approval checklist
- 9.3.3 Conduct fact checking, ensure consistent message and double-check trademarks, company descriptions and conformity to decent language and house style
- 9.3.4 Initial review and approval to be with internal corporate resources (maritime safety, maritime labour, marine environment management, shipping development, legal services, finance, etc as the case may be), followed by review by the Head, Media Relations, Deputy Director, and or the Director General.
- 9.3.5 If a press release mentions any other stakeholder, or is a joint press release with customers, strategic partners, industry groups, etc, preliminary internal review and approval shall occur prior to external review.

- 9.3.6 Once a press release has been reviewed and approved by external parties earlier stated and changes/edits have been made, it will proceed with final review by the Head, Public Relations and Director General.
- 9.3.7 Approval or Sign-off by the Head, Public Relations and Director General or a delegated authority is required prior to press releases being distributed to the media and over the wire service or new media.

10.0 SPOKESPERSONS POLICY

- 10.1** To ensure the Agency's messages are effective, consistent, coordinated and aligned with policies and needs of the Agency, only the following persons are authorised to discuss the Agency's operation with the media (both traditional and new media), unless otherwise approved by the Board of Directors of NIMASA:
 - 10.1.1 The Director General - No1 Spokesperson,
 - 10.1.2 Head of Public Relations Unit, and
 - 10.1.3 Other members of Executive Management approved or authorised by the Director General.
- 10.2** Each of these officials is designated as an Authorised Spokesperson.
- 10.3** Media interviews and other media engagements shall only be undertaken under the supervision of the Public Relations

Unit, which will handle the required preparation and materials, as well as attend and monitor such interviews.

- 10.4** Other employees, other than those who have been expressly mandated to speak on behalf of the Agency, are hereby instructed not to respond, under any circumstances, to inquiries from the media unless duly and specifically authorised to do so by an Authorized Spokesperson.
- 10.5** Employees who receive media inquiries either directly or indirectly must refer such inquirer to the appropriate Authorised Spokesperson earlier identified.

10.6 REQUIREMENTS FOR A SPOKESPERSON

Capacity Building Requirement: Every authorised spokesperson must undergo mandatory capacity building programmes in:

- 10.6.1 Spokesperson Training
- 10.6.2 Media Training
- 10.6.3 Message Training

11.0 MEDIA SPEAKING OPPORTUNITIES

- 11.1 The Director General and the Head of Public Relations Unit may approve a subject-matter specialist to speak on behalf of the Agency under determined circumstances, if such media exposure will be beneficial to the Agency.

- 11.2 However, such delegated individuals may only speak on behalf of the Agency on issues directly related to their specific areas of expertise, and may not address reporter inquiries related to other topics or issues, or release information which may put the Agency at a competitive disadvantage, or attract legal liability or pose problems under the laws.

12.0 PUBLIC SPEAKING ENGAGEMENTS, PRESENTATIONS AND PUBLICATIONS

- 12.1 The Director General and sometimes the Chairman of the Board as well as the Public Relations Unit are often invited to give speeches on various topics.
- 12.2 Important public appearances are to be announced on the website.
- 12.3 To the extent possible, short summaries of the speeches are to be published on the website and distributed at the venue to the media and other interested participants.
- 12.4 Employees should obtain permission from their respective Directors who in turn will seek approval from the Director General or the Head, Public Relations before accepting an external speaking or presentation engagement or getting materials published in publications for external consumption. Such engagements should be in the interest or have a clear benefit to the Agency or its employees, or critical to the professional development of the affected employees.

13.0 PERSONAL OR NON-COMPANY REPRESENTATION IN THE MEDIA

- 13.1 The possibility of employees to be approached by the media from time-to-time, to provide opinion on non-industry and non-Agency issues or matters or on topics related to their personal interests or non-work related activities has been noted.
- 13.2 Employees may participate in such interviews
- 13.3 But in order to avoid confusion about whether an employee is speaking on behalf of the Agency or on their own behalf, employees must not reference Agency or their role within the Agency, unless they have obtained prior approval to do so from the Head, Public Relations.

14.0 CRISIS COMMUNICATION

- 14.1** The aim of communicating in a crisis situation is to positively influence internal and external stakeholders and engender their confidence in the Agency.
- 14.2** Other details of crisis communication will be outlined in the Crisis Communication Manual.
- 14.3** Key business units including and not limited to Maritime Safety, MEM, Maritime Labour, Shipping Development, Legal, etc. must maintain contact with the Public Relations Unit, especially the Head or designated function communications personnel on matters likely to be important to the Agency

and likely to come to public notice and or lead to media speculations, negative media and public displeasure or poor brand reputation/image, including:

- 14.3.1 Oil spills, water hyacinths and other major environmental hazards
- 14.3.2 Kidnapping of employees particularly, members of the management or executive team
- 14.3.3 Other security challenges
- 14.3.4 Community unrest
- 14.3.5 Natural disasters
- 14.3.6 Major personnel changes, operating procedures, or policy involving or affecting NIMASA
- 14.3.7 Piracy and Vessel hijack
- 14.3.8 Public statements, publications or coverage relating to government actions or investigations affecting NIMASA
- 14.3.9 Major shutdown of facilities
- 14.3.10 Major disruption of activities
- 14.3.11 Decline of approval of major projects or delay in approval of projects that could necessitate
- 14.3.12 Litigation
- 14.3.13 Withdrawal of major licences

14.3.14 Fines by regulatory or supervisory agencies

14.3.15 Divestment

14.3.16 Sharp fall in market price of crude Oil

14.3.17 Other matters considered of importance

14.4 When such communications issues arise, the appropriate group or department must contact the appropriate colleague in the Public Relations Unit for review and approval of proposed communications plans and messages, prior to media outreach.

14.5 During crises, the official spokesperson shall be the Director General and or the Head, Public Relations.

14.6 The Head of Media will be authorised to respond to and deal with urgent media enquiries and requests for information.

15.0 THIRD PARTY ANNOUNCEMENTS, ENDORSEMENTS AND USE OF NIMASA LOGO

15.1 Stakeholders, business partners, organisations or businesses external to the Agency may need to issue news releases or press statements that promote a business relationship or identify a partnership with Agency at any time.

15.2 Such announcements by third parties will require advance approval from the Director General and or the Head, Public Relations.

- 15.3 The relevant heads of business units will be expected to provide a justification or the business rationale for the issuance of news releases by third parties that refer to an existing or proposed relationship with the Agency.
- 15.4 Working with the third party, the Public Relations Unit will help to determine appropriateness of the announcement, press release or press statement and a plan for the external distribution of the information.
- 15.5 As a general rule, the Agency does not approve of the use of its name, logo or statements by employees or third parties, in printed or electronic documents without express written permission of the Public Relations Unit.
- 15.6 Employees are advised to refer all requests from third parties to use the company logo, name or statement or material to the Public Relations Unit which will provide guidance on the correct use of the logo.

16.0 COMMUNITY RELATIONS

- 16.1** As a regulatory body under the Federal Ministry of Transportation, the Agency's corporate communication priority is to relate with operators within the maritime sector where the Agency has a sphere of influence.
- 16.2** The Agency will relate with:
 - 16.2.1 Other Regulatory Bodies
 - 16.2.2 The Federal Ministry of Transportation

- 16.2.3 Operators with the maritime sector
- 16.2.4 Communities where the Agency operates or has facilities

17.0 CORPORATE SOCIAL RESPONSIBILITY

CSR offers great opportunities! It creates trust among stakeholders. It helps reduce costs and risks and the company becomes more involved with its stakeholder.

17.1 Purpose

NIMASA's Corporate Social Responsibility (CSR) activities shall contribute to profitable and sustainable growth, adopting a dynamic and innovative approach to business development throughout the organisation and the community where it operates.

- 17.2** The NIMASA CSR Policy defines the framework for integrating the CSR perspective in all areas and activities of the Agency, in its profile as an attractive workplace and as a business partner.

- 17.3** This CSR Policy will guide the processes of fulfilling the obligations of the Agency to its various communities and as derived from internationally recognised standards, including:

- 17.3.1 UN Global Compact principles on respect and promotion of human rights and labour rights, environment and climate sustainable solutions and anti- corruption.
- 17.3.2 UN Principles for Responsible Investments.

- 17.3.3 Guidelines for good corporate governance.
- 17.3.4 Guidelines for responsible procurement.
- 17.3.5 Guidelines for stakeholder dialogue and engagement.
- 17.3.6 Global Reporting Initiative.
- 17.4** This CSR Policy links directly to the overall NIMASA strategy and reflects the core values of the Agency.
- 17.5 Validity**
The NIMASA CSR initiatives will require the approval of the Director General and / or the Board, as the case may be.
- 17.6 Thematic Areas**
In order to focus our CSR initiatives on issues that are relevant to our activities and our operation, the NIMASA CSR commitment concentrates on four thematic areas: Safety, Environment, Empowerment and Well-being.
- 17.7** All CSR activities and projects are developed under the headings of these four thematic areas.
- 17.8** The acronym shall be WE SEE.
- 17.8.1 Environment**
 - 17.8.1.1 In our efforts to prevent climate change, we provide environmentally sustainable solutions and promote sustainable behaviour within our stakeholder groups: staff, customers and suppliers, investors and the society at large.

- 17.8.1.2 We aim at having a positive impact on their behaviour, consumption, choice of products and solutions and investments as well as on the Nordic agenda for climate change.

17.8.2 Safety

- 17.8.2.1 As peace-of-mind provider, we contribute to safety and damage prevention within our sphere of influence, including among our customers, staff and local communities.
- 17.8.2.2 We focus on prevention in areas that are in line with the Agency history: damage and injuries stemming from drowning, fire, traffic and violence.
- 17.8.2.3 We also focus on the prevention of piracy and other security issues in our waters.

17.8.3 Empowerment

- 17.8.3.1 As part of our contributions to providing better standard of living through literacy and other capacity building activities, we will contribute to enhancing financial literacy, especially among young people, and also create awareness about development opportunities as an essential part of being a responsible citizen.

17.8.4 Well-Being

- 17.8.4.1 As an Agency and corporate citizen, we contribute to the welfare of our stakeholders, the community where we operate and the Nigerian public through improved well-being.

- 17.8.4.2 This is done through health and safety promoting activities.
- 17.8.4.3 As a rule NIMASA ensures non-discrimination and equal opportunities and creates room for diversity.
- 17.8.4.4 As part of our efforts we ensure diverse representation in NIMASA with respect to age, gender, ethnicity, disability, faith and religion.
- 17.8.4.5 We show how diversity may be used as a driver for innovation and development of policies that are attractive to stakeholders, irrespective of their background.

17.9 Monitoring And Reporting

NIMASA will seek to provide complete and relevant data on all activities that are material for the Agency's social, environmental and economic impact and disseminate results and progress as part of the Agency's Annual Report, and through the Agency's website and international reporting schemes.

- 17.9.1 In order to ensure transparency, comparability and benchmarking, NIMASA's monitoring standards are set on the basis of the Global Reporting Initiative.
- 17.9.2 Monitoring and reporting is based on data available in the business areas and in existing reporting schemes or as part of other regular and systematic data collection within NIMASA.
- 17.9.3 All data is documented, either by identification of data or data owner or by internal management review.

- 17.9.4 CSR data contained in the Annual Report or CSR report are subject to external audit.

17.10 Organisation

A CSR unit is set up by the Head, Public Relations who directly monitors the CSR policy and prepares proposals for the Director General on the CSR ambition, budget, prioritised areas and goals.

- 17.10.1 The CSR unit monitors the execution and defines a set of key performance indicators.
- 17.10.2 Progress and results are reported to the Director General.
- 17.10.3 The Head of Public Relations oversees the CSR Unit and presents proposals and reports to the Director General and the Board, as the need arises.
- 17.10.4 Development of CSR activities and related processes is initiated by the CSR Unit in close cooperation with other business areas.
- 17.10.5 Execution and monitoring of CSR activities are conducted within the Agency and supervised or facilitated by the CSR Unit.
- 17.10.6 The CSR Unit is responsible for external reporting and communication on CSR in cooperation with relevant units.

17.11 Target Groups

These include:

- Women and Youth
- The Media
- Maritime Operators
- Communities of operation
- Government Liaison
- Areas engulfed with violence and disasters

17.12 Specific Areas Of Interest

- Women & Youth Empowerment
- Capacity Building for Journalists
- Maritime Capacity Building
- Empowerment for Seafarers
- Sports relating to the Agency's activities, e.g. swimming
- Search and Rescue
- Fight Against Maritime Piracy and sea robbery
- Cleaner Maritime Environments or Oceans
- Work Place Safety, especially for employed officers
- Best Practice for Staff Welfare

17.13 Maintenance of the CSR Policy

- 17.13.1 The CSR Policy is maintained by the Public Relations Unit under the direct supervision and authorisation of the Head, Public Relations and approved by the Director General and

or the Board of NIMASA.

- 17.13.2 The policy is open to annual revision.

18.0 RESPONSIBILITIES

- 18.1 The Director General and the entire management of NIMASA are responsible for ensuring compliance with this policy.
- 18.2 Employees involved in any external communications and those charged with responsibility for Internal Communications are responsible for complying with this policy.
- 18.3 Violation of this policy could be considered gross misconduct and be subject to disciplinary actions that may include dismissal.

19.0 VIOLATION OF POLICY

- 19.1 Intentional and unintentional violation of this policy is capable of having materially adverse consequences on the Agency and the employee(s) involved.
- 19.2 Therefore, violation of this policy will result in discipline up to and, including termination of employment.
- 19.3 In addition, violation of this policy may also constitute violation of applicable laws which could result in civil or criminal prosecution by governmental or regulatory authorities.

20.0 WAIVERS

- 20.1** Any aspect or requirement of this Communications Policy may be waived conditionally on a case-by-case basis in exceptional circumstances with written approval from the Head, Public Relations and or the Director General.
- 20.2** All requests for exceptions/exemptions should be directed to the Head, Public Relations and or Director General.
- 20.3** If approved, these exceptions will be recorded.
- 20.4** The approved exception author/sponsor is required to notify all relevant NIMASA employees, management and third parties of the granted exception.
- 20.5** This Communications policy will be supported by annual communications strategy and plan in order to achieve the objective of improving our relationship and brand image and reputation among those who matter to us, including the public, employees, government, partners, media and communities.
- 20.6** The Communications Plan will help to:
- 20.2.1 Position **effective communication** at the heart of everything we do
 - 20.2.2 Aid **Listening** to the views of our host community, employees, stakeholders and strategic partners
 - 20.2.3 Encourage **confidence** in our operation, policies and services

- 20.2.4 Raise **awareness** of our community leadership role
- 20.2.5 **Improve relationships** with our stakeholders and partners
- 20.2.6 Ensure that NIMASA communication is **accurate, honest, understandable, timely** and, as much as possible, **planned**
- 20.2.7 Identify **areas for improvement** and continue to put out plans, business communications objectives including communication of our core values into practice
- 20.2.8 Boost our **reputation and brand image**
- 20.2.9 Encourage more people to become **involved** in local democracy
- 20.2.10 Develop **innovative** ways to making the best use of communications technology.

21.0 OUR COMMITMENT

To develop and sustain a culture of accurate, effective and purposeful communication.

22.0. POLICY REVIEW

This policy shall be reviewed from time to time, as the need arises.



MEMORANDUM OF UNDERSTANDING POLICY

COMPENDIUM OF INTERNAL POLICIES

1. INTRODUCTION

The Nigerian Maritime Administration and Safety Agency(NIMASA) Act 2007 empowers the Agency to ensure the promotion of Maritime Safety and Security, Protection of the Maritime Environment, Shipping Registration, Commercial Shipping and Maritime Labour matters.

The Agency under Section 24 of the NIMASA Act is empowered in the performance of its functions and exercise of its powers to where appropriate consult with government, commercial, industrial, consumer and other relevant bodies.

The Agency's Policy on Memorandum of Understanding (MOU) specifies the expectation of the Agency in defining the roles and responsibilities of each party to ensure the Agency's functions and roles are optimally performed.

2. SCOPE

The Scope of the Policy on Memorandum of Understanding shall apply to the Agency and Parties to the MOU.

3. PURPOSE OF THE POLICY

The purpose of the Policy is to guide the Agency in entering into MOU with other parties to ensure the interest of the Agency is secured and guaranteed.

The MOU may feature more detailed goals, plans milestones or timelines depending on its terms.

4. DEFINITION

For the purpose of this Policy:

- "ADR" means Alternative Dispute Resolution.
- "Agency" means the Nigerian Maritime Administration and Safety Agency (NIMASA).
- "MOU" means Memorandum of Understanding.
- "Parties" means Parties to the Memorandum of Understanding.

5. POLICY STATEMENT

- a. The MOU shall address the specific goals, functions and responsibilities of Parties to the collaboration.
- b. The Resources Parties are expected to commit to the collaboration shall be deployed to protect the interest of the Agency.
- c. The MOU shall include concise and specific statements showing the intention of the proposed collaboration bringing Parties together.

- d. The MOU shall feature more detailed goals, plans, milestones or timelines set out by Parties to the collaboration.
- e. The Agreement to be set off by the MOU shall include the terms and conditions of funding, exchange of materials, non-disclosure of proprietary information, licensing and deployment of hardware or platforms.
- f. Nothing in the MOU shall obligate Parties to expend unauthorized appropriations or enter into any contract or other obligation with third parties.
- g. The MOU shall not limit or restrict the Parties from participating in similar activities or arrangements with other entities. Nothing in the MOU shall be interpreted as limiting, superseding, or otherwise affecting the Parties normal operations.
- h. The Parties to the MOU shall designate a contact person responsible for coordinating partnership activities.
- i. The Parties to the MOU shall adopt a procedure for monitoring and evaluating the progress of the MOU and review areas of mutual concern if need be.

6. GENERAL INFORMATION SHARING

- a. It is the policy of the Agency to cooperate with other government agencies whenever possible, subject to the general limitation that any such cooperation must be consistent with the statutory obligations and enforcement efforts of Parties.
- b. When confidential information is exchanged it shall be accessed and used by the recipient Party solely for the limited purpose of carrying out specific enforcement activities within the common legal interest identified in the MOU, and in no event shall such information be disclosed by the recipient Party without the written authority of the Party providing the information or pursuant to a Court order.

7. LEGAL AUTHORITIES FOR THE MOU

The Authority of the Agency to enter into and engage in the activities described within the MOU must be clearly spelt out.

- a. The enabling laws and applicable statutes of each party must also be spelt out.
- b. The MOU shall be executed in full compliance with Parties enabling acts, extant laws and regulations applicable locally and internationally.

8. ENFORCEMENT

It shall be the Policy of the Agency that where applicable, Parties are to assist each other with enforcement by carrying out joint investigations and inspections in line with enabling laws and statutes.

9. CONFLICT RESOLUTION

- a. Any controversy arising as a result of or in connection with the Memorandum of Understanding shall be settled amicably between the Parties. In case an amicable settlement cannot be reached within the stipulated period of consultations, the Memorandum of Understanding shall be terminated with immediate effect if one of the Parties states so in writing to the Other Party.
- b. Parties can specify other Alternative Dispute Resolution mechanisms that may be agreed upon.

10. MOU REVIEW

- a. It shall be the policy of the Agency to periodically review all MOU entered into by it to ensure they remain relevant and reflect the Agency's specific needs and requirements. Any amendment or modification of the MOU will require the mutual written agreement of Parties.

- b. Updates and modifications bringing in new elements to the MOU shall require a new signature page to the MOU.

11. DURATION

The Memorandum of Understanding enters into force upon signature by both parties. It shall remain in force for a period of two years, unless terminated earlier by a 3months written notice from either party.

12. TERMINATION

The Parties may terminate the MOU upon 3 months written notice to the other.

13. SIGNATURE

After the MOU has gone through the administrative review processes it shall be executed by the Responsible/ Authorized Persons appointed by each Party.

14. RESPONSIBILITY

The responsibility of implementing the MOU Policy shall fall on the Agency's Director- General/Chief Executive Officer or the Responsible Officer so designated.

15. COMPLIANCE

The Agency shall ensure adherence to the provisions of the Policy prior to the execution of MOU.

16. RELEVANT LEGISLATIONS

NIMASA ACT 2007

17. SYNOPSIS

The Policy document essentially captures the Agency's policy thrust on MOU which shall serve as a guide for collaboration among Parties to the MOU.

18. ENQUIRIES/FURTHER CLARIFICATIONS

All enquiries/further clarifications on the application of the Policy shall be directed to the office of the Director General/CEO.

19. POLICY REVIEW

This Policy shall be subject to review from time to time.



EQUAL OPPORTUNITIES POLICY

COMPENDIUM OF INTERNAL POLICIES

1. INTRODUCTION

The Nigerian Maritime Administration and Safety Agency (NIMASA) is committed to promoting equal opportunity among its employees. The Agency does this in line with the principles of equity and in conformity with the spirit and intent of equal opportunity and national law. The Agency accepts its responsibilities in relation to these rights for staff while they are engaged in activities undertaken as part of their employment.

2. DEFINITIONS

“Age discrimination” This refers to unfair treatment of a staff on the basis of his or her age or grade level. Age discrimination usually occurs due to incorrect assumptions about staff skills, abilities, personal qualities or needs based on how old or young they are.

“Bullying” Means Workplace intimidation and browbeating.

“Disability” Under the Commonwealth Disability Discrimination Act 1992, disability means: total or partial loss of a person’s bodily or mental functions; or total or partial loss of a part of the body; or the presence in the body of organisms causing disease or illness; or the presence in the body of organisms capable of causing disease or illness; or the malfunction, malformation or disfigurement of a part of a person’s body; or a disorder or malfunction that results in a person learning differently from a

person without the disorder or malfunction; or a disorder, illness, or disease that affects a person’s thought processes, perception of reality, emotions or judgement, or that results in disturbed behaviour; and includes a disability that: presently exists; or previously existed but no longer exists; or may exist in the future; or is imputed to a person.

“Discrimination” Unlawful discrimination means treating a staff or category of staff in employment and education less favourably because of one of the grounds specified in the relevant law.

“Diversity” This broadly refers to differences in race, gender, ethnic or cultural background, level of physical and mental ability, age, sexual orientation and religion. A productive and fair environment is one that acknowledges diversity and recognises the need to promote equality and a discrimination-free working environment.

“Equal opportunity” Equal opportunity means treating staff as individuals with different skills and abilities, without making judgements based on assumptions, or on characteristics such as; sex, age, race, sexuality, disability, pregnancy, or marital status.

“Equal opportunity for female staff in the Agency (formally affirmative action)” Equal opportunity for women in the Agency means taking positive steps to remove old barriers, which have hindered females from doing some jobs, or from being given the chance to advance to higher levels within the Agency.

“Harassment” Unwelcome behaviour or language that has the effect of offending, intimidating, or humiliating a staff on the basis of their sex, marital status, pregnancy, sexuality, race, disability, age, or religious belief, in circumstances which a reasonable person, having regard to all the circumstances, would have anticipated that the staff harassed would be offended, humiliated, or intimidated.

“Marital status” Being single, married, married but living separately and apart from one’s spouse, separated, divorced, widowed, or living with another person in a de facto relationship.

“Pregnancy” Refers to presumed or actual pregnancy, or potential pregnancy.

“Race” The term ‘race’ is understood to be flexible and evolving. It includes a staff’s nationality, country of birth, colour, ancestry, ethnic origin, or people associated with those of a particular race. The word ‘race’ is used in these procedures to reflect relevant legislation.

“Sex” This means whether a staff is male or female.

“Sexual harassment” Unwelcome sexual behaviour or sexual innuendo that has the effect of offending, intimidating or humiliating a staff in circumstances, which a reasonable person having regard to all the circumstances would have anticipated that the staff harassed would be offended, humiliated or

intimidated.

“Sexuality” This means whether a staff is heterosexual, homosexual, bisexual or transsexual. It includes presumed sexuality.

“Social justice” The right of all staff to equality of treatment and opportunity, and the removal of barriers of race, ethnicity, culture, religion, language, gender or place of birth.

“Victimisation” Refers to a staff being subjected to less favourable treatment because it is known or suspected that the staff has made or proposes to lodge a grievance; has provided any information or documents; has attended a conference in relation to a grievance; or has supported another staff else lodging a grievance.

“Bullying or harassment” Workplace bullying or harassment involves the repeated unreasonable ill-treatment of a staff by another or others. It is a form of harassment and discrimination consisting of offensive, abusive, belittling or threatening behaviour directed at an individual staff or a group in the Agency.

3. POLICY SCOPE

The policy shall apply to all Agency’s activities and sphere operations.

4. POLICY STATEMENT

- i. The Agency shall take all reasonable steps to identify and eliminate unlawful, direct, indirect, and systemic discrimination from its structures and activities/programmes in order to promote equality of opportunity for its entire staff.
- ii. The Agency shall guarantee and protect the rights of all staff to be free from discrimination, harassment and bullying on the grounds of:
 - a. Sex, marital status, pregnancy, family responsibilities
 - b. Sexuality
 - c. Race
 - d. Disability
 - e. Religious belief
 - f. Age, etc.
- iii. The Agency has a firm commitment to equal opportunity principles, and will work towards ensuring that no discriminatory policies or practices exist in any aspect of employment.
- iv. In affirmation of its commitment to equal opportunity the Agency shall:
 - a. Promote equal opportunity in all aspects of the Agency's activities and as an integral part of all Agency policies and practices.
 - b. Adopt policies, procedures, and practices for staff consistent with equal opportunity principles in the areas of recruitment, selection, promotion, training and development, and other conditions of employment
 - c. Act to provide a working environment that is free of sexual harassment
 - d. Take action to prevent the occurrence of unlawful discrimination, harassment, sexual harassment and bullying by conducting educative programs and other activities for staff and through the implementation of discrimination and harassment grievance procedures for staff.
- v. Responsibilities and/or Authorities: All staff are duty bound to ensure that equal opportunity principles are respected and adhered to. Management is responsible for interpreting the legislation and ensuring that the Agency environment is safe and free from discrimination under the grounds covered by this policy. Management are also responsible for ensuring that equal opportunity principles are adhered to in order to promote equal employment opportunity.

RESEARCH POLICY

COMPENDIUM OF INTERNAL POLICIES

1. INTRODUCTION

Research is critical to the development of any organisation. The Agency conscious of this fact and its core mandates sets out to provide policy guidelines for intellectual investigations, information, data collation and analysis, and publication of knowledge for the development of the Agency's mandates.

2. DEFINITIONS

For the purposes of this Policy:

- **"Agency"** means the Nigeria Maritime Administration and Safety Agency (NIMASA)
- **"Agreements"** includes all international project agreements, licensing agreements, research agreements, research contracts, research grant agreements, service agreements, shareholder agreements, clinical trial agreements, confidentiality agreements, material transfer agreements, partnership program agreements, collaborative research development agreements, inter-institutional research agreements and industrial research chair agreements and any document accessory to such agreements.
- **"Data"** includes all information or records of any sort related to the application for, performance of, data obtained from, conclusions and outcomes reached in the

research in question including but not limited to formulae, discoveries, inventions, raw numbers, algorithms, products, compositions, processes, protocols, methods, tests, patterns, interviews, transcripts, surveys, publications and reports.

- **"Hazardous Research"** includes but is not limited to any research that involves hazardous materials which pose a significant physical or health hazard to individuals or facilities, any research which involves significant hazardous procedures or activities; any research that occurs in hazardous environments.
- **"Plagiarism"** means the appropriation of another person's ideas, processes, results or words without giving appropriate credit. Of growing concern is the act of 'self-plagiarism' which occurs when an author publishes a paper with passages or paragraphs that the same author has previously published, but without attribution.
- **"Regulatory Framework"** includes federal, provincial and municipal laws, the regulations, policies and guidelines of the agency relating to the conduct of research, as they may exist from time to time
- **"Research"** includes all forms of funded and unfunded scholarly, scientific and related activities based on

intellectual investigation aimed at discovering, interpreting, revising, disseminating or publishing knowledge, whether conducted within or outside the Agency.

- **“Research Misconduct”** includes, but is not limited to the definitions of the Agency for such misconduct, for example: fabrication, falsification, unlawful destruction of research records, plagiarism, redundant publications, invalid authorship, inadequate acknowledgement, mismanagement of Conflict of Interest: or any other conduct that constitutes a significant departure from the ethical and other standards that are commonly accepted within the relevant research community for proposing, performing, reporting or reviewing research or treating human and animal research subjects, but does not include honest errors or differences of interpretation or judgment relating to data or results that are reasonable in light of the circumstances in which they are made or reached.
- **“Researcher”** means a NIMASA staff in the research department who conducts or advances research in that capacity, or (b) who accesses staff as human research participants; (c) any other person who conducts or advances research as connected with the Agency; and (d) any person who conducts research using Agency resources (whether research space, materials, equipment, or human resources).

