

**NORWEGIAN CRUISE LINE COMPANY POLICY**  
General Shipboard

SHIP12-0007

**Grooming and Appearance Policy**

Issue Date: January 2007

Updated: May 8, 2015

**SCOPE** – To ensure a consistent and professional appearance for all onboard team members. This policy applies to the entire fleet. This policy does not supersede USPH/FDA regulations which require continued compliance.

**DETAILS** – General Grooming

1.0 Off Duty

1.1 Onboard

1.1.1 Flip-flops, thongs, sleeveless shirts or vests, bathing suits, shorts and collarless t-shirts must not be worn onboard in guest public areas. Hoodies, hats, and baseball caps must not be worn in guest or crew public areas.

1.1.2 Team members with access to the entertainment and food and beverage areas onboard must be in full uniform with name tags visible when accessing these areas. For those who do not wear uniforms in guest areas “smart casual” dress must be worn. For men, smart casual is defined as a collared shirt (with or without jacket), slacks or pants (no jeans, no shorts), and clean shoes (no flip flops, no sneakers). For women, smart casual attire implies a skirt or pants (no jeans) and a coordinated outfit (with or without jacket).

1.1.3 Uniforms are not to be worn by officers or team members in the crew bar.

1.2 Ashore

1.2.1 Team members on shore leave must be well groomed.

1.2.2 Tight, see-through clothing must not be worn at any time.

1.2.3 Clothing with logos from other cruise lines must not be worn at any time.

2.0 On Duty

2.1 No buttons or pins are allowed unless issued by the company.

2.2 Sunglasses may be worn by staff performing their shift in the sun. Glasses must be conservative and not have mirrored lenses. Sunglasses are not to be worn inside, even when off duty.

2.3 Gum chewing is not permitted.

2.4 Tobacco chewing is not permitted.

2.5 Name Tags are to be worn on the left side at chest level, and are to be worn at all times in guest or crew areas. The Vacation Hero pin is to be worn directly above the name tag.

2.6 Crew I.D's are required to be carried by all team members, including guest entertainers, whether on or off duty.

3.0 Female Grooming

3.1 Hair Guidelines

3.1.1 Must be clean and dandruff-free.

3.1.2 Bangs must be tidy and not touch the eyebrows.

3.1.3 Extreme haircuts, including shaven heads with designs or symbols, or dreadlocks, are not permitted.

3.1.4 Color must be natural in shade and complement the complexion. Subtle highlighting of a natural color is acceptable. Hair with roots of a different color is not permitted.

3.1.5 Hair must be well groomed at all times and not fall over the face. Polished ponytails, braids, buns, chignons, etc., are allowed and must look professional. If hairpins are used, they are to be hidden within the hair. Hair accessories must blend with hair color (e.g. tortoise, black). Hair ornaments are not permitted with the exception the traditional Hawaiian hair flower on the Pride of America.

3.1.6 Hair must be appropriately covered when working in the food preparation areas. Restaurant, Sanitation and Culinary staff must wear their hair up if it reaches the collar.

3.2 Accessories while on duty

**NORWEGIAN CRUISE LINE COMPANY POLICY**  
General Shipboard

SHIP12-0007

**Grooming and Appearance Policy**

Issue Date: January 2007

Updated: May 8, 2015

- 3.2.1 Simple bracelets are permitted, one per hand. Strings, rubber banded bracelets, and beaded styles are not permitted. Food and Beverage Exceptions: While preparing food, team members, including bartenders, must not wear jewelry on their arms and hands; this includes watches.
- 3.2.2 Team members may wear one ring per hand. Engagement/wedding band count as one ring. Food employees may wear a total of one plain ring such as a smooth, simple wedding band.
- 3.2.3 Necklaces may be worn but not visible by uniformed team members.
- 3.2.4 Earrings are permitted; one pair of small stud earrings, or hoops no larger than a dime. No other visible piercings or gauges are permitted.
- 3.2.5 Tongue piercing accessories are not permitted. Team members are not permitted to acquire tongue piercings during a contract.
- 3.2.6 Flamboyant or symbolic jewelry that detracts from the uniform and may be offensive is not permitted.

