

GENERAL ONBOARD GUIDELINES

4 Uniforms

4.1 General remarks

- Supply of the necessary uniform items is handled exclusively through GRC Office in Basel.
- Uniform guidelines must be strictly followed. Wearing of any uniform parts whilst off duty is strictly prohibited.

4.2 Name badge

- The name badge is an essential part of the uniform and must therefore always be worn.
- It is worn on the right hand side, below the shoulder.
- The name badge is issued when joining the ship, a replacement will be charged at €20.

4.3 Deposit for uniform and accommodation

- Every crewmember is responsible for the upkeep of his/her uniform, safe keeping of his/her key and other items, which the shipping company provides.
- An amount of € 250 is deducted from the first salary as a guarantee deposit. The money is reimbursed when all articles have been returned at the end of the employment contract.
- There is a safety deposit box in each cabin, one per person. All crewmembers have to get a key for their safe. To replace the key it will cost € 20. Do not leave valuables in the cabin and always store your money in your safe.
- The uniform is company property and must be returned when leaving the company. Not turned in parts will be charged and deducted from the salary.

4.4 Cleaning of uniform and personal laundry

- There is a laundry on board. The washable parts of the uniform are washed and pressed free of charge. For the washing of private laundry, €10 is deducted monthly from the salary). Employees who do not work in the laundry are not allowed to use the washing machine or the tumbler.
- Cm's pay for their laundry €10 per week at reception. (Cruise Managers would also be allowed to use the launderette if there are no guests using it)

4.5 Uniform and appearance standard

- For the guests, your appearance is the key to your own personal character and is an indicator of the quality of service you are ready to offer. It shows your self-esteem and your pleasure in serving guests. Therefore we insist on:
- Take care when wearing the uniform and in the appearance of clothes.
- Crew members are to keep their uniforms clean at all times. This also includes keeping shoes clean.

4.6 Shoes

- Wear good "safe" shoes with a rubber sole. Sandals and espadrilles are not allowed. The shoes must be closed in the front and back. Women must make sure that the heel is not higher than 4 cm. No platform shoes. The color of the shoes is defined in the GRC

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uniform requirement the shape as per the company picture recommendation. Refer to the power point on shoes.

4.7 Uniforms supplied by GRC

- Each crewmember will receive a uniform at the beginning of the season.
- The deposit will be reimbursed when you return all items to the employer (end of season or end of contract)
- The crew member will be responsible for the proper care of the uniform items

4.8 Uniforms provided by the crew member

Hotel Manager / Purser

Male:

Black shoes, classic, to be worn with black socks, black belt

Female:

Dark blue or black shoes, closed, no high heel (max. 4 cm), to be worn with blue or skin colored tights, navy blue or black belt, depending on the shoes.

Receptionist / Night Auditor

Additional: white shirts (no pilot shirt) with long or short sleeves.

Male:

Black shoes, classic to be worn with black socks, black belt

Female:

Dark blue or black shoes, closed, no high heel (max. 4 cm), to be worn with blue or skin colored tights, navy blue or black belt, depending on shoes.

Restaurant Manager / Housekeeper / Bartender

Additional: white pilot shirts with long or short sleeves.

Male:

Black shoes, classic to be worn with black socks, black belt

Female:

Black shoes, closed, no high heel (max. 4cm) to be worn with black or skin colored tights, black belt, black dress trousers.

Service/bar

Male:

Black shoes, classic, to be worn with black socks, black belt, black dress trousers

Female:

Black shoes, closed, no high heel (max. 4cm) to be worn with black or skin colored tights, black belt, black dress trousers.

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Cabins

For during day: female/male - white socks, flat white, safety working shoes

For evening: female: black shoes, closed, no high heel (max. 4 cm), to be worn with black or skin colored tights, black belt, black dress trousers.

Executive Chef / Chefs

Professional knife case

Enough chefs' white jacket with white buttons, chef's trousers black/white small check, white neck clothes male/female: white socks, flat white safety working shoes

Utilities

Male/female: white socks, flat white safety working shoes

remark:

Should the uniform items brought with you not conform to the requirements, then clothing corresponding to the rules must be bought at your own expense.

Please consider that the laundry staff may be overloaded with work and therefore the laundry given to them may only be returned within 2-3 days. Please mark your laundry with your initials.