3. SCOPE

This Policy applies to all research works of the Agency, including the Agency’s outsourced research projects by designated consultants.

4. POLICY OBJECTIVE

The objective of this policy is to ensure that research activities within Agency are conducted in accordance with the highest ethical and scientific standards, to support Management decision-making for sustainable growth and development of the Agency and the maritime transport sector of the Nigerian economy.

5. POLICY STATEMENT

- Methodology:** In all research sponsored and supported by the Agency, standard research methodology shall be adopted to guarantee desirable research outcomes.
- Roles and Responsibilities:** The Director General (DG) of the Agency is responsible for the overall management, strategic direction and stewardship of the Agency’s research activities. The Planning, Research and Data Management Services Department shall coordinate all Agency’s research works, including the research works of research consultants engaged by the Agency.

- iii. **Research Data:** A researcher shall collect data concerning Maritime subjects in accordance with the Regulatory Framework and shall organize his or her data in a manner that accurately reflects, and allows for verification by third parties. A researcher shall not knowingly use or publish data known to be false or of unknown source.
- iv. **Retention of Research Data:** A researcher shall retain all data that would be required to allow third parties to validate the results or audit the findings for at least a period of seven (7) years from publication of the data.
- v. **Access To Research Data:** Subject to exceptions based on a duty of confidentiality and the laws respecting intellectual property and access to information, a researcher shall make his or her data available after publication to a person presenting a reasonable and legitimate written request to examine the data.
- vi. **Ownership of Research Data:** Research collaborators, at the commencement of their collaboration, shall make reasonable efforts to reach agreement preferably in writing on the ownership and future use of data. In the absence of an agreement between research collaborators, the ownership and future use of the data shall be governed by Agency's policies and the laws relating to intellectual property. In the event that a dispute should arise between research collaborators

concerning the ownership and future use of the data the Agency shall assist in facilitating the resolution of dispute in accordance with provisions of the Agency extant policies.

- vii. **Use of Others' Work:** A researcher shall not engage in plagiarism. A researcher shall not use the unpublished work or data of another, whether with or without proper attribution, without the prior preferably written permission of the author. A researcher shall not use new information, concepts or data obtained through access to confidential information or documents including material obtained by him or her as part of processes such as peer review without the prior written permission of the author. A researcher shall not enter into, or participate in, any arrangement whereby an agency or other person may have exclusive use of, or access to, the data of a research collaborator, whether with or without proper attribution, without the research collaborator's prior written informed consent. A researcher shall use archival material in accordance with the rules of the archival source.
- viii. **Collaborative Research:** A researcher shall recognize the substantive contributions of all research collaborators including staff and stake holders. A researcher shall ensure that where a co-authored publication is based primarily on the work of a staff, the staff is granted due prominence in the list of co-authors in accordance with

the established practices of the discipline.

ix. Responsibilities of Corresponding Author: In the absence of an agreement between research collaborators, the co-author(s) who accepts responsibility for submitting a manuscript for publication shall be the corresponding author(s). Prior to the submission of a manuscript for publication, the corresponding author shall:

- a.) Ensure all persons who are entitled to co-authorship are included as co-authors;
- b.) Make a reasonable attempt to obtain the consent of the co-authors to the order of attribution of authorship;
- c.) Ensure that persons who have made useful contributions to the research which do not qualify them for co-authorship are appropriately acknowledged in accordance with the standards of the discipline and the publisher;
- d.) Provide each co-author an opportunity to comment on the manuscript prior to its submission for publication; and
- e.) Provide each co-author with a copy of the manuscript submitted for publication.

x. Ownership of Intellectual Property: Research collaborators shall endeavour to reach an agreement, consistent with the goals established in the Collective Agreement negotiated between NIMASA and the Top Management of the Agency concerning the allocation of copyright. In the absence of agreement between research collaborators, the allocation of copyright shall be governed by the laws relating to intellectual property.

xi. Disputes Resolution in Collaborative Research: The Agency shall assist in facilitating the resolution of disputes between research collaborators ("the disputants"). The Agency, however, has no obligation to ensure that such disputes are resolved. Disputants shall first seek to resolve their dispute amicably between themselves as facilitated by the principal investigator as delegated by the Agency if he or she is not a party to the dispute.

xii. Research Funds: A researcher shall ensure that all research funds administered by him or her will be in compliance with the general terms and conditions governing agreements and any terms and conditions specific to each grant or granting program, contract or contribution agreement established by the Agency. A researcher shall effectively manage the finances of the research project complying with relevant Institutional policies and program guidelines. Over expenditures

on research funds are generally not permitted unless approved in advance by the Agency. A researcher shall make up the over-expenditure in the event that, due to their actions, the expenditure of a research project exceeds the value of the funding award.

- xiii. Secret Research:** A researcher shall not enter into any arrangement with any person to conduct any research under the auspices of the Agency, or on Agency premises or using staff, or Agency resources or facilities on the understanding that the conduct of the research is to be kept secret.
- xiv. Hazardous Research:** A researcher proposing to engage in research involving hazardous experiments or materials of any kind shall: Comply with the Regulatory Framework governing the conduct of such experiments or the use of such materials; and shall obtain all necessary approvals before accepting delivery of hazardous materials, or embarking on the research.
- xv. Proprietary Research:** A researcher shall not be obliged to seek commercial development of his or her invention, software or other discovery. The Agency shall respect the decision of a researcher not to commercialize his or her invention, software or other discovery. A researcher who elects not to seek commercial development of an invention, software or other discovery developed through collaborative efforts may, in accordance with the

Regulatory Framework governing intellectual property and proprietary research, permit his or her collaborators to seek its commercial development should they so wish. A researcher who elects to develop an invention, software or other discovery or to become involved directly in its commercial application shall comply with the Regulatory Framework governing intellectual property and proprietary research.

- xvi. Conflict Of Interest and Commitment:** A researcher shall comply with the Regulatory Framework governing conflicts of interest, and conflicts of commitment and consulting activities. A researcher shall disclose to all relevant persons (including other institutions, agencies, conference organizers and participants, and journals and publishers) any conflict of interest that might influence such persons' decisions.
- xvii. Research Misconduct:** Any action that is inconsistent with integrity, honesty or the Regulatory Framework, including this Policy, may constitute a disciplinary offence and, where appropriate, shall be investigated in accordance with the provisions of the Agency.
- xviii. Policy Review:** This policy shall be reviewed from time to time as the need arises.

PROJECT MONITORING AND EVALUATION POLICY

COMPENDIUM OF INTERNAL POLICIES

1. INTRODUCTION

This document sets out the Nigerian Maritime Administration and Safety Agency (NIMASA)'s Project Monitoring and Evaluation Policy guidelines for assessing performance and progress of its project implementation.

2. SCOPE:

The scope covers the procurement of goods, works and services for all the Agency's funded projects and programmes.

3. OBJECTIVES:

- i. To ensure that all contractual obligations and activities are completed efficiently by both parties to the contract.
- ii. The policy aims at ensuring that routine monitoring of all current contracts is maintained to enable prompt remedial or preventive action to be taken when problems arise or are foreseen, thereby ensuring efficient actualization of the Agency's projects and goals.

4. DEFINITION OF KEY CONCEPTS:

i. Monitoring:

Monitoring means a continuous function that uses systematic collection of data on specified indicators to monitor projects with indications of the extent of progress and achievement of objectives and progress in the use of allocated funds.

ii. Evaluation:

Evaluation means, the systematic and objective assessment of an on-going or completed project, programme or policy, its design, implementation and results.

5. POLICY STATEMENT:

a) Establishment of Project Monitoring and Evaluation Committee:

- i. The Agency shall establish a multi discipline monitoring and evaluation committee.
- ii. Membership of the Committee shall constitute representative drawn from procurement; Planning, Research and Data Management Services (PRDMS); Finance; General Services; the User Department and/or Technical Experts/Professionals in the subject field, for scheduled field inspection and monitoring of all Agency's funded projects.
- iii. The Committee shall issue an evaluation and monitoring report to guide Management in further decision making on the project.
- iv. The committee shall be headed by the most senior officer among members.
- v. Project monitoring and evaluation shall be domiciled in PRDMSD and database be created for the Agency.

b) Frequency of Monitoring and Evaluation Exercise:

- i. Visiting of construction sites for the purpose of contract monitoring and evaluation shall be conducted upon

submission of an interim certificate by the contractor via the supervising consultant requesting for payment.

- ii. The Monitoring and Evaluation Committee shall inspect and evaluate the project in order to ascertain the claims of the contractor and determine whether or not the contractor has achieved the set milestone in the contract agreement and payment(s) is justified.
- iii. The Committee shall conduct periodic Monitoring and Evaluation of projects to update on work progress at the Agency's site, particularly as regards work quality and compliance to all stated contract Agreement.

c) Contract Performance:

- i. The Supplier, Contractor, Service Provider or Consultant's performance against the contract shall be monitored on a routine basis. The Procurement / Supervising Department shall:
 - 1) Notify the Supplier, Contractor, Service Provider or Consultant immediately in writing of any failings in performance and seek an agreed solution;
 - 2) Update the contract file regularly to reflect the monitoring of performance.

d) Payments:

- i. Payment for works contracts shall be made against Payment Certificates approved in strict accordance with the terms of the Contract and on physical verification confirmation of contract achievement by the Committee.

- ii. On recommendation by the Monitoring and Evaluation Committee, the Procurement Department shall recommend payment to the Supplier, Contractor, Service Provider, or Consultant for the procurement of goods, works, and services and this shall be settled promptly and diligently.
- iii. Any payment due for more than sixty (60) days from the date of the submission of the invoice, valuation certificate or confirmation or authentication by the Agency shall be deemed a delayed payment. All delayed payments shall attract interest at the rate specified in the contract document. All contracts shall include terms, specifying the penalty for late payment of more than sixty days.

e) Contract Termination:

The Agency shall always examine the content carefully to ensure that the contract terms are strictly adhered to before termination clause is invoked.

f) Contract Amendment:

Contract amendment may become necessary as a result of the application of additional or reduced requirements by the Agency, agreements to extend the time schedule, or from accepted increases or decreases in prices.

6. POLICY REVIEW:

This policy shall be reviewed from time to time, as the need arises.



LIBRARY POLICY

COMPENDIUM OF INTERNAL POLICIES

1. INTRODUCTION

The Nigerian Maritime and Safety Agency Library is domiciled at the Nigerian Maritime Resource Development Centre (NMRDC) complex and is the central repository of maritime resources for the Agency's books, journals, all reference materials, in print and electronic data forms, for information and knowledge, for people to access, read, study and / or borrow. The library administers all other branches in the zones of the Agency's operations and the Law Library situated at the Agency's headquarters complex; and aims at providing premium professional library services to boost learning.

2. SCOPE

The use of the NIMASA Library is open to all staff of the Agency, stakeholders and members of the general public on proper terms.

3. DEFINITIONS

- i. **Librarian** – refers to the Head of the Agency's Library, who manages the resources of the library and is accountable to the Agency's management through the Director Planning, Research and Data Management Services.
- ii. **Library materials** – including all resources held or provided by the library such as books, journals, papers etc.
- iii. **Library services** – services provided to users by library staff.

- iv. **Library facilities** – including accommodation, furniture and equipment.
- v. **Library user** – member of staff, stakeholder, and a member of the general public who accesses the library resources for research, to read, study and /or to borrow books for information and to enhance knowledge.
- vi. **Stakeholder** – a staff member, maritime worker, ship owner, shipping agent, shipping company, a broker, sister agencies, students, members of the wider public etc. all those who in one way or the are affected by the maritime industry.
- vii. **E – library** – Electronic Library.
- viii. **Archives** – those records that are appraised as having continuing value.
- ix. **NMDB** – Nigerian Maritime Databank.

4. POLICY OBJECTIVE

- i. **To transform the NIMASA Library into:**
 - a. A centre for the most comprehensive collections of Nigeria's maritime history in its books and periodicals collections, international maritime books and journals (IMO / ILO Conventions repository), in hard and electronic versions, optimizing electronic library resource (e-library); including collections of vessel

plans, maritime charts relating to the Nigerian coast line and images of relevant vessels, and collections of maritime archives;

- b. A key component when comparing items for exhibition, not only as a source of materials for display, but also to ensure the historical accuracy of exhibitions composition and presentation; and
- c. A valuable resource for a would be Nigerian Maritime Museum, by playing the important role of preserving our maritime heritage and serving as a remarkable summary of our nation's published maritime history, utilizing the resources of the Archives and the Nigerian Maritime Databank (NMDB) sections, and managing maritime information databases such as: a.) Nigerian Maritime Index - an index of published articles about ships and maritime personnel; b.) Nigerian Maritime Record - in-depth information on passenger ships / Ferry etc., serving Nigeria and other Nigerian vessels; c.) The Nigerian National Shipping Line (NNSL), Nigerian Unity Line (NUL) etc. - the history of these national carrier shipping lines, including the premier shipping companies in Nigeria.

5. FUNCTIONS OF THE LIBRARY

- i. To assemble, maintain and extend a collection of books, periodicals, pamphlets, newspapers, maps, musical scores, films and recordings, maritime industry related electronic

databank, archives holdings and such other matter as the Librarian considers appropriate for a library of the highest standing;

- ii. To establish and manage the Agency's e-library platform;
- iii. To establish and maintain a branch of the NIMASA Library in each zone of the Agency's operations;
- iv. To act as the Agency's liaison with the National Library of Nigeria and other libraries in related matters;
- v. To manage the Agency's law library domiciled at the Agency's headquarters complex;
- vi. To make the facilities of the NIMASA Library available to staff, stakeholders, and members of the public on proper terms; and
- vii. To make recommendations and give advice to management on library development or organisation in order to enhance staff, stakeholders, and public information and learning;

6. STRUCTURE AND MANAGEMENT

i. Organizational structure

The library shall be organized into three (3) Sections, and shall be a unit under the supervision of Research and Statistics Division of the Planning, Research and Data Management Services Department (PRDMSD) of the Agency. The Head of

the library (i.e. the Librarian) is responsible for managing the library and coordinating the activities of the various sections of the library.

He / she shall be responsible for providing Management with dynamic strategy for staff the library's section and developing their job description in line with the objectives set out for the library. The Librarian shall have an ICT support team working directly under his / her office to provide ICT -strategy and purchasing support, and participates in development projects of the library. The Sections of the Library shall include:

- a. **Electronic Library Section** – this section is responsible for the online library portal, the Databank, and the Archives, and for managing and developing the library's web-services.
- b. **Acquisition and collections development** – this Section is responsible for the purchasing and accessibility of printed and electronic materials for library users as well as interlibrary loans and donations, serials, cataloging / classification and binding services.
- c. **Learning, research and customer support** – this section is responsible for circulating library information, providing supporting for and making contact with researchers and library users regarding scholarly information upkeep, different referencing systems,

DIVA (digital archive online / publications repository) as well as publishing queries.

7. MANAGEMENT OF THE LIBRARY

In order to maintain a safe and welcoming environment for reading, learning and other Library activities, the Agency's Libraries require all users / visitors to comply with the following General Rules and Regulations.

i. Prohibited Conduct:

Users / visitors may not engage in conduct that disrupts or interferes with the normal operations of the Library, its staff, or its use by other visitors. Such conduct may include, but is not limited to:

- a. Harassing or threatening behavior.
- b. Using obscene or abusive language or gestures.
- c. Making unreasonable noise, including loud talking on a cell phone or otherwise.
- d. Engaging in sexual conduct or lewd behavior.
- e. Possessing a knife, gun, or any other weapon in violation of the Agency's regulations.
- f. Smoking, including electronic cigarettes.
- g. Using alcohol or illegal drugs.

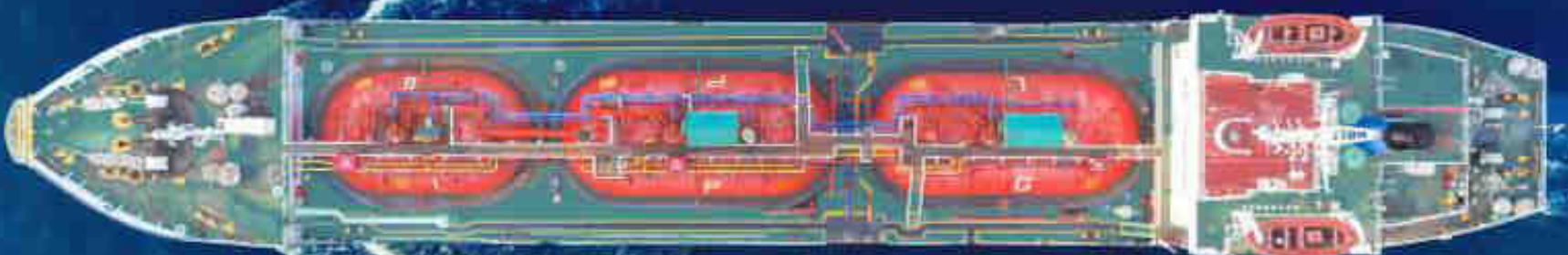
- h. Loitering or sleeping in the Library's entrance.
- i. Failing to maintain appropriate personal hygiene.
- j. Making unreasonable use of the rest rooms.
- k. Soliciting, petitioning, or canvassing.
- l. Selling or advertising any goods or services.
- m. Bringing in an animal, unless it is assisting a person with a disability
- n. Damaging, defacing, or misusing any Library materials or property. This includes disabling Library equipment, changing the hardware or software or settings on a Library computer, or using a Library computer for a purpose other than that designated by the Library

- 4. Some items in the Library cannot be copied because of copyright laws, poor condition, or donor restriction.
- 5. The Library is not responsible for children who are left unattended within the Library.
- 6. The Library staff may ask users / visitors to show their ID at any time
- 7. Groups that want to visit/tour the Library are required to obtain permission in advance.
- 8. Photography and recording are not allowed on Library premises without prior permission.
- 9. Certain rooms and other Library spaces may have additional restrictions.

ii. Please also be aware that:

- 1. The Library is not responsible for personal items that are lost, stolen, or damaged within the Library premises.
- 2. Library staff reserve the right to inspect bags or other personal property when user / visitors enter or leave the Library.
- 3. Clothing and shoes must be worn in the Library.

Staff are invited to comment on this policy and suggest ways in which it might be improved. Comments, suggestions and queries should be addressed to: PRDMSD at: prdmsd@nimasa.gov.ng or to the Office of the Director: PRDMSD or to the Management of the Agency. This document may be amended periodically.



DATABANK POLICY

COMPENDIUM OF INTERNAL POLICIES



1. INTRODUCTION

The Nigerian maritime administration and safety Agency as the apex maritime regulatory institution of the government of Nigeria has a responsibility to provide maritime information for the use of Nigerians and particularly stakeholders in the maritime industry, to aid the growth and development of the industry.

Consequently, the Agency shall host an electronic – based maritime databank, which shall be called Nigerian Maritime Databank (NMDB), as a section of NIMASA Library, and shall have the following objectives:

2. OBJECTIVES

- i. To develop a reliable and sustainable electronic platform to warehouse relevant Nigerian Maritime data and other relevant data that may be considered complementary for recurrent use, utilizing advanced technological infrastructure.
- ii. To provide planners, decision-makers, stakeholders and researchers from various maritime fields with accurate electronic information on all activities of the Nigerian Maritime sector, including all information on the Agency's operational and regulatory mandate, other related national regulations, live vessels traffic (Cargo, container, passenger etc.), stevedoring and shipping lines performance, activities within the Gulf of

Guinea, etc., that maybe useful to enhance public participation in the growth and development of the sector.

- iii. To enable foreign users to access the NMDB applications using the relevant subscription via the internet to benefit from the available services, while connection with external and local entities in order to achieve the information integration concept.

3. DEFINITIONS

NMDB - Nigerian Maritime Databank

Administrator of the NMDB – refers to the Chief Officer / Head of the Databank section of the NIMASA Library

Our Operational and Regulatory mandates – refer to all matter relating to: Maritime Safety and Security; Maritime Environment Management; Maritime Labour Administration; Registration and licensing of ships; the Agency's interface with the International Maritime Organization (IMO); Development of indigenous fleet; Provision of shipping / maritime infrastructure; Human capacity building and; Implementation of the Cabotage Act 2003, as conferred on the Agency by its enabling legal frameworks (NIMASA Act 2007, Cabotage Act 2003 and the Merchant Shipping Act 2007)

IS – Information systems

ICT – Information Communication Technology

NIMASA – Nigerian Maritime Administration and Safety Agency

Staff – Employees of the Agency

Stakeholders – all persons with common interest in the Nigerian maritime sector, members of the shipping community and all Nigerians

4. SCOPE

Open to staff of the Agency and the general public / any individual or group interested in the Nigerian maritime industry through appropriate registration / subscription on the NMDB Website, as may be determined by Agency's management on the advice of the Administrator of the NMDB.

5. DATABANK STRUCTURE AND MANAGEMENT

- i. The Agency's Databank shall operate as one of the sections of the NIMASA Library unit,
- ii. The Databank section shall be headed by a chief officer (who shall be the Administrator of the platform, and shall

be an ICT specialist), and shall report to the Librarian of the Agency with a team of supporting staff (who shall also be ICT specialists mainly). The head of the Databank section shall be directly responsible for the actualization of the objectives set out in this policy.

- iii. The Agency shall operate a centralized electronic Databank platform domiciled at the NMRDC Library, and maybe accessed at any location of the Agency and anywhere in the world through right issuance by the designated officer(s).
- iv. There shall be regular training and retraining of Databank personnel to enhance their skill and efficiency.
- v. The Agency shall maintain a close relationship with the relevant national Databank for updates on relevant government policies.
- vi. The Agency (represented by the Databank section) shall attend all relevant programmes (training, seminars, conferences, etc.) that may be organized by a relevant national databank or institution to improve awareness and understanding of new trends in databank management.
- vii. It shall be mandatory for Databank officers to be enlisted in the membership of relevant Databank national body.
- viii. The Agency may enter into MOU with any reputable

Databank host (locally or internationally) to boost the capacity of its Databank, in terms of knowledge and skills personnel and the management of the infrastructure.

- ix. There shall be annual budget for Databank management (equipment/infrastructural development and maintenance, training of personnel for capacity development, etc.).
- x. The Databank shall amongst others, provide the following services:
 - a. Issue several types of Pre-Designed Reports.
 - b. Develop various statistical reports.
 - c. Conduct specialized researches and economics studies.
 - d. Enable direct search in databases.
 - e. Periodicals & Publications include: Statistical Yearbook; Analysed statistical and economic reports related to the Nigeria Maritime operations and Gulf of Guinea traffic.
 - f. Maritime Ports Guide: Includes data on characteristics of the Nigerian main and specialized port.

- g. Specialized Subjects (Selective Dissemination, Researches and Studies): Includes abstracts on different maritime researches and studies and the latest maritime topic and articles in the Maritime industry.
- h. Maritime Yellow Pages: It includes the main data on companies, agencies, entities and bodies operating in the field of Maritime.
- i. E-Bulletin: A monthly e-bulletin concerned with the latest news and information of international and Nigerian maritime sector.
- j. Maritime Legislation: Number of volumes including laws, decrees and resolutions regulating the maritime transport activities within the West African sub region.

Staff are invited to comment on this policy and suggest ways in which it might be improved. Comments, suggestions and queries should be addressed to: PRDMSD at: **prdmsd@nimasa.gov.ng** or to the Office of the Director: PRDMSD or to the Management of the Agency. This document may be amended periodically.

ARCHIVES POLICY

COMPENDIUM OF INTERNAL POLICIES

1. INTRODUCTION

The Nigerian Maritime Administration and Safety Agency as the apex maritime regulatory Agency of government is determined to ensure permanent custody, care and control of all archives of the Agency and of such other archives or historical records of the Agency using the best modern technology, in order to effectively serve the Agency's needs and that of all other stakeholders.

2. POLICY OBJECTIVES

The objectives of the Agency's Archives policy shall be:

- i. To locate, assemble and rationalize the documentary source material of the Agency and preserve them permanently for research and other purposes.
- ii. To publish guides and educate staff on the importance of records and their documentary heritage.
- iii. To enhance efficiency and economy in the running of the Agency, by developing and advising on methods for the elimination of non-current records and for their eventual transfer to the Agency's Archives.

3. SCOPE

This policy is limited to documents archives and applicable to the Agency and shall comply with relevant sections of the

National Archives Act, 1992, and relevant standards regulations.

4. DEFINITIONS

Agency – refers to Nigerian Maritime Administration and Safety Agency

NIMASA – refers to Nigerian Maritime Administration and Safety Agency

Appraisal – the process of evaluating business activities to determine which records need to be captured and how long the records need to be kept, to meet business needs, the requirements of organizational accountability and community expectations.

Archive – the whole body of records of continuing value of an organization or individual. Sometimes called 'corporate memory'.

Archives – those records that are appraised as having continuing value.

Disposal – a range of processes associated with implementing appraisal decisions. These include the retention, deletion or destruction of records in or from record keeping systems. They may also include the migration or transmission of records

between record keeping systems, and the transfer of custody or ownership of records.

Electronic records – records communicated and maintained by means of electronic equipment.

Evidence – information that tends to prove a fact. Not limited to the legal sense of the term.

Information systems – organized collections of hardware, software, supplies, policies, procedures and people, which store, process and provide access to information.

Record keeping – making and maintaining complete, accurate and reliable evidence of business transactions in the form of recorded information.

Record keeping systems – information systems which capture, maintain and provide access to records over time.

Records – records information in any form including data in computer systems, created or retrieved and maintained by an organization or person in the transaction of business or the conduct of affairs and kept as evidence of such activity.

NMRDC – Nigerian Maritime Resource Development Centre

Relevant Authority – refers to the Director General / CEO of NIMASA, Honourable Minister of Transport, The Head of Service of the Federation, Secretary to Government of the Federation, The National Assembly, Attorney General of the Federation, Economic and Financial Crimes Commission, Independent Corrupt Practices Commission, Mr. President and Commander-in-Chief of the Armed Forces of the Federation.

Staff – Employees of the Agency

5. ARCHIVE STRUCTURE AND MANAGEMENT

- i. The Agency's Archives shall operate as one of the sections of the NIMASA Library unit, disseminating information from its holdings using the best modern technology.
- ii. The Archives section shall be headed by a chief officer, who shall report to the Librarian of the Agency with a team of supporting staff. The head of the Archives section shall be directly responsible for the actualization of the objectives set out in this policy.
- iii. The Agency shall operate a centralized electronic Archives holding for the Agency's documents that are over 10 years. The electronic content of the holding shall be domiciled at the NMRDC Library, and maybe accessed at any location of the Agency through right issuance by the designated officer(s).

- iv. There shall be a centralized repository for all hardcopies of the Agency's documents of 10 years and above, at a location with adequate holding capacity, determined by management of the Agency. This shall complement the central electronic Archives, and documents deposited therein may be accessed through relevant approvals.
 - v. Besides the central Archives warehousing a collation of documents of 10 years and above, the Agency shall maintain Archives in every of its departments and autonomous units, including zones, to hold documents of the respective departments, units and zones, which may be out of immediate and / or continuous use but are not up to 10 years. These are documents that may be readily made reference to. Both the hard and electronic copies of these documents shall be domiciled in their respective departments, units and zones, and managed by a designated Archives officer, until such a time they may be moved to the central Archives holding.
 - vi. In Managing the holding capacity of the Agency's Archives, it shall be the responsibility of Management to determine the length of holding for certain Archives documents, in line with relevant holding regulation(s). However, all electronic Archives holdings shall be permanently held.
 - vii. There shall be regular training and retraining of Archives personnel to enhance their skill and efficiency.
 - viii. The Agency shall maintain a close relationship with the National Archives of Nigeria for updates on relevant government policies.
 - ix. The Agency (represented by the Archives section) shall attend all relevant programmes (training, seminars, conferences, etc.) organized by the National Archives of Nigeria to improve awareness and understanding of new trends in Archives management.
 - xx. It shall be mandatory for Archives officers to be enlisted in the membership of relevant Archives National body.
 - xi. Access to NIMASA Archives is open to NIMASA staff only, unless where otherwise directed by relevant authority.
 - xii. There shall be annual budget for Archives management (equipment for preservation, training of personnel for capacity development, etc.).
- Staff are invited to comment on this policy and suggest ways in which it might be improved. Comments, suggestions and queries should be addressed to: PRDMSD at: **prdmsd@nimasa.gov.ng** or to the Office of the Director: PRDMSD or to the Management of the Agency. This document may be amended periodically.

CODE OF CONDUCT AND ETHICS POLICY

COMPENDIUM OF INTERNAL POLICIES

1.0 PURPOSE

The purpose of this Code of Conduct is to provide a framework within which employees of the Agency are expected to conduct themselves. The Agency strives to maintain a collaborative work environment for its staff in which honesty; integrity and respect for fellow employees are constantly reflected in personal behaviour and standards of conduct.

