

PRIDE OF AMERICA SHIPBOARD EMPLOYMENT FREQUENTLY ASKED QUESTIONS

What makes cruise ship employment so unique?

Working on a cruise ship means so many things. It means you live and work in the same place. You will meet great friends from around the world and you may be introduced to cultures that are new to you. It means that while working and getting paid, you'll have the opportunity to visit Hawaii, one of the world's most beautiful ports of call.

Will cruise ship life be right for me?

Cruise ship employment is truly unique! Crew should be prepared to work hard and follow shipboard rules and protocol. You will share limited living and social space but you'll also form long-lasting friendships and gain valuable working experiences. Living at sea allows crew members to save a substantial amount of money in a short period of time; imagine no rent, no cost for meals, free gym, etc.! Be prepared to give 100% to your new career and enjoy all the benefits of life at sea!

How old do I need to be to apply?

Applicants must be at least 18 years of age for employment but anyone who is in a position to serve alcohol (Bartenders and Bar Waiters) must be at least 21 years of age.

What is the hiring process for Pride of America crew?

Because Pride of America is a US flagged cruise vessel and must comply with US Coast Guard regulations, the process is sometimes long and very detailed. From your initial interview to final deployment, expect the process to take up to 4 to 6 months. Please don't quit your current job or make any major life changes until you have been given a joining date for Pride of America.

This is an overview of the steps in the process:

- (1) Interview
- (2) Conditional Offer (if approved for hire)
- (3) Welcome email from our Onboarding Team with overview of next steps
- (4) Medical Examination
- (5) TWIC & MMC application process
- (6) Active Hold & Deployment
- (7) STCW Training at Piney Point Maryland or Saipan
- (8) Start your new career!

What if I have personal commitments during my assignment period?

When you're interviewing, it's important that you share any pending commitment information with the Recruiters. Should you be approved for hire, we can look into an assignment that works for both you and the department you're being hired for.

Can my spouse come to work with me?

In the event that your spouse is hired to work onboard the Pride of America, please know that crew cabins are assigned based on gender and department. Please address any questions to the Personnel Department onboard the ship.

Will I have a chance to change ships?

U.S. Federal regulations require U.S. Citizenship or Permanent Resident status for employment onboard the Pride of America. If you're hired for the Pride of America, you will be deployed to that ship specifically. Pride of America crew do not rotate to the International Fleet.

What documents will I need to take to Pride of America training for employment verification?

Pride of America is a US flagged cruise vessel and all crewmembers are Merchant Mariners. In order to become a Merchant Mariner every crew member must be in possession of a Merchant Mariner Credential (MMC), a Transportation Worker Identification Credential (TWIC) card and a Medical Certificate issued by the US Coast Guard. The MMC is issued through the United States Coast Guard (USCG) and the TWIC is issued through the Transportation Security Administration (TSA). You cannot work onboard our US-flagged vessel without these documents. Norwegian will assist you with obtaining all necessary credentials to work onboard Pride of America.

What is a TWIC card?

The TWIC is a biometric identification card (aka the "Smart Card"). TWIC holders are allowed access in secured and restricted areas throughout American ports.

What is the cost of a TWIC card?

The current cost of a TWIC card is \$125.25 for new applicants and is a reimbursable expense. Anyone who holds a TWIC card from a previous employer will not be reimbursed.

Where can I learn more about the TWIC card?

You can learn more about the TWIC card by visiting: https://www.tsa.gov/for-industry/twic

What is an MMC booklet?

The MMC booklet is issued through the United States Coast Guard (USCG). This booklet indicates that you are a civilian that works on a merchant vessel. This document is certified/licensed by the U.S. Coast Guard.

What training do I need to complete in order to be a Merchant Mariner?

All of our crewmembers must successfully complete Standards for Training Certification and Watchkeeping (STCW) training. This training is implemented and conducted by the USCG. The STCW training is a one week course held at our training facility located in Piney Point, Maryland. Norwegian will coordinate your STCW Training prior to your first shipboard assignment. Flights, transfers, training accommodations, and meals are provided by the company.

Where can I learn more about obtaining the MMC booklet?

You can learn more about becoming a Merchant Mariner by visiting the United States Coast Guard's National Maritime Center (NMC) website at: www.uscg.mil/nmc/ or by calling 1-888-IASKNMC.