4.9 Uniform wearing policy

All crew

- Nametag must always be worn when on duty.
- While on duty only company tie / scarf are allowed.
- No scarf or big jewelry on female crew member's hair.

Hotel Manager / Purser

During day it is not compulsory to work with the uniform jacket. If the jacket is not worn, then it is compulsory to wear a white shirt with epaulets.

After 6 p.m. The uniform jacket must be worn.

During the day, the Nicki scarf must be worn and in the evenings the Ascot tie. (for female)

The tie must be worn during the entire period of duty. (male)

For cold days the blue marine pullover may be worn (until 6 pm)

Hospitality Assistant (Receptionist)

During the day it is not compulsory to work with the uniform jacket.

After 6 p.m. The uniform jacket must be worn.

During the day, the Nicki scarf must be worn and in the evenings the Ascot tie. (for female)

The tie must be worn during the entire period of duty. (male)

For cold days the blue marine pullover may be worn (until 6 pm). It is not allowed to wear any other pullover while on duty.

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Concierge

During the day it is not compulsory to work with the uniform jacket but the grey waist coat must be worn instead.

After 6 p.m. The uniform jacket must be worn.

During the day, the Nicki scarf must be worn and in the evenings the Ascot tie. (for female)

The tie must be worn during the entire period of duty. (male)

Nightwatch

The complete uniform must be worn for the entire period of duty including a tie.

Restaurant Manager / Bartender

- From breakfast service until 5 p.m. Black jacket and trousers
- After 6 p.m. Dinner uniform. For captain's farewell dinner gala uniform. (Not permitted to wear a marine pullover)

Housekeeper

- During the day – while helping in cabins and/or laundry – brown trousers and brown Kassak shirt can be worn.
- When checking cabins and working in the public area it is compulsory to wear the uniform trousers and the white shirt with epaulettes. During the day, the Nicki scarf must be worn and in the evenings the Ascot tie, while wearing the dark blue Uniform. (for female). The tie must be worn during the entire period of duty while wearing the dark blue Uniform. (male)
- After 6 p.m. The uniform jacket must be worn.

Service/bar

- Breakfast: black trousers, white shirt long sleeves, waistcoat, apron white
- Lunch: black trousers, white shirt long sleeves, waistcoat, apron white
- Dinner black trousers, black shirt long sleeves, waistcoat, apron black
- Capt. farewell dinner black trousers, white t-shirt, gala jacket, apron black
- In summer time, while working on the sundeck, it is allowed to wear shirts with short sleeves.
- For embarkation and welcome cocktail (introduction of the crew) black trousers, black shirt and waistcoat must be worn.

Cabins

- During day brown trousers and brown Kassak shirt must be worn. For turn-down service black trousers, White shirt long sleeves, Ascot tie must be worn.
- For embarkation and welcome cocktail (introduction of the crew) and farewell dinner (good bye for crew) black trousers, white shirt and Ascot tie must be worn.
- When the weather is cold, only a blue fleece (to be provided by the crew member and to be purchased at cost price from the board-shop) to be worn.

Masseur

- During day, while working in the cabins, brown trousers and brown Kassak shirt must be worn. For turn-down service black trousers, White shirt long sleeves, Ascot tie must be worn. When working as Masseur, brown massage trousers and brown Polo shirt must be worn.

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- For embarkation and welcome cocktail (introduction of the crew) and farewell dinner (good bye for crew) black trousers, white shirt and scarf/tie must be worn.

Executive chefs / chefs

- While on duty in the kitchen white chef's jacket and blue & white check or black trousers must be worn. For presentation in the restaurant: white chef's jacket with
- Black trim, black buttons, black neck ties, black trousers and white apron must be worn.
- It is strictly forbidden to wear private t-shirts while on duty in the kitchen.
- For embarkation and welcome cocktail (introduction of the crew) and farewell dinner (good bye for crew) white chef's jacket with black trim, black buttons, black neck tie and black trousers, must be worn.

Utilities

- While on duty in the kitchen the blue trousers with the blue polo shirt must be worn.
- For duties outside the ship or in the freezer the blue sweater may be worn.
- For embarkation and welcome cocktail (introduction of the crew) and farewell dinner (good bye for crew) black trousers, white shirt and scarf/tie must be worn.