2.0 THE CODE OF CONDUCT

All NIMASA employees are expected to abide by this code of conduct and ethics:

- 2.1 **Conflict of Interest:** All employees are expected to avoid any personal, financial or other interest that might hinder their capability or willingness to perform their duties or in conflict with the interest of the Agency. Employees should not engage in any other business activity which could be detrimental and may conflict with their ability to perform their duties. Employees must not use the Agency's property, information or position or opportunities arising from these for personal gain or to tarnish the image of the Agency. Employees must act in the interest of the Agency at all times.
- 2.2 **Equal Opportunity:** All staff regardless of their gender, race, ethnic background, culture, age, religion, socio-economic status or any other factor will be given equal opportunity perform to their full potential. The Agency shall ensure that the work environment is supportive and respect is shown to all.

- 2.3 **Financial Regulations:** The Agency's financial regulations create a framework of financial control within which employees must operate. Employees are required to adhere strictly to extant financial rules and regulations, the breach of which constitute serious misconduct.

- 2.4 **Confidentiality of Information:** Employees of the Agency are entrusted with confidential information with regards to the Agency. Individuals should keep such information confidential and to respect the proper channels of communication for such information. On no account should confidential information be disclosed or released to the public without due authorisation.

- 2.5 **Professionalism:** Employees should conform to standards expected of persons in their positions with due Commitment and adherence to professional standards in their work and in their interactions with other employees. It is the responsibility of all employees to share relevant information with colleagues, ensure proper representation of facts and give willing assistance in furtherance of the goals and objectives of the Agency.

- 2.6 **Health, Safety & Environment:** The Agency places high priority on providing a safe working environment and will act positively to minimise the incidence of all workplace risk. The Agency and its Employees shall ensure that all activities are carried out with regard to the health and safety of employees and the general public.

- 2.7 **Accountability:** Employees should display responsible stewardship for all items, money, materials and men placed under their supervision with strict adherence to the Public Service Rules, Financial Regulations and all other Circulars pertaining to the disbursement, management and reporting on same.
- 2.8 **Punctuality and Absenteeism:** Employees should adhere strictly to the hours of work as provided in the Conditions of Service and established schedules except where the necessary permission is granted.
- 2.9 **Dress code:** The Agency operates a formal dress code for its staff. This may be in form of corporate, operational, or full traditional outfits. All outfits must not be indecent, provocative, or offensive to those with whom they have contact.
- 2.10 **Fraud:** Employee must not engage in any acts of fraud which include but not limited to intent to trick, steal, deceive and forge. Acts of fraud are subject to strict disciplinary action, including dismissal and possible civil or criminal action against the concerned Employee.
- 2.11 **Harassment and Intimidation:** Employees shall not engage in any form of harassment, intimidation, inappropriate behaviour, whether intentional or unintentional which shows lack of respect for others or which amounts to threat.

- 2.12 **Alcohol & Substance abuse:** The use or possession of alcohol, illegal drugs and other controlled substances in the workplace during working hours is strictly prohibited. However at Agency-sponsored events where Management approve the serving of alcoholic beverages, excessive drinking, intoxication and misbehaviour are strictly prohibited and shall attract severe sanctions.
- 2.13 **Misconduct and Non-Conformance:** Non- observance of this Code of Conduct shall be construed as misconduct that could warrant disciplinary action including dismissal where appropriate.

3.0 WEEKLY DEPARTMENTAL/UNIT MEETINGS

All Departments and Units of the Agency shall hold regular meetings every Monday from 8am-9am and attendance is mandatory. Minutes of such meetings are to be forwarded to the Executive Management for information.

4.0 AMENDMENTS

The Agency reserves the right to review this Code of Conduct in whole or part periodically.

* Sample of

CODE OF CONDUCT FORM FOR NIMASA STAFF

Pursuant to the Code of Conduct Act, 2011 and in accordance with Section 172 of the Constitution of the Federal Republic of Nigeria 1999 as amended, and conscious of the need to provide a framework for the staff of NIMASA to conduct their duties with high ethical standards, all Staff of the Agency are required to subscribe to this Code of Conduct:

I.....ID.....Employee of Nigerian Maritime Administration and Safety Agency herein referred to as NIMASA do solemnly declare that I shall abide by the following;

- i. I shall not put myself in a position where my personal interest conflicts with my duties and responsibilities to the Agency;
- ii. I shall not receive the emoluments of any other public office at the same time as I receive my emoluments as a NIMASA Employee;
- iii. I shall not engage or participate in the management or running of any private business, profession or trade for private gain; but nothing in this paragraph shall prohibit me from engaging in farming or participating in the management or running of any farm or agricultural enterprise.
- iv. I shall not maintain or operate a bank account in any country outside Nigeria except (on authorization) when I am on foreign posting or studying in a foreign country and shall close such account once my studies or tour of duty is completed.
- v. I shall not ask for or accept any property or benefits of any kind for myself or any other person on account of anything done or omitted to be done by me in the discharge of my duties;
- vi. I shall not accept any gift or benefit from commercial firms, business enterprises or persons who have business relationship with NIMASA. Anything to the contrary shall be presumed to have been received in contravention of this Code of Conduct;
- vii. I shall only accept personal gifts or benefits from relatives or personal friends to such extent and on such occasions as are recognized by custom;
- viii. I shall accept a loan only from government or any of its agencies or a bank, building society, cooperative and thrift society or other financial institution recognized by law;
- ix. Any benefit of a customary nature from any company, contractor, businessman or the nominee or agent of such person doing business with NIMASA shall be declared to the Head of Department or Unit through my immediate supervisor;
- x. Gifts given to the Agency through me shall be Declared and forwarded to the Director General within Seventy two hours with a written explanation through my supervisor outlining the circumstances under which the gifts were given and accepted;

- xi. I shall not do or direct to be done, in abuse of my office, any act prejudicial to the rights of any other person, knowing that such act is unlawful or contrary to any government policy;
- xii. I shall not be a member of or belong to or take part in any society, the membership of which is incompatible with the functions or dignity of my office;
- xiii. I shall declare my assets within Six months of joining the Agency, and at every four years and immediately after retirement from service;
- xiv. I shall within thirty days of the receipt of the asset declaration form from the Agency or at such other intervals as the Agency may specify, submit to the Agency a written declaration in the Form prescribed, in such form as the Agency may, from time to time, specify, of all my properties, assets and liabilities and those of my spouse or unmarried children under the age of twenty-one years;
- xv. Any statement in any declaration that I make that is found to be false by any authority or person authorized in that behalf to verify it shall be deemed to be misconduct;
- xvi. Any property or assets acquired by me after any declaration and which is not fairly attributable to income, gifts or loan, shall be deemed to have been acquired in breach of this Code of Conduct if proven;
- xvii. Any act prohibited by NIMASA which had been established to be done by my trustee or other agent shall be deemed ipso facto to have been committed by me in breach of this Code of Conduct if proven;
- xviii. The Agency's Governing Board may by resolution declare any breach of this Code of Conduct by a staff as action done in the pursuit of National Interest;
- xix. In the event that it is found that I am in breach of any provision of this Code of Conduct, the Agency reserves the right to commence disciplinary proceedings against me in accordance with provisions of its Conditions of Service and the Public Service Rules.

Dated this.....day of.....20.....

Sign.....

In the presence of:

Director Administration and Human Resources (DAHR).

Sign.....



CUSTOMER COMPLAINT/ SATISFACTION POLICY

COMPENDIUM OF INTERNAL POLICIES



1.0 INTRODUCTION

NIMASA offices are the shopping-floor of the Agency's business. The Agency's desire is to have a public service that is efficient, effective, excellent and equitable; one that always puts the citizen at the provision of those services. The Agency's customers are internal and external stakeholders which include but are not limited to:

- Employees of the Agency
- Maritime Labour employers and employees
- Ports and Jetties/terminals operator
- Ship owners/shipping company
- Contractors
- Ship chandlers
- Media

1.1 Policy Objectives

The Policy aims to:

- Ensure that all members of the public know how to give feedback to the Agency and that the process of making a complaint is simple
- Clearly defines what complaints can be handled impartially,

justly, confidentially and with appropriate sensibility

- Define the rights and responsibilities of employer and staff
- Ensure that good customer relations are built
- Encourage all employees to take feedback on complains seriously

1.3 Policy Scope

This policy applies to all staff of the Agency and its stakeholders and members of the general public who may from time to time have dealings with the Agency.

2.0 CRITERIA FOR A CUSTOMER SERVICE EXCELLENCE

- i. Customer knowledge and insight
- ii. The Culture of the Agency
- iii. Access to information
- iv. Delivery
- v. Timeliness and quality of service
- vi. Employees are the key drivers to customer satisfaction
- vii. The Agency recognizes that Employees are the agents for customer satisfaction.

3.0 CONSTRAINTS TO CUSTOMER SATISFACTION

i. **Employees Attitude and Behaviour**

- Many Employee lack accurate perceptions of their own behaviour and customer service skills,
- Some failed to recognize the connection between of their own attitude and customer's satisfaction.
- Employee attitudes and actions can shift with customer service training.

ii. **Low Staff Morale**

- From experience many employees attributed poor customer service to low staff morale, unfavourable working conditions, and their "poor treatment" as employees.

iii. **Working Conditions**

- Poor work environment/condition
- Unless Employees needs are met, it is difficult to meet the needs of Agency's customers.
- Failure to recognise and reward excellence
- Customer expectation: Customer needs to know what

kind of service to expect as well as their rights and responsibilities.

- Organisation: Design service around the needs of customers, set standard and monitor performance; service takers expectations must be managed.

4.0 ENFORCEMENT OF SERVICE CHARTER

Public service Charter is intended to be read and understood by all customers and employees. It should be a simple, straightforward contract between the service provider and its customers, employees and stakeholders. It should be in plain language devoid of jargons.

5.0 CUSTOMER COMPLAINS/REDRESS MECHANISM IN NIMASA

NIMASA takes any complaints against an employee, its services or its decisions very seriously. When a compliant has been made, the complainant has the right to have his or her concerns investigated and a full and prompt written response shall be given by Chief Executive.

A complaint may be made to the Agency about any matter connected with the exercise of the Agency's functions or by anyone affected by the actions of the Agency. This policy and the supporting procedures aim to:

- Find out what happened
- Satisfy the complainants that their concerns have been addressed, and involve them in decisions about how their complaint is handled;
- Make sure a complainant receive an apology where this is appropriate, in line with the Principles for Remedy;
- Take into account the outcome of any investigation from the complaint in order to improve the way NIMASA functions

This policy and the supporting Guideline of the Agency's complaint procedure has been written in accordance with the requirements of the laid down rules of The SERVICOM Office, PRESIDENCY, Abuja.

6.0 FRAMEWORK

SERVICOM was established to provide the Framework for service delivery by MDAs for the following reasons:

- Services were no longer serving people: inaccessible, poor in quality and indifferent to customer needs.
- Public confidence was poor, and institutional arrangements are confusing and wasteful.
- A far-reaching transformation of Nigeria society through

a Service delivery programme was a step in the process of moving to a government that is more in touch with the people.

And so the service Delivery programme should:

- Create 'citizens' and 'customers' demand
- Instil higher expectations of public services
- Communicate service entitlements and rights
- Publish information about performance
- Redesign the services around customer

The requirements to drive the above are:

- Committed leadership from the top
- Government should demonstrate leadership
- Commitment with a public declaration about service delivery

7.0 RESPONSIBILITY FOR COMPLAINTS ARRANGEMENTS

- i. The Nodal/Focal Officer SERVICOM has been designated as the officer to manage the procedure for handling and considering complaints on behalf of the Agency.

This Officer will also, where appropriate, ensure that any necessary action taken as a result of an outcome of an investigation is properly implemented and monitored.

- ii. The Director of Admin has been designated by the (Chief Executive) as the Executive Director responsible to the board for complaints.

8.0 PROCEDURE FOR DEALING WITH COMPLAINTS

A procedure has been established to support this policy, and to give clear guidance on how to handle complaints and any action arising from the outcome of investigations must be communicated to the complainant within a stipulated time of two (2) weeks from the date of its formal written complaint.

9.0 GUIDELINES

The following guidelines are procedural in making a complaint with a firm promise that due process will be followed:

- i. The complaint must be in the form of a duly written or oral and signed or thumb printed formal letter and addressed within 5 working days to:

**The Director General,
NIMASA Headquarters
4 Burma Road
Apapa- Lagos**

- ii. Formal written complaint will be acknowledged within one (1) week working days
- iii. Minor complaints will be addressed promptly with the individual, unit and department involved
- iv. Complaints will be passed to the relevant authority/department for immediate redress
- v. The Nodal/ Complaint Officer will do a follow up with the relevant authority for redress
- vi. Feedback/progress report will be made to the complainant
- vii. A written report(s) will be documented on the complaint register

10.0 DEALING WITH COMPLAINTS

- The Agency shall acknowledge receipt of complaint within 5 working days
- We commit to communicate our intended action within two (2) days after the conclusion of our investigation(s)
- We will endeavour to resolve any complaint within two (2) weeks on receipt of your complaint

11.0 POLICY REVIEW

This Policy shall be reviewed periodically, as may be required.



SEARCH AND RESCUE SERVICES POLICY

COMPENDIUM OF INTERNAL POLICIES



1. INTRODUCTION

Nigeria is signatory to IMO conventions on maritime Search and Rescue (SAR) and the Nigerian Maritime Administration and Safety Agency (NIMASA) is the Agency bestowed with the responsibility of implementing these conventions and other related Search and Rescue regulations on behalf of Nigeria. The purpose of this policy document, therefore, is to provide guidance on Search and Rescue and other related operations involving the use of Search and Rescue assets within the areas of operation of NIMASA.

2. POLICY SCOPE

This policy covers all maritime SAR activities of NIMASA within the Nigerian Search and Rescue Region (SRR).

3. POLICY OBJECTIVE

The objective of this policy is to ensure that prompt and efficient SAR services are rendered by all stakeholders within the Nigerian Search and Rescue Region (SRR).

4. ABBREVIATIONS

- **NMRDC** - Nigerian Maritime Resource Development Centre
- **OSC** - On Scene Commander

- **RCC** - Rescue Coordination Centre
- **RMRCC** - Regional Maritime Rescue Coordination Centre
- **RSC** - Rescue Sub Centre
- **SAR** - Search and Rescue
- **SMC** - SAR Mission Coordinator
- **SOP** - Standard Operations Procedure
- **SRR** - Search and Rescue Region
- **SRU** - Search and Rescue Unit

5. POLICY STATEMENT

- This SAR policy supports all SAR directives and international SAR plans of which Nigeria is a signatory. Nothing in these instructions intends to supersede or contradict directions promulgated by Higher Authorities. The guidance contained in these instructions therefore shall not inhibit the resourcefulness of those concerned with the execution of SAR in NIMASA.
- The Head of NIMASA's Emergency Services Division shall ensure that personnel involved with SAR operations maintain a working Knowledge of this policy.

iii. **SAR File:**

The keeping of a SAR file for every case is mandatory and shall be kept by the Head of SAR operations for eventual use in a court of law or in an inquiry or as a case study.

iv. While conducting SAR operations in the Nigerian SRR, NIMASA's SAR assets and other resources available may be used in order to render aid to persons and property in distress.

v. The operations Centre at the Nigerian Maritime Resource Development Centre (NMRDC), Kirikiri, Lagos shall assume the designation, Regional Maritime Rescue Coordination Centre (RMRCC), Lagos charged with the responsibility of coordinating and directing SAR operations within the Nigerian SRR.

6. THE RMRCC, KIRIKIRI, LAGOS Shall:

- a. Initiate, coordinate and control SAR operations conducted by NIMASA in accordance with provisions of current SAR Agreements NIMASA is signatory to and NIMASA's Search and Rescue Operations Procedure (SOP).
- b. Liaise with and support neighboring RCCs in SAR operations as necessary.

c. Establish and maintain close liaison with other agencies and organizations, military and non- military, which have the capability to assist in SAR operations within the Nigerian SRR.

d. Facilitate the training of qualified personnel to ensure that in each shift duty at the RMRCC, Lagos and other operations centre around Nigeria, there is a qualified personnel to provide necessary guidance to sub units in order to ensure proper execution of SAR cases as established in the SAR SOP.

e. Assign a SAR Mission Coordinator for each incident.

7. ALL SAR UNITS shall:

- a. Ensure SAR procedures at the unit level are in accordance with current SAR Agreements and the SAR SOP.
- b. Be prepared to assume On Scene Commander (OSC) duties and comply with the SOP regarding OSC's responsibilities.

8. DISTRESS SITUATION:

- a. The RMRCC or any of the RSCs shall initiate immediate response, if feasible, to any known situation in which a mariner is in imminent danger. The SMC may use all sources

of assistance in a distress situation without concern for conflict with private enterprise.

- b. Private organizations, state and good Samaritans are accepted SAR assistance; however, if their expertise is unknown, the SMC shall monitor more closely the assistance provided. This is especially important in the case of good Samaritans whose SAR capabilities may not be known.

9. NON-DISTRESS SITUATION:

NIMASA encourages volunteerism in assisting mariners. However, NIMASA SAR resources may be used to assist in a non-distress situation when no higher priority mission exists and no capable resources is reasonably available.

NIMASA shall establish and maintain SAR Marshalls (volunteers) in loading bays across all geopolitical zones of Nigeria. These SAR Marshalls shall serve as first responders to reported SAR incidences in their areas of operation.

10. SAR CASE SUSPENSION

The decision to suspend a SAR case shall be based on the following:

- a. Probability of the victim surviving the initial incident is low.
- b. Probability of survival after the incident is low
- c. Probability that the victim was within the computed search area is low.
- d. Quality of search effort is hampered.
- e. Consensus of several search planners.

11. PUBLIC RELATIONS

All enquiries from the press concerning a SAR incident handled or being handled by NIMASA shall be referred to the Agency's media page or website and/or the Public Relations Department. The Emergency Services Division may speak directly to the press after prior clearance and guidance from the Public Relations Department and senior management of NIMASA.

12. REVIEW OF POLICY

This policy is subject to amendments as need be to reflect changes in procedures, regulations and technologies in the future.

FINANCIAL POLICIES OF THE AGENCY

COMPENDIUM OF INTERNAL POLICIES

1. INTRODUCTION

As part of its accountability for the achievement of the NIMASA's objectives, Management is required to put in place, policies and procedures to assist in ensuring, as far as practical, the orderly and efficient conduct of the Agency's business.

This document contains a summary of key Accounting Policies adopted by the Agency (without prejudice to the provisions of the Financial Regulations and other extant rules/financial circulars issued by the federal government from time to time) in order to ensure effective internal financial control and otherwise are maintained.

2. POLICY SCOPE

The Accounting policy is an Agency-wide document and thus, applies to all employees of the Agency.

3. POLICY OBJECTIVE

The Nigerian Maritime Administration and Safety Agency (NIMASA) Accounting Policy Manual provides a summary of the key Accounting policies, currently governing financial transactions and preparation of Financial Statements by the Agency. It also provides guidelines to be utilized in administering

these policies, with brief outlines of the correct procedures to follow.

4. DEFINITIONS

- **International Financial Reporting Standards (IFRS)**

The term used to describe the basis on which financial statements are prepared. The term encompasses not only specific rules, practices and procedures but also broad principles and conventions of general application.

- **Materiality**

Materiality should be judged in relation to the significance of financial statement information to decision-makers. An item of information, or an aggregate of items, is material if it is probable that its omission or misstatement would influence or change a decision.

- **Non-Current Asset**

This can be defined as: 1. Any item of plant, property or equipment which has an individual value of N1,000,000.00 or more, and a life expectancy (i.e. usage period) greater than one year; or 2. Intangible asset which has an individual value of N20, 000.00 or more (e.g. computer software). Items with a life expectancy of one (1) year or less are considered to be consumable items and so are not non-current assets.

- **Capital Expenditure**

Expenditure directly attributable on the acquisition of a fixed asset or expenditure which extends the life or value of an existing fixed asset.

- **Depreciation**

Is a non-current asset's future economic benefit, which is consumed, lost or "used up" over the asset's useful life.

- **Disposal of Non-Current Assets**

Any fixed asset disposed of by way of sale, trade-in or write-off (obsolesce, theft etc.) authorized in accordance with the relevant section of this policy and the Financial Regulations (FR).

- **Advances**

Refer to monies paid in advance to an Officer in his/her official capacity to meet a specific future expense, settle a future liability, tide over some specific requirements or meet some official expenses.

- **Staff Loans**

Also referred to as Personal Advances. These are amounts given to Officers of the Agency on request and approved for a specific purpose and period.

5. POLICY STATEMENT

Basis of Accounting & Preparation of Financial Statements

The Agency's Financial Statements are prepared on a 'historical cost' basis.

Management is responsible for the preparation and presentation of the Agency's Financial Statements, which are prepared in accordance with International Financial Reporting Standards (IFRS) and as applicable, the 2009 Financial Regulations.

Financial information presented in other documents, such as quarterly and annual reports will be consistent with the information contained within the Financial Statements.

The Statements are prepared within reasonable limits of materiality and within the framework of the following Accounting Policies deemed appropriate and adopted by Management. Management endeavor to ensure that the information contained within the Financial Statements have the qualitative characteristics of understandability, relevance, reliability and comparability. However, it must comply with the provisions of Part III, Section 20 and 21 of the NIMASA Act 2007.

Chart of Accounts

The Agency maintains a comprehensive chart of accounts, with each item (e.g. expenses, revenues, assets, liabilities etc.) uniquely coded and categorized according to Head and Sub-head.

Revenue Recognition

NIMASA employs the accrual basis of accounting, whereby all revenue generation is recorded when earned and collection is reasonably assured and expenses are recorded when incurred. Thus, revenues accruable to the Agency are recognized, provided the following criteria are met:

- The transaction has been completed and it is certain that the economic benefits associated with the transaction have been transferred to the Agency; and
- The amount of revenue accruable to the Agency can be measured reliably.

Based on the above provisions, the Agency's revenues collection are recognized on a cash received basis i.e. only upon confirmation of payment from the Agency's Bankers.

Cash Receipts and Disbursement

In line with Federal Government directives, all cash due to the Agency must be paid into the Agency's designated Treasury Single Account (TSA) with the Central Bank of Nigeria (CBN).

Likewise, all cash payments / disbursements are made from the Agency's CBN TSA Account, via the REMITA e-payment platform.

All fund disbursements must be duly approved, in line with the Agency's approval policies, currently in place.

Accounts Receivable and Payable

Accounts Receivable

This represents amounts owed to the Agency primarily by Shipping Companies/ Agents from dues levied by the Agency. Other Accounts Receivable are; rents due on properties owned by the Agency.

There is a one (1) month credit limit for all dry cargo outstanding invoices and a three (3) month credit limit for all wet cargo outstanding invoices. Any invoice that remains unpaid beyond these periods becomes a debt that must be recovered by the Agency.

The responsible Department of the Agency is expected to deploy aggressive debt collection strategies in trying to redeem the Agency's trade debts.

The Agency's debtors are stated in the Financial Statements after making a provision for balances considered bad or doubtful of recovery. A provision of 5% shall be made on the aggregate outstanding debts as at the end of each financial year.

6. ACCOUNTS PAYABLE

This represents the Agency's obligation to settle its short-term obligations to its creditors (e.g. suppliers, vendors etc.).

The Agency's creditor payment cycle is 28 days. This is the number of days within which the Agency's short-term creditor invoices should be successfully processed and paid.

The Agency's Payment Officers must utilize the Electronic Payment (e-payment) Platform to effect all payments to its vendors. This would facilitate easy tracking of payments and accurate record-keeping.

All payments must follow due process and be duly approved by the relevant Officers of the Agency.

Travel Expenses

Travel expenses are expenses incurred by staff in the course of performing their duties. There is a clear cut reimbursement process for such expenses, which involves the following:

- All staff travelling in the course of performing their duties must obtain proper authorization from the relevant authorities (e.g. Unit or Department Head), before embarking on the trip.
- If a staff requires reimbursement for expenses incurred while travelling (e.g. air tickets, car rental, lodging etc.), he/she would

need to provide sufficient evidence of expenses incurred to corroborate their claims.

- Ideally, reimbursement for travel expenses should be made no more than five (5) working days from submission of the claim (and other relevant documents) by the Officer.

Budget and Budgetary Control

Budgeting is a financial planning process embraced by entities to guide its financial operations targeted at achieving its set goals and overall mandate. In view of the foregoing, it is the Policy of the Agency that:

- On or before the 30th of June every year, Budget Call Circulars shall be issued for the collection of inputs from various Departments / Units.
- The budget preparation ensues and a draft budget for the following year shall be laid before the Executive Management for deliberation on or before the 31st of July each year.
- All expenditure by the Agency must be provided for in the budget estimate.
- The Budget Performance and Variance Analysis Report shall be prepared on a monthly basis to guide Management in the conduct of the Agency's business.

- Projects contained in the Approved Budget shall be monitored in the course of implementation and Progress Reports written by the Monitoring Team consisting of representatives from the PRDMS, FSD, Procurement Unit and Audit Unit.
- Oversight on budget activities shall be coordinated and reported to Management.
- The Agency would endeavour to train all Budget Nodal Officers from time to time (as is required).

Inventory and Stores Management

Receipt of Goods into the Store

The Agency's store items are classified as follows:

- Capital Items
- Consumable Items

All store items are delivered to the Agency's Central Store, at the Head Office and any of the outposts depending on the item. Upon delivery, the item(s) must be promptly certified and confirmed ok (i.e. in line with specifications of quality, quantity, value etc.) by the relevant Departments/Units of the Agency.

All relevant documents must be submitted and all necessary forms completed to enable proper documentation of all deliveries made to the store before store received Voucher (SRV) will be issued.

Goods Issued Out of the Store

A requisition must be made and approved by the appropriate authorities, before any item is issued out of the store.

All relevant documents must be submitted and all necessary forms completed to enable proper documentation of all items issued out of the store and store issued Voucher (SIV) raised.

Replenishment of Stores

Except in cases where an entirely new item is introduced to the store, the Head of the Inventory Management Unit determines the items that require replenishment, by taking the following into consideration:

- The rate of usage of both consumable and capital items.
- The available balance of items in the store.

After obtaining the necessary approvals, the approved items are sent to the relevant Department/Unit for initiation of the procurement process.

Periodic Stock-Taking

Physical stock counts shall be conducted to ensure that the total physical stocks are in agreement with the balances in the store ledgers.

Stock-taking exercises are to be conducted at different times, as follows:

- In-house stock-taking by Stores and Inventory Management Unit Staff, carried out at random, twice a year.
- Joint stock-taking with the Internal Audit Unit, carried out half-yearly.
- Joint stock-taking with External and Internal Auditors, carried out at the year end.

Obsolete Items

Obsolete store items are identified and itemized on a periodic basis. The DG/CEO is responsible for approving the disposal of identified obsolete items.

The disposal of such items shall be anchored by a Committee comprising representatives of several Departments of the Agency subject to the provisions of the financial regulations on boarding of obsolete items and the approval of the Governing board of the agency.

To promote proper record-keeping and prevent theft of store items, the Agency must put in place, effective control measures, which enable

efficient tracking of all store items.

Non-Current Assets and Depreciation

All purchased assets are the property of NIMASA, except where an agreement to the contrary is part of the conditions of the Agency's use of an asset. The Agency's Accounting Officer is responsible for ensuring that all assets are kept in safe custody and are only used for authorized business purposes.

As a control measure, the Agency must maintain a record of all non-current assets using a Fixed Asset Register on both Microsoft Excel and the SAGE ACCPAC Accounting Package. The Register should include details such as the asset description, location, cost, depreciation charge, and written down (net book) value.

Classification of Assets

For the purpose of financial reporting, the Agency's assets are classified under the following categories:

- Land
- Property, Plant and Equipment
 - Buildings
 - Motor Vehicles
 - Furniture and Fittings

- Computer equipment & software
- Other Plant and Equipment
- Library collections
 - Books (Hardcopy)
 - Audio / Visual Material (Audio Books and CDs)
- Intangible

Measurement of Assets

In accordance with International Financial Reporting Standards (IFRS) and the 2009 Financial Regulations, the initial recognition of an asset is measured at cost. Where a non-current asset is acquired at no cost or for a nominal cost, the cost is its fair value as at the date it is acquired.

Subsequent to the initial recognition, the non-current asset is to be measured at original / historical cost, less subsequent accumulated depreciation.

Borrowing costs that are directly attributable to qualifying assets are capitalized. Qualifying assets are those that necessarily take a substantial period of time to build. Capitalization of building and borrowing costs for qualifying assets continues up to the date the assets are put into use.

