



ANNEX III

Dress Code: Appearance, Personal Cleanliness And Hygiene

Updated: April 26, 2023

The following outlines the Appearance Policy as it applies to members of the ship's company onboard any vessel. The objective is consistency. All team members, regardless of their position, are required to maintain a clean and professional image at all times. You agree to read the Personal Appearance and Hygiene policy carefully. As a valued member of the ship's company, it is very important that you understand these guidelines.

By performing your duties in a uniform, which you wear with pride, and by having a personal appearance that reflects our image as the leader in our industry, you help to create the kind of professional atmosphere we strive to present.

We would also like you to understand that you are part of a very unique team at sea, a team that has been handpicked from among numerous applicants. Without you we would not be able to provide the unique experience it is to cruise on any of our vessels. We rely on you to continue to make us as successful as we are. The following dress and appearance guidelines apply.

1. UNIFORM

A. Your uniform helps to create a good impression. Uniform, together with the appropriate shoes, is to be worn at all times when on duty. Uniform is to be spotlessly clean and neatly fitting. It must also be properly pressed at all times and maintained in good condition. No objects are to be carried in pockets where they are visible.

B. Pins: The only pins, buttons and decorations that can be worn on a uniform are those approved by the company. Name badges are to be worn by all members of the ship's company. Only a Company issued name badge is to be worn. Only a Company issued foreign flag (if applicable) may be worn.

Name badge and the company's designated customer service pin are to be worn at all times when on duty. These are to be in good condition, worn in the grommets provided for the name badge on the uniform. If no grommets are provided the name tag is to be on the left chest over the heart, horizontal. The company's designated customer service pin is to be approximately half an inch above the name badge. Decorations on your name badge are not permitted. Name badges are not to be worn on Galley uniforms.

C. Shoes: Must always be clean, polished, in good repair and should be practical and safe for the workplace. Conservative styles only are to be worn.

Women's Shoes and Hosiery: Female members of the ship's company are required to provide their own leather, pump, or flat shoes with a plain toe and a defined or sculpted heel. For safety considerations, Stiletto heels are not permitted, and the maximum heel height cannot exceed 2.5 inches (6.35 cm). Shoes are to be polished and in good repair. Platform shoes and sandals or open toe/heel shoes are unacceptable. It is required that rubber soled shoes are worn in food and beverage preparation areas as well as housekeeping and behind the scenes areas, as a safety precaution.

Hosiery: When hosiery is worn, it is to be of a natural skin/ nude color, which is as close, as possible, to the members of the ship's company's own skin color. If a navy or black skirt or dress is part of the uniform, navy or black hosiery corresponding in color to the uniform item is acceptable.

Men's Shoes and Socks: Male members of the ship's company are required to provide their own leather flat shoes with a plain toe. Platform shoes, sandals or high tops are not acceptable. It is required that rubber soled shoes are worn in food and beverage preparation areas as well as housekeeping and any safety sensitive area, where shoes can be used as a safety precaution. Socks are to be provided by the members of the ship's company. The color of the socks worn should correspond with the color of the company issued trousers with no logos or designs allowed.

D. Although dirty jobs are performed, every effort is to be made to remain clean and professional at all times.

E. Where required, safety shoes and clothing must be worn at all times and appropriate safety equipment used.

F. Skirt Lengths: When a formal uniform with a full-length skirt is worn, it should be no longer than ankle-length. Other skirt lengths are to be worn in-between two inches below or at knee length. Formal tuxedo trousers may be permitted in lieu of a skirt as long as the overall look does not detract from an elegant appearance and is deemed appropriate by the relevant head of department.

G. Sunglasses: Sunglasses are not to be worn by any members of the ship's company. The exception to this rule is if the member of the ship's company is prevented from doing his/her job safely, due to sun glare from water, countertops etc. The sunglasses worn cannot have silver coated or dark opaque lenses that do not allow for the eyes to be seen. Mirrored sunglasses are unacceptable.

H. Uniforms off The Ship: Members of the ship's company are not allowed to wear their uniform while off duty and off the ship. Members of the ship's company on duty and working off the ship are required to wear their uniform.

2. HAIR/MAKE-UP

A. Long hair is permitted provided it is pulled back from the face. Long hair is permitted so long as it is not a safety hazard while working. Team members working in the Dining Room or food service outlets are to ensure long hair is worn up and off the shoulders and away from the face. Team members working in the Galley are to wear their hair, if long, tied back and covered with a hair net.

All members of the ship's company are to maintain a neat, natural look. Hair is to be clean at all times. Members of the ship's company are to keep their hair neatly combed and arranged in a classic, easy-to-maintain style at all times.