What travel documents do I need?

Employment onboard the Pride of America does not require a passport but it is recommended to have one.

How long is my assignment on board Pride of America?

Work on Pride of America is considered full-time, not contractual. Employees will work on board between five (5) and six (6) months. You will earn 1 week of vacation time for every month worked on board the ship, so on average, about five (5) to six (6) weeks of vacation.

How will I be paid?

Crew members are paid on a bi-weekly basis through a direct-deposit process to an allocated bank account(s).

Will I be paid when I'm at home on vacation?

On the Pride of America only, entry level positions work up to six months with a scheduled, unpaid vacation.

Do I have to pay taxes?

If you work on Pride of America, our US flagged ship, you will pay all applicable federal, State/Hawaiian and local taxes.

How many hours per day will I have to work?

You will work seven (7) days a week, approximately eight (8) to twelve (12) hours per day for the duration of your assignment. You will have assigned break periods and meal hours.

You can expect 40 hours minimum plus overtime hours as designated by the company. Be prepared for long work weeks! At the completion of your assignment, crew members get approximately 5 weeks off - It's like banking your vacation days and taking them it all at once!

What happens at the end of my assignment?

Each assignment concludes with a performance review. Based on your evaluation, you will be asked to return and in most cases, provided your return assignment before leaving the ship.

Will I be paid during training?

Yes, it is a paid training, considered as the start of your employment with Norwegian. The entire week is training and preparation for your new life aboard Pride of America. You will be expected to follow all rules and regulations while at the training facility and everyone is expected to conduct themselves in a professional manner during all classes and activities.

What is the location of the training center in Piney Point, Maryland?

The address is: Paul Hall Training Center | 45353 Saint George's Avenue | Piney Point, Maryland 20674. The center is located approximately 2 hours; 20 minutes from the Baltimore Airport (BWI). Transportation for new arrivals is always arranged by the company.

What is the location of the STCW Center in Saipan?

The address is: Marine Tech International | Mangrove Drive, Lower Base | South Seaplane Ramp | Saipan, MP 96950

Will my travel expenses be reimbursed by the company?

Yes, you will be reimbursed for travel expenses when you present receipts within 10 days of joining the ship. This includes:

- Standard fees for checking 2 pieces of luggage, less than 50lbs each.
- Food and non-alcoholic beverages up to a maximum of \$25/travel day.
- If required to take a taxi to the ship from the airport, that will be reimbursed.

What are 'Travel Days'?

Travel days are considered as:

- · From home airport to BWI airport;
- From BWI airport to home airport;
- From home airport to Hawaii airport;
- · From Hawaii airport to home airport

What type of training is part of the STCW certification?

The STCW (Standards of Training, Certification and Watchkeeping for Seafarers) is a five-day basic safety course. Crew members must successfully complete all training and receive certification in order to join Pride of America.

The training includes:

Basic Firefighting | Crowd Control | Watercraft Operation | CPR | First Aid

What other types of training will be offered at Piney Point?

New Crew Orientation will be held at Piney Point, in addition to the required Coast Guard trainings.

What documents will I need to join the ship?

You'll need 4 important documents to join the ship:

- TWIC Card (either you already have it or you will pick it up in Hawaii)
- STCW Certification (awarded while you are at the training facility in Piney Point, MD)
- Merchant Mariner's Credential (MMC)
- Medical Certificate

What documents do I need to be considered for employment on Pride of America?

You will need documents that can satisfy the I-9 requirements (approval to work in the United States).

- A United States Passport "or"
- Both of the following:
- (1) Government issued photo identification (driver's license, state or military ID) AND
- (2) proof of eligibility to work (social security, birth certificate, etc.)

Please note that non-U.S. Citizens must provide a "Green Card" (Permanent Resident Card) or Naturalization Certificate in addition to either a Foreign Passport or translated Birth Certificate.

Will I go straight to Pride of America from Piney Point?

If you have your TWIC, MMC and Medical Certificate with you when you arrive to the training facility in Piney Point (or have been notified it has been sent to the ship) please be prepared to go from Piney Point straight to the ship.

