

Uniform manual for coming crew.

In basis of DFDS uniform standards manual.

Uniform and Hygiene regulations

Whenever wearing a DFDS uniform You represent DFDS Seaways in all matters which means, you have to meet decided regulations for dress code:

Uniform

1. Ties or scarves must always be worn tied in public areas onboard also when walking to duty.
2. Waistcoats shall always be worn buttoned in public areas onboard also when walking to duty.
3. Length of skirts for women is always a knee-length; the length **can never** be over the knee or under the knee. The slit always have to be back on the skirt and with a maximum length of 20 cm
4. The fabric of the *female waiter* skirt must always be of non elastic weaved fabric. It has to be a tailor-made skirt with lining; it can never be made of an elastic/spandex fabric.
5. **No visible piercing or tattoo is allowed.**
6. Black stockings are required for all women uniforms except uniforms for cleaning and galley.
7. Black socks are required for all male uniforms except uniforms for cleaning and galley.
8. White ironed shirts with long sleeves are required for all men and women wearing waist coat – elastic/slim-fit/spandex white shirts is not allowed.
9. White ironed shirts with long or short sleeves are required for all men and women wearing jacket – elastic/slim-fit/spandex white shirts is not allowed.

Hygiene & behavior

When representing DFDS and wearing a uniform a daily hygiene is required, this means:

1. Daily showering
2. The shirts should be changed daily
3. Only limited use of perfume (use of perfume is preferable)
4. Hair must be well cared
5. Short clean and manicured fingernails
6. Chewing gum is not allowed when wearing uniform
7. Wear the uniform in an erect and self confident posture

General information for male and female

Male



Black shoes are required. The shoes must be a smooth material and must be without any decorations. The shoes must be conservative and must be closed. Full toe- and heel shoe. The shoes must be fresh polished. Black socks are required. The socks must be without any decorations. The socks must never be decolorized.

Shoes and socks to be brought by crewmember

If jewellery is used they have to be tiny and discreet. No hanging earrings are allowed. For safety reasons it is not allowed to wear necklaces outside the shirt. Only one finger ring is allowed. Excessive jewellery is not allowed. Finger nails must be trimmed and clean.

Short beard or moustache is allowed if it is well trimmed.

NO VISIBLE PIERCING OR TATTOO IS ALLOWED

Female



Black shoes are required. The shoes must be a smooth material and must be without any decorations. The shoes must be conservative and must be closed, Full toe- and heel shoes .The shoes can be flat or with a slim heel with a length suitable for the job. Laced shoes are not allowed. The shoes must be fresh polished. Black stockings are required. The stockings must be without any decorations or pattern.

Shoes and stockings to be brought by crewmember.

If jewellery is used they have to be tiny and discreet. No hanging earrings are allowed. For safety reasons it is not allowed to wear necklaces outside the shirt. Only rings on the ring finger are allowed. Excessive jewellery is not allowed. Finger nails must be trimmed and with a length appropriate with the job. Colour on nail polish must be in harmony with the individual and the job position. Colour on lipstick, eye shadow, mascara and other make - up must be in harmony with the individual and the job position.

NO VISIBLE PIERCING OR TATTOO IS ALLOWED

The hair must be well cared. The hair must not hang down and cover the face. Hair hanging loose must not be longer than shoulder cut. Longer hair must be piled-up with discreet elastic hair bands or discreet hair pins. Exaggerated hair dying is not allowed, colours must be in harmony with the individual. Only discreet use of perfume is allowed.

Uniform regulation by position

Restaurant waiter, male:

1. Dark grey waistcoat is required on all duties. The waistcoat must always look clean and not worn – provided by DFDS
2. Clean white ironed shirt with long sleeves is required. Shirt sleeves must be ironed with a knife-edge-crease. Tuxedo shirts are not allowed – **to be brought by crewmember.**
3. Black trousers are required on all duties. The trousers must always look clean and not worn – **to be brought by crewmember.**
4. Black aprons are required in restaurant. On morning duty the apron with the GOOD MORNING - message is required – both provided by DFDS
5. Black tie with Maltese cross is required – provided by DFDS
6. Nametag on the right side, containing: title, first name and the first letter in the surname. – provided by DFDS

Restaurant waiter, female:

1. Dark grey waistcoat is required on all duties. The waistcoat must always look clean and not worn – provided by DFDS
2. Clean white ironed shirt with long sleeves is required. Shirt sleeves must be ironed with a knife-edge-crease. Tuxedo shirts are not allowed. Slim – fit shirts are not allowed – **to be brought by crewmember.**
7. Black skirt is required on all duties. The skirt must always look clean and not worn. The skirt must have knee-length; the length can never be over the knee. The slit always have to be back on the skirt and with a maximum length of 20 cm – **to be brought by crewmember.**
3. Black aprons are required in restaurant 7 Seas. On morning duty the apron with the GOOD MORNING - message is required – both provided by DFDS
4. Black tie with Maltese cross is required – provided by DFDS
5. Nametag on the right side, containing: title, first name and the first letter in the surname – provided by DFDS

You also need to bring your own trainers for cleaning in the morning. It will be a good idea to bring 4-5 shirts(plane white without any pattern), 2 pairs of trousers/skirts(plain black without any pattern)and 2 pairs of black leather shoes.