B. It is unacceptable to wear hairstyles with extremes in dyeing, bleaching, and coloring. Extreme frosting and streaking are unacceptable. If the hair color is changed, it must be natural looking and well maintained. Excessive use of hair gel to make hair look "wet" is unacceptable. Hair must be dried after washing and before coming to work.

C. Extreme styles are unacceptable. Wigs/ weaves/extensions/ protective hair styles are allowed once they are clean, natural looking, neatly styled, well-groomed and well-maintained and in keeping with our hair guidelines.

D. Due to USPH Regulations, Bar, Housekeeping, Culinary and Restaurant team members are not permitted to have facial hair.

E. WOMEN

Hair Accessories for Females: All hair accessories for female members of the ship's company are to be kept at a minimum and at no time exceed three pieces. The hair accessory is to be in a color that reflects the uniform or in gold, silver, clear or black. The accessory is to be of a size that is no wider than one inch. A hair accessory is to be used for the sole purpose of keeping the hair away from the face and not as a decorative addition to the uniform. Hair beads are an unacceptable form of accessory.

Makeup: We encourage the use of makeup to enhance natural features and create a fresh, natural appearance. The excessive use of makeup or use of makeup in extreme colors is discouraged.

Foundation: Foundation base should be in a shade complimentary to the natural skin tone. Application should be well blended in order to achieve a natural look and to avoid stains on uniforms. All makeup should be carefully applied and tastefully worn to accentuate the professional appearance.

Hair: Hair must be worn in a neat and professional style.

F. MEN

Hair must be neatly groomed and conservatively styled. No exaggerated (excessively sculptured) styles permitted, such as mohawks or faux hawks. Hair products may be used to create a soft, natural hairstyle within these guidelines.

Sideburns should be neatly trimmed and are permitted to extend beyond the midpoint of the ear, but not below the ear lobe, following their natural contour. Flares or muttonchops are unacceptable.

Mustaches, beards, and goatees are acceptable, provided they are neatly trimmed to the jawline and well maintained. The process of growing facial hair while onboard is not allowed. Men must be clean-shaven around mustaches, goatees, or beards at all times; hair stubble due to lack of shaving is unacceptable while on duty -- it may be necessary for some men to shave more than once per day.

G. HEAD COVERINGS

Unauthorized wearing of headwear (hats and scarfs, for example) is prohibited. Exemptions from this policy based on a publicized head covering requirement of a recognized religion or a head covering requirement of a sincerely held religious belief may be accommodated. The head covering must be in alignment with brand uniform standards, not cover the face or nametag, and must be clean, in the color scheme of the assigned uniform, free of written messages, without printed design(s) or patterns and in single color only. Any team member who wears a religious head covering in violation of this provision will be asked to replace the head covering.

A request to wear a religious head covering may be adjusted or denied, however, due to food safety guidelines, operational specific safety measures, or non-conformity with brand standards. If the head covering poses a safety or health issue (such as while operating machinery) or interferes with required safety equipment (hard hat or breathing apparatus, for example), team members may be required to replace or remove the head covering for a safety reason during a specific duty.

A team member who wishes to wear a religious head covering is encouraged to discuss the matter with the Human Resources Officer onboard to establish how to do so in conformity with the brand standards.

H. DISCLAIMER – There may be exceptions to the above policy for team members working in the Entertainment department. Any deviation from the outlined guidelines and policy must be approved by the shoreside Head of Entertainment and should only be permitted during the time of performance.

3. JEWELRY

A. Jewelry is not a part of your uniform. Small rings, class rings, wedding bands, conservative tie clips, and a business style watch are permitted, except in food handling areas where only a wedding band is allowed. A small ring is defined as the same size or smaller as a man's class ring. A ring may be worn on any finger. Only one ring per hand is allowed. Visible necklaces, chains, pendants, logos, bracelets, ankle bracelets, wristbands, and arm bands are all unacceptable. A medical alert necklace, bracelet or ankle bracelet is acceptable.

B. Earrings: All team members are permitted one single earring in each ear lobe. No other visible piercing is acceptable. The earring must be a simple, matched pair in gold, silver or color that blends with the uniform. The shape of the earring must be in good taste and compliment the uniform. The earrings can be pierced or clip-on and must be worn on the bottom part of the ear lobe. Multiple earrings are unacceptable. Earrings cannot be any larger than the size of a US quarter. Team members are not permitted to have ear gauges.

C. Body Piercing: Face body piercing such as nose, tongue, and eyebrows, but not limited to, are not acceptable when on duty or when team members are in guest areas.

D. There may be exceptions to the above policy for team members working in the Entertainment department. Any deviation from the outlined guidelines and policy must be approved by the shoreside Head of Entertainment and should only be permitted during the time of performance.