Depreciation of Assets

Depreciation of non-current assets is charged annually to the Agency's Income and Expenditure Account to write off the cost of the assets over their estimated useful lives. Depreciation is charged from the month that the asset is placed in service and calculated on a straight line basis at the following rates:

Asset Type	Depreciation Rate
Land	Nil
Property / Buildings	5%
Plant and Machinery	15%
Furniture, Fittings and Office Equipment	30%
Motor Vehicles	25%
Computers	30%
Library	10%
Vessels	10%

Additions to Non-Current Assets

At the end of each month the the Agency must identify any new assets purchased and update the Fixed Assets Register as part of its monthly

operational processes.

Disposal of Non-Current Assets

The Agency is required to ensure that the procedure for disposal of assets achieves the best value for money and is conducted in an efficient, effective and transparent manner.

The decision to dispose of an asset, and the method of disposal, must be authorized by the relevant authorities, with final approval solicited from the Governing Board.

The approval of the decision to dispose of an asset and the method of disposal must be documented in writing (via a memo) and kept on file within the Agency.

The Agency must also ensure that all items being disposed of do not contain Agency software, proprietary information or logos.

Obsolete or unserviceable asset that can not be sold

Assets that are obsolete, unserviceable and cannot be sold shall be written off in the Agency's books. The Agency must destroy or dispose of the asset in an appropriate manner, considering the nature of the goods and potential environmental impacts.

Sale of Assets

Approval for the method of sale must be obtained from the DG/CEO. The sale method chosen and approved must be the method that would produce the maximum benefit for the Agency.

The Agency determines the most appropriate method of sale of the asset considering the following options:

- Internal transfer to another department of the Agency;
- Sale to an external organization or individual;
- Sale to Staff within the Agency;
- Donation to schools, charities or non-profit organizations.

The sale price of the asset must be the current market value of the asset, taking into consideration; its age, condition and remaining use for life. Evidence of the determination of the current market value should be documented and kept on file within the Agency.

The Agency must ensure that the sale is by a competitive process through advertisement, public auction or seeking written quotes from prospective buyers. For high value items, the calling of tenders for the sale of the asset is recommended.

The DG/CEO is responsible for ensuring that there is an arm's length transaction between the seller and the buyer. While staff may bid or tender, they may not authorize a sale to themselves, associated

entities, members of an associated company, or an immediate relative, nor may they establish a reserve price for an item which they, an immediate relative, associated company or trust, or member of an associated company wish to bid or tender.

The buyer cannot be either the contact officer or the authorizing officer for the sale. There must be no perceived conflict of interest in the sale of the asset.

For all sales, payment must be made before the goods can be released. The payment can be deposited by cash, electronic funds transfer or bank cheque and an official Agency receipt should be issued to the purchaser, if required. Upon production of an original official receipt, the Agency can then release the asset to the purchaser.

Donations to Schools, Charities or Non-profit Organizations

If no acceptable offers are received for serviceable items or it is deemed more appropriate to donate the items being disposed, then the asset or group of assets may be donated to charities, schools, colleges or community/non-profit organizations. All donations of all assets must be approved by the DG/CEO. Written acknowledgement must be obtained from the organization in receipt of the donation, upon transfer of the asset.

Movement of Assets

Relevant authorities of the Agency must be advised of any asset movement to another location, for example; interdepartmental transfer or transfer to an off-site location. This procedure ensures appropriate internal controls are in place to track and identify assets at any given point in time.

Loans and Advances

The Agency's policy on Loans and Advances is governed by the 2009 Financial Regulations, Public Service Rules and the NIMASA Conditions of Service. The various types of Advances available to staff of the Agency are:

- **IOU:** Must be retired within thirty days of collection.
- **DTA:** Paid to Officers on official assignment within Nigeria, which covers lodging, air tickets, local transportation etc.
- **Compassionate Loan:** Paid to Staff on request, in emergency cases.
- **Vehicle Loan:** Confirmed staff of the Agency shall be eligible for car loans, if provided for in the year's budget.
- **Housing Loan:** An officer of the Agency who has served for a minimum of ten (10) years is eligible for a housing loan, which

will be deductible on a yearly basis from the Staff's Housing Allowances.

All advances must be settled / retired once they are expended for the intended purpose. The payment does not carry any interest, as the funds are used specifically for the smooth running of the operations of the Agency.

Staff Loans are recoverable at a one percent (1%) interest rate and deductible from Staff salaries and allowances.

Investments

In line with Federal Government directives, the Agency Investments (e.g. fixed deposits) held in Commercial Banks have been transferred to the Agency's TSA account with the Central Bank of Nigeria (CBN). Presently, the Agency is not authorized to warehouse its funds nor hold any investments in any Banking Institution outside of the CBN.

Foreign Currency Transactions

Transactions in foreign currencies are translated to Naira at the rates of exchange ruling on the date of the transactions.

Assets and liabilities denominated in foreign currencies are converted to Naira at the rates of exchange applicable at the balance sheet date. Gains or losses arising thereof are recognized in the Income and Expenditure Account.

Taxes and Remittances to Government.

It shall be the responsibility of the agency to the extent permissible by the subsisting tax laws of Nigeria to collect on behalf of government and remit same to the relevant tax authorities from all transactions; withholding taxes (WHT), value added taxes (VAT) and pay as you earn (PAYE) as the case may be.

The Agency shall also comply with the relevant provisions of the Fiscal Responsibility Act as it relates to remittances of operating surplus without any delay to the consolidated revenue fund (CRF).

Publishing of Audited Financial Statement

Financial Statements are collection of stewardship reports showing the state of affairs of the organization. This includes income and expenditure report; balance sheet (showing sources of funding; assets and liabilities); statement of retained earnings; and cash flows. The provisions of Part 3, section 20, sub-section 7 demands that the Agency shall not later than three (3) months after the close of the financial year, prepare and submit the financial statements in respect of that year to the auditor who shall audit and report on them.

The Agency accounting officer (DG/CEO) shall in compliance to the above provision of the NIMASA Act, prepare the financial statements reflecting the state of affairs of the agency and forward same to the appointed auditor to audit and report on them.

The DG/CEO on signing off on the audited financial statement shall publish the report within the stipulated time via the appropriate channel as prescribed by the extant regulations.

6. GOVERNING LEGISLATION

- 1999 Constitution of the Federal Republic of Nigeria (as amended);
- Revenue Mobilization & Fiscal Allocation Commission Act - CAP.R.7 LFN 2004;
- Finance (Control & Management) Act - CAP.A15 LFN 2004;
- Allocation of Revenue (Federation Account etc.) Act - CAP. F26 LFN 2004;
- Fiscal Responsibility Act; 2007
- 2007 Public Procurement Act;
- International Financial Reporting Standards (IFRS);
- Financial Reporting Council of Nigeria.
- Personal Income Tax Act (PAYE)
- Withholding Tax Law (WHT)
- Value added Tax Law

- All enabling Acts under the FIRS.
- All extant federal government Financial rules and circulars guiding government MDAs

7. ACCOUNTABILITIES

Responsibility

The Agency's DG/CEO has responsibility for this policy. He is also responsible for the implementation and maintenance of this policy.

Implementation Plan

As this policy documents current practice, no implementation plan is required.

Compliance

Compliance reviews shall be conducted periodically, to assess the level of adherence to this policy. The results of the review shall be forwarded to the relevant authorities for follow-up action. If matters remain unresolved, the non-compliance issues shall be forwarded to the Agency's DG/CEO.

If, in the opinion of the DG/CEO, there is a deliberate non-compliance with this policy, the DG/CEO has the right to invoke

sanctions and disciplinary actions against the non-complying Officer. Sanctions include, but are not limited to; withdrawal of the officer's financial delegation and/or withdrawal of access to the Agency's finance system. Disciplinary actions may also include formal queries, temporary suspension or termination of employment.

out in this Policy Manual are strictly adhered to, in order to protect the Agency's financial assets and Information.

If in any doubt about the application of this policy, kindly refer to the office of the DG/CEO or the Financial Services Department for further clarification.

8. REVIEW

NIMASA strives to keep its Accounting Policies current and relevant. As such, Management will review these policies on an annual basis, to determine if and what changes may be required. Based on the review, it may be necessary to modify and amend some sections of this Manual or to add new policies. The Agency's Board of Directors shall approve any changes.

Any suggestions, recommendations or feedback on the policies and procedures in this manual are welcome.

9. SYNOPSIS

This Manual has laid out the policies or guidelines to be followed in conducting financial transactions and preparing Financial Statements of the Agency.

All Agency Staff are required to ensure that the guidelines spelt



MARINE ENVIRONMENT MANAGEMENT POLICIES

COMPENDIUM OF INTERNAL POLICIES

1. INTRODUCTION

The MEM Department encompasses the implementation of Marine Environment Management Regulations, procedures and guidelines, deduced from Merchant Shipping Act, NIMASA Act and International Maritime Organisation (IMO) Conventions. This policy is to give direction and guidance on MEM operations towards ensuring Marine Environment protection and sustainability as stipulated in the Agency's mandate. The policy shall be guided by each convention and purpose.

2. POLICY SCOPE

MEM operations covers all our territorial waters up to EEZ in relation to the regulations and conventions as applied to each component. The operations involve inspection and monitoring of Facility, Vessels and the Marine Environment to ensure compliance.

3. POLICY OBJECTIVE

To ensure compliance towards protection of the Marine Environment which is enshrined in the Agency's mandate.

4. ABBREVIATIONS

IOPC - International Oil Pollution and compensation

SOPEP - Ship oil pollution emergency preparedness manual

ODME - Oil discharge monitoring equipment

PP - Pollution prevention

PC - Pollution control

MEPC - Marine environment protection committee

CLC - Civil liability certificates (CLC wrecks/bunker)

LDC - London dumping convention

MARPOL - Marine pollution

BWMC - Ballast water management convention

AF - Anti-fouling

PRF - Port Reception Facility

MEMD - Marine Environment Management Department

PPE - Personal protective equipment

IMO - International Maritime Organization

EEZ - Exclusive Economic Zone

MEM - Marine environment management

5. POLICY STATEMENT

The Agency's policy statement on Marine Environment Management are as follows:

- a. Regulations
- b. Guidelines
- c. Certification and Records
- d. Enforcement, Inspection and Monitoring
- e. Environment Records
- f. Marine Pollution Laboratory
- g. Relevant Legislations
- h. Departmental Synergy
- i. Awareness/Sensitisation
- j. Capacity Development
- k. Review of Policy

i. Regulations

- a. All MEM regulations shall be enforced to ensure strict compliance to all MEM operations in our waters.

- b. Vessels plying Nigerian waters shall comply with the requirements of all relevant MEM regulations.

ii. Guidelines

- a. All MEM guidelines shall be developed from all MEM regulations and applied to day to day monitoring activities by the Agency.
- b. Enforcement of all operations shall be guided by developed guidelines using checklist and procedures for effective implementation.

iii. Certification And Records

- a. It shall be the responsibility of the Agency to issues statutory certificates and documents to stakeholders that have complied with MEM regulations requirements.
- b. All MEM issued statutory documents are maintained for a stipulated period of 5 years before it is transferred to other archived data centre of the Agency.
- c. All vessels plying Nigerian waters shall maintained relevant certificates and documents on board which shall be made available for inspection when necessary.

iv. Enforcement, Inspection and Monitoring

- a. All MEM regulations that are domesticated shall be enforced during monitoring and inspection.
- b. Officers shall be fully equipped with a checklist relevant to the task assigned before proceeding on enforcement assignment.
- c. Officers shall be well kitted with appropriate PPE before embarking on enforcement duties.
- d. In the event of operational hazards, the Agency shall not be held liable for an injured officer that is inappropriately kitted.
- e. Before an officer embarks on any enforcement task he/she must have acquired the basic mandatory training.
- f. For the purpose of compliance monitoring and appropriate certification, all facilities and vessels shall be inspected in line with the requirements of relevant conventions and regulations.

v. Marine Pollution Incidents and Emergency Response

- a. Dedicated phone lines in the case of emergency shall be made available to the public for prompt communication.

- b. There shall be a contingency plan in place which shall be activated in the event of marine pollution incidents.
- c. The Agency shall at all times maintained functional response equipment.

vi. Marine Pollution Laboratory

- a. The Agency shall maintain accredited Marine pollution laboratory in place for marine sample analysis.

vii. Marine Environment Records

- a. The Agency shall maintained a detailed records of Marine Environment activities that shall be made available to the stakeholders at all times.

viii. Awareness/Sensitization

- a. The Agency shall on regular basis keep the public informed on new developments on MEM activities on regulations, amendments / enforcement.
- b. New developments on MEM conventions shall be made available to stakeholders and the public through meetings, marine notices, press releases and workshops.

ix. Capacity Development

As part of capacity development, MEM officers shall be required to have relevant mandatory training before embarking on operational activities such as inspection, survey and monitoring both at on-shore and offshore areas of the Marine Environment.

x. Review Of Policy

This present policy of MEM operations shall be reviewed time to time for an update on amended Conventions, Regulations and Guidelines which are also subject to the approval of the Agency's Board of Directors.

xi. Departmental Synergy

MEMD shall maintain synergy with relevant departments of the Agency in order to achieve an optimal implementation.

xii. Relevant Legislations

This policy is made pursuant to MSA 2007, NIMASA ACT 2007 and International Conventions from the IMO and the regulations made pursuant there to.

xiii. Responsibility

It is the responsibility of the Director General/CEO or officers so designated to implement the policy.

xiv. Compliance

The Agency shall ensure compliance to provisions of this policy.

xv. Synopsis

The policy documents essentially captured the Agency's policy trust on Marine Environment Management matters for enforcement, monitoring and implementation.

xvi. Policy Review

This policy shall be reviewed periodically.



INFORMATION COMMUNICATION TECHNOLOGY (ICT) POLICY

COMPENDIUM OF INTERNAL POLICIES

1. INTRODUCTION

a. OVERVIEW

The Nigeria Maritime Administration and Safety Agency (NIMASA) Information Communication and Technology (ICT) Policy evolved from 2002 to date.

All Agency's employees, contracts staff, consultants, contractors being parties to AGENCY's ICT infrastructure are required to ensure compliance.

b. MISSION STATEMENT

To provide a practical policy that will guide all users of information technology system in the Agency

c. SCOPE

The policy applies to all Information Technology facilities and services provided by THE AGENCY, but not limited to email system, databases, operating systems, internet, wireless communication, printers. All employees (employees and contract staff), consultants, contractors and guest to the Agency are expected to adhere to it.

d. OBJECTIVES

To be the best in utilizing the opportunities of digitalization to maintain efficiency in our work processes.

e. COMPLIANCE

The policies detailed out in this document are mandatory policies. Compliance is applies to the parties defined on the policy scope.

f. Enforcement

- i. Any staff found to have violated this policy may be subject to disciplinary action, up to and including suspension, expulsion, and/or termination of employment in accordance with procedures defined by the Agency's administrative policies stated in the handbook governing that individual.
- ii. External Entities i.e. contractor, consultant, or temporary worker found to have violated this policy may be held in breach of contract, and as such, may be subject to grievances or penalties allowed by such contract.

g. Sanctions for policy violations

Deliberate and serious breach of the policy statements will lead to disciplinary measures.

- i. Users who do not comply with this policy will be subject to the provisions of THE AGENCY's Statutes and Regulations.
- ii. A breach of the provisions of this policy or a statute or other contract, undertaking or declaration may directly or indirectly result in any or all of the following consequences;
 - restriction or termination of a User's access to THE AGENCY's Computer and Network Resources pending further actions, including disciplinary action;
 - the initiation of legal proceedings by law enforcement officials including but not limited to, criminal prosecution under appropriate laws;

- Formal warnings; the requirement to provide compensation for any improper use of services; Disciplinary sanctions, which may include dismissal, suspension or expulsion.

h. Document Layout

The document is segmented into 9 (nine) modules for easy readability and interpretation:

- Acceptability Use Policy
- Data Classification and Handling Policy
- Account and Password Policy
- Email Usage Policy
- Computer and Network Security Policy
- Secured Network Infrastructure Policy
- Physical and Environmental Control Policy
- ICT Acquisition Policy
- Appendixes

2. ACCEPTABLE USE POLICY

This Acceptable Use Policy (AUP) sets forth the principles that govern the use of the Agency's Information Communication Technology (ICT) resources by its Users.

a. General Conditions and Rules

Requirements regarding acceptable use of ICT infrastructure.

i. Permitted Use,

1. The Agency's infrastructure and information systems shall be used predominantly for the Agency related business which shall not include involvement of material unacceptable to the Agency.
2. The use of ICT equipment or tools brought into the Agency, must be acceptable to the Agency's environment.
3. NIMASA does not permit the use of non-official devices for official purposes. Users are allowed to bring their devices into NIMASA environments but only for private uses. Also see the attached BYOD consideration document.

ii. Non-Permitted Use

1. Unauthorized copying of copyrighted material and installation of any copyrighted software for which the Agency or the end user does not have an active license is strictly prohibited.
2. Exporting software, technical information, encryption software or technology, in violation of both international and regional laws is prohibited.
3. Using the Agency computing asset to actively engage in procuring or transmitting material that is in violation of the Agency's extant rules and laws are not permitted.

4. Unless specifically authorized or supervised, Users shall not attempt to download, install or connect any unauthorized software or hardware to Agency network.
5. Non-administrative users are not required to copy, read, update or delete software or to execute system software which they are not authorized to run on server or client computers.

iii. Access to unacceptable or illegal material

Prior approval is required for personal use of Agency's ICT resources for outside consulting, business or employment by employee for personal financial gain is prohibited.

iv. Confidentiality and privacy

The principles of confidentiality and privacy in the Agency shall extend to accessing or viewing of information about staff, customers and Agency in general, stored on the Agency's network or devices.

v. Disclosure of personal or Agency's Information

Users should be guided in revealing personal information or others, including the Agency's information.

b. Security Measures

i. User accounts and passwords

Access to the Agency's ICT infrastructure is permitted only through use of an authorized computer account i.e.

individual or Group Account.

ii. Care of Agency ICT Infrastructure

1. All Agency ICT infrastructures shall be cared for in a responsible manner any damage, loss or theft must be reported immediately to the appropriate authority.
2. Users shall not take any action without authorization that makes the Agency ICT infrastructure become unusable or inaccessible to other Users.
3. Users must not attempt to modify or remove NIMASA's ICT resource without specific written authorization that compromised the security of any Agency ICT resources.
4. Users should raise any queries or concerns regarding technical or security matters with Agency's Head of ICT Unit.
5. The ICT Unit as part of the Agency business processes shall conduct internal audits of the Agency's ICT resource and assets annually. ICT
6. Unit may monitor, access and review all use of the Agency ICT resources from time to time.

iii. Copyright and licensing

Copyright laws and licensing agreements must be observed. Activities such as illegally copying material in

any format, copying software, or any intellectual property, downloading copyrighted video or audio files, using material accessed on the Internet in order to plagiarize, or illegally using unlicensed products are prohibited.

c. Breaches of the ICT Acceptable Use Policy

A breach, which is harmful to the safety of a User, or poses a significant threat to the Agency, shall be referred to the appropriate authority.

- i. The Agency shall in accordance to the provisions of employment instrument; law and the relevant employment agreement apply sanction to erring staff or contact staff.
- ii. The Agency shall in accordance to the provisions of laws in the case of a contractor engaged by the Agency to undertake specified tasks, in accordance with the provisions of the relevant contract.

3. DATA CLASSIFICATION AND HANDLING POLICY

The purpose of this policy is to establish a framework for classifying and handling the Agency's data, which is based on its level of sensitivity, value and criticality.

a. Data Classification

Data classification, in the context of information security, is the classification of database. The classification of data determine the appropriate baseline security controls to apply for safeguarding

the data. All Agency data shall be classified into one of three sensitivity levels (tiers), or classifications:

i. Tier-1 Confidential Data

Data shall be classified as Confidential and has the highest level of security controls is applied to this tier.

ii. Tier 2-Internal/Private Data

Data shall be classified as Internal/Private, and by default, all information assets that are not explicitly classified as Confidential or Public data should be treated as Internal/Private data.

iii. Tier 3-Public Data

Data shall be classified as Public, when little or no controls are required to protect the confidentiality of Public data, some level of control is required to prevent unauthorized modification or destruction of Public data.

b. Data Collections

This must conform to the provision in Appendix-II (POTENTIAL IMPACT) on data collection.

c. Determining Classification

This must conform to provision in Appendix-III on data classification.

d. Data Handling Requirements

This must be in strict compliance with the tables in Appendix II and III.

4. ACCOUNT AND PASSWORD POLICY

The Account and Password Management Policy of the Agency's information is the platform carrier with the responsibility to protect privacy, confidentiality and integrity. The primary objective of this policy is to prevent unauthorized users access to business information through deployment of user account and password management processes.

a. Account Management

Every user shall be provided with a user ID for sole use who shall be responsible to ensure they adhere to the terms and conditions of use.

- i. Individual user ID shall be configured for each staff, contact staff and auxiliary staff.
- ii. Application specific user ID shall be configured for specific application administrators.
- iii. Guest user ID shall be configured as temporary ID for guest Users, consultants, and contractors.
- iv. Group user ID (Group Account) shall be configured as a special account for a specific group.

b. General Rule on the use of Accounts

- i. User ID and account management will be centrally managed.
- ii. Every user must have an individual user ID with an associated PIN or password.
- iii. User accounts will not be activated until the authorization process is correctly completed.
- iv. New users shall not have access to the agency's network until authorization process is completed and is not permitted, under any circumstances, to inherit the user ID of the person.
- v. Creation, allocation and removal of User Accounts shall conform to Formal procedures.
- vi. Accounts access rights shall be reviewed regularly on formal notification of re-deployment (e.g. promotion or transfer) of a staff member.
- vii. User accounts that have been inactive for 40 days shall be disabled.
- viii. Additional access control Areas of the Agency classified as CONFIDENTIAL requires additional protection.
- ix. Users shall be Responsibilities for every activity that occurs using their assigned account and shall follow good practice when managing their user IDs, PINs or passwords.

c. Privilege management

- i. Privileged access to information systems shall be strictly controlled, logged, and shall only be granted on the basis of business requirements.
- ii. Passwords or PINs allocated to consultant or contractor for specific use and shall be withdrawn on completion of assignment.
- iii. A user assigned privileged access; e.g. the roles of backup operator, must only use the backup operator user ID when carrying out that specific task. At all other times, users are to log on using their own user ID.

d. Password management

An effective password management system shall be fully deploy in the Agency and shall enforce the use of individual PIN or passwords to maintain accountability. The allocation of user IDs, PINs and passwords shall be strictly controlled. The Policy enforce:

- i. Only the system administrators are permitted to allocate initial PINs or passwords to users.
- ii. Mandatory use of user ID and password for access and shall have a life span of 90 days. However, users are at liberty to change the PINs or Passwords when necessary.
- iii. PIN or passwords shall be conveyed to users in a secure manner, these must be acknowledged and changed on first log-in after receipt.

- iv. Passwords and PINs are automatically classified as CONFIDENTIAL and must be protected and stored appropriately by Users.

e. Monitoring system use

All systems on the Agency's network shall be regularly monitored to ensure compliance to this Policy.

5. EMAIL USAGE POLICY

The Agency's corporate e-mail shall be the platform for official communication.

a. Policies and Usage

- i. The Agency's email platform shall be used for official purpose only. Language must be civil and devoid of any offensive expression.
- ii. Exchanging proprietary information, Agency's secrets, or other confidential information to anyone not affiliated with the Agency is not allowed. Users are therefore responsible for ensuring they do not compromise information security.
- iii. Sending e-mail that promotes discrimination on the basis of race, gender, national origin, age, marital status, religion, or disability is prohibited.
- iv. Creating, storing, or exchanging e-mail that violates material protected under copyright laws is not permissible.

b. Access and Disclosure

The Agency's management may permit the inspection, monitoring, or disclosure of employee email content in-line with extant rules.

6. COMPUTER AND NETWORK SECURITY

The underlying ICT infrastructure are designed, procured, deployed, operated and maintained in accordance with good information security principles. Appropriate management of the Agency's infrastructure is a critical information security requirement.

a. Computer Systems (Operational Procedures, Responsibilities and Controls)

Management procedures shall be established, these shall cover:-

- i. Analysis and identification of the cause of the incident, assessment of the impact especially in cases of breaches of confidentiality or privacy shall be treated in-line with extant rules. Planning and implementation of remedies to prevent re-occurrence.
- ii. Controlled and authorized communication with business users and others affected by, or involved in, recovery from the incident shall be enforced.
- iii. Audit trails, logs and other similar evidence shall be collected, secured and maintained in a log for all information security-related incidents.

iv. Users of computer systems must follow anti-virus and anti-spyware guidelines and policies for protection from Malicious Software.

v. All computer system software shall be updated to the appropriate security level against and critical security threat.

vi. A suitable data backup strategy shall be in place so that all business critical data and software can be recovered in case of system failure and emergency.

vii. There shall be an approved Disaster Recovery/Business Continuity Plan and related infrastructure in place that must be tested quarterly.

viii. The Agency shall put a network management tools/facilities that manages access to the network, monitor network devices and control bandwidth usage. A conducive environment is required for optimal performance of ICT infrastructure.

xi. The Agency shall ensure that all storage media are kept in a secured location. Storage media containing sensitive information shall be disposed securely and safely in-line with Security classification erase standards when no longer required.

b. Business critical computer systems (Operational Procedures, Responsibilities and Controls)

All documented operating procedures highlighting

responsibilities and standards shall be securely put in place and enforced.

- i. Segregation of duties for business critical systems, shall be considered to reduce the risk of negligent or deliberate system misuses.
- ii. Business critical development and production facilities shall be segregated to reduce the risk of accidental changes or unauthorized access to production software and business data.
- iii. Support Management of ICT Facilities by external parties shall be out sourced or permitted where specialized expertise is required. A strict Service Level Agreement (SLA) shall be put in place.
- iv. Appropriate information security measures MUST be agreed and incorporated into contracts before a contractor is appointed or commences work.
- v. Contractual agreements MUST include assurance written statements of compliance with the relevant security policies and sign the Agency non-disclosure agreement and the same controls imposed on, the Agency's own staff.
- vi. Quality/Service Acceptance criteria for new or update to critical systems shall be clearly defined, agreed, documented and tested. All projects must have Gantt-chart depicting milestones and deliverables.
- vii. Disaster Recovery (DR)/Business Continuity Plan shall be in place to ensure business continuity and in the event of an emergency that effects the Agency's operations a Disaster Recovery System shall be deploy immediately to ensure business continuity.
- viii. Operational change control documented, change management process must be in place and strictly adhered to.
- ix. Data Backup processes must be in place to ensure that backups can be restored within the Business Tolerance Periods specified in business continuity plans. Disaster recovery (DR) planning;
- x. Operational Logs shall be maintained of all work carried out on business critical systems, including backup, recovery and testing activity. These include faults with business critical computer systems, reported by users or administrators via the IT Service Desk, will be logged.
- xi. Network Management of Internal network security control zones shall be developed to provide segregated "trust zones" that provide different degrees of security, users shall be authenticated before being allowed access to any of the Agency's ICT resources.
- xii. Security of Electronic Mail and Controls shall be in place to reduce the business and information security risks associated with the use of electronic mail.

7. SECURE NETWORK INFRASTRUCTURE POLICY

Protection of the network infrastructure of the Agency is imperative in order to effectively achieve its set objectives. This policy covers all Agency core network and all planning for any construction projects involving network infrastructure components.

a. Networks Infrastructure

- i. All wired or wireless networks must conform to IEEE standards for public buildings. All maintenance and security-related events on critical or sensitive systems must be logged and audit trails saved.
- ii. The ICT Unit using the latest technology shall Monitor, Maintain, and Repair all defective components of active network infrastructure to allow quick resolve of issues or problem detected and repair or replace failing devices as well as review of potential security incidents.
- iii. Network Related Services i.e. Internet Protocol (IP) address management and Domain Name System (DNS) management shall be managed centrally by the Network Administrator.
- iv. Network Infrastructure Device Controls i.e. Intrusion detection system shall be deployed on the Agency's Network infrastructure for monitoring and control.
- v. Network Password Policies shall be strictly enforce on all

network infrastructure components that are duly cataloged and configuration changes for production servers shall follow the appropriate change management procedures.

- vi. A secured wireless network shall be deployed to compliment the Network Infrastructure in the Agency. Access to all wireless segment shall be controlled by the appropriate Systems Administrators.

b. Risk Assessment Policy

The Agency shall carryout periodic information security risk assessments (RAs) for the purpose of determining areas of vulnerability, and to initiate appropriate remediation. RAs shall be conducted in all locations of the Agency. The relevant systems shall include: applications, servers, networks, and any process or procedure by which these systems are administered and/or maintained.

c. Virtual Private Network (VPN) Policy

The Agency shall deploy a secure Virtual Private Network (VPN) that connects all locations in other to enhance operations.

