

## **PLEASE READ THIS IMPORTANT NOTICE ON NEW UNIFORM POLICY**

### **New Uniform Policy – Hotel ‘Own Supply’ Uniform Items**

Dear Crew Member:

Our existing Uniform Policy has been in place for many years, providing crew with quality clothing at a significantly discounted cost. After a review of our current policy, comparison with other cruise lines and the hospitality industry in general, it has been decided to separate uniform supply into two main categories:-

1. **‘Company Supply’** relates to uniform items that are unique to (and produced for) Princess Cruises and includes tuxedos, jackets, vests, ties and bow ties, dresses, epaulette shirts, themed trousers, shorts, themed skirts and any other item *specific* to the company. The supply of these items is not affected by this policy.
2. **‘Own Supply’** relates to personal uniform items that are common to the hospitality industry at large and includes regular white shirts and blouses, plain black trousers and skirts, black belts and shoes. In general, items that are available the world over and are not unique to Princess Cruises.

This memorandum refers only to ‘Own Supply’ items.

From May 01, 2008 onwards the new policy will apply to all joiners **including new hires**.

All applicable crew members returning from leave and new joiners scheduled to embark after May 01, 2008 will be responsible for the supply of ‘Own Supply’ uniform items. Should they choose to join without the required ‘Own Supply’ uniform items, these will be available onboard for purchase at company cost price.

Crew members preferring to purchase their ‘Own Supply’ uniform items ashore must ensure that items meet the hospitality industry standard. Included in this memorandum are guidelines for black trousers and skirts, shirts and blouses, black belts and shoes. In addition, should items purchased ashore not comply with these guidelines, crew members will be required to replace uniform onboard at their own expense.

‘Own Supply’ uniforms already issued to applicable ranks remain the personal property of the individual crew members.

#### **Applicable Ranks**

Food & Beverage Supervisor  
Waiter  
Junior Waiter  
Buffet Steward  
Assistant Buffet Steward

Bar Supervisor  
Bartender  
Bar Steward  
Utility Bar

Stateroom Steward  
Accommodation Clerk  
Captain’s Steward  
Accommodation Attendant  
Accommodation Utility Cleaner

For all other ranks the current Uniform Policy remains unchanged.

Attached to these new instructions, you will find the list of the “Own Supply Uniforms” for the Dining, Accommodation and Bar Departments also showing the price of the items available onboard .

Please check carefully the list pertaining to your department and please also note that some of the listed items are not available onboard and therefore you should purchase them in your country prior to your departure to join your assigned ship.

Should you need any further information, please call our office at +41-91-6955160.

We thank you for your attention and wish you a safe journey to the ship.

P&O Princess Cruises B.V.  
Chiasso - Switzerland

## Own Supply Uniform Items and Descriptions Hospitality Industry Standards

Where a crew member prefers to provide his/her Own Supply items these must meet the below hospitality industry standards. Photographs attached as a guideline.

### Shirts (white) other than tuxedo style or uniform where epaulettes are required

Must be:-

- i. Machine washable
- ii. Plain fabric – no stripes/designs
- iii. Regular cut with white stitching
- iv. White buttoned
- v. Collars are to be full and standard – no wing collars or button-down

### Blouses (white) other than tuxedo style or uniform where epaulettes are required

Must be:-

- i. Machine washable
- ii. Plain fabric – no stripes/designs
- iii. Regular cut with white stitching
- iv. White buttoned
- v. Collars are to be full and standard – no wing collars or button-down

### Trousers – black (other than tuxedo style)

Trousers (pants) must adhere to the hospitality standard, specifically:-

- i. Plain black (recommend polyester blend not 100% cotton) suitable for machine washing
- ii. No chinos or cotton “Dockers” type pants or exaggerated styles
- iii. Straight leg, conservative fit (not tight or loose)
- iv. Sit at the waist (no low rise)
- v. Concealed zippered fly
- vi. Belt loops should not exceed 2” in height or 3/8-1/2” thick
- vii. Tailored to the appropriate length without turn-ups

### Skirts 12A black (other than tuxedo style)

- i. Plain black (recommend polyester blend not 100% cotton) suitable for machine washing
- ii. No chinos or cotton “Dockers” style skirts or exaggerated styles
- iii. Conservative fit (not overly tight)
- iv. No embellishments (studs, embroidery or pattern)
- v. Sit at the waist
- vi. Concealed zipper/clasp/hook
- vii. Belt loops should not exceed 2” in height or 3/8-1/2” thick
- viii. Tailored to an appropriate length – no higher than 2” above the knee

### Belts (black)

- i. Must be plain with no logo
- ii. The width should not exceed 1.5”
- iii. Simple/plain buckle not be wider than 2”

### Shoes (black)

- i. Must be a plain design with black upper, sole and stitching and may be either lace-up or slip-on
- ii. Regular heels for males and no stiletto style for ladies

Dining and Buffet personnel are required to wear nonskid shoes when in the course of their duties. Shoes suitable for this purpose are marketed (and labeled) either 'non-skid', 'non-slip' or 'slip resistant' and typically have a rubber compound outsole as well as a tread pattern that channels liquid from under foot. Suitable footwear is available onboard for purchase.