If you have not yet received your documentation, you will be sent home after training until the documentation arrives. Norwegian will cover travel from Piney Point to the crew member's home airport and from the home airport to the ship once the documentation is in hand. Please note that crew members are not paid for the time spent at home waiting for the MMC to be issued.

Will I have roommates at Piney Point?

Yes, you will be staying in the dormitories on site with 1, 2 or 3 roommates.

Are meals provided at Piney Point?

Yes, all meals will be provided for you in the cafeteria. There is a set daily menu served buffet style. During lunch and dinner, there will be both hot and cold options as well as salad bar options. Be aware that there is a strict schedule while at the facility and trainees are required to be on time to all meal times and training sessions.

What amenities are available at Piney Point?

- Wi-Fi is available onsite.
- Coin Laundry Facility onsite. (Detergent is supplied.)
- Small gift shop onsite for snacks, personal hygiene items, etc.
- Gym and craft facilities onsite.

Can I shop for extra things I may need when I get to Piney Point?

The school is in a remote location, with no major shops or stores in the area. Please bring everything you'll need for the week with you. (The closest Walmart is 30 minutes away; approximately \$35 cab ride each way).

Will I be able to smoke at Piney Point?

The dormitories are non-smoking facilities. Smoking is permitted only in the designated locations. There are no cigarettes sold on campus, but a convenience store is located off campus across the street.

What will I wear during the training at Piney Point?

Training at Piney Point will be casual. You may wear jeans and t-shirts. Closed toe shoes are required. Please check the weather for any outerwear needs (raincoat, umbrella, hat and jacket in the winter). Remember that eastern Maryland gets VERY cold during the winter months, so please be prepared with appropriate clothing (layers) and shoes.

Are there places to shop in Honolulu if I forget to bring something?

Yes, there is a Target, Walmart, Ross, and a drugstore in every port, so you can pick up anything you need. Laundry facilities are provided onboard free of charge.

Are there specific medical requirements?

Every applicant must complete and pass a pre-employment medical exam. You will be given information about approved medical facilities in your area that can be used for your medical exams. The cost of the medical exam is covered by the company.

Will I have to pay for luggage fees during travel?

Team members will be reimbursed for the first two (2) bags charged by the airline if a receipt is presented, provided they are in compliance with the airline's weight restrictions.

NOTE: You will not be reimbursed until after you've joined the ship. Please expect to pay for and keep your receipts for baggage to and from the training facility, as you will not be reimbursed while there. We highly recommend crew members to contact your scheduled airlines(s) or check their website to obtain more information to help you prepare in advance for any additional fees, restrictions and weight/size limitations.

What happens if I get terminated?

While we hope this doesn't happen, if a crew member is dismissed for cause at any time, or in the case of resignation, crew members are responsible for the cost of their own return air transportation.

Will I have any full days off?

No, you should not expect to have any full days off while on board. You will have 'shifts' off, where you may go ashore, relax, catch up on laundry, read a book, call home, etc. But please remember that you should not expect to have complete days off.

Will I be able to go ashore?

Yes! While not likely in every port, there will be many opportunities to go ashore during the course of your deployment. You may wish to explore local restaurants and shops or you might participate in arranged crew tours. Special crew tours do not happen in every port, but a designated Crew Enrichment Administrator is responsible to plan special events ashore.

What happens if I have a family emergency?

In the event we are notified of a family emergency, our shore side personnel will contact the ship to ensure the crew member has been informed. Emergency Leave would be arranged with the onboard Human Resources Team.

How will I stay in touch with my family and friends?

There are many options to keep in touch. The most inexpensive way is via your cell phone or smart devices in local ports of call where you may find Wi-Fi hot spots and local internet cafes and calling stations. There is a designated Crew Internet Café on every ship where crew receive discounted rates for internet use. The rates vary depending on data used and whether the ship is at sea or in port. In some ports of call, hot spots may be available from the ship. Phone calls can be made from the ship using the satellite but this is a more expensive option. We suggest that you ask on board and get suggestions from experienced crew on where are the best places to connect!

Will I be able to receive mail on board?