- i. The Agency's VPN shall conform to IPV4 and the Layer 2 tunneling protocol or the latest VPN technology.
- ii. The Agency shall subscribe to a private cloud services to enable the availability of Cloud Computing service.
- iii. Remote Access shall be enable on the Agency's ICT

platform to provide off-site support to users in-line with laid down rules.

d. Website and Intranet Portals

- i. The Agency's Website shall be www.nimasa.gov.ng and shall be an extension of the Agency's corporate presence on the World Wide Web (WWW).
- ii. The Agency's intranet portal shall be a communication platform within the Agency for discrimination of information.
- iii. Users shall not set up any web presence which purports to be, or might be reasonably perceived as the Agency website, without appropriate authorization.
- iv. Both the website and intranet portals shall be updated from time to time as at when necessary

8. PHYSICAL AND ENVIRONMENTAL CONTROL POLICY

- a. There shall be Electronic Access Control to all Server Rooms/Data Centers to restrict all unauthorized personnel
- b. Harmful, Hazardous and Volatile items shall not be allowed into Server Rooms/Data Centers and computer work areas.
- c. The Agency Server Rooms/Data Centers shall be equipped with Fire Suppression System and related emergency apparatus.

- d. Delivery and loading areas of ICT infrastructure must be secured from areas housing information systems infrastructure.
- e. ICT Equipment are not allowed to be moved to personnel homes or staff residents, except mobile devices such as Laptops, PDAs and Modems.
- f. Staff on transfer or redeployment shall not be allowed to move with any ICT equipment except mobile devices as stated in 7(c) above.

9. INFORMATION COMMUNICATION AND TECHNOLOGY ASSET ACQUISITION

The Agency shall procure ICT infrastructure, services, consultancy and partnership where necessary for the provision of expertise that will be based on Need Assessment from Users in-line with approved provisions.

- a. Procuring of Software, Licenses or Renewal or Licenses shall commence six (6) months prior to the expiring date or need request.
- b. Procuring of Annual Support Service on software and hardware shall commence six (6) months prior to the expiring date or need request.
- c. Procuring of Annual Support for Business Applications shall commence prior to the expiring date or need request.

- d. Annual subscriptions of service i.e. Internet, Close User Group (CUG) mobile service, website/Application Hosting and Cloud Services shall automatically renewed three (3) months before expiration.
- e. The Agency hardware acquisition shall be HP Business Machines, Epson Dot Matrix Printers, Printronix Printers, RICOH Multi-purpose Printers, CISCO products due availability versatility and ease of maintenance.

10. ICT ASSET MANAGEMENT

The Agency's shall maintain records of its ICT Asset register in fix Asset Register.

- a. The ICT Units shall manage the Agency's ICT equipment, peripherals such as Multi-Function Printers, Dot Matrix Printers and other Printers, Portable UPS and Scanners.
- b. The ICT Unit shall provide specifications and scope for all ICT Systems, Peripherals, Accessories and Projects.
- c. The ICT Unit shall certify the quality of all ICT equipment and accessories supplied to the Agency before distribution.
- d. ICT Unit shall outsource and have retainer ship on parts/ component replacement.
- e. ICT equipment such as Laptops and desktops shall be due for replacement after four (4) years of their allocation to

staff after the deployment. The ICT Unit shall keep records of all Allocations.

- f. ICT equipment that are no longer in use shall be disposed in-line with the Agency's policy on disposal of assets and media disposal policy of the ICT.
- g. ICT Unit shall be the sole custodian and are responsible for the functionality of all ICT assets in the Agency. However, in the case of damage as a result to staff negligence, appropriate action shall be taken in-line extant rules.

11. ICT TRAINING AND DEVELOPMENT

The need for Training and development of staff shall be emphasized.

- a. The Agency ICT staff shall be trained in-line with the current trend and skillset to optimize the Agency ICT support needs.
- b. ICT training shall precede the implementation of all approved ICT project for effective supervision.
- c. There shall be periodic in-house sensitization, awareness and workshops to All staff of the Agency on Use of ICT equipment, infrastructure etc.

GLOSSARY

Entity - Any business unit, department, group, or third party, internal or external to NIMASA, responsible for maintaining NIMASA assets.

Identification - is the method used to distinguish one user from all others. Identification techniques provide a means of providing authorized entry to NIMASA's ICT resources such as workstations, networks and applications. Identification is closely linked to authentication (see below).

The most commonly used form of "electronic" identification is a user ID. Common physical forms of identification include NIMASA's identity card, driver's license, passport and similar documents

Password - A password is a unique alphanumeric string only known to the user. A password is traditionally associated with a user ID to identify and then authenticate a user

Authentication - is the act of verifying the identity of a user or process. It is the process of determining whether someone or something is, in fact, who or what it is declared to be. It answers the question: "Are you who you say you are?" Techniques to improve the security of user IDs and passwords include smart

cards, biometrics and tokens. When two or more authentication techniques are combined to increase the level of security it is commonly called two-factor or strong authentication.

Authorization - answers the question: "Are you allowed to do what you are asking or trying to do?" Requirements for use, and prohibitions against use, of resources vary widely throughout the Agency. Some information may be accessible by all users, some may be accessible by several groups or departments, and some may only be accessible by a few individuals. Authorization addresses these requirements for varied access levels.

Confidential Data - Generalized term that typically represents data classified as confidential, according to the data classification scheme defined in this document. This term is often used interchangeably with sensitive data.

Data Owner - An individual or group of people who have been officially designated as accountable for specific data that is transmitted, used, and stored on a system or systems within a department, or administrative unit of NIMASA. See the Information Security Roles and Responsibilities [this has to be created if currently non-existent] document for more information.

Data Custodian - Employee of NIMASA who has administrative and/or operational responsibility over information assets. See

the Information Security Roles and Responsibilities document for more information.

Institutional Data- All data owned or licensed by NIMASA.

Information Assets- Definable pieces of information in any form, recorded or stored on any media that is recognized as “valuable” to NIMASA.

Non-public Information - Any information that is classified as Internal/Private Information according to the data classification scheme defined in this document.

Sensitive Data - Generalized term that typically represents data classified as Confidential according to the data classification scheme defined in this document.

Position of authority for information technology – Office of the IT Manager and or the IT Manager’s delegate.

DMZ De-militarized Zone - A network segment external to the corporate production network.

Server (for purposes of this policy) - is defined as an internal NIMASA Server. Desktop machines and Lab equipment are not

relevant to the scope of this policy.

IPSec Concentrator - A device in which VPN connections are terminated.

Cable Modem – Broadband provide Internet access over Cable

TV coaxial cable - A cable modem accepts this coaxial cable and can receive data from the Internet at over 1.5 Mbps. Cable is currently available only in certain communities.

CHAP - Challenge Handshake Authentication Protocol is an authentication method that uses a one-way hashing function.

Data Link Connection Identifier (DLCI) - is a unique number assigned to a Permanent Virtual Circuit (PVC) endpoint in a frame relay network. DLCI identifies a particular PVC endpoint within a user’s access channel in a frame relay network, and has local significance only to that channel.

Dial-in Modem - A peripheral device that connects computers to each other for sending communications via the telephone lines. The modem modulates the digital data of computers into analog signals to send over the telephone lines, then demodulates back into digital signals to be read by the computer on the other end;

thus the name “modem” for modulator/demodulator.

Dual Homing - Having concurrent connectivity to more than one network from a computer or network device. Examples include: Being logged into the corporate network via a local Ethernet connection, and dialing into AOL or other Internet service provider (ISP). Being on a NIMASA -provided Remote Access home network, and connecting to another network, such as a spouse’s remote access. Configuring an ISDN router to dial into NIMASA and an ISP, depending on packet destination.

Digital Subscriber Line (DSL) - is a form of high-speed Internet access competing with cable modems. DSL works over standard phone lines and supports data speeds of over 2 Mbps downstream (to the user) and slower speeds upstream (to the Internet).

Frame Relay - A method of communication that incrementally can go from the speed of an ISDN to the speed of a T1 line. Frame Relay has a flat-rate billing charge instead of a per time usage. Frame Relay connects via the telephone company’s network.

Integrated Services Digital Network (ISDN) - There are two flavors of Integrated Services Digital Network or ISDN: BRI and PRI. BRI is used for home office/remote access. BRI has two “Bearer” channels at 64kbit (aggregate 128kb) and 1 D channel

for signaling info. Remote Access Any access to NIMASA’s corporate network through a non NIMASA controlled network, device, or medium.

Split-tunneling Simultaneous direct access to a non - NIMASA network (such as the Internet, or a home network) from a remote device (PC, PDA, WAP phone, etc.) while connected into NIMASA’s corporate network via a VPN tunnel.

Virtual Private Network (VPN) - is a method for accessing a remote network via “tunneling” through the Internet.



CANTEEN POLICY

COMPENDIUM OF INTERNAL POLICIES

1. INTRODUCTION

Employees' health and wellbeing are key priorities for the Agency; and Management is at all times desirous of maintaining a healthy workforce to ensure innovation in its work processes and a highly productive workforce. The canteen initiative is one of the ways to encourage a healthy and productive workforce.

2. OBJECTIVE

To establish guidelines for the management of staff canteen in order to promote healthy food choices for staff at work.

3. SCOPE

This Policy applies to the Agency and all related parties in the service of the Agency.

4. DEFINITIONS

- i. **The Agency** – refers to the Nigerian Maritime Administration and Safety Agency (NIMASA)
- ii. **Employees** – refers to all persons; regardless of their status, who are engaged in the service of the Agency, drawing their salary and other emoluments from it on a continuous

basis. This includes persons engaged specifically to drive the Agency's vehicles under the designation as drivers.

- iii. **Staff** – refers to employees
- iv. **Management** – Employees of the Agency on Grade Level 15 to 17 (EMSS 3 to 1), including the Executive Directors and the DG/CEO.
- v. **Related parties** – refer to stakeholders, including outsourced catering agencies who have business relationship with the Agency.

5. POLICY STATEMENT

i. General Principle

- a. In order to maintain a healthy workforce, the Agency shall, wherever possible (in terms of its locations) provide canteen services for its employees.
- b. The canteen shall be run by an outsourced provider.
- c. The outsourced provider must ensure that the employees are trained and have the correct certifications.

- d. The canteen shall be staffed by a designated Manager from the outsourced provider. The canteen Manager is responsible for the daily running of the canteen.
- e. The Canteen Manager shall ensure that all current government health regulations and food preparation requirements be complied with and be aware of the Health, Safety and Environment regulations of the Agency.
- f. The Welfare Unit of the Agency shall be interface between the Agency and the outsourced provider, and shall oversee the activities of the outsourced provider, and regularly solicit feedback from staff on their experience with the canteen. The welfare Unit shall quarterly submit appraisal report of the running of the canteen to Management.

ii. Canteen Facilities

- a. Every employee on duty is entitled to one meal per working day at the staff canteen where available, subject to presentation of proof of entitlement.
- b. Non staff of the Agency are prohibited from the use of the Agency's canteen facilities except as authorized official guests.

- c. Employees are required to keep strictly to the time schedule for meals at the canteen except as authorized by the Heads of Department/Division.
- d. Any abuse of canteen facilities shall be regarded as a breach of discipline.
- e. Any breakage or loss of canteen equipment occurring as a result of the action of a staff must be immediately reported by him to the catering officer. Failure to make a report of the incident or concealment of it shall be regarded as a breach of discipline.
- f. Eating in undesignated places in NIMASA offices is strictly prohibited.

iii. Policy Review

This policy shall be reviewed from time to time as the need arises.



INTERNAL SECURITY POLICY

COMPENDIUM OF INTERNAL POLICIES



1. INTRODUCTION

The Nigerian Maritime Administration and Safety Agency (NIMASA) is committed to ensuring the protection of all its related interests, both tangible and intangible, against negative security incidents that have the potential to cause unacceptable adverse impacts on the business of the Agency. Aligned to the Agency's mission, vision and core values, the security function inherently provides a means through which the Agency's corporate strategy and current and future objectives can be maintained.

2. SCOPE

This policy is an Agency wide document and applies to the whole Agency.

3. DEFINITIONS

- i. **Prevention** – Measures taken to exclude potential breach of security and minimize the likelihood of attempts to unleash malicious acts against the Agency.
- ii. **Detection** – Effective intelligence, surveillance and monitoring measures against potential breach of security. Measures such as access control shall be applied to detect potential security breach.
- iii. **Mitigation** – Effective measures taken to eliminate or

reduce the exposure of the Agency to potential risk to assets and personnel.

- iv. **Recovery** – Ability to effectively manage a security breach through quick and early situation analysis to determine the cause of the breach and to immediately implement a solution.
- v. **Accountability** – Implementing measurable / traceable roles responsibilities for security assurance.

4. POLICY OBJECTIVES

- i. To protect the Agency's human and material assets against all internal, external, deliberate or accidental threats.
- ii. To ensure the corporate continuity of the Agency and to minimize the risk of damage by preventing security incidents and reducing their potential impact.
- iii. To encourage Management and staff to work together to create and maintain a safe and secure environment.

5. POLICY STATEMENT

- i. The security of all Agency personnel and assets is paramount, facilitating operational integrity and business continuity across the Agency's zones/locations. The

Agency shall endeavor to conduct these protective activities in a manner commensurate with international best management practice and statutory compliance.

- ii. The Agency considers effective security a major business enabler, as it provides assurance that we have identified security risks and implemented controls that protect our personnel, stakeholders and other assets, whilst also supporting future growth opportunities in ever more challenging corporate environments.
- iii. The Agency shall employ the services of an outsourced security provider to guard its facilities.
- iv. Renewal intervals for outsourced security services shall be 2 years.
- v. Payment sum for outsourced security services shall be determined by the Board of the Agency on the recommendation of Management, and shall be within industry standard.
- vi. The Agency's head of Intelligence and Security shall oversee the operations / services of the outsourced security provider and regularly advise Management on same.
- vii. The Agency's security policy shall be guided by the following 5 principles: a.) Prevention; b.) Detection; c.) Mitigation; d.) Recovery; e.) Accountability.

- viii. Policy Review: This policy shall be reviewed from time to time.





VEHICLE MANAGEMENT POLICY

COMPENDIUM OF INTERNAL POLICIES

1 INTRODUCTION

As part of the accountability for the achievement of NIMASA's objectives, management is required to put in place, policies and procedures to assist in ensuring, as far as practical, the orderly and efficient conduct of the Agency business.

This document contains a summary of key policies adopted by the Agency (without prejudice to the other federal government policies to extant rules) in order to ensure effective management and use of its vehicles.

2 POLICY SCOPE

This Vehicle Management Policy is an Agency wide document and thus, applies to all employee of the agency.

3 ACCOUNTABILITY

4 OVERALL POLICY

The agency's DG/CEO is responsible for the policy. He is therefore responsible for ensuring its effective implementation and maintenance.

5 POLICY IMPLEMENTATION

The DG/CEO may delegate the responsibility of overseeing

the proper implementation of this policy to the Executive Director (Finance & Administration).

The Director, Administration and Personal Service (hereafter referred to as 'The Director') is responsible for the management of all Agency vehicles, in accordance with this Policy and under the supervision of the Executive Director (Finance & Administration).

6 COMPLIANCE

Compliance reviews shall be conducted periodically, to assess the level of adherence to this policy. The result of the review shall be forwarded to the relevant authorities for follow up action. If matters remain unresolved, the non-compliance issues shall be forwarded to the Agency's DG/CEO.

If, in the opinion of the DG/CEO, there is deliberate non-compliance with this Policy, the DG/CEO has the right to invoke sanctions and disciplinary action against the non-complying Officer. Sanction include, but are not limited to; withdrawal of the Officer delegations and/or withdrawal of access to the Agency's vehicles.

7 POLICY OBJECTIVE

The objective of the policy is to ensure the efficient management and use of the fleet of vehicles owned by the Agency for its operations and service delivery.

8 POLICY STATEMENT

9 GENERAL ADMINISTRATION

- 9.1.1 Agency vehicles shall be entrusted to the Heads of the relevant Department/Units/Zones/Offices for the day-to-day operations and administration.
- 9.1.2 The maintenance of all Agency vehicles shall however be overseen by The Director.
- 9.1.3 All vehicle registration particulars shall be in the custody of The Director to ensure proper monitoring and safe-keeping. The Financial Service Department and the user Department/Units/Zones/Offices shall receive photocopies of each vehicle's registration particulars.
- 9.1.4 The Director shall be responsible for the continuous assessment and management of the Agency's fleet of vehicles.
- 9.1.5 The Director shall be responsible for the submitting to management, Quarterly and annual Reports, regarding management and use of Agency's vehicle.
- 9.1.6 Pool drivers shall be required to record each vehicle movement logbook, details of every journey made out of the station that the vehicle assigned to.

9.1.7 The Director shall handle all agency matters, regarding transport facilitation.

9.1.8 No authorized person shall be allowed to drive any vehicle unless recruited as a pool driver or authorized by The Director.

9.1.9 In case of accident, the driver must inform the Police immediately and record a statement at the nearest Police Station. The Director shall also be contacted and provide with written accident report by the driver.

10 PROCUREMENT OF VEHICLES

11 GOVERNING ACT / STATUTES

11.1.1 The Agency shall adhere to the Public Procurement Act 2007 and other relevant Government policies or extant laws when purchasing vehicles.

11.1.2 The Agency shall purchase only brand-new vehicles, upon obtaining the necessary approvals from the Federal Government.

12 ACQUISITION AND OWNERSHIP

The Agency's vehicles are acquired through the following means:

- a) Director Purchased using Agency funds.
- b) Donations;
- c) Lease Arrangement

All vehicle in the Agency possessions are the property of the Agency.

13 PROCUREMENT PROCEDURE

- 13.1.1 The Head of Department/Units/Zones/Offices shall consult with the Office of The Director and the Procurement Department to generate specifications for the vehicles required.
- 13.1.2 All procured vehicles shall be received by Financial Services Department, Administration Department and Internal Audit Unit to verify compliance with previously generated vehicle specifications.
- 13.1.3 All newly acquired vehicles shall be comprehensively insured in accordance with the Agency's existing Motor Vehicle Insurance Policy.
- 13.1.4 The terms of insurance shall be negotiated with reputable companies pre-qualified by the Agency.

14 LICENSING OF VEHICLES

All categories of licensing for the Agency's vehicles shall be handled by The Director

15 SERVICING OF VEHICLES

16 PROCEDURES

- 16.1.1 Routine service of vehicle shall be after a minimum mileage of 5,000km or every three (3) months.
- 16.1.2 A quarterly maintenance allowance shall be paid to vehicle allottee, as approval by the DG/CEO.
- 16.1.3 All vehicles shall be issued a movement logbook, which must be kept in the Vehicle at all times. The logbook shall record all servicing dates and the due dates for subsequent services.

17 REPAIR OF VEHICLES

18 PROCEDURES

- 18.1.1 All vehicles repairs shall be coordinated and overseen by The Director.

- 18.1.2 Before any vehicle is repaired, the end-user shall inform the office of The Director. The Transport officer shall inspect each vehicle due for repair to establish the need.
- 18.1.3 Repair of Agency vehicles shall be handled by reputable garages certified by the Federal/State Ministry of Works.
- 18.1.4 Pre-work assessment and post-work certification shall be carried out by The Director, using the approved forms.

19 FUEL ALLOWANCE

20 PROCEDURES

- 20.1.1 Fuel allowance for vehicle (where applicable) shall be approved by the DG/CEO, based on recommendation from the Director of Finance & Administration.
- 20.1.2 The approved fuel allowance shall be paid to the vehicles' end-users on a monthly basis.

21 RECRUITMENT & SUPERVISION OF DRIVERS

- 21.1.1 The minimum qualification for appointment as a driver shall be in accordance with Public Service Rules and the Agency's Condition of service.

- 21.1.2 The Agency's pool drivers shall be managed and supervised by the Transport Officers, who shall be responsible for their deployment and transfer to Department/Units/Zones/Offices, with the approval of The Director (as the need arises).
- 21.1.3 No driver shall be attached to any Officer below the level of an Executive Director.
- 21.1.4 All pool vehicles must be driven by drivers in proper Agency Uniform.

22 DRIVER'S LICENSE & CERTIFICATIONS

- 22.1.1 All drivers shall have a valid Nigerian driver's license in his/her possession at all times. The driver's license must be the correct class for the type of vehicle he/she is to drive
- 22.1.2 All drivers must successfully complete defensive driving courses approved by the Agency and maintain a good driving record.
- 22.1.3 Driver's license/certification should be renewed at least once every four (4) years.

23 DRIVER'S RECORDS

- 23.1.1 The Transport officer shall regularly check and update the driving records of the drivers.
- 23.1.2 When driving records raise doubts as to a driver's ability to drive safely, permission to drive an Agency vehicle should be declined. When a driver has been involved in an accident or has received traffic cautions in such numbers or of such magnitude as to be a matter of concern, his/her driving record must be re-evaluated.
- 23.1.3 Similar action must be taken if there are other indications of driving problems and/or the Transport Officer concludes that the driver's suitability should be re-examined. Continuation of authority to drive Agency vehicles would depend on the evaluation report from the Transport Officer.

24 INFORMATION FOR DRIVERS

The Transport Officer is responsible for providing Agency drivers with the following information:

- Procedures for emergency repairs and reporting accidents.
- Proper parking procedures for Agency vehicles.

- Appropriate gasoline and oil to be used for Agency vehicles.
- What constitute misuse of Agency vehicles, including failure to use seat belts.
- Monthly logs must be filled in completely for each trip, regardless of the duration, miles driven or purpose.
- Agency drivers may not pick up hitchhikers.

The Director may decide on further guidelines/restrictions that the drivers are equally expected to observe.

25 USE OF AGENCY VEHICLES

26 RESPONSIBILITIES

The Director has executive responsibilities, concerning management and administration of the Agency's vehicles. This responsibility may be delegated to the relevant Heads of Department/Units/Zones/Offices, who in turn, can vest their powers to designated Officers of the Department/Units/Zones/Offices. The designated Officers shall, with the approval of the Head of Department/Units/Zones/Offices, oversee the use of Agency vehicles.

27 CRITERIA FOR USE OF AGENCY VEHICLES

The Transport Officer and/or the designated officer of any Department/Units/Zones/Offices must ensure that the following criteria have been met before releasing a vehicle to an employee:

- The person requesting for vehicle is, in fact, an employee in active service.
- Approval has been granted by Head of Department/Units/Zones/Offices.

28 APPROPRIATE USE OF VEHICLES

All agency vehicles are for operational uses only and any breach thereof amounts to misconduct.

29 USE OF SPECIFICATION VEHICLES

Specialized vehicle such as Ambulance and Fire-truck are to be used solely for the purpose that they were purchased. They are not to be used as operational vehicles or for Personal use.

30 VIOLATION OF VEHICLE USAGE GUIDELINES

It is the responsibility of The Director to monitor and regulate the misuse of Agency Vehicle.

31 POOL VEHICLES

32 ALLOCATION OF POOL VEHICLES

The allocation of vehicles from the pool is subject to the final approval of the DG/CEO, upon recommendation by the Directorate of Finance & Administration.

33 UNALLOCATED POOL VEHICLES

33.1.1 The Agency shall maintain a small pool of vehicles, which shall not be assigned to any Department/Units/Zones/Offices, but used for general purposes, in fulfilment of Agency's responsibilities. The vehicles in the pool shall consist of the following:

- VIP Vehicles: Five Sports Utility Vehicle (SUVs)
Three Salon Cars
- Utility Vehicles: Two Pilot / Patrol Trucks
Two 32-Seaters Buses
Two 16-Seaters Buses
Two Firefighter Trucks

33.1.2 The Agency may enter into an agreement with reputable fuel stations for supply of fuel to unallocated pool vehicles, using a coupon system.

33.1.3 Servicing and major repairs of unallocated pool vehicles shall be handled by reputable garages certified by the Federal/ State Ministry of Works.

33.1.4 Minor repairs of unallocated pool vehicles shall be carried out from a monthly interest to be recommended by the Executive Director (Finance & administration) and approval by the DG/CEO.

34 REQUEST FOR USE OF UNALLOCATED POOL VEHICLES

Request for use of pool vehicles (e.g. buses) by staff for weddings, funerals etc. are subject to approval, in line with the Agency Condition of Service.

35 MOTOR VEHICLE LIABILITY INSURANCE

36 RESPONSIBILITIES AND GUIDELINES

36.1.1 The Director is required to ensure that all Agency vehicles are comprehensively insured and where applicable, claims due are paid to the Agency.

36.1.2 The insurance Unit of the Administration Department shall be responsible for Insuring all Agency vehicles.

36.1.3 The vehicle shall be insured with reputable insurance companies, as pre-qualified by the Agency, in line with the Procurement Act 2007.

37 WARRANTY INSPECTION AND REPAIRS

38 All Agency Vehicles shall be inspected by the Transport Officer for parts that show defects, in time to take full advantage of manufacturer's warranty replacement provisions, as provided in the Owner's Manual supplied with each new vehicle.

39 Manufacturers occasionally initiate changes during the model year to be applied retrospectively. When notified of such changes, the Transport Officer shall ensure that they are made by the authorized dealer at no cost to the Agency.

40 VEHICLE INSPECTION

41 Transport Officer and the designated Officer in the Department/Units/Zones/Offices have an obligation to inspect the Agency's Vehicles regularly. The vehicles should be visually inspected to ensure that the tires are adequately inflated and in good conditions, side-view mirrors are usable,

there is a gas cap, spare tire and a jack. The brakes, light and other controls should be tested for satisfactory performance.

- 42** Problems noticed during such inspections should be noted on a Trip/Daily Checklist, which should be kept in the vehicle and an immediate report made to the Director.

43 DISPOSAL OF VEHICLES

Agency vehicles shall be disposed of / sold with the approval of the DG/CEO, in accordance with the provision of the Procurement Act 2007, Financial regulations 2009 and other relevant Government policies or extant rules.

44 POLICY REVIEW

NIMASA strives to keep its policies current relevant. As such, Management will review this policy periodically, to determine if and what changes may be required.

Based on the review, it may be necessary to modify, amend or add to some sections of this Policy Document. The Agency's Board of Directors shall approve any changes deemed necessary.

45 SYNOPSIS

This document has laid out the guidelines to be followed for the management and use of the Agency's vehicles.

All Agency employee are required to ensure that the guidelines spelt out in this Policy Documents are strictly adhered to, in order to safeguard the Agency's vehicles.

If in any doubt about the application of this policy, kindly refer to the Office of the DG/CEO or the Directorate of Finance & Administration for further clarification.



PROTOCOL POLICY

COMPENDIUM OF INTERNAL POLICIES

1. INTRODUCTION

In order to effectively support the Agency's corporate objectives, the Protocol Unit facilitates the travel of Members of the Board of Directors of the Agency, Management, staff, and stakeholders internationally and within the country on official business of the Agency. The Unit secures their visas, tickets and any other travel documents required for the trip, and acts as communication contact point between the respective destinations of officials and the Agency, and also handles coordination with travel agents.

2. OBJECTIVE

The objective of this policy is to provide guidelines for the Agency's protocol services to enhance professionalism in our protocol services and boost corporate efficiency.

3. SCOPE

This Policy applies to the Agency and all related parties in its protocol services

4. DEFINITIONS

- a. The Agency – refers to the Nigerian Maritime Administration and Safety Agency (NIMASA)
- b. Stakeholders – refer to members of the shipping community,

and all others who have a stake in the maritime transport sector of the Nigerian economy local or foreign.

- c. Employees – refers to all persons; regardless of their status, who are engaged in the service of the Agency, drawing their salary and other emoluments from it on a continuous basis.
- d. Staff – refers to employees
- e. Management – Employees of the Agency on Grade Level 15 to 17 (EMSS 3 to 1)
- f. Travel Agents – refer to private retailers or public service that provides travel and tourism related services to the public on behalf of suppliers such as activities, airlines, car rentals, cruise lines, hotels, railways, travel insurance, and package tours.
- g. Related parties – refer to stakeholders, including travel agencies and all who have business relationship with the Agency.
- h. Protocol Officer - refers to an officer of the Agency on the team that that plans and arranges Management, staff and stakeholders' travels, V.I.P. visits, ceremonies, meetings and special events. Each event they plan is driven with the expectation of tact between the Agency and invited guests.
- i. Retainer services – refer to agencies, hotels etc., engaged on term bases to provides service to the Agency.
- j. The Board – refers to the Governing Board of the Agency

as constituted by the Federal Government of Nigeria in line with the NIMASA Act 2007 or any other amendments thereto.

