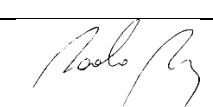


Friend of the Sea Sustainable Diving Standard



Friend of the Sea non Seafood Standard

| REV | DATE | REASON | ISSUED BY | APPROVAL |
|-----|------------|-------------|---------------|---|
| 1 | 10/07/2020 | First issue | Mario Passoni |  |

Foreword

Friend of the Sea is a non-governmental organization, which was established in 2008. Its aim is to safeguard the marine environment and its resources by incentivising a sustainable market and implementing specific conservation projects.

Requirements are classified as Essential or Recommendations, according to their level of importance.

Essential Requirements: 100% conformity to essential requirements is mandatory in order to be certified. The company has to propose effective corrective actions (declaration of intents and implementation plan), to be submitted to the certification body within three weeks from the issuing of the non conformity. This proposal shall also include a timetable concerning the implementation of each corrective measure. Each proposed corrective action shall be fully implemented within the following 12 months and verified during the surveillance audit.

Recommendations: Compliance with recommendations is not mandatory for the company to be certified. However, compliance with recommendations will be verified during the audit and any deficiency will be included in the Audit Report as a recommendation. The company shall inform the certification body, during the following audit, regarding any corrective measures implemented.

Requirements which are not applicable to the audited company will be marked with 'N.A.'

Description of the company to be audited

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| a) Name of the company under audit |
| b) Is the company under audit part of a group? If yes, specify the name |
| c) Address of the company under audit |
| d) Name, role and contact of the representative(s) of the company under audit accompanying the auditor during the inspection: |

e) Diving boat(s) and their registration number, horse power, people capacity (crew included) and home port

| Name of the boat | Registration number | Horse power (Kw) | People capacity | Home port |
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f) If the owner of the boat(s) is different from the company, please specify

g) Boat(s) inspected by the auditor

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| h) Coordinates of the diving target area |
| i) Number of employees (specify seasonal or permanent employees) |
| j) Certification and awards |
| k) Date and type of the audit (initial audit, surveillance audit, recertification audit) |
| l) Other relevant information |

- The Friend of the Sea project has been outlined to the company under audit**

(If not, the auditor shall provide a short description to the company)

- The organization was informed of the opportunity, in case of approval, of using the Friend of the Sea logo in association with its diving activity** (e.g. boats, marketing material and website)
- The duration of the audit has been agreed upon**
- The information included in the Preliminary Information Form (PIF) has been confirmed as valid** (in the case of changes to the PIF, an updated version has to be promptly provided).

Notes to the auditor

- 1)** The auditor shall fill out all fields in the checklist.
- 2)** The Auditor shall provide an explanation when requirements are not applicable.
- 3)** The Auditor shall write YES when the unit of certification complies with a requirement and NO when it does not.
- 4)** The Auditor shall comment and explain the positive or negative answers. Mere "YES," "NO," or "N.A." are not considered as sufficient and additional certification will be requested.
- 5)** Each relevant document shall be added to the final audit report in a separate and numbered attachment.
- 6)** Photographic and videos added to the checklist or attached can represent valid onsite evidence.

1 - Authorisations and permits

| No. | Requirement | Level | Parameters and information | Y/N | Comments |
|-----|--|-----------|----------------------------|-----|----------|
| 1.1 | Diving operations are authorised by a permit granted by the responsible authority, for a given area, where applicable. | Essential | Image of the permit | | |
| 1.2 | All vessels used in diving operations are authorised under the national legislation, where applicable. | Essential | Image of the authorization | | |

2 – Crew and diving guides

| No. | Requirement | Level | Parameters and information | Y/N | Comments |
|-----|---|-----------|----------------------------|-----|----------|
| 2.1 | The captain and crew of the boat must always pay attention to avoid collisions with marine animals during the cruise phase. If the boat has to anchor, care must be taken to avoid damaging marine organisms. | Essential | | | |

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| 2.2 | Diving guides must have undergone training on how to dive sustainably. | Essential | | | |
| 2.3 | The company must ensure that divers have successfully achieved a diving license. Otherwise, the company can conduct a water test responsibly and / or provide a diving course. | Essential | | | |
| 2.4 | The company shall ensure that divers have all the diving equipment and that they wear it appropriately during diving activities. If the divers do not have the equipment or some components, the company will provide it. | Essential | | | |
| 2.5 | The company has enough life jackets on-board for all the divers, crew and diving guide(s) and additional diving equipment to be used in the case of necessity. | Essential | | | |