Yes, Pride of America receives mail weekly in Honolulu. The address to receive occasional packages and envelopes is:

> Crew Member Name, MAPS ID# Pride of America – Department Crane Worldwide Logistics C/O The Delivery People 94-453 Ukee St. Wipahu, HI 96797

The size of a package may not exceed an overall dimension of 72 inches (that's length 35" + width 20" + height 20"). Deliveries exceeding the maximum dimension will be returned to sender. Crew may not use this P.O. Box as a forwarding address for their mail.

Do I have to wear a uniform?

Yes, most positions on board are assigned a specific uniform that will be issued upon joining the ship. Uniforms are position-specific and each crew member will receive several sets so that routine laundering can take place. Uniforms are issued through the Uniform / Linen room. Some positions in the Entertainment and Concession areas may be required to wear their own professional clothing. This will be communicated in advance by the Onboarding Team.

How will I clean my clothes on the ship?

A crew laundry is available for crew members to wash their own personal items free of charge. Your preferred laundry soap and softener can be purchased ashore. Crew Uniforms will be laundered in the main laundry at no cost to the crew member.

What kind of shoes will I wear?

You will be required to wear non-slip safety shoes while on duty. The ship will provide safety shoes to each crew member. However, if you choose, you can purchase the approved brand / style before joining the ship. Please note that while you may wear open-toes sandals and flip-flops ashore, these types of shoes are not permitted in crew areas for safety reasons.

What should I pack?

We recommend that you pack for a 2 week trip. You'll be issued uniforms on board so you will need off-duty clothes. We also recommend for the uniform you pack white undershirts and black socks. When you're off-duty and in Guest areas, you are expected to dress professionally in business casual attire. There are times when you may be called on to participate in a more formal event, so one dressy outfit is worth packing.

Can I drink Alcohol on board?

Yes, when you're off duty and not scheduled to work, crew OVER THE AGE OF 21 may responsibly enjoy alcoholic beverages, with limitations. On Pride of America, any crew member that tests at 0.04% or higher (alcohol limit) is subject to disciplinary action. No exceptions are made. Drinking within 4 hours of your assigned duty is strictly forbidden. Every person is responsible for being on time and sober for their shift. Be aware that there is a Zero Tolerance Policy for certain positions. Reporting to work under the influence or hung over is cause for immediate termination. We encourage every person to act responsibly and follow the rules related to drinking alcohol on board.

What is the Drug Policy on board?

Norwegian has a Zero Tolerance Policy and we strictly prohibit the use, transportation or possession of drugs of any kind. Random drug tests and cabin inspections are conducted on a weekly basis. Crew that may be found using or in possession of illegal drugs are subject to immediate termination and will be turned in to local authorities. Even if certain drugs are legal where you live, it is not legal for Coast Guard regulations, so make smart choices. Play it safe and don't mess with drugs. It will cost you your job and quite possibly your future.

What is the policy regarding violence and harassment at on board?

Norwegian Cruise Line is committed to providing its team members with an environment onboard that is free of harassment, violence and other unethical behaviors in the workplace.

What are the grooming standards?

When you're working on board, consider yourself on stage; an ambassador of the company. Our guests look at you as the first impression of their cruise. Therefore, we maintain strict guidelines regarding grooming, appearance and uniforms. You will receive much more detailed information prior to and during training, but these are some of the highlights:

- Clean, well pressed uniforms
- · Clean uniform shoes
- Personal hygiene maintained
- Facial hair For F&B positions in food preparation areas, a beard net must be worn. You may not grow facial hair throughout the assignment; however, if you arrive with facial hair, it must be neatly trimmed/maintained.
- Hair shampooed, natural in color and well groomed.
- Tattoos tolerated, however:
- Not on face, above collar or on top of hands
- Piercings max of 2 pair / ears only while on duty
- Any other piercings (male / female) not permitted
- · Offensive images, writing not permitted

A complete review of the Fleet Grooming and Uniform Policy will be provided at onboarding and at Piney Point.

What are the rules about tattoos, piercings and gauges?

<u>IMPORTANT</u>: Facial piercings, tongue piercings and gauges are not permitted. No tattoos visible above the collar are permitted at any time.

What is the grooming policy for females?

- <u>HAIR</u>: If you work in the Restaurant, Galley or Bar area, you must have your hair in a bun above your collar. If you work in the Hotel department, your hair must be pinned back. and not falling in your face. Extreme haircuts, or "shaved sides/long on top" are not permitted.
- <u>EARRINGS</u>: no more than two pair, only in the lobes, no bigger than a dime.
- NAILS: Clear polish only, must be kept short.