- k. HSE – refer to Health, Safety and Environment.

5. POLICY STATEMENT

Protocol officers shall be required to accomplish their tasks following these basic processes:

- a. Receipt of request
- b. Logging in the request in the database
- c. Analyzing the request
- d. Processing for approval
- e. Obtaining approval
- f. Implementing approval

6. TRAVELS (LOCAL AND INTERNATIONAL)

- a. In cases of international travels where the Agency is sponsoring, airline tickets shall be provided in the appropriate class.
- b. Overseas travel shall be governed by the appropriate government extant rule(s) for public officers travelling at government expense.

- c. It shall be the responsibility of the Agency to provide appropriate travel documents for employees of the Agency on official assignment outside Nigeria.
- d. Where travel approvals are given for a calendar year, revalidation of approval is required for individual trips listed on the calendar approval.
- e. Staff proceeding to/ returning from overseas tour, business visits/temporary assignments or training of duration not less than nine (9) months are entitled to excess baggage allowance not exceeding 20kg per person.
- f. There shall be no cash given in lieu of excess baggage allowance. An employee shall, however, be reimbursed for an amount spent on excess baggage not exceeding 20kg in respect of authorized overseas tour/assignment.
- g. Employees traveling on the Agency's assignment/training shall be entitled to the classes of air travel as determined by the Management from time to time.
- h. A staff member travelling within Nigeria on the Agency's business is provided his/her normal out of station allowance for each night he/she is away from his/her normal place of work. He/she is entitled to claim cash in-lieu of hotel accommodation appropriate to his/her grade.
- i. Where an employee is required to report for duty at a place different from his/her location, he/she shall be entitled to

the following:-

- i.) Transport for self, spouse and four (4) children;
- 2.) Transportation of personal effects;
- 3.) in-lieu of Hotel Accommodation as approved by the Board.

7. TRAVEL DOCUMENTS AND CONSOLER SERVICES

- a.) Where official passport is provided, on leaving the services of the Agency, such passport shall be returned by the officer to the Agency.
- b.) It shall be the responsibility of the Agency to provide visa and Consoler assistance to staff on official assignment and holidays with their immediate families.
- c.) Where an officer secures visa by self, they shall be entitled to full refund by the Agency.

8. HOTEL ACCOMMODATION

- a.) Hotel accommodation shall be provided for as approved by Management.
- b.) The Agency shall make appropriate provision for hotel accommodation for staff on official assignment in hotels not below 3 star rating, such hotels shall meet the Agency's HSE standards.

- c.) Staff who patronize hotels below the minimum standard approved by the Agency do so at the risk of their life insurance policy.
- d.) It shall be the responsibility of the Protocol Unit to circulate the list of Agency approved hotels to staff.

9. MEETINGS, CONFERENCES AND OTHER EVENTS

- a.) In respect of Agency's meetings, conferences and other events, departments and units requesting for the provision of venues shall ensure that budgetary provision is captured in their yearly budget to accommodate such expenses and other logistics for the calendar year.

10. PROTOCOL SERVICES

- a.) Any officer of the Agency travelling shall be entitled to protocol service at the airport (meet and greet services).
- b.) The Agency shall maintain VIP fleet at key operational locations for VIP movement.
- c.) The Agency shall provide VIP packing services at the airports for Management staff of the Agency.

11. POLICY REVIEW

This policy shall be reviewed from time to time, as the need arises to boost the efficiency of the Agency's Protocol services.

INTERNATIONAL SHIP AND PORT FACILITY SECURITY (ISPS) CODE IMPLEMENTATION POLICY

COMPENDIUM OF INTERNAL POLICIES

1. INTRODUCTION

The Agency being a designated Maritime Administration is saddled with the responsibility of implementing the ISPS Code in Nigeria. Consequently, it has the responsibilities of ensuring full compliance to the provisions of the ISPS Code. It is thus imperative that policy guidelines for full implementation be set out for officers of the agency, hence this document.

2. POLICY SCOPE

The policy covers the Agency activities as it relates to ISPS Code implementation and covers all applicable facilities in the country.

3. POLICY OBJECTIVES

The objective of this policy is to prescribe policy guideline that will standardize the activities of officers in the course of implementing and enforcing the ISPS Code in all applicable facilities in the country for purposes of full compliance.

4. DEFINITION OF TERMS

- a. VIE - Verification inspection Exercise
- b. PFSA - Port Facility security assessment
- c. PFSP - Port facility security plan
- d. GFC - Guard force Company

- e. RSO - recognized Security Organization
- f. FPSOs - Floating Production Storage and Offloading systems
- g. FSOs - Floating Storage Offloading systems
- h. MODUs - Mobil offshore drilling Units
- i. PPEs - Personal protective Equipment.

Verification Inspection Exercise (VIE)

This is conducted on a facility by a team of ISPS enforcement officers to verify implementation of the security plan approved by the Designated Authority.

Enforcement Exercise

This is carried out on a facility by a team of ISPS enforcement officers to ascertain and ensure closure of all gaps (non-conformities) identified during the VIE.

Follow-Ups Exercise

This is carried out on a facility by a team of ISPS enforcement officers to ensure all the expected standards are achieved, maintained and improved upon.

5. POLICY STATEMENTS

- a. The Agency shall ensure full compliance of all ISPS applicable facilities to the provisions of ISPS Code.

- b. There shall be regular review of all accredited PFSA and PFSP of applicable facilities.
- c. To ensure full coverage, the Agency shall enlist and accredit Guard force Companies (GFC) and Recognized security organization (RSO).
- d. The agency to ensure coverage and compliance shall carry out regular verification inspection exercise, monitoring and enforcement for both onshore and offshore applicable facilities (FPSOs, FSOs, and MODUs) within the Nigerian territorial waters.
- e. The Agency shall ensure regular review of Declaration of security for applicable facilities.
- f. It shall be the responsibility of the Agency to:
 - Draw up guidelines and regulations for the domestication and implementation of the ISPS Code in Nigeria.
 - Issue all ISPS related certification on determining the recipients have met all statutory requirements.
- g. The Agency shall develop program of events for ISPS Code implementation and enforcement activities for the year.
- h. The Agency shall consolidate the compilation and building of existing Port Facility database.

- i. As part of ensuring full compliance the Agency shall evaluate, analyze and review all port facility documentations i.e. PFSA and PFSP to ensure standardization, currency and veracity.
- j. The agency shall monitor and evaluate activities of its accredited RSOs to ensure compliance and ethical standards.
- k. The Agency shall develop and implement evaluation criteria in continuous registration, vetting, documentation and accreditation of RSOs and Guard Force Security Companies (GFSCo)
- l. The agency shall collect and analyze of all Declaration of Security (DOS) as required by IMO
- m. It shall be the responsibility of the Agency to monitor, analyze and forecast threat situation across Nigerian maritime domain to serve as prerequisite for setting of security levels across all maritime zones.
- n. The Agency shall conduct verification Inspection Exercises (VIE), enforcement exercises, and follow up close outs on all ISPS applicable facilities.
- o. RSOs are to conduct an Onsite Security Survey (OSS) to determine the present physical structure and to proffer working solutions for the implementation of the ISPS Code.

6. OCCUPATIONAL HEALTH AND SAFETY GUIDELINES:

To achieve the Agency's mandate on ISPS code compliance in all maritime zones, the task of conducting enforcement and verification inspection of all ISPS applicable facilities in all maritime zones of the federation must be embarked upon regularly. It is pertinent that staffs are to be guided by the following safety guidelines;

- Staff are not to be involved in inspection and enforcement exercises if they have not received the mandatory PFSO and ISPS requisite trainings.
- Responsible Staff of the Agency shall be fully kitted with appropriate PPEs before embarking on inspection and enforcement exercises.
- All staff are to ensure that they request for basic health and safety inductions in all facilities visited and adhere strictly to the policies guiding them.
- Staff engaged in Offshore Inspection shall possess the BOSIET approved Certification and other requisite as deemed by the policies governing the facilities.

7. CAPACITY DEVELOPMENT

The Agency shall provide all relevant mandatory professional training for the officers charged with the responsibilities of implementing the ISPS Code.

8. RESPONSIBILITY

It shall be the responsibility of the Director General /CEO or the officer designated by him to implement this policy.

9. COMPLIANCE

The Director General or nominated officer by him shall ensure full compliance of the agency to this policy.

10. SYNOPSIS

The document captures the policy guideline to the implementation of the ISPS code. It gives guidelines to the officers in the Agency designated to implement the ISPS.

11. POLICY REVIEW:

This policy shall be reviewed from time to time as appropriate.

JANITORIAL SERVICES POLICY

COMPENDIUM OF INTERNAL POLICIES



1. INTRODUCTION

In view of the outsourcing of services performed by employees on Grade Levels 1 to 3 in the Federal Public Service, public sector organizations such as the Nigerian Maritime Administration and Safety Agency would have to resort to planning the outsourcing of some of their service needs. Such needs fall under Cleaning or Janitorial Services.

Considering that the cleanliness of our work environment is top priority for Management, this policy therefore, addresses the Agency's guidelines / requirements for outsourcing its janitorial services need, in conformity with relevant HSE policies.

2. POLICY SCOPE

This policy applies to the Agency and its related parties in the janitorial service

3. DEFINITIONS

- a. **The Agency** – refers to the Nigerian Maritime Administration and Safety Agency (NIMASA)
- b. **Employees** – refers to all persons; regardless of their status, who are engaged in the service of the Agency, drawing their salary and other emoluments from it on a continuous basis.
- c. **Staff** – refers to employees

- d. **Management** – Employees of the Agency on Grade Level 15 to 17 (EMSS 3 to 1), including the Executive Directors and the DG/CEO.
- e. **Related parties** – refer to stakeholders, including outsourced janitorial services agencies who have business relationship with the Agency.
- f. **Retainer services** – refer to outsourced janitorial services agencies, etc., engaged on term bases to provide service to the Agency.
- g. **The Board** – refers to the Governing Board of the Agency as constituted by the Federal Government of Nigeria in line with the NIMASA Act 2007 or any other amendments thereto.
- h. **HSE** – refer to Health, Safety and Environment.
- i. **Janitorial services** – refers to cleaning services for the Agency's offices / facilities.
- j. **NIMASA** – refers to the Nigerian Maritime Administration and Safety Agency.

4. POLICY OBJECTIVES

The objectives of this policy shall be to provide guidelines for outsourcing the Agency's Janitorial services need, in order to achieve the best work environment in terms of cleanliness, in adherence to relevant HSE policies.

5. POLICY STATEMENT

- a. The Agency shall outsource its cleaning services need (under janitorial Services contract) in line with government policy on outsourcing of jobs formally carried out by employees on Grade Levels 1 to 3 in the Federal Public Service of Nigeria.
- b. The outsourcing contract for the Agency's Janitorial Services need shall be on competitive basis amongst reputable cleaning / janitorial services providers, who must have a professional track record of active participation in the cleaning / janitorial services industry for at least five years, as part of other Procurement guidelines requirement.
- c. There shall be annual renewal of such service contracts.
- d. The Agency shall outsource its janitorial services needs in all its zones of operation, in line with the provisions of this policy.
- e. It shall be the responsibility of the outsourced service provider to train its employees, in order to perform effectively on the job.
- f. The outsourced service provider shall provide uniform and work equipment to its employees and ensure the payment of remuneration that is not below the national minimum wage, but within competitive range of the industry. NIMASA shall consider the achievement of this goal in its contract negotiations with prospective service providers.
- g. Any breach of "vi" above may lead to contract termination.
- h. The General Services division of the Agency shall be responsible for the supervision of the outsourced service provider, and

submit quarterly report on service evaluation, with relevant recommendations to the Director of Administration.

- i. Staff members shall be expected to, from time to time, evaluate the outsourced service providers independently and submit their opinions to the head of General Services or the Director of Administration.
- j. The outsourced service provider shall provide janitorial / cleaning services to the Agency's offices and facilities nationwide all year round, and shall be responsible for the fumigation of the Agency's offices and facilities from time to time, as may be required, as part of their contract with the Agency.
- k. As part of its evaluation strategy, General Services shall design an evaluation form, which staff members shall be required to complete, as users of the service. This does not contradict "ix" above.
- l. It shall however be the responsibility of the Agency to liaise with local authorities in its areas of operation where its offices and facilities are located to evacuate accumulate refuse / waste generated from time to time, as may be necessary.
- m. The Agency shall process and pay janitorial / cleaning services agreed contract fees upfront, on quarterly basis, to guarantee uninterrupted service within each quarter.
- n. It shall be the responsibility of the Agency to clear sewage wastes.
- o. **Policy Review:** This policy shall be reviewed periodically as the need arises.



STAFF TRAINING AND DEVELOPMENT POLICY

COMPENDIUM OF INTERNAL POLICIES



1. INTRODUCTION

The Nigerian Maritime Administration and Safety Agency is committed to staff training and development for all its employees. The key purpose is to facilitate personal and professional development, helping every staff to achieve their full potentials at work, in line with the Agency's Performance Management Policy.

2. POLICY SCOPE

This policy applies to every staff of the Agency

3. POLICY OBJECTIVES

To provide a framework for training and development that ensures staff have necessary competencies to deliver on the Agency's strategic and operational plans, while also satisfying their personal developmental goals in their chosen career paths, in line with the Agency's Performance Management Policy.

4. DEFINITIONS

- i. **The Agency** – refers to the Nigerian Maritime Administration and Safety Agency (NIMASA).
- ii. **Employees** – refers to all persons; regardless of their status, who are engaged in the service of the Agency, drawing their salary and other emoluments from it on a continuous basis.

- iii. **Staff** – refers to employees

- iv. **Management** – Employees of the Agency on Grade Level 15 to 17 (EMSS 3 to 1), including the Executive Directors and the DG/CEO. This represents also the approving authority for Agency's programmes.

- v. **Related parties** – refer to stakeholders, including outsourced training consultants / agencies who have business relationship with the Agency.

- vi. **The Board** – refers to the Governing Board of the Agency as constituted by the Federal Government of Nigeria in line with the NIMASA Act 2007 or any other amendments thereto.

- vii. **HR** – Human Resource(S)

- viii. **CoS** – Conditions of Service

- ix. **HSE** – refer to Health, Safety and Environment.

5. POLICY STATEMENT

i. General Principle:

In complementing the provision of the CoS, it shall be the responsibility of HR (Training Desk) to biannually (First week of January, and First week of July) publish schedule for Agency wide training programmes for every individual staff of the Agency, with the following details: name of

benefitting staff, staff ID, Grade Level, Department, course / programme title, course / programme dates, and course / programme venue.

The management of all Agency wide training programmes shall be transparent. And it shall be the right of every staff to know their annual training plan biannually (First week of January, and First week of July), to enable them plan the delivery of their work targets.

Specialized / customized (local and / or foreign) departments / autonomous units training programmes provided for in the budget outside normal Agency wide training programmes shall be run only by recognized and reputable training institutions with proven track records in the specific subject matter area. And HR shall be included in such programmes to ensure alignment with Agency's performance management policy.

ii. Types of Training Programmes

a. In-service Training:

Training need shall be indicated by the Head of Department in the training need assessment form. Responsibility and nomination for training course shall be that of Human Resources on the recommendation of the Head of Department and may be for one or more of the following reasons:

1. Training for higher responsibility
2. Training for correction in performance/bridge identified gap
3. Training for new skills and innovation
4. Training for self –development

An employee on training shall be entitled to all his rights and benefits as if he were to be present in the Agency.

Training is a duty when assigned and must be treated with all seriousness and performed diligently; and as such employees must submit a report on completion of training programme.

An employee on official training course would normally be paid all fees associated with training.

b. Local Course:

The Agency may sponsor an employee to attend a course of training locally outside his/her station. The Agency shall be fully responsible for the course fees, boarding and lodging of such an employee.

c. Overseas Training Course:

Where an employee is attending a course of training or instruction outside Nigeria he/she shall be

entitled to payment of overseas allowance to cover his boarding /lodging and expenses at the full rate as provided in the relevant extant regulations.

d. Personal Development Training Programmes:

Where individual employee chooses to develop self in his/her spare time or during leave of absence, the Agency may approve such programme provided it is relevant to the needs of the organization. Such Programmes shall be at no cost to the Agency and prior approval must be obtained.

e. Scholarship/Fellowship/Technical Assistance Programme:

Scholarship /fellowship Programmes which are relevant to the needs of the Agency may be approved by the Management.

f. Employee Engagement in Part time and sandwich Programme:

Applicant shall be a confirmed staff of the Agency.

Course must be run outside working hours or on weekends or during semester holidays for sandwich Programmes.

Course organizers shall be those recognized by the Federal Ministry of Education.

Duration of the course must not exceed five (5) years. Cost of any repeat shall be borne by the recipient.

The Agency shall reimburse course fees and costs of books upon presentation of the institution's official invoice/receipt.

Cost of books shall be the same as with Agency sponsorship under the approved training cost guideline.

All reimbursements shall only be made in Naira on submission of the official receipts based on official invoice, and after the successful completion of the course.

Beneficiaries for sandwich Programmes shall forfeit part of their annual leave for the duration of the programme to compensate for long absence from official duties if the programme exceeds the period of the leave. They shall however be paid their leave allowances.

Approval for part time and sandwich programmes shall rest with the Management and communicated to recipient's Head of Department for information.

For trainees who are awarded Scholarship/Technical Assistance, the Agency shall be responsible for only

those costs especially passed to it and approved by Management before the commencement of the programme.

iii. Agency Sponsorship

Applicants shall be a confirmed staff who must have spent not less than two (2) years of good service with the Agency.

Training recommendation shall be made and justified in the individual career path.

Officer's nomination must be initiated and recommended by his/her Head of Department.

Solicited courses that do not pass through the applicant's Head of Department shall not be entertained.

Course of study must be relevant to the needs of the officer's job and beneficial to the Agency.

Salaries and allowances of the officer shall continue to be paid while attending the course.

The Agency shall pay course fees upon presentation of the institution's official invoice/receipt. Payment or reimbursement for books and other equipment shall be according to the approved guidelines.

Maximum duration of sponsorship shall be two (2) years.

For study leave with pay, re-absorption in the Agency is automatic.

iv. Bonding

- a. Employees who are on the Agency's sponsored long duration course, training or attachment are required to sign a bond, which would assure the Agency of their services at the end of their period.
- b. The following is the schedule of the period of study and the corresponding period the officer is expected to serve the agency as a result of the sponsorship:
 1. Study period of 6-17 months - 2years
 2. Study period of 18 months and above - 4years
- c. A full refund of the total amount expended by the Agency in executing the sponsorship shall be made if the terms of the bond are broken by the recipient.

v. Policy Review:

This policy shall be reviewed from time to time as the need arises.



RECRUITMENT POLICY

COMPENDIUM OF INTERNAL POLICIES

1. INTRODUCTION

The Nigerian Maritime and Safety Agency is an equal opportunities employer. As a public sector Agency responsible for maritime transport regulation, the Agency's Recruitment Policy is a statement of principles, outlining how the Agency shall conduct its recruitment and selection process, in line with relevant government regulations and global best practices.

2. POLICY SCOPE

This Recruitment Policy applies to all staff of the Agency and the general public, those who have a stake in the maritime transport sector; and covers all activities that form part of the recruitment and selection process, and aligns with relevant sections of the Agency's Performance Management Policy.

3. POLICY OBJECTIVES

To ensure that a transparent and unbiased recruitment and selection process is followed; one that results in the appointment of the best candidate, based solely on merit and best-fit with the Agency's core values and statutory mandate.

4. DEFINITIONS

- i. The Agency – refers to the Nigerian Maritime Administration and Safety Agency (NIMASA)

- ii. Employees – refers to all persons; regardless of their status, who are engaged in the service of the Agency, drawing their salary and other emoluments from it on a continuous basis.
- iii. Staff – refers to employees
- iv. Management – Employees of the Agency on Grade Level 15 to 17 (EMSS 3 to 1), including the Executive Directors and the DG/CEO. Also represents the approving authority for all the Agency's programmes.
- v. Stakeholders – refers to the general public with interest in the maritime sector of the Nigerian economy, as participants in the maritime sector and / or those who are directly or indirectly affected by the activities of the Agency in regulating the maritime transport sector of the Nigerian economy.
- vi. Recruitment – refers to the overall process of attracting, selecting and appointing suitable candidates for jobs (either permanent or temporary) within the Agency.
- vii. Selection – refers to the processes of choosing the best candidates from a group of job applicants.
- viii. HR – Human Resources; the office responsible for personnel management in the Agency.
- ix. CoS - Conditions of Service; referring to that of the Agency.
- x. Executive Management – this refers to the dg and the executive directors, who also constitute the executive committee of the board.

- xi. EMSS – Enhanced Maritime Salary Structure.
- xii. Probation – a period of trial for new employee; usually 12 months in the Agency to determine if the new employee meets the required standard for employment in terms of job skills and conduct.
- xiii. Induction – First step towards gaining an employees' commitment, it is aimed at introducing the job and the Agency to the employee. It involves orientation and training of the employee in the organizational culture, and showing how he/she is interconnected to (and interdependent on) everyone else in the Agency.
- xiv. Confirmed staff – an employee who has passed the probationary period, and entitled to all the rights and privileges of the Agency
- xv. Permanent staff – a confirmed employee whose appointment is pensionable
- xvi. Contract staff – a temporary staff on one or two year maximum appointment with the Agency

5. POLICY STATEMENT

General Principles

a. Types of Employment in the Agency:

There are two categories of employment in the Agency:

- i. Permanent/Pensionable

- ii. Contract

Permanent/Pensionable Employment

A permanent and Pensionable appointment is an appointment that will entitle a person to a permanent and continuous service up to the age of 60 years or 35 years of service whichever is first, subject to satisfactory performance and conduct.

Except employees already holding confirmed employments in other public sector or approved scheduled service who are on transfer or secondment, all newly employed staff into pensionable posts in the Agency hold their employment probation during the first 12 months of service. At the completion of probation period, the employment may be confirmed, terminated or at the Agency's discretion extended for a further probationary period not exceeding 6 months.

Contract Appointment

The Agency may engage on contract terms the services of experienced professionals and other staff who are normally 50 years and above; and who are required to provide critical services or perform a specific task over a relatively short period by virtue of proven experience in the particular area. Such appointment also presupposes that permanent staffs of that calibre are not available in the system at the material time to fill that position. Such appointments shall be governed by the following terms and any other regulations applicable to contract employees in the public service in force from time to time:

- i. It shall be for an initial period of 12 months;
- ii. It may be renewed for a maximum period of two (2) years and no more subject to confirmation of satisfactory performance by the Head of Department and certification as medically fit by a recognized medical practitioner;
- iii. It shall be to a post for a specific period. The terms of such appointment shall be determined by the employer and must be recorded in a formal agreement between the appointee and the Agency.
- iv. The conditions of service of a contract officer shall be those provided for in his contract and the privileges, emoluments and allowances described in the Agency's conditions of service does not apply to him/her unless it is specifically so stated in the contract itself.
- v. The duration of a contract appointment is limited to the period specified in the contract itself and any further employment of the officer must be made the subject of a fresh contract.
- vi. Staff on contract employment shall also be subject to annual performance appraisal.
- vii. The appointment may be terminated by either party at any time in accordance with the terms specified in his Contract Agreement; except in the case of dismissal for serious misconduct in which case notice or salary in lieu will not be required.

NOTE: The Agency may, as part of its social responsibility allow members of the National Youth Service Corps (NYSC), students on Industrial Training (IT), interns and such other persons as determined by Management, to gain relevant work experience for a fixed period of time.

b. Eligibility for Appointment

To be eligible for employment, a candidate must:

- i. Be at least 18 years of age;
- ii. Possess such minimum educational qualifications and experience prescribed in the Scheme of Service and any additional requirements the Agency may prescribe from time to time; including possession of a Degree with a minimum of Second Class Honours (Lower Division).
- iii. Be certified as physically and mentally fit by a medical officer from an approved hospital;
- iv. Produce written evidence of not being bonded by any previous employer or having been released from such bond;
- v. Not have criminal record
- vi. Produce birth certificate or declaration of age; and
- vii. Produce satisfactory reference

Candidates who are above 50 years of age shall not be eligible for permanent appointment.

Pursuant to the corporate policy on recruitment of staff stated below, the following procedure will be observed in recruitment of all staff.

c. Justification for Recruitment

There shall be no recruitment of any staff without a clear and proper justification. To ensure such justification, the Agency shall act in line with approved guidelines.

d. Establishment Committee

Standing Committees shall be established to handle all employments, promotion and discipline of staff in the Agency. The Committees shall be constituted as follows:

i. Junior Staff Committee

The Junior Staff Committee shall consist of not less than five Senior Officers not below EMSS 4 (GL 14) and shall be chaired by the Deputy Director HR. The Committee shall handle cases of staff on EMSS 14 to 11 (GL 03 -06). The recommendations of the Committee shall be considered and approved by the Executive Management and the Board shall be informed of the decision of the Executive Management.

ii. Senior Staff Committee

The Senior Staff Committee shall comprise of seven members not below EMSS 4 (GL 14) and shall be chaired by the Director HR (where HR exists as a full department) or

the Director Administration and Human Resources (DA&HR), where this nomenclature exists. The Committee shall handle cases of Officers on EMSS 10 to 4 (GL 7 – 14). The recommendations of the committee shall be considered and approved by the Executive Management and the Board shall be informed of the decision of the Executive Management.

iii. Management Staff Committee

The Management Staff Committee comprising the Director-General and the Executive Directors shall handle cases of employees on EMSS 03- 01 (GL 15 – 17) and make recommendations to the Board for approval.

e. job description

- A job description and person specification must be produced or updated for any vacant post that is to be filled.
- The job description must accurately reflect the elements of the post.
- The person specification shall state both the essential and desirable criteria in terms of skills, aptitudes, knowledge and experience for the job, all of which shall be directly related to the job and applied equally to all applicants. Care shall be taken when writing the person specification to ensure that criteria used do not indirectly discriminate against certain groups of applicants.

f. Induction Courses

An induction course shall be organized by the Agency for all newly employed staff.

g. Probation

A new employee on permanent appointment shall in the first instance be on probation for a period of 12 months at the end of which the appointment may be confirmed. If at the end of the stipulated probationary period, the service of the staff is unsatisfactory, an additional grace of 6 months may be allowed after which the appointment may be confirmed or determined.

h. Confirmation of Appointment

On successful completion of the probationary period, an employee's appointment shall be confirmed in writing except otherwise communicated by Management. On receipt of confirmation, such an employee then becomes a permanent staff of the Agency, with all rights, privileges and benefits accruing to such category of employment.

i. Termination of Appointment

The appointment of any Staff of the Agency may be terminated in any of following ways:

i. Resignation

A staff of the Agency who wishes to resign his/her appointment shall give appropriate notice in writing (Management Staff – 3 months and other categories of staff – 1 month) or pay in lieu of notice. However, the

Agency reserves the right to refuse or accept such notice or payment in lieu of notice in the following circumstances:

1. Where the member of staff is suspected of involvement in a matter which is the subject of police investigation;
2. Where the member of staff is either being investigated or has a disciplinary case pending before the Agency.
3. In any other instance where Management decides that the resignation should not be accepted.

ii. Termination

1. The Agency may terminate the appointment of a Staff on any of the grounds stipulated in this Conditions of Service. The employee shall however, be given one months' notice in writing or paid one month salary in lieu of notice.
2. Appointment of Contract Staff may be terminated by either party giving notices as stated in the contract of service.

iii. Dismissal

The Agency may dismiss any member of staff found to have committed any of the offences stipulated in its Conditions of Service. Any staff dismissed shall not be entitled to any benefit other than his/her earned salary as at the date of dismissal less any indebtedness to the Agency. The Agency may dismiss any member of staff found to have

contravened the provisions of its Conditions of Service after following due disciplinary process/procedure.

d. Retirement

- i. Employees shall be required to retire from the service of the Agency on attaining the age of 60 years or having served for 35 years; whichever is earlier. They may however, have the option to retire before the mandatory period stated above subject to the provision of the Pensions Act of 2004 and other relevant Government guidelines.

- ii. Notice of Retirement

The Agency shall give six (6) months' notice to employees who are due for retirement having attained the age of 60 years or served for 35 years; whichever is earlier. An employee who wishes to retire before the normal retirement age shall give the Agency a minimum notice of three (3) months or pay three (3) months' salary in lieu of notice. An employee will not be allowed to use part or all of his/her accumulated leave days for the notice.

Employees who have attained the compulsory retirement age of 60 years or have served for a total of 35 years, whichever is earlier, would be made to leave the service of the Agency whether or not a notice is given by the Agency to retire.