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| 2.6 | The company shall always ensure that the weather and sea conditions are suitable for diving activities. | Essential | | | |
| 2.7 | The diving guide will provide the divers with a complete briefing on the tour. This shall happen at the beginning of the tour. | Essential | | | |
| 2.7.1 | Accurate information is provided to divers on how to behave while diving. | Essential | | | |
| 2.7.2 | Accurate information is provided to divers about environmental issues related to the marine habitat and how everybody can contribute to reduce the impact. | Essential | | | |
| 2.8 | At the end of the dive trip, a final debriefing will be carried out to increase the awareness of the divers and receive the necessary feedback to improve diving activities. | Essential | | | |

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| 2.9 | <p>The company promote the no-touch and no-take policy, also by avoiding to expose organisms or part of organisms in their internal or external spaces.</p> <p>Exceptions are allowed only if those organisms or part of the organisms are used for educational purposes.</p> | Essential | | | |
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3 - How to behave into the water

| No. | Requirement | Level | Parameters and information | Y/N | Comments |
|------------|--|--------------|-----------------------------------|------------|-----------------|
| 3.1 | <p>Diving groups are made by maximum 8 divers plus a professional guide.</p> | Essential | | | |
| 3.2 | <p>Divers must stay no more than 10 meters (32 ft) from the guide without ever passing the guide or swimming slower than the guide that closes the group, where present.</p> | Essential | | | |

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| 3.3 | Divers shall manage their trim and buoyancy in order to avoid damaging any marine organisms on the bottom or kicking up sand with fins while swimming. | Essential | | | |
| 3.4 | The guide(s) shall always be aware of the position of the divers and monitor that they have no problems. The captain and the crew shall monitor the surface of the water of the diving area until all the divers have resurfaced, in order to be able to intervene promptly in case of emergency. | Essential | | | |
| 3.5 | The guide(s) and crews are always ready to help any person who is in difficulty during, before and after the dive. | Essential | | | |
| 3.6 | Divers are invited to collect any type of garbage found during the dive and bring it back on board the boat. The company will take care to properly dispose of this waste. | Recommendation | | | |

4 – Interaction with marine life

| No. | Requirement | Level | Parameters and information | Y/N | Comments |
|-----|---|-----------|----------------------------|-----|----------|
| 4.1 | <p>Always keep a minimum distance of 3 meters (10 ft) from the marine megafauna, including manta rays, sharks, whale sharks, sea eagles, stingrays, dugongs, manatees, seals.</p> <p>In the case of sea turtles, the minimum distance is 2 meters (6,5 ft).</p> | Essential | | | |
| 4.2 | <p>Diving with cetaceans (whales and dolphins) is prohibited. If, however, fortuitous encounters occur, always keep a minimum distance of at least 3 meters (10 ft) and do not touch the cetaceans.</p> | Essential | | | |
| 4.3 | <p>Do not touch any marine organism.</p> | Essential | | | |
| 4.4 | <p>It is strictly forbidden to remove any marine organism from where it is found to show it to the divers.</p> | Essential | | | |

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| 4.5 | It is strictly forbidden to take any object (i.e.: shells, corals, ...), animal or plant from the sea as souvenir. | Essential | | | |
| 4.6 | Do not use the flash of cameras near the eyes of marine organisms, especially at night. Always keep a distance of at least 3 meters (10 ft) (except for sea turtles, where 2 meters (6,5 ft) are allowed) to use the flash. | Essential | | | |
| 4.7 | Avoid using the flash multiple times on the same subject. | Essential | | | |
| 4.8 | Avoid moving marine organisms to obtain a better photography. | Essential | | | |

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| <p>4.9</p> | <p>If used, the selfie stick shall be considered as an extension of the arm, therefore it shall be kept at a minimum of 3 meters (10 ft) from marine megafauna (except for sea turtles, where 2 meters (6,5 ft) are allowed) and at a suitable distance from any marine organism present in the excursion site.</p> | <p>Essential</p> | | | |
| <p>4.10</p> | <p>It is forbidden to feed any animals.</p> | <p>Essential</p> | | | |
| <p>4.10.1</p> | <p>It is strictly forbidden to feeding sharks.</p> | <p>Essential</p> | | | |
| <p>4.11</p> | <p>It is forbidden to chase any marine organism. Fishing activities are prohibited.</p> | <p>Essential</p> | | | |

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| <p>4.12</p> | <p>Marine megafauna shall be approached never from the front nor from the rear, from above or from below, but always from the side.</p> | <p>Essential</p> | | | |
| <p>4.13</p> | <p>If marine megafauna should spontaneously approach one or more divers, they will have to try to make very slow movements, to avoid frightening the creature that is approaching.</p> | <p>Essential</p> | | | |
| <p>4.14</p> | <p>Do not touch the corals, sponges, or anything else, do not stand on the reef. To do not damage the reef, keep a minimum distance of 1 meter (3,2 ft) from it.</p> <p>Only applicable to coral reef areas.</p> | <p>Essential</p> | | | |
| <p>4.15</p> | <p>Divers shall avoid dangling equipment, to reduce the risk of damaging the marine ecosystem.</p> | <p>Essential</p> | | | |