What is the grooming policy for males?

- <u>HAIR</u>: If you work in the Restaurant, Galley, Bar or Hotel area, your hair must be above the collar and ears. Man-buns, extreme haircuts, or "shaved sides/long on top" are not permitted.
- <u>FACIAL HAIR</u>: Facial hair such as moustaches, beards, goatees, and chin/lower lip tuffs are permitted if they are neatly trimmed and well-maintained. Moustaches cannot be grown over the length of the upper lip.

Am I permitted to date fellow crew members?

Dating fellow crew members is allowed, but dating direct supervisors or subordinates in the same chain of command is prohibited.

Am I permitted to fraternize with guests?

No, fraternization with our shipboard guests is not permitted. It will result in termination / dismissal.

Where will I eat on board?

Pride of America has designated Crew and Officer dining rooms where crew eat for free. These rooms are traditionally referred to as 'mess rooms'. All meals and snacks are served in these areas. Many positions will have designated meal hours that coordinate with the opening and closing hours of the mess. Meals are served buffet style and each crew members is expected to help keep the areas clean and tidy, always returning their trays, plates and cutlery to the dishwash area.

Can I take food back to my cabin?

There are strict rules on board regarding food in crew cabins. Crew may never take galley-prepared food out of the mess, and prepared food from ashore must be consumed only in crew mess. Utensils like glasses, cups, plates and utensils also may not be removed from the mess areas. In general, any food that can spoil is not permitted in crew cabins. If a crew member is ill and confined to his / her cabin, exceptions will be determined by ship's management. Dry snack items like chips, pretzels, energy bars and candy bars are permitted as long as they are in properly sealed containers. Crew should expect regular cabin inspections. Corrective action will be taken with those who do not follow the shipboard guidelines.

Is there a curfew on board?

Yes, you will be advised during your shipboard orientation regarding crew curfew times.

Can I cook food in my cabin?

No. The preparation of any food in your cabin is strictly prohibited. Possession of hot pots, hot plates, irons, tea pots or other cooking devices are prohibited and grounds for corrective action.

Can I get snacks on board?

Since pride of America is in port every day and local shops are easily accessible, Pride of America does not have a designated crew shop but limited snack items are sold through the crew bar and the Gift Shop on board.

Can I keep drinks in my cabin?

Yes, crew members may keep bottled water and non-alcoholic beverages in their cabin. Crew may also keep up to one (1) bottle of wine and up to six (6) bottles or cans of beer in their cabin. All crew must adhere to the Alcohol Policy, which is noted in this FAQ.

Will I have to share a cabin?

It depends on your position but most likely, yes. Most positions on board share with at least one other person unless you are hired as a member of shipboard management. Expect to share with one, maybe up to three additional crew members depending on your position.

How big is my cabin and what is it like?

Living space will vary based on your position, but be prepared for limited cabin space; approximately 150 square feet. Although the room is small, you will have a comfy bed (bunk bed), a shared TV, desk, chair, personal closet space and full bathroom with shower. You'll have clean sheets and fresh towels. We suggest that crew members travel with collapsible suitcases because most cabins don't have space to accommodate hard cases.

Is there a place to chill and relax on board?

Yes, every ship is equipped with areas specifically allocated to crew. You'll find gaming, dayroom, recreation areas, outside deck space and crew bar facilities on board. Each ship also has an internet café and a crew gym for crew members to relax or stay active.

What happens if I get sick during my deployment?

Each of our ships are equipped with a Medical Center which is staffed with at least one licensed Physician and one Registered Nurse. Should you become sick, your medical care is covered by the company. The Medical Center is open for crew during posted hours, or for emergencies. In the event of a serious illness, you will be repatriated to your home for follow up care.

Does the ship provide dental care?

No, dental coverage and care is not provided on board the ship. In the event of a dental emergency, crew members will be taken to a shoreside dental facility for treatment and care. In most cases, crew members are responsible for the cost of their dental care.

Can I bring passengers (guests) back to my cabin?

No, guests are not permitted in crew areas. This is strictly prohibited and enforced and those who break this policy will be subject to termination. Fraternization with guests is prohibited.