- iii. Compulsory Retirement

The Agency may require an employee to retire before the retirement age for reasons of prolonged ill-health. The Agency

may also compulsorily retire an employee for unsatisfactory performance, or if in the opinion of Management or the Board, the continued employment of such staff is considered not in the Agency's interest provided that the rules laid down in its Conditions of Service are complied with.

- iv. Invalidity

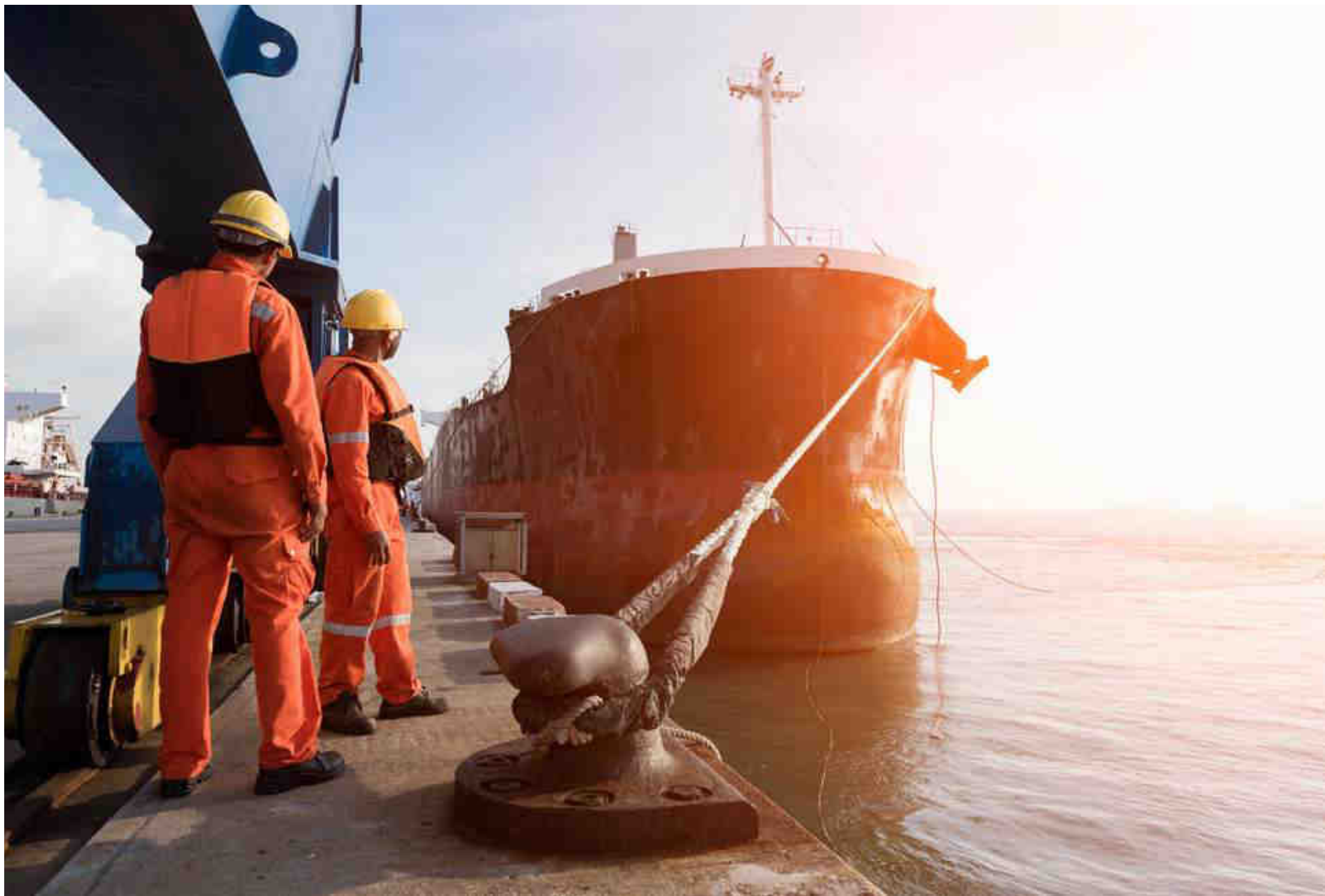
A member of staff may be regarded as an invalid for health reasons if after a comprehensive Medical Examination he/she is found to be incapable of performing his/her duties. A member of staff who has been declared invalid by the report of such Medical Examination shall be granted benefit which shall not in any way be inferior to the benefits he/she would have been entitled to under the Workmen's Compensation Act and/or any other law for the time being in force. These benefits shall be without prejudice to the invalid's entitlements under the Pensions Scheme.

e. Tenure of Office for Directors

As part of the continuing Reforms in the Federal Public Service to renew and reinvigorate the Service, restore morale of officers and unlock the creative potentials of hard-working officers, Government approved that Directors shall compulsorily retire upon serving eight (8) years on post with effect from 1st January, 2010. This approval is without prejudice to the relevant provisions of the Agency's Conditions of Service, which prescribe 60 years of age and/or 35 years of service for mandatory retirement.

f. Policy Review

This Policy shall be reviewed periodically, as the need arises.





MARITIME LABOUR SERVICES POLICY

COMPENDIUM OF INTERNAL POLICIES

1. INTRODUCTION

The Maritime Labour policy provides a lead in the regulation and implementation of the Agency's Maritime Labour functions in relation to Dockworkers, Seafarers and their Employers, in line with the NIMASA Act, 2007; Merchant Shipping Act, 2007; Cabotage Act, 2003; ILO Ratified Conventions (MLC, 2006, SID, 2003 Dock work Convention, 1973) and NIMASA (Stevedoring) Regulation, 2014.

This policy therefore seeks to provide an insight into the activities of the Department towards the realization of the Agency's statutory mandate.

2. SCOPE

The policy covers all Maritime Labour activities in relation to Seafarers, Dockworkers and Maritime Labour Stakeholders.

3. POLICY OBJECTIVE

The objective of this policy is to ensure the regulation of the activities of the Maritime Labour Employers and pursue the development of indigenous Maritime Labour Capacity for possible Employment, Wealth creation and enhancement of Industrial harmony Onboard Ships, Terminals and Seaports in Nigeria.

4. POLICY STATEMENT

A. Registration

- i. Every Maritime Labour Employer shall be Registered (including Terminals, Jetties, Stevedoring Companies, Offshore Platforms, Off-Dock Terminals and the Agency shall maintain a register in this regard.
- ii. Every Maritime Labour Employee (including Seafarers and Dockworkers) shall be registered and the Agency shall maintain a register in this regard.
- iii. Every Maritime Labour Employee shall be issued with a valid identity card as a means of identification and access to operational areas.

B. Regulation

- i. Every Maritime Labour Employer shall be regulated with regards to the implementation of Seafarers and Dockworkers Employment, Safety and health standards.
- ii. Every Maritime Labour Employer shall comply with existing regulations and standards relating to crewing, wages, safety, welfare and training Seaports and Onboard Vessels.

- iii. The Agency shall implement its mandate and ensure full regulation of Offshore Platforms and Terminals.

C. Training and Certification

- i. Every Maritime Labour shall undergo training and where necessary sit for exams for the purposes of certification and qualification.
- ii. Every Seafarer shall hold a valid Medical Certificate of fitness issued in accordance with the MLC, 2006 or STCW Convention, 1978 as amended (where applicable).
- iii. Every medical Certificate shall be issued by a qualified Medical Practitioner with valid operating license and conversant with the living and working conditions onboard Ships.
- iv. The Agency shall ensure that qualified Nigerian Cadets secure placement onboard Ships for their mandatory Sea-time training.

D. Occupational Safety and Health

- i. The health and general well-being of every Maritime Labour shall be protected through prompt access to medical care onboard Ship and ashore.
- ii. Every Maritime Labour shall be protected from financial consequences which may arise from sickness, injury or death resulting from the performance of their duties.

- iii. The Agency shall ensure the promotion of conducive work environment, in line with the International Labour Organization's Decent Work Agenda and provide directions towards complying with Vessel Security measures.
- iv. Ensure the provision of Safety Kits for Maritime Labour Employees and adequate means of transportation to and from work.

E. Industrial Relations

- i. Adequate measures shall be put in place for the prevention of Industrial accidents and occupational hazards but in the event of accident the Maritime Employees shall be provided with adequate medical care.
- ii. The Agency shall put in place adequate measures for prompt resolution of Industrial dispute and conflict.
- iii. The Agency shall adopt proactive measures in preventing potential Industrial unrest by Maritime Labour Employees.
- iv. Adequate measures shall be put in place for the prompt payment of appropriate compensations in line with the Employees compensation Act, 2010.
- v. The Agency shall conduct sensitization Seminars and Workshop from time to time on Maritime Labour related activities, Regulations and Conventions.
- vi. The Agency shall hold quarterly meetings and interactive

forum with relevant Maritime Labour Stakeholders.

F. Welfare

- i. Adequate measures shall be put in place for the promotion of Maritime Labour welfare through the implementation of the provisions of the MLC, 2006, Collective bargaining Agreements (CBA) and Seafarers Employment Agreements (SEA), in relation to hours of work and rest; remuneration; leave and repatriation at no cost to the Seafarer; safe manning; decent accommodation and recreational facilities onboard; access to good and quality food and drinking water and access to shore-based facilities and social security protection.

G. Maritime labour convention (MLC) 2006/ Inspections

- i. The Agency shall facilitate the domestication of the MLC, 2006 and other ratified Maritime Labour related ILO Conventions.
- ii. The Agency shall put in place adequate measures for the implementation of the provisions of the ILO's Maritime Labour Convention (MLC) 2006, through the conduct of Port and Flag State Inspections.
- iii. The Agency shall embark on Regular and/or Periodic Inspections to assess the level of compliance of Maritime Labour Employers with the provisions of the NIMASA Act

and other relevant Regulations.

- iv. The Agency shall ensure that Officers on enforcement or Inspection duties are properly kitted and also undergo mandatory training.

H. Maritime Labour Capacity Building

- i. The Agency shall institute a special intervention programme on Capacity building to bridge the gap on shortage of Seafarers in the Country.
- ii. The Agency shall ensure that Dock Labour operations are carried out by highly skilled and professionalized Stevedoring services' provider and Dock Labour workforce.

5. RESPONSIBILITY OF IMPLEMENTATING THIS POLICY

The Director Maritime Labour Services shall be responsible for implementing this policy. Implementation strategy shall be in line with the strategic objective principles of the Agency at any particular time.

6. COMPLIANCE

This Policy is to be complied with by all Maritime Labour Stakeholders. The penalties spelt out in the relevant sections of NIMASA Act, 2007 and Ministerial guidelines shall apply in the

event of noncompliance.

Services, NIMASA Headquarters.

7. RELEVANT LEGISLATIONS

Generally, the Maritime Labour Services Department derives its functions from the following National and International Regulations: NIMASA Act, 2007; Merchant Shipping Act, 2007; Cabotage Act, 2003; ILO Ratified Conventions (MLC, 2006, SID, 2003 Dock work Convention, 1973) and NIMASA (Stevedoring) Regulation, 2014.

8. SYNOPSIS

- i. This Policy Document has essentially captured the Agency's Policy thrust in relation to Maritime Labour which will serve as a guide to all the Stakeholders in the conduct of Maritime Labour activities. It is therefore, the responsibility of all Staff of the Agency particularly those in the Maritime Labour Services Department to ensure that the objectives of this policy are effectively implemented. This is however without any prejudice to the provisions of NIMASA Act, 2007 and other Legislations on Maritime Labour Administration in Nigeria.
- ii. All enquiries and/or further clarifications on the application of this Policy should be directed to the office of the Director General/CEO or the Office of the Director, Maritime Labour

9. REVIEW OF POLICY

This Policy may be reviewed from time to time to accommodate new Regulations and Laws on Maritime Labour. However such reviews are subject to approval by the Agency's Board of Directors.



NIMASA STAKEHOLDERS ENGAGEMENT POLICY

COMPENDIUM OF INTERNAL POLICIES

1. INTRODUCTION

The Nigerian Maritime Administration and safety Agency is responsible for regulating the Maritime Transportation sector of the Nigerian economy and promotion of shipping development in the country. In order to effectively achieve these goals, part of the Agency's strategy shall be to constantly engage the industry stakeholders for the purposes of learning, information sharing and issues solving, through different fora. This policy provides the Agency's guidelines for such engagements.

2. SCOPE

This policy applies to all staff of the Agency and stakeholders who are constantly collaborating with the Agency to advance the development of the maritime transport sector through enlightenment programmes, such as: seminars, workshops, roundtables etc. and related consultations.

3. POLICY OBJECTIVE

To establish guidelines for enhanced Agency's interaction with stakeholders for information sharing, learning and issues resolving, in order to effectively and efficiently regulate the industry and promote sustainable shipping development in Nigeria.

4. DEFINITIONS

- i. **NIMASA** – Nigerian Maritime Administration and Safety Agency.
- ii. **Agency** – here refers to NIMASA.
- iii. **Staff** – Employees of the Agency or NIMASA.
- iv. **Stakeholders** – Stakeholders refer to entities or individuals that can reasonably be expected to be significantly affected by the Agency's activities, and/or services; and whose actions can reasonably be expected to affect the ability of the Agency to successfully implement its strategies and achieve its objectives; these include persons or group of people who have an interest in, or will be affected by, any planned changes of the Agency. Such persons/or groups may be staff of the Agency, ship-owners, Dockworkers, seafarers, shipping Agents and shippers, maritime institutions, maritime reporters, sister Agencies, oil companies, our suppliers, banks, consultants, etc.
- v. Primary Stakeholders – refer to individuals, organisations, groups, etc.; who are directly affected by the Agency's regulatory / promotional role, or action. These include; Agency's staff members, ship-owners, shipping companies/ shipping Agencies/Agents, shippers, oil companies etc.
- vi. Secondary Stakeholders – refer to those who are indirectly affected by the Agency's regulatory and promotional role

or action in the maritime transport sector/or those whose interest may influence the Agency's intervention, such as consultants, suppliers, banks, other government institutions, etc.

- vii. PRDMSD – refers to Planning, Research and Data Management Service Department.
- viii. Agency's Management - refers to decision making authority of the Agency as elaborated in the Agency's Conditions of Service.

5. POLICY STATEMENT

- i. The following Agency Core Values shall govern its interaction with stakeholders:
 - a. Commitment
 - b. Accountability
 - c. Professionalism
 - d. Integrity
 - e. Teamwork
 - f. Excellence
 - g. Leadership
 - h. Discipline

- ii. The Agency shall in all its stakeholders' engagement programmes promote:
 - a. Effective collaboration and partnerships.
 - b. Knowledge sharing and collective learning.
 - c. Aligned and effective processes
 - d. Transparency
 - e. A capable and empowered workforce.
- iii. There shall be integrated Agency stakeholders' forum quarterly to address industry regulatory and promotional issues under an Agency common Theme.
- iv. The Agency shall annually publish the time table for its quarterly stakeholders' forum to inform relevant stakeholders ahead of time.
- v. PRDMS Department shall coordinate all Quarterly NIMASA stakeholders' forum, in collaboration with all Departments and /or Units of the Agency involved in the particular quarter.
- vi. An Agency Quarterly Stakeholders' Forum Committee shall be constituted as follows:
 - a. PRDMS Department – Chairman and Secretariat
 - b. Participating Departments/Units in the quarter – Member

- c. Protocol – Member
- d. Corporate Communications (PR) – Member
- vii. The Agency's Management shall implement any resolutions/ outcomes reach at every quarterly stakeholders' forum as may be required of it by such resolutions.
- viii. PRDMS Department shall biannually prepare stakeholders' fora feedback Report for Management briefing.
- ix. The Agency shall, where necessary consult relevant stakeholders prior to quarterly fora to gather necessary data to boost secretariat information for enhanced briefing during such fora.
- x. It shall be the responsibility of the Agency and stakeholders to share timely and transparent information in order to advance regulatory compliance and collaboration to enhance sustainable development of the maritime sector of the Nigerian economy.
- xi. In order to sustain effective information sharing and feedback mechanism, the Agency shall maintain a 24 hours interactive email service, on the Agency's website, which shall be managed by PRDMS, where stakeholders can interact with the Agency.

- xii. No Departments/Units of the Agency shall independently organise stakeholders' engagement forum. All stakeholders' forum shall be as state in "iii" above.
- xiii. All Departments/Units of the Agency shall as part of their annual work plan submissions, deposit their stakeholders' enlightenment workshop / engagement plan with PRDMSD for harmonization into quarterly Agency wide integrated stakeholders' engagement fora programme.
- xiv. Only budgeted stakeholders' engagement fora shall be held quarterly.
- xv. The duration of each stakeholders' quarterly forum shall depend on the thematic contents of the forum, but at a minimum of two (2) days.

6. POLICY REVIEW

- i. This policy shall be reviewed periodically as the need arises.
- ii. Staff are implored to contribute to the policy review process by submitting their inputs through their respective departments or units, or directly to the Director, Planning, Research and Data Management Services, at any time.

NIMASA AUCTION/ DISPOSAL OF ASSETS PROCEDURE AND POLICY FRAMEWORK

COMPENDIUM OF INTERNAL POLICIES



1.0 INTRODUCTION

The NIMASA Auction/Disposal of Assets Procedure and Policy Framework is intended to provide guidelines for the disposal of unserviceable /scrap/obsolete material and to assign responsibility as may be required to responsible Departments/ Units and individuals for the handling, inspection, pricing and documentation of disposable material. All disposal actions within the Agency shall be governed by the provisions of this policy except where a written instruction is issued by the Board and or Management of the Agency.

2.0 SCOPE

The NIMASA auction/disposal of assets procedure policy framework is an Agency wide policy. In other words, the policy approach to the management of the Agency assets shall be comprehensive and dynamic to meet with changes in assets forms, structures and legislations on property i.e. procurement/ insurance policy.

3.0 OBJECTIVES

The objective of this policy are as follows:

- a. To guidelines, procedures, rules and regulations for disposal on out dated, used, un-serviceable, obsolete, scrapped and un-repairable economical asset including tools, plant, machinery and equipment of the agency.

- b. To arrange the disposal of materials in the best interest of the agency in minimum delay and in a transparent manner.
- c. To inform that the board and or management of the agency shall be the only authority that can give final approval for selling, auctioning, disposal of any assets of the agency, regardless of its worth or size or value. This, the board and management as the sole authority shall do in line with the federal government rules and regulation guiding disposal / auction sales.

4.0 DEFINITIONS

- i. **NIMASA** – means Nigerian maritime administration and safety agency
- ii. **Disposal** – is the process of transfer of deed by sale through tender, auction, negotiation or any other method stated herein of unwanted, obsolete unserviceable and surplus serviceable material and vehicle to a qualified buyer.
- iii. **Survey Report** – this is the document which shows the description of disposable materials and its reserve price, when completed authorizes the warehouse/ store section to begin the disposal process of the listed item/items.

- iv. **Stores** – all items which are stored in any department / autonomous unit for use within the agency but not limited to material, vehicle, equipment, machinery, plants, tool etc.,
- v. **Cannibalization** – means removing serviceable part from one item or equipment for utilization on another item or equipment.
- vi. **Reserve Price** – this is the approximate price or disposable stores to be used on a guide by the disposing authority. It is based on the intelligent engineering estimate keeping in view the market rate. It is only a suggested sales price. It needs to be kept in complete secrecy.
- vii. **Board** – meaning the agency board of director.
- viii. **Competent Person** – means power delegated to any officer or staff by the board of director.
- ix. **Condemnation Board** – meaning the standing survey committee appointed and constituted by the board of the agency to survey off the disposable items.
- x. **H.M.M.** – heavy mobile machinery.
- xi. **Private Contract** – meaning a contract / agreement entered with a private party with the approval of the board of agency for specific disposal of an item in the interest of the agency.

- xii. **Earnest Money** – money paid to confirm a bid.
- xiii. **Lot** – an item or set of items for sale at an auction.

5.0 POLICY AND PRINCIPLES OF DISPOSAL

This shall apply thus:

Disposable stores whether scrap, unserviceable, obsolete unserviceable and unwanted stores occupy space and block funds of the agency. They occupy valuable storage space, need care and vigilance, and are liable to pilferage deterioration and consequently loss to the agency. As such, it is the responsibility of all department / autonomous unit to periodically carry out surveys of such items under their purview and advise the management of the need to dispose of such item when they become unserviceable or when they have exceeded their useful lifespan. Similarly, it is the basic duty of every staff to ensure that regular inspection and maintenance of equipment, machinery, vehicle, stores and plant under his/ her charge is carried out to avoid deterioration and premature condemnation.

- 5.1 **Policy of Disposal** – disposal sales shall be treated as a commercial transaction. All decision relating to the reserve price, acceptance and rejection of tenders and auctioneer conclusion of private treaty shall be finalized from a commercial point of view and in the best economic interest of the agency

while keeping within the federal and agencies policies, rules and regulations.

5.2 **Principles of Disposal** – based on the above policy and concept, all disposal actions in the agency will be guided by the following principles.

- a. Once declared unserviceable, beyond economical repairs as declared by the competent authority, the material asset shall be disposed off with minimum delay.
- b. Reserve price being a guide to disposal section shall be as near the prevailing market rate of the material asset in similar conditions as reasonably possible.
- c. Mode of disposal adopted in any given transaction shall determined taking into account the best interest of the agency.
- d. Where disposal store are not functioning or the move to dispose store is NOT administratively convenient or economically feasible, disposal will be arranged at site.
- e. A list of all serviceable items will be circulated to all department /autonomous units of the agency by the survey committee.

6.0 SURVEY OF DISPOSAL STORES

This survey will be strategically approach in the following patterns:

6.1 General

- i. A survey committee will be formed by the management and members shall be drawn From amongst others; legal, A&HR, PRDMS, procurement, audit, the dept/unit responsible for maintaining the agency's asset register and the generating/ user departments/unit to decide which surplus and obsolete items are no longer required in the agency and required disposal.
- ii. The committee will arrange all surplus material and scrap by category for survey and inspection.
- iii. Prior to the survey of disposable material, the items must be evaluated to determine if the material is in fact repairable/cannibal or not.
- iv. If such material recommended for auction is found to be cannibalized, then management should direct for an investigation to find out the responsible party and effect appropriate sanction.

7.0 SURVEY COMMITTEE

This could be constituted thus:

- a. Could be a standing survey committee or an assembled body (ad hoc) for survey of a specific item or items.
- b. It shall be adequate representation of technical/general services, account /finance section as stated under general above etc.

In all, however, it will be responsible for:

- i. The assessment of the condition of stores, machinery, tools & equipment and classification into any one of the following categories.
 - a) Serviceable
 - b) Unserviceable
 - c) Scrap
- ii. Recommending disposal, if warranted by condition / age.
- iii. Preparation of survey report
- iv. Fixing reserve price
- v. Seeking and obtaining necessary approval for the disposal.

8.0 ASSESSMENT OF CONDITION

All materials to be surveyed shall be classified in one of the following on the basis of the condition of the material:

- a. Serviceable: New or used and serviceable
- b. Unserviceable: Beyond economic repair
- c. Scrap: The item is unserviceable and has completed its useful life.

9.0 RESERVE PRICE

- a) The Survey Committee is responsible for fixing the reserve price for the item(s) recommended for disposal. Fixation of reserve price requires careful consideration of the market conditions at any given time. The reserve price will be used as the basis for the acceptance or rejection of a bid through tender or auction.

The following are some factors which must be considered prior to fixing the reserve price:

- i. Present Condition and Age serviceability or otherwise, cost of repairs. (Where applicable), cost of the parts, utility of the items/ equipment.
- ii. Current Market price for the same or items in similar specification/condition or age/

- iii. Location (including the likely expenditure to be incurred by the buyers in its removal, transportation etc.)
 - iv. Storage Charges that the Agency may incur by non-disposal including watch, ward and rent for the storage accommodation etc.
- b) The above factors are subject to fluctuation. Consequently, no formula can be laid down to pinpoint the setting of an exact reserve price of the disposable items.
- c) Reserve Price is an approximate guide for the disposing authority to evaluate the adequacy of the various offers received. The reserve price should NOT be interpreted as the only and/ or final acceptance price.

10.0 APPROVAL AND DISTRIBUTION

Items which have once been declared disposable and for which a survey report has been sent, shall not be utilized released or disposed of in any manner without formal approval of the Board of Directors and all necessary authorities.

11.0 DISPOSAL SECTION

The mode of disposal will be decided in the best interest of the Agency.

11.1 MODES OF DISPOSAL

The unwanted items will be disposed off through any of the following method:

- i Right of the first choice/first refusal
- ii Negotiation
- iii Private Treaty

12.0 RIGHT OF FIRST CHOICE / FIRST REFUSAL

- a.) To ensure maximum economic utilization of disposable items, a list of all serviceable items which have been declared disposable shall be circulated to all Units/ Departments by the responsible committee given a period of thirty (30) days for sending their demands before initiating the disposal action.
- b.) Right of the first choice/ refusal is given to the user Departments/Units of the Agency

13.0 NEGOTIATIONS

A disposable item may be sold through the negotiation process, if the bid offered through tender / auctions are not reasonable and below the prevailing market price.

14.0 PRIVATE TREATY

An item may be sold through a private treaty when authorized by the competent authority if such an item has not been sold through the tender/auction or the item is specialized that only one party would be able to utilize the disposable item.

15.0 AUCTION PROCEDURE

15.1 General

An item may be disposed by auction under any of the following circumstances:

- a) When one or more attempts through tender have NOT brought forth the expected offer
- b) The location and the nature of the material are such as to be more suitable for auction at site rather than a tender opened at the disposal section
- c) When sales by auction is likely to generate better competition, therefore, better sales price and thus serve the interest of the Agency better
- d) When the exigencies of service demand a more expeditious disposal at Site than sales through routine tenders

As sales by auction implies financial, legal commercial obligations for the Agency all steps taken must be carefully and conscientiously examined by all concerned, more particularly the legal Unit.

15.2 Auction Program

The auction notices / auction program shall contain but not limited to the following:

- a) Date/time of auction
- b) Location of auction
- c) Brief description of items
- d) Unit of measure
- e) Quantity of items to be sold
- f) Periodic auction should be held as many be appropriate and effective.

15.3 Record Auction Proceedings

All bids offered for each lot will be entered in a register and officer concerned will be responsible for its completion at the close of each lot auctioned. The register shall contain, as a minimum, the following information:

- a) Date/time of auction.
- b) Location of auction.
- c) Description of lot disposed.
- d) Record of all bids.
- e) Name, I.D number of highest bidder.
- f) Reserve price.
- g) Amount of highest bid.
- h) The survey report and date.

- i) Recommendation of Auction committee for bid acceptance or rejection.
- j) Signature of supervising officer.
- k) Amount received from successful bidder.
- l) Balance amount due if any.

If Balance is no bid from any one present, the fact should be recorded and signed by the concerned officer

16.0 COLLECTION OF EARNEST MONEY

The highest bidder of each bid shall be required to immediately deposit Twenty Five per cent(25%) of the bid amount in cash or purchase order (PO) as earnest money and a written receipt for the cash given. Where the bidder fails pay to earnest money the bid should be cancelled on the spot and re-auctioned. The defaulting bidder shall also be barred from further participation in that auction.

The following condition will apply to all sales through auction conducted by the Agency:

- a) All sales be made to the bidder offering the highest price subject to approval of the approving authority.
- b) The approving authority may refuse to accept the bid of any person.
- c) The officer supervising the auction may also withhold from auction any lot or part of a lot, in the interest of the Agency or for administrative necessity, for which justification must be documented.
- d) Payment of Twenty Five per cent (25%) of the highest bid shall be made immediately, whereas the balance of the bid money shall be made with Thirty (30) days from that date of issue of letter of acceptance.
- e) The earnest money paid by the successful bidder is a security for due performance of the bidder. In case of failure of the bidder to fulfil the condition of auction including the payment of the balance of the bid money, the earnest money will be forfeited.
- f) The whole lot or lots shall be taken from the site of accumulation with all faults and any error in the earlier description or otherwise.
- g) Quantities, size measurements, numbers and weight as stated in the list of description and approximate.
- h) The store are sold at the site on the clear understanding that the bidder have inspected and satisfied themselves of the lot or lots they are bidding for.
- i) No complaints after the sales whatsoever shall be entertained.
- j) Where items are sold by weights or numbers, the bidder will be charged for any only the actual quantity supplied.
- k) Where the whole lot or lots of the bid is not delivered

to the bidder for any cause whatsoever, other than the negligence of the bidder, the whole or a proportion of the bid money shall be refunded to the bidder.

- l) Where the exigencies of the service demand, the competent authority may add to these terms and condition or modify any of them.

17.0 NEGOTIATIONS

In limited cases, when adequate bid prices are not received for an item to be sold in tendering and auction process, the item may be sold on negotiations.