**3.3 Personal Grooming**

- 3.3.1 Team members are not permitted to make dramatic changes to their appearance during a contract.
- 3.3.2 Personal hygiene must be maintained by showering at least daily and maintained with the use of an effective antiperspirant/deodorant
- 3.3.3 Hands must be clean and free of stains.
- 3.3.4 Fingernails must be clean, well-manicured and lengths not to exceed 5mm from the tip of the finger. Nails must be similar in length and not broken. If polish is used, it must be a neutral color. Nails may only be painted one color and it must not be chipped. Decorations on nails are not permitted.
- 3.3.5 Make up, if used, must be applied conservatively and complement skin tone. Colored mascaras, glitter, etc. are not permitted.

**4.0 Male Grooming**

**4.1 Hair Guidelines**

- 4.1.1 Must be clean and dandruff-free.
- 4.1.2 Hair must be well groomed at all times and not fall over the face.
- 4.1.3 Hair must be above the shirt collar and not cover the ears.
- 4.1.4 Completely shaven heads are permitted as long as they are well maintained.
- 4.1.5 Extreme haircuts, including shaven heads with designs or symbols, or dreadlocks, are not permitted.
- 4.1.6 Color must be natural in shade and complement the complexion. Subtle highlighting of a natural color is acceptable. Hair with roots of a different color is not permitted.
- 4.1.7 Facial hair is permitted as long as it is neatly trimmed. Moustaches, goatees and beards may not be grown during an assignment. Chin and lower lip tufts are not permitted. Food and Beverage Exceptions: beards and goatees are not permitted.
- 4.1.8 Sideburns must be above the bottom of the earlobe.

**4.2 Accessories**

- 4.2.1 One bracelet per hand. Food and Beverage Exceptions: While preparing food, team members, including bartenders, must not wear jewelry on their arms and hands; this includes watches. Food employees may wear one plain ring such as a smooth, simple wedding band.
- 4.2.2 Necklaces may be worn but not visible.
- 4.2.3 Earrings or ear gauges may not be worn.
- 4.2.4 Piercing jewelry may not be worn if visible to the public.
- 4.2.5 Tongue piercing accessories are not permitted. Team members are not permitted to acquire tongue piercings during a contract.

**NORWEGIAN CRUISE LINE COMPANY POLICY**  
General Shipboard

SHIP12-0007

**Grooming and Appearance Policy**

Issue Date: January 2007

Updated: May 8, 2015

4.2.6 Flamboyant or symbolic jewelry that detracts from the uniform and may be offensive is not permitted.

4.3 Personal Grooming

4.3.1 Team members are not permitted to make dramatic changes to their appearance during a contract.

4.3.2 Colognes and after-shave are to be used lightly.

4.3.3 Personal hygiene must be maintained by showering at least daily and maintained with the use of an effective antiperspirant/deodorant.

4.3.4 Hands must be clean and free of stains.

4.3.5 Fingernails must be kept clean and well-manicured, no more than 2mm from the tip of the finger.

5.0 Tattoos

5.1 Visible indelible marks or figures (tattoos) are tolerated. Tattoos on hands must be small and innocuous.

5.2 The following tattoos are prohibited:

5.2.1 All visible tattoos on the face, head, or neck (above a standard T-shirt collar).

5.2.2 All tattoos, irrespective of location on the body, that are extremist, indecent, sexist, or racist.

5.2.2.1. Extremist tattoos are those affiliated with, depicting or symbolizing extremist philosophies, organizations, gangs, or activities; those which advocate racial, gender or ethnic hatred, or intolerance; advocate, create or engage in discrimination based on race, color, gender, ethnicity, religion, sexual orientation, or national origin; or advocate violence or other unlawful activities.

5.2.2.2. Indecent tattoos are those that are grossly offensive and vulgar.

5.2.2.3. Sexist tattoos are those that advocate a philosophy that degrades or demeans a person based on gender, but that may not meet the same definition of "indecent".

5.2.2.4. Racist tattoos are those that advocate a philosophy that degrades or demeans a person based on race, ethnicity or national origin.

5.3 Crewmembers found in violation of this section of the Grooming and Appearance Policy are subject to disciplinary action up to and including immediate dismissal.

5.4 The VP, Fleet Personnel in close collaboration with the pertinent Business Owner will consider exceptions to this section of the policy upon request of the ship's senior management team.

6.0 Exceptions

6.1 Guest Entertainer, Performer and Musician exceptions may be made for hairstyles and tattoos if approved prior to contract or hire date.

6.2 Changes to exceptions for the above positions may not be made during a contract.

**REFERENCE**

SHIP11-0014 Name Tag Policy