Will I be able to work out and exercise on board?

Yes, you'll find a well-equipped crew gym on board, which is open to crew 24 hours a day. You'll also have opportunities to use the sports court and running areas on deck. Additionally, special classes for crew yoga, spinning and other classes may be organized. Oh! and don't forget about walking, running and biking ashore during your free time!

Will I be trained on board?

Yes, Pride of America has an Onboard Training Specialist dedicated to the training needs of all crew. You can expect to attend many trainings during the duration of your assignment. You will start with company orientation, ship familiarization, general safety, medical & wellness, ethics and departmental trainings. Ongoing developmental and role-specific trainings will take place throughout your assignment. Shipboard crew also attend weekly and monthly Safety drills.

Are there opportunities to advance?

Absolutely! Our current shipboard leadership actively trains and develops a new generation of shipboard leaders. Focused work ethic, dedication and professional commitment can take your career in a positive direction if you prove to have the skills required for advancement.

How would I apply for a different position on board?

Once on board, you may seek guidance from the Human Resources Office but in summary, during your probationary period (90 days), you may not transfer into another position unless it has an active opening. After your probationary period, you may apply for the 'Ready List', which summarizes those awaiting promotion. Decisions for Ready List eligibility are made between your current head of department, the hiring manager and occasionally shore side management, depending on the level of the position.

How do I pay for items on board?

Crew members use a cashless system on board. Purchases in the crew bar, gift shop, spa, guest restaurants and internet café are charged to your crew account. These charges are then deducted from your pay.

Am I permitted to use guest areas and facilities?

Pride of America allows all crew members to socialize in the guest areas up to two (2) times per week, after 7pm. When visiting guest areas, crew must be dressed in proper shoes and attire, must wear nametags at all times, and are expected to act appropriately. Business Casual clothing is acceptable, jeans and sneakers are not permitted.

Are there any discounts for crew in the Spa, Gift Shop and Photo Gallery?

Yes, crew members may purchase items on board at a discounted rate. For example, the Gift Shop discount is 15% and occasionally special "crew sales" may offer even better pricing. The discount for the Salon & Spa is between 20% and 40% depending on whether the ship is at sea or in port. Shore Excursions receive a 15% discount and Photo will offer a 10% - 20% discount on purchases and merchandise. Some exclusions apply.

How much cash should I bring with me?

<u>For Training</u>: You will need enough to pay for your baggage fees both ways (reimbursed when you join the ship) and any miscellaneous items you may wish to purchase (snacks, cigarettes, etc.)

<u>For the Ship</u>: We suggest that you carry only the cash that you need (suggested \$100 to \$200 for 2 weeks of personal incidentals). Always keep your cash in a safe, secure location and out of sight in public places.

Is there an ATM on board the ship?

Yes, there is an ATM machine in crew areas but we advise that because it is satellite-based, it may not always be 100% operational. There is a \$5.99 (subject to change) ATM fee for cash withdrawals, in addition to any fees your bank may assess. Remember, Pride of America is in port every day, so it is suggested that you use an ATM ashore.

Is there a place to store my valuables?

We don't recommend traveling to the ship with expensive jewelry and personal items. Please bring a lock with you (similar to a gym locker lock) to lock your desk drawer and/or your closet. Also, don't forget: always lock your cabin door!

What is the chain of command on board?

The Captain is the Master of the vessel and holds the final word on shipboard matters related to the crew. There is a departmental chain of command beginning with your immediate Supervisor, Departmental Manager and Head of Department that should be followed in seeking advice, assistance, resolutions, etc. Pride of America also has a Human Resources Director on board who is available to speak with at any time for advice and suggestions when dealing with difficult situations.

Is there a Union for hotel employees?

Yes, all Hotel employees are required to join **SEATU**. The <u>Seafarers Entertainment and Allied Trades Union</u> (SEATU) represents workers in the service, hospitality and gaming industries. SEATU is affiliated with the Seafarers International Union. Most entry level positions onboard the Pride of America fall under the SEATU collective bargaining agreement. All employees working in a union position must sign up within the first 30-days of employment. Sign-up and monthly fees apply. Visit the SEATU website for more information: https://www.seatu.org/union-member-benefits