18.0 PRIVATE TREATY

18.1 General

When certain items declared disposable fail to be disposed through the tendering and auction process then the item may be sold through Private Treaty. A Private Treaty contract for specific disposable item in the interest of the Agency may be entered with formal approval from the Management.

18.2 Advertisement / Notification of Auction

All invitation to participate in a private treaty will be posted on the designated notice board of the Agency. The notice shall contain the following information:

- a. Date, time and place for Private Treaty.
- b. Complete description of items to be sold under private treaty.
- c. Amount of earnest money.
- d. Special conditions relevant to the sale of item.

19.0 LETTER OF ACCEPTANCE AND RELEASE ORDER

Letter of acceptance and release order of the disposable material to the successful bidder shall be issued without delay and in a transparent manner

20.0 POLICY REVIEW AND COMMITMENTS

This policy shall be reviewed periodically and as the need arises. Also staff are welcome to contribute to the policy review processes by making their inputs through their Department or Units.





DEPRECIATION AND ATTACHED VEHICLE BUY BACK POLICY

COMPENDIUM OF INTERNAL POLICIES

1. DEPRECIATION

Capital assets of the Agency would be depreciated over the useful life of the assets or over such period that effective cost of maintenance of the asset will not be prohibitive.

The annual depreciation rates applicable, which could be reviewed by the Government Board of the Agency from time to time are as given below:

S/N	ASSETS	ANNUAL DEPRECIATION RATES
1	Land and Building	5%
2	Library Books	5%
3	Vessels and Boats	10%
4	Plants & Machinery	12.5%
5	Helicopter	12.5%
6	Motor Vehicles	25%
7	Furniture, fitting & office equipment	33.33%
8	Computer	33.33%

Depreciation of an asset commences when the asset is available for use. Depreciation is provided on all fixed assets at rates

calculated to write-off the cost of valuation of each asset on a straight-line basis over the expected useful life of the assets concerned.

a. INVESTMENTS

Investments are stated cost less diminution in value.

Investments are intended to be held for an indefinite period of time, which may be sold in response to needs for liquidity or charges in interest rates or equity price. They are treated as non-current assets unless the investment matures or management intends to dispose of it within 12 months of the reporting period.

b. FIXED ASSETS

Fixed assets are stated at historical cost less depreciation. Historical cost includes expenditure that is directly attributable to the acquisition of the assets.

Subsequently costs are included in the asset's carrying the amount or recognized as a separate asset as appropriate, only when it is probable that future economic benefit associated with the item will flow to the company and the cost of the item can be measured reliably. Borrowing cost that are directly attributable to qualifying assets are capitalized. Qualifying assets are those that necessarily take a substantial period of time to build and capitalization continues up to the date the assets are put to use. All other repairs and maintenance are charged to the income statement during the financial period in question.

The asset register must be properly maintained and updated at all times. Financial Services department will be responsible for maintaining/updating the Assets register.

2. VEHICLE BUY-BACK

a. ATTACHED PROJECT VEHICLE

Directors (Grade Level 17) who are allocated Project Vehicles are entitled to buy back such vehicles on retirement from service or after one (1) year full depreciation.

The purchase consideration would be the book value or 10% of the cost of the vehicle whichever is high. In both cases, the balance profit margin allowed during the initial purchase of the vehicle should be subtracted before arriving at the figure payable. Where a vehicle is sold while the officer is still in service, a new vehicle would be provided in replacement.

b. VEHICLES ATTACHED TO EXECUTIVE MANAGEMENT

Members of Executive management who have served in that capacity for a minimum of two (2) years should be intitled to buy-back attached vehicles as follows:

- i. **DG/CEO** – Any two of the attached vehicles of his/her choice
- ii. **EXECUTIVE DIRECTORS** – One of the attached vehicles of his/her choice

Purchase consideration would be 10% of the purchase price or book value at the time of purchase whichever is higher, provided that any unamortized portion of the profit margin allowed, if any, at the time of the initial purchase of the vehicle is subtracted.

The buy-back is without prejudice to severance package as may be approved by the Federal Government from time to time.

c. POLICY REVIEW

This policy shall be reviewed periodically and as the need arises. Also, staff are welcome to contribute to the policy review processes by making their inputs through their Departments or Units.



ALCOHOL, DRUG AND OTHER SUBSTANCE ABUSE WORKPLACE POLICY

COMPENDIUM OF INTERNAL POLICIES



1. PURPOSE AND GOAL

COMMITTED to maintaining healthy staff and a conducive working environment aimed at effective performance and high productivity.

DETERMINED to protect the safety, health and well-being of the all staff in workplace in accordance with provisions of the NIMASA staff conditions of Service.

RECOGNIZING that substance abuse poses a significant threat to achieving our organizational goal and mandates, which has in contemporary times assumed the status of a global menace.

CONSCIOUS of the right to individual privacy and choice of all staff outside the workplace, provided the exercise of such right does not pose a direct or collateral threat to the objective and ethics of the Agency and the right of other staff.

MANAGEMENT hereby introduces this alcohol, drugs and other substance abuse workplace policy to apply to all staff regardless of status and cadre.

2. DEFINITIONS

The Agency – means Nigerian Maritime Administration and Safety Agency (NIMASA).

Employee (Staff) – means all person; regardless of their status, who are engaged in the service of the Agency, drawing his/her

salary and other emoluments from it on a continuous basis.

Executive Management – means the Director General and Executive Director who constitute the Executive committee of the Board.

Alcohol – Connotes an intoxicating drink which has the ability to affect concentration and coordination.

Drug – means an illegally obtained medicine or other substance which has a physiological effect when ingested or otherwise introduced into the body.

Drug abuse – means the habitual use of illegal obtained medicine or other substance which has a physiological effect when ingested or otherwise introduced into the body.

Workplace - includes a staff member's current place of official development within the Agency's Headquarters, zonal offices of other operational or administrative location.

"The Agency's premises" - includes all building, offices, facilities, grounds, parking lots, lockers, places and vehicles owned, leased or managed by [Company Name] or any site on which the company is conducting business.

"Illegal drug" - means a substance whose use or possession is controlled by federal law but that is not being used or possessed under the supervision of a licensed health care professional.

“Refuse to cooperate” - means to obstruct the collection or testing process; to submit an altered, adulteration or substitute sample; to fail to show up for scheduled test; to refuse to complete the requested drug testing form; or to fail to promptly provide specimen(s) for testing when directed to do so, without a valid medical basis for the failure. Employees who leave the scene of an accident without justifiable explanation prior to submission to drugs and alcohol testing will also be considered to have refused to cooperate and will automatically be subject to **Termination**.

“Under the influence of alcohol” means an alcohol concentration equal to or greater than .04, or actions, appearance, speech or bodily odours that reasonably cause a supervisor to conclude that an employee is impaired because of alcohol use.

“Under the influence of drugs” means a confirmed positive test result for illegal drug use per this policy. In addition, it means the misuse of legal drugs (prescription and possibly OTC) when there is not a valid prescription from a physician for the lawful use of drug in the course of medical treatment (containers must include the patient’s name, the name of the substance, quantity/ amount to be taken and the period of authorization).

3.0 PROHIBITED BEHAVIOUR AND ITEMS

It is a violation of the Alcohol and drug-free workplace policy to use, possess, sell, trade and/or offer for sale alcohol, illegal drugs or other intoxicants with the work place.

4. NOTIFICATION OF CONVICTIONS

Any employee who is convicted of a criminal drugs violation must notify the organization in writing five calendar days of such conviction.

The Agency reserve the right to take appropriate action within 30 days of such notification.

5. SEARCH AND INSPECTIONS

The Agency reserve the right to inspect all portions of its premises for drugs, alcohol or other contraband. All employees, contract employees and visitors are required to cooperate in inspection of their persons, work area and property that might conceal a drug, alcohol or other contraband. Employees who possess such contraband or refuse to cooperate in such inspections are subject to appropriate discipline, in line with the Agencies conditions of service.

If an individual is suspected to violating the drug-free workplace policy, he or she may be asked to submit to a search or inspection at any time.

Search can be conducted on:

- Pockets and clothing
- Lockers
- Personal property such as: wallet, purses, briefcase, backpacks and lunch bags or boxes

- Desks and work stations
- Vehicles and equipment

6. DRUG TESTING

To ensure the accuracy and fairness of our testing program, all testing will be conducted according to ILO guideline where applicable which will include a screening test; confirmation test; the opportunity for split sample; review by the Medical Review Officer, including the opportunity for employee who test positive to provide, for the positive result; and a documented chain of custody.

All drug-testing information will be maintained in separate confidential records.

Each employee, as a condition of employment, will be required to participate in any of the following test:

- Pre-employment
- Pre-duty
- Periodic
- Random
- Post-accident
- Return-to-duty
- Follow-up

The substances that will be tested for upon request of management are:

- Amphetamines
- Cannabinoids (THC)
- Cocaine
- Opiates
- Phencyclidine (PCP)
- Alcohol
- Barbiturates
- Benzodiazepines
- Methaqualone
- Methadone
- Propoxyphene

Testing for the presence of Alcohol and metabolites of Drug shall be conducted by analysis of breath, saliva, urine, blood and sweat.

Any Employee who tests positive shall be sanctioned in line with the Agency's Conditions of service.

An Employee shall be subject to the same consequences of a positive test if he/she:

- Refuses the screening or the test
- Adulterates or dilutes the specimen
- Substitutes the specimen with that from another person or send and imposter
- Will not sing the required form
- Refuses to cooperate in the testing process in such a way that prevents completion of the test

7. CONSEQUENCES

Applicants who refuse to cooperate in a drug and other substance abuse test or who test positive in the case of pre-employment will not be hired or allowed to reapply/retest in the future. In the case of applicants who violate the drugs-alcohol free workplace policy, the office of employment can be withdraw and the applicant may:

- Reapply after one year provided he/she has successfully passed a specified pre-employment drug test.

Employees who refuse to cooperate in required tests or who use, possess, buy, sell manufacture or dispense an illegal drug in violation of this policy will be terminated. If the employee refuses to be tested, yet the Agency believes he or she is impaired, under no circumstances will the employee be allowed to drive himself or herself home.

8. CONFIDENTIALITY

Information am records relating to positive test result, drug and alcohol dependencies, and legitimate medical explanation provided to the Executive Management will be kept confidential to the extent required by law and maintained in secure files separate from normal personnel files. Such record and information may be disclosed among Management and Supervisor on a need-to-know basis and may also be disclosed when relevant to a grievance, charge, claim or other legal proceeding initiated by or on behalf an employee or applicant.

9. RESPONSIBILITIES

A safe and productive Alcohol and drug-free workplace is achieved through cooperation and shared responsibility. Both employees and management have important roles to play.

No one must drink alcohol or drugs at workplace, except:

- For legitimate Medical reasons: You must notify your supervisor if prescribed medication is likely to affect your behaviour and therefore work health and safety. Your supervisor may assign you other duties while you're taking the medication.
- At workplace-based social event: This is dealt with in more detail under Social events in this policy.

Supervisor at the workplace must, if they have reasonable grounds for believing that you are incapable of safely performing your duties or may be a risk to others due to the effects of drugs or alcohol will arrange for you to be removed safely from the workplace.

Each person must ensure that they are not, by the consumption of drugs or alcohol, in such a condition as to endanger their own safety or that of other at the workplace.

This includes not coming to work if, after drinking or using drugs in your social time, your ability to work safely is still impaired. If you come to work, you must report to your supervisor, who may assign you other duties or arrange for you to be removed safely from the workplace.

All employee are required not to report to work or be subject to duty while their ability to perform job duties to impaired due to on- or off- duty use of alcohol or other drugs.

In addition, employee are encouraged to:

- Be concerned about working in a safe environment.
- Support fellow worker in seeking help.
- Use the Employee Assistance Program.
- Report dangerous behaviour to their supervisor.

It is supervisor's responsibility to:

- Inform employee of the Alcohol and Drug-free workplace policy.
- Observe employee performance.
- Investigate reports of dangerous practices.
- Document negative changes and problems in performance.
- Counsel employees as to expected performance improvement.
- Refer employees to the Employee Assistance Program.
- Clearly state consequence of policy violation.

10. SOCIAL EVENTS

Responsible social events can be held at the workplace (include likely events, such as Christmas parties, Thank God is Friday etc.)
To ensure everyone remains safe:

- Everyone is expected to act responsibly
- Non-alcohol and food will be provided
- Alternative public transport arrangements will be provided

11. COMMUNICATION

Communicating the Alcohol, drug and other substances abuse free workplace policy to both supervisors and employee is critical to the success of achieving the Agency's mandate. To ensure all employees are aware of their role in supporting our Alcohol, drugs and other substances abuse free workplace program:

- All employee will receive a written copy of the policy.
- The policy and assistance programs will be reviewed at safety meetings.
- All employee will receive an update of the policy upon its review.
- Posters and brochures will be available at all location.
- Employee education about the dangers of alcohol and drug use and the availability of help will be provided to all employee.
- Every supervisor will receive training to help him/her recognize and manage employee with alcohol and other drugs problems.

12. DISCIPLINARY ACTION

Management reserves the right to invoke the provisions of the Agency's Conditions of Service on persons found in breach of this policy.

13. POLICY REVIEW

This policy framework shall be reviewed periodically and when the need arises.



POLICY ON THE AGENCY'S MINIMUM ACCEPTABLE STANDARD FOR ALL GOODS AND SERVICES

COMPENDIUM OF INTERNAL POLICIES





NIGERIAN MARITIME ADMINISTRATION AND SAFETY AGENCY

MINIMUM ACCEPTABLE STANDARD FOR ALL GOODS AND SERVICES

Responsible Office/ Person:

Administration and Human Resources Department Director, Administration & Human Resources

Related Legislations/Internal Policies:

Public Procurement Act, 2007, Anti-corruption Policy, Whistle blowing Policy, Code of Conduct and Ethics Policy, Performance Management Policy, Project Monitoring and Evaluation Policy, Customer Complaint / Satisfaction Policy, Financial Policies of the Agency

1. INTRODUCTION

This policy is developed to emphasize the demand on staff and stakeholders of the Agency, respectively, for compliance with the principles and guidelines for the supply of goods and services rendered to the Agency within a framework of clearly defined minimum acceptable standard and applicable sanctions for a breach of acceptable minimum standard and maintenance culture. This policy is without prejudice to relevant sections of the Public Procurement Act, 2007, and other related Legislations/ Policies of the Federal Government of Nigeria, including the Agency's internal process policies. Consequently, the effective enforcement of this policy, by implication, is a responsibility for every staff of the Agency and its stakeholders.

2. OBJECTIVES

The objectives of this policy are:

- i. To guide staff and stakeholders on the minimum acceptable standard for all goods supplied and services rendered to the Agency.
- ii. To notify staff and stakeholders about enforceable sanctions for a breach of minimum acceptable standards for all goods supplied and services rendered to the Agency.
- iii. To guide staff and stakeholders on how to raise concerns on quality issues and reporting pressures to compromise quality regarding goods supplied and services rendered to the Agency.

- iv. To guide staff on how to raise concerns about issues on maintenance culture.

3. SCOPE

The minimum acceptable standard described under this policy applies to all staff of the Agency and all stakeholders; and it covers all goods supplied and services rendered to the Agency. Similarly, a maintenance culture by all staff is a complementing requirement for effective minimum standard enforcement.

4. DEFINITION OF TERMS

- i. **Agency:** means "The Nigerian Maritime Administration and Safety Agency" (abbreviated as "NIMASA").
- ii. **Public procurement:** this is the process by which governments buy inputs for vital public-sector investments, as guided by the Public Procurement Act, 2007.
- iii. **Goods:** typically equipment, material and supplies, commodities, textbooks, medical supplies;
- iv. **Services:** includes works, expert advice and training (consultancy), as well as such things as building maintenance, computer programming.
- v. **Bill of Quantity (BoQ):** an itemized list of materials, parts, and labour, with their costs, required to construct, maintain, or repair a specific structure to enable the pricing of works and goods.

- vi. **Staff:** employees of the Agency
- vii. **Stakeholders:** for the purpose of this policy stakeholders includes service providers, suppliers, government agents, and staff of the Agency.
- viii. **Minimum acceptable standard:** this refers to the baseline quality expectations, which the Agency will not go below in matters of goods supplied and services rendered to it.
- ix. **Responsible office / person:** with regards to this policy, this refers to the office / officer, within the corporate structure of the Agency, to whom matters relating to the interpretation of this policy and / or investigation of issues raised regarding compliance are referred and who shall have direct responsibility for the administration of this policy.
- x. **Sanctions:** this refers to penalties for breaching the provisions of this policy.
- xi. **Related policies:** refers to Acts and other policies of the Federal Government of Nigeria and the Agency that have similarities in content and context with this policy and, which complement each other's objective to promote demand for optimum value, transparency, probity and accountability, efficiency, prudence and sustainability in the use of public funds.
- xii. **Asset:** refers to everything that has economic value owned by the Agency (both moveable and immoveable).

- xiii. **Misuse:** the wrong or improper use of the Agency's assets.
- xiv. **Breach:** a violation of the provisions of this policy.

5. POLICY STATEMENT

The following is a declaration of the Agency's expectations regarding the implementation of this policy:

- i. **General principles:**
 - a) The Agency's Procurement process shall be strictly guided by the Public Procurement Act, 2007, as well as relevant guidelines and regulations issued by the Bureau of Public Procurement (BPP).
 - b) The minimum acceptable standard for all goods supplied and services rendered to the Agency shall be the one clearly stated in the respective award letters for each contract the Agency enters into with any service provider or contractor.
 - c) Any changes or variations in initial standard requirement shall be agreed in writing and signed between the Agency and its contractor(s) for the specific contract engagement.
 - d) The Agency shall promote the standardization and highest quality of goods and services.
 - e) All supplied goods where applicable, shall be certified by the Standards Organization of Nigeria (SON), International Standard Organization (ISO) and other national and global certifications.

- f) All supplied goods to the Agency shall have a minimum of one year warranty by the supplier (contractor).
 - g) A copy of this policy shall form part of the terms and conditions of the contract document which shall be signed by all stakeholders.
 - h) An officer involved in the Procurement process shall undergo a mandatory Procurement training.
 - i) It shall be the responsibility of every staff of the Agency to be acquainted with the acceptable minimum standard prescribed in every contract award for strict enforcement and compliance by contractors.
 - j) The draft contract agreement shall form part of the bidding documents.
 - k) A detailed Bill of Quantity (BoQ) shall form part of the documents attached to every contract award given to the contractor.
 - l) Heads of departments/units shall be held accountable for quality and proper execution of contracts initiated from their departments/units.
- ii. **Administration:**
- a) The Director Administration and Human Resources (DA&HR) shall be responsible for direct administration of this policy.

- b) The Agency shall constitute a Seven (7) member Minimum Standard Standing Committee charged with the responsibility to review all reported allegations of inferior goods supplied to the Agency, including unsatisfactory services, collusions, and misuse of the Agency's assets. Such reported allegations may be by staff or stakeholder. Constitution of the membership of this Committee shall be at the discretion of the Director General / Chief Executive Officer, including the period for which they will serve as members of the Committee.
- c) The Agency shall establish a Project Management Office domiciled with the Planning, Research and Data Management department (PRDMSD) in line with its Project Monitoring and Evaluation Policy to effectively coordinate and evaluate the execution of projects to achieve set objectives within the dynamic framework of a 'SMART' principle, including the creation of an electronic projects database to warehouse critical data (successes and failures) of every project of the Agency for posterity / referencing.
- d) Complaints shall be forwarded to the Secretariat of the Standing Committee through the Director Administration and Human Resources.
- e) The Standing Committee shall review complaints and forward their recommendations to the Director General / Chief Executive Officer (DG/CEO); who will initiate necessary corrective action.

- f) Sanctions for a staff who has breached the provisions of this policy shall be guided by the provisions of the Agency's Conditions of Service (COS).
- g) A stakeholder who breaches the provisions of this policy shall be sanctioned according to the provisions of the Public Procurement Act, 2007, and the recommendations of the Standing Committee as it deems appropriate within extant laws.
- h) All concluded cases and decisions reached shall be circulated/published in the Agency's internal communication channels.

Notation:

the establishment of a Minimum Standard for Goods and Services Standing Committee is not in conflict with the role of existing Establishment Committees nor usurpation of the functions of the existing Establishment Committees but a specific intention to facilitate the enforcement of minimum standard for goods supplied and services rendered to the Agency and maintenance culture/usage for the Agency assets.

6. THE FOLLOWING SHALL CONSTITUTE A BREACH OF THE PROVISIONS OF THIS POLICY

1. Acts of collusion: (contractor and staff acting together and conspiring with an intention to cheat the Agency by supplying goods and rendering services that fall short of acceptable standard specified in the contract award documents.
2. Wrong specification: on the account of incompetence of staff / user department / unit (creating a situation of ambiguity and leading a contractor to use their discretion to supply inferior goods and services to the Agency.
3. A contractor acting alone and intentionally supplying goods below prescribed quality to profiteer at the detriment of the Agency.
4. Incompetence on the part of staff and / or a member(s) of goods supplies monitoring / inspection committee / store officer(s), leading to acceptance and certification of goods that are below in quality or quantity to that prescribed in the contract award documents.
5. A staff compelling a contractor to cut corners to satisfy a personal interest of the staff thereby jeopardizing the procurement expectations of the Agency.

7. MAINTENANCE CULTURE

The Agency shall foster and promote a premium maintenance culture for its assets, through: compliance with extant Financial Policies of the Agency, as it relates to obsolete items and value depreciation; deliberate education and continuous sensitization of staff and stakeholders who use the Agency's assets; Consequently, the expectation of the Agency shall be for:

1. Staff to use and care for the Agency's assets in a sustainable manner.
2. Staff to read and understand user manuals and maintenance guides for every asset in their care and implement same.
3. Staff to immediately report any faults or perceived misuse of the Agency's assets by fellow staff or stakeholders.

8. POLICY REVIEW

This policy may be reviewed every 2 years or as the need arises.



JOB ROTATION POLICY

COMPENDIUM OF INTERNAL POLICIES

1. INTRODUCTION

The Nigerian Maritime Administration and Safety Agency Job Rotation Policy is aimed at enhancing the performance of Department and Unit in the Agency, promoting a collaborative workforce that would enhance integrated service delivery, reduce duplication and fragmentation of duties within the system; as well as enhance the ability to attract and retain diverse and capable talent.

The Policy is a strategic human capital approach of preserving corporate knowledge, maintaining core workforce skills, maintaining diversity and supporting succession planning.

It is to further affirm the Agency's right to redeploy, relocate or transfer any of the staff in the Agency to any place where the Agency's operations is located after four years on one particular location.

2. SCOPE

The Agency wide policy applies to all cadre of NIMASA Staff from Grade Level 3 to 7, in all its location in Nigeria as well as the London Office and is to be read and applied in conjunction with the provisions of the Agency's Conditions of Service (CoS).

3. OBJECTIVES

The NIMASA Job Rotation Policy is created to contribute to Government's objectives and ensure that Departments and

Units within the Agency support the concept of a Public Service-Wide career, including promoting employee versatility mobility between Departments and Units to be redeployed from time to time either on an individual or group basis.

The Policy is geared towards:

- a. Proving equal opportunity for staff development.
- b. Maintaining effectiveness and efficiency in the workplace, through effective management of staff development and deployment.
- c. Ensuring that staff are treated with dignity during the redeployment /job rotation process.

4. DEFINITION OF TERMS

- Agency – means Nigerian Maritime Administration and Safety Agency
- Department or Unit where used in this policy also apply Zonal/Foreign Offices.
- Deployment – means intra or inter Department, Unit and Zones redeployment.
- Grade Level – means category/rank of a staff so designated.
- Location - means any place where the Agency is in operation (Nigeria/London/Foreign Office)

- NIMASA – means Nigerian Maritime Administration and Safety Agency
- Redeployment - refers to the transfer of a staff from one post to another within any operation area or location of the Agency
- Redundancy - means being idle or no longer useful due to excessive number of staff performing the same task in a Department or Unit or lack of capacity to perform a given task.
- Staff – means an employee of the Agency or NIMASA
- Transfer - means movement of Staff from one location to another.

5. POLICY STATEMENTS

The Agency reserves the right to redeploy, relocate or transfer any staff to any location in line with the Policy. Accordingly:

- The redeployments shall be carried out after every four (4) years from the date of the last staff redeployment in accordance with NIMASA Job Rotation Policy, (NJRP)
- The Executive Management in line with the policy shall give directives from time to time on redeployment of staff on Grade Level 15 (EMSS03) to 17 (EMSS01), within the Agency
- The Administration and Human Resources Department in line with the policy shall be responsible for redeployment of Staff on Grade 3 to 14 (EMSS14 to EMSS4) subject to the approval of the Executive Management.
- Job specification, education qualification, skills and competence shall be considered in staff deployment and disposition.
- The Administration and Human Resources Department shall prepare, keep and maintain deployment/redeployment database to effectively give effect to the policy
- The process of redeployment shall be coordinated by the Administration and Human Resources Department; while the responsibility and ownership for actions taken shall be shared with the Head of the Department or Units of the concerned Staff as the case may be.
- Reluctance or outright refusal of any staff to proceed on Transfer and Redeployment shall be faced with disciplinary actions as spelt out in the Agency's Condition of Service.
- Staff within Department or Units should be rotated from time to time to enrich and enhance their capacity and ensure effective transfer of Knowledge.
- With the exception of Professional Officers in Specialized Department and Units, e.g. Medical and Safety (Surveyors), No staff shall spend more than four (4) years in a particular Department or Unit.

- j. All staff deployed to the London Office shall spend only four (4) years as applicable to officers on Foreign Service under the Public Service Rules (PSR) and shall return to the Head Office and await further directives after their tenure.
- k. Staff on maternity leave whose post is at risk of redundancy shall be offered a suitable alternative post in preference to any other redeployee.
- l. Staff with ascertained health challenges shall be given due consideration to enable them access adequate Medicare in and around their new station of service
- m. Requests from Department and Units for the need of staff with particular competence to fill certain position shall be forwarded through the Department of Administration and Human Resources for necessary action
- n. In the event of staff being deployed to Out Station and Zones from Headquarters; and vice versa, Management shall ensure that the affected Staff are paid their disturbance and relocation allowance within five (5) working days of such deployment.

6. GUIDANCE

The Administration and Human Resources Department shall provide explanation and proper guidance on this policy whenever required.

7. POLICY REVIEW

This policy shall be reviewed every five years or as the need arises.



ACKNOWLEDGEMENTS

The Agency wishes to acknowledge the vast reference sources used in this review; including NIMASA Conditions of Service, extracts of Board and Executive Management Resolutions, input from departments and Units, individual staff submissions, books and journals, solicited input from other agencies, works of scholars and consultants, internet publications, etc.



HEAD OFFICE

MARITIME HOUSE
4, BURMA ROAD, APAPA LAGOS

NIGERIAN MARITIME RESOURCE

DEVELOPMENT CENTRE (NMRDC)
KIRIKIRI, PHASE 2, LAGOS

APAPA PORT OFFICE

ATLANTIC HOUSE
2, WHARF ROAD, APAPA LAGOS

WESTERN ZONE OPERATIONS

WESTERN ZONE OFFICE:
88, ARINE ROAD APAPA
GRA, LAGOS

ABUJA OFFICE

2, RIVER BENUE STREET
OFF IBRAHIM BABANGIDA WAY,
MAITAMA, ABUJA, FCT

EASTERN ZONAL OFFICE

7B, AZIKIWE ROAD,
PORT HAR COURT,
RIVERS STATE

LONDON OFFICE

NIGERIAN HIGH COURT,
NIGERIAN HIGH COMMISSION
9, NORTHUMBERLAND AVE,
LONDON, UK

CENTRAL ZONAL OFFICE

19, WARRI/SAPELE ROAD,
WARRI, DELTA STATE

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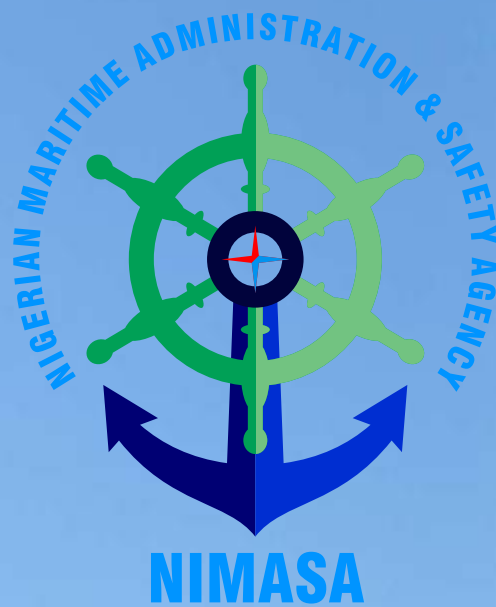
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