Bartender, male:

1. Dark grey waistcoat is required on all duties. The waistcoat must always look clean and not worn – provided by DFDS
2. Clean white ironed shirt with long sleeves is required. Shirt sleeves must be ironed with a knife-edge-crease. Tuxedo shirts are not allowed – **to be brought by crewmember.**
3. Black trousers are required on all duties. The trousers must always look clean and not worn – **to be brought by crewmember.**
4. Black tie with Maltese cross is required – provided by DFDS
5. Nametag on the right side, containing: title, first name and the first letter in the surname – provided by DFDS

Bartender, female:

1. Dark grey waistcoat is required on all duties. The waistcoat must always look clean and not worn – provided by DFDS
2. Clean white ironed shirt with long sleeves is required. Shirt sleeves must be ironed with a knife-edge-crease. Tuxedo shirts are not allowed. Slim – fit shirts are not allowed – **to be brought by crewmember**
3. Black skirt is required on all duties. The skirt must always look clean and not worn. The skirt must have knee-length; the length can never be over the knee. The slit always have to be back on the skirt and with a maximum length of 20 cm
4. Black tie with Maltese cross is required.
5. Nametag on the right side, containing: title, first name and the first letter in the surname.

You also need to bring your own trainers for cleaning in the morning. It will be a good idea to bring 4-5 shirts (plane white without any pattern), 2 pairs of trousers/skirts (plain black without any pattern) and 2 pairs of black leather shoes.

Team coordinator restaurant, male

- 1.** Bordeaux waistcoat is required on all duties. The waistcoat must always look clean and not worn – provided by DFDS
- 2.** Clean white ironed shirt with long sleeves is required. Shirt sleeves must be ironed with a knife-edge-crease. Tuxedo shirts are not allowed – **to be brought by crewmember**
- 3.** Black trousers are required on all duties. The trousers must always look clean and not worn – **to be brought by crewmember**
- 4.** Black aprons are required – provided by DFDS
- 5.** Black tie with Maltese cross is required – provided by DFDS
- 6.** Nametag on the right side, containing: title, first name and the first letter in the surname – provided by DFDS

Team coordinator restaurant, female

- 1.** Bordeaux grey waistcoat is required on all duties. The waistcoat must always look clean and not worn – provided by DFDS
- 2.** Clean white ironed shirt with long sleeves is required. Shirt sleeves must be ironed with a knife-edge-crease. Tuxedo shirts are not allowed. Slim – fit shirts are not allowed – **to be brought by crewmember**
- 3.** Black skirt is required on all duties. The skirt must always look clean and not worn. The skirt must have knee-length; the length can never be over the knee. The slit always have to be back on the skirt and with a maximum length of 20 cm – **to be brought by crewmember**
- 4.** Black aprons are required – provided by DFDS
- 5.** Black tie with Maltese cross is required – provided by DFDS
- 6.** Nametag on the right side, containing: title, first name and the first letter in the surname – provided by DFDS

It will be a good idea to bring 4-5 shirts (plane white without any pattern), 2 pairs of trousers/skirts (plain black without any pattern) and 2 pairs of black leather shoes.

Team coordinator bar, male

- 1.** Bordeaux waistcoat is required on all duties. The waistcoat must always look clean and not worn – provided by DFDS
- 2.** Clean white ironed shirt with long sleeves is required. Shirt sleeves must be ironed with a knife-edge-crease. Tuxedo shirts are not allowed – **to be brought by crewmember**
- 3.** Black trousers are required on all duties. The trousers must always look clean and not worn – **to be brought by crewmember**
- 4.** Black tie with Maltese cross is required – provided by DFDS
- 5.** Nametag on the right side, containing: title, first name and the first letter in the surname – provided by DFDS

Team coordinator bar, female

- 1.** Bordeaux grey waistcoat is required on all duties. The waistcoat must always look clean and not worn – provided by DFDS
- 2.** Clean white ironed shirt with long sleeves is required. Shirt sleeves must be ironed with a knife-edge-crease. Tuxedo shirts are not allowed. Slim – fit shirts are not allowed – **to be brought by crewmember**
- 3.** Black skirt is required on all duties. The skirt must always look clean and not worn. The skirt must have knee-length; the length can never be over the knee. The slit always have to be back on the skirt and with a maximum length of 20 cm – **to be brought by crewmember**
- 4.** Black tie with Maltese cross is required – provided by DFDS
- 5.** Nametag on the right side, containing: title, first name and the first letter in the surname – provided by DFDS

It will be a good idea to bring 4-5 shirts (plane white without any pattern), 2 pairs of trousers/skirts (plain black without any pattern) and 2 pairs of black leather shoes.

Shop assistant, male

- 1.** Dark blue jacket is required on all duties. The jacket must always look clean and not worn – provided by DFDS
- 2.** Clean white ironed shirt with long or short sleeves is required. Shirt sleeves must be ironed with a knife-edge-crease. Tuxedo shirts are not allowed – **to be brought by crewmember**
- 3.** Dark blue trousers are required on all duties. The trousers must always look clean and not worn – provided by DFDS
- 4.** Grey DFDS tie with Maltese