### Shoes (Tennis)

Where a crew member is required to wear tennis shoes/sneakers these will be 'Own Supply'. These are required to be plain, white and without logo or colored design.

**Own Supply Uniforms / Dining Department**

<b>Job</b>	<b>Gender</b>	<b>Item</b>	<b>Price Each (*)</b>	<b>Recommended Qty</b>
<b>Food &amp; Beverage Supervisor</b>	Female	Skirt, black	\$21.00	3
		Shirt, white, long sleeved	\$8.00	4
		Shirt, white, short sleeved	\$13.00	4
		Shoes, black, non skid	\$24.00	1
		Stockings, neutral	Not available onboard	7
	Male	Pants, black	\$13.00	3
		Shirt, white, long sleeved	\$8.00	4
		Shirt, white, short sleeved	\$13.00	4
		Shoes, black, non skid	\$24.00	1
		Belt, black, leather	Not available onboard	1
Socks, black	Not available onboard	7		
<b>Waiter Junior Waiter</b>	Female	Skirt, black	\$21.00	3
		Shirt, white, long sleeved	\$8.00	4
		Shoes, black, non skid	\$24.00	1
		Shoes, white, gym, rubber sole	\$18.00	1
		Socks, ankle, white, cotton	Not available onboard	7
		Stockings, neutral	Not available onboard	7
	Male	Pants, black	\$13.00	3
		Shirt, white, long sleeved	\$8.00	4
		Shoes, black, non skid	\$24.00	1
		Shoes, white, gym, rubber sole	\$18.00	1
		Socks, ankle, white, cotton	Not available onboard	7
		Belt, black, leather	Not available onboard	1
		Socks, black	Not available onboard	7
<b>Buffet Steward Assistant Buffet Steward</b>	Female	Skirt, black	\$21.00	3
		Shirt, white, long sleeved	\$8.00	4
		Shoes, black, non skid	\$24.00	1
		Shoes, white, gym, rubber sole	\$18.00	1
		Socks, ankle, white, cotton	Not available onboard	7
		Stockings, neutral	Not available onboard	7
	Male	Pants, black	\$13.00	3
		Shirt, white, long sleeved	\$8.00	4
		Shoes, black, non skid	\$24.00	1
		Shoes, white, gym, rubber sole	\$18.00	1
		Socks, ankle, white, cotton	Not available onboard	7
		Belt, black, leather	Not available onboard	1
		Socks, black	Not available onboard	7

(\*) = Price subject to change.

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Own Supply Uniforms / Accommodation Department

Job	Gender	Item	Price Each (*)	Recommended Qty
Stateroom Steward	Female	Shirt, white, long sleeved	\$8.00	3
		Shoes, black	Not available onboard	1
		Stockings, neutral	Not available onboard	7
	Male	Pants, black	\$13.00	3
		Shirt, white, long sleeved	\$8.00	4
		Shoes, black	Not available onboard	1
		Belt, black, leather	Not available onboard	1
Socks, black	Not available onboard	7		
Accommodation Clerk	Male	Pants, black	\$13.00	3
		Shirt, white, long sleeved	\$8.00	4
		Shoes, black	Not available onboard	1
		Belt, black, leather	Not available onboard	1
		Socks, black	Not available onboard	7
Captain Steward	Male	Pants, black	\$13.00	3
		Shirt, white, long sleeved	\$8.00	4
		Belt, black, leather	Not available onboard	1
		Socks, black	Not available onboard	7
Accommodation Attendant	Female	Shoes, black	Not available onboard	1
		Stockings, neutral	Not available onboard	7
	Male	Pants, black	\$13.00	3
		Shirt, white, long sleeved <i>(Deck attendant only)</i>	\$8.00	4
		Socks, ankle, white, cotton <i>(Deck attendant only)</i>	Not available onboard	7
		Belt, black, leather	Not available onboard	1
		Socks, black	Not available onboard	7
Accommodation Utility Cleaner	Male	Pants, black	\$13.00	3
		Belt, black, leather	Not available onboard	1
		Socks, black	Not available onboard	7

(\*) = Price subject to change.

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Own Supply Uniforms / Bar Department

Job	Gender	Item	Price Each (*)	Recommended Qty
Bar Supervisor	Female	Skirt, black	\$21.00	3
		Dress shirt, white, long sleeved	\$8.00	3
		Shoes, white, gym	\$18.00	1
		Shoes, black	Not available onboard	1
		Socks, ankle, white, cotton	Not available onboard	7
		Stockings, neutral	Not available onboard	7
Bartender Bar Steward	Male	Pants, black	\$13.00	3
		Dress shirt, white, long sleeved	\$8.00	3
		Shoes, white, gym	\$18.00	1
		Shoes, black	Not available onboard	1
		Belt, black, leather	Not available onboard	1
		Socks, ankle, white, cotton	Not available onboard	7
		Socks, black	Not available onboard	7
Utility Bar Steward	Male	Pants, black	\$13.00	3
		Belt, black, leather	Not available onboard	1
		Socks, black	Not available onboard	7

(\*) = Price subject to change.