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| 4.16 | Divers shall avoid using dive torch light directly on and nearby the eyes of the marine organisms both during the day and night dive. | Essential | | | |
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5 – Sustainable equipment

| No. | Requirement | Level | Parameters and information | Y/N | Comments |
|------------|---|----------------|----------------------------|-----|----------|
| 5.1 | The company supplies wetsuits made of sustainable material to tour participants. | Recommendation | | | |
| 5.2 | The company uses eco-friendly anti-fog to avoid fogging the divers' masks. Alternatively, the company will recommend using saliva to avoid tarnishing the masks. | Recommendation | | | |
| 5.3 | The company uses sustainable and environmentally friendly products to wash diving equipment. | Recommendation | | | |

6 – Sustainable sunscreen

| No. | Requirement | Level | Parameters and information | Y/N | Comments |
|-----|---|----------------|--|-----|----------|
| 6.1 | It is requested to use only sustainable sunscreen cream, where applicable. | Recommendation | For further information regarding sustainable sunscreen refer to: https://friendofthesea.org/sustainable-standards-and-certifications/sustainable-omega-3-oil-and-uv-creams/ | | |
| 6.2 | The company promotes the use of rash guards or lycra swim wear from sustainable brands. | Recommendation | | | |

7 – Waste management

| No. | Requirement | Level | Parameters and information | Y/N | Comments |
|-----|--|-----------|--|-----|----------|
| 7.1 | The company recycles all waste when recycling option is provided locally. In alternative, it appropriately disposes waste. | Essential | Procedure and evidence of conformity by means, as an example of recycling bins | | |
| 7.2 | The company implements measures to prevent dispersion of waste at sea (including fuels, lubricants and plastic materials). | Essential | Procedure and evidence of conformity. | | |

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| 7.3 | The company uses non-toxic alternatives available in order to avoid the use of toxic, persistent or bio-accumulating substances. | Recommendation | Procedure and purchase orders evidence. | | |
| 7.4 | Where applicable, the company does not use CFC, HCFC, HFC or other refrigerants that cause ozone depletion. | Essential | Procedure and evidence of conformity. | | |
| 7.5 | If spotted, crew must collect floating fishing gear and equipment lost from other boats. | Recommendation | Procedure and evidence of conformity. | | |
| 7.5.1 | All material collected shall be properly disposed of at port. If appropriate disposal facilities are not available, the company shall endeavour to work with port operators to provide adequate, affordable and accessible disposal facilities. | Recommendation | Procedure and evidence of conformity. | | |
| 7.5.2 | Where applicable, the company shall work with ports to implement gear collection and/or recycling programs for end-of-life gear. | Recommendation | Procedure and evidence of conformity. | | |
| 7.6 | The company does not hold or handle mono-use plastic (e.g.: drinks plastic bottles; straws; cutlery; plates, etc.) on the boat(s). | Essential | Procedure and onsite inspection. Received invoices review. | | |

8 – Energy management

| No. | Requirement | Level | Parameters and information | Y/N | Comments |
|-----|--|----------------|--|-----|----------|
| 8.1 | The company shall keep a file of energy consumed per use and type of sources (e.g.: gasoline, solar, other), updated at least once a year. | Recommendation | File to be included in the audit report. | | |
| 8.2 | The company shall set yearly objectives to improve its energy efficiency. | Recommendation | | | |
| 8.3 | The company must use at least one renewable energy source for all its activities, including equipment maintenance and to power the compressor. | Recommendation | | | |

9 – Social accountability

| No. | Requirement | Level | Parameters and information | Y/N | Comments |
|-------|--|-----------|--|-----|----------|
| 9.1 | The company shall comply with the following requirements: | | | | |
| 9.1.1 | Compliance with International Labor Organization and National Laws on child labor. | Essential | <p>The Minimum Age Convention 1973 (No. 138) sets “the general minimum age for admission to employment or work at 15 years (13 for light work) and the minimum age for hazardous work at 18 (16 under certain strict conditions). It provides for the possibility of initially setting the general minimum age at 14 (12 for light work) where the economy and educational facilities are insufficiently developed”.</p> <p>Refer to ILO: https://www.ilo.org/global/standards/subjects-covered-by-international-labour-standards/child-labour/lang-en/index.htm</p> | | |