4. TATTOOS

A. Princess Cruises recognizes that personal appearance is an important element of self-expression, and though we strive not to control or dictate team members appearance whilst off duty, the Company expects all team members to exercise appropriate judgment. Appearance both within the workplace and out should be in keeping with a respectful environment and appropriateness to our guest demographic.

B. In keeping with this approach, Princess Cruises allows reasonable self-expression through the display of tattoos. Tattoos are permitted unless they are on the face, neck, or hand., Visible tattoos are not permitted if it is regarded as inflammatory in a political, cultural, or socio-cultural way Obscene words, phrases or picture tattoos are not permitted, nor can they contain nudity, profanity, ethnic, racial, or religious slurs, or sexual innuendos.

C. Team members are not permitted to have tattoos applied or modified whilst on assignment and any team member found to do so will be subject to disciplinary action. Doing so risks infections and can cause health issues which might impede their ability to perform their duties as assigned. Any tattoos on hands (except for religious observance) or above the neckline, including the face and behind the ear, are prohibited.

D. All individuals employed by Princess Cruise Lines must declare all potentially visible tattoos based on the uniforms that they may wear based on their current rank for all seasons/itineraries. This may include the wearing of shorts and short sleeve shirts. While tattoos that can be covered by applying make-up or small plaster (5 cm x 5 cm) may be allowed, larger bandages that cover sleeve or lower limbs are not in keeping with the uniform and are therefore not acceptable.

E. There may be exceptions to the above policy for team members working in the Entertainment department. Any deviation from the outlined guidelines and policy must be approved by the shoreside Head of Entertainment and should only be permitted during the time of performance.

5. PERSONAL HYGIENE

A. Regular attention is to be paid to hygiene by showering regularly at least once a day and by use of suitable deodorants including underarm deodorants, however these are not to be strongly scented (to prevent body odor, bathing may be necessary more than once a day). All uniforms are to be changed daily, prior to going on duty.

B. Perfume, Cologne, and After Shave: Due to close contact with others it is discouraged to use strong heavy scents and fragrances. If perfume, cologne, or after-shave is used it should be of a mild scent and used moderately.

C. Nail polish colors can be of a clear or neutral or natural colors. Polishes that are red, dark, bright, neon, gold or silver are unacceptable. Fingernails should be neatly trimmed. Fingernail decorations, pins, stencils etc. are unacceptable. For USPH reasons, nail polish is not permitted to be worn by team members working in the Galley.

D. Oral Hygiene: Regular oral hygiene and the use of mouthwash are strongly recommended to avoid unpleasant odor.

E. Strict attention is to be paid to the ships and Public Health rules on hygienic working practices.

F. Team members feeling unwell and/or having open cuts and sores, are to immediately seek medical attention. Disciplinary action will be taken against team members who infect others by failing to seek medical attention under such circumstances.

6. NON-UNIFORMED MEMBERS OF THE SHIP'S COMPANY

Onboard some of our vessels you will encounter members of the ship's company who do not wear prescribed company uniforms. In the business world of today, how members of the ship's company look and present themselves, says a lot about the company for which they work. A professional appearance is essential to a favorable impression with passengers, vendors, and colleagues.

Our non-uniformed members of the ship's company are guided by our uniform and grooming policy. Basic elements for appropriate and professional business attire include clothing that is in neat and clean condition. Basic guidelines for appropriate workplace dress do not include tight or short pants, tank tops, halter tops, low-cut blouses or sweaters, or any extreme style or fashion in dress, footwear, accessories, fragrances, or hair. Non-uniformed members of the ship's company are required to wear a name badge and the company's designated customer service pin at all times when on duty.

7. MEDICAL EXCEPTIONS

Any request for medical exceptions to the appearance policy, such as shoes, hairpieces, not shaving due to a skin irritation, etc., must be presented to the ship's doctor for consideration. The department head's approval is required for medical exceptions after receiving the doctor's recommendation.

It is the responsibility of each individual team member to adhere to the above Company guidelines. Department managers may exercise reasonable discretion to determine appropriateness in team member dress and appearance. If a supervisor or manager decides that a team member's dress or appearance is not appropriate as outlined in this policy, he or she may take corrective action and require the team member to leave the work area and make the necessary changes to comply with the policy.

8. RELIGIOUS EXCEPTIONS

At Princess Cruises, we respect the sincerely held religious beliefs and practices of all team members and will continue to make, on request, accommodation for any such observances when a reasonable accommodation is available that does not create an undue hardship or safety risks.

Violations regarding any of the above guidelines may lead to disciplinary measures being taken pursuant to the Code of Conduct.