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| <p>9.1.2</p> | <p>Pay the employees adequate salaries compliant at least with the minimum legal wages.</p> | <p>Essential</p> | <p>The minimum wages vary depending on the country. The Auditor shall verify that the company is aware of the minimum wages of the countries in which it operates.</p> <p>Refer to ILO: https://www.ilo.org/global/standards/subjects-covered-by-international-labour-standards/wages/lang-en/index.htm</p> | | |
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| <p>9.1.3</p> | <p>Grant employees access to health care.</p> | <p>Essential</p> | <p>The company shall have workers' compensation insurance to cover their employees when an illness or injury happens at work.</p> <p>The auditor shall verify that the company provides, where necessary, measures to deal with emergencies and accidents, including adequate first-aid arrangements</p> <p>Refer to ILO: https://www.ilo.org/global/standards/subjects-covered-by-international-labour-standards/occupational-safety-and-health/lang-en/index.htm</p> | | |
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| <p>9.1.4</p> | <p>Apply safety measures required by the National Law. Nonetheless, compliance with the minimum safety requirements are mandatory, even if not required by local law.</p> | <p>Essential</p> | <p>To assess the minimum safety requirements, the auditor shall verify and collect evidence of hazards and risks in the work environment, dangers to life, safe drinking water, health and safety training and use of Personal Protective Equipment (PPE).</p> <p>Refer to ILO: https://www.ilo.org/global/standards/subjects-covered-by-international-labour-standards/occupational-safety-and-health/lang-en/index.htm</p> | | |
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| 9.1.5 | Keep records of accidents or injuries. | Recommendation | These records shall be used to take corrective measures and identify the causes of the incidents, preventing future occurrences. | | |
| 9.1.6 | No forced or compulsory labor. | Essential | <p>All work, including overtime, must be voluntary.</p> <p>The hours worked in excess of the normal working hours must be remunerated at the rates prevailing in the case of overtime for voluntary labour.</p> <p>Refer to ILO: https://www.ilo.org/global/standards/subjects-covered-by-international-labour-standards/forced-labour/lang-en/index.htm</p> | | |

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| <p>9.1.7</p> | <p>No discrimination.</p> | <p>Essential</p> | <p>Opportunities for recruitment, access to training, promotion, compensation, termination and retirement shall not be made based on race, colour, sex, religion, political opinion, national extraction or social origin.</p> <p>Physical, verbal or sexual abuse, bullying or harassment are prohibited.</p> <p>Refer to ILO: https://www.ilo.org/global/standards/subjects-covered-by-international-labour-standards/equality-of-opportunity-and-treatment/lang--en/index.htm</p> | | |
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| <p>9.1.8</p> | <p>Rights on board.</p> <p>Only applicable to safari boat tour.</p> | <p>Essential</p> | <p>The auditor shall verify if the boats are maintained in a clean and habitable condition and check if regular periods of rest of sufficient length are given to the crew.</p> <p>Refer to ILO: www.ilo.org/dyn/normlex/en/f?p=NORMLEXPUB:12100:0::NO::P12100_ILO_CODE:C188</p> | | |
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10 - Sustainability commitment

| No. | Requirement | Level | Parameters and information | Y/N | Comments |
|------|---|-----------|---------------------------------------|-----|----------|
| 10.1 | The company introduce to all its divers Friend of the Sea Sustainable Diving project. | Essential | Procedure and evidence of conformity. | | |
| 10.2 | In order to continuously improve, the company shall recommend all its divers to report Friend of the Sea (https://friendofthesea.org/contact-us/), in case they perceive that the company does not comply with some of these requirements. | Essential | Feedback forms available. | | |

11 – Other recommendations

| No. | Requirement | Level | Parameters and information | Y/N | Comments |
|------|---|----------------|--|-----|----------|
| 11.1 | The company cooperates with universities, research groups and NGOs, providing data on local marine life. | Recommendation | | | |
| 11.2 | At least one marine or natural sciences biologist is part of the company's team. | Recommendation | CV must be attached to the audit report. | | |
| 11.3 | The company is carrying on citizen science project(s). Data collected is shared with universities, and/or research groups, and/or NGOs that are working on local marine life. | Recommendation | Project description. | | |

CONCLUSIONS:

The Auditor shall fill out the following fields:

The company COMPLIES with Sustainable Diving requirements

The company DOES NOT COMPLY with Sustainable Diving requirements

ESSENTIAL NON-CONFORMITIES (corrective plan to be produced within 3 weeks and correction within 1 year)

List essential Non-conformities

RECOMMENDATIONS (to be communicated within the next inspection)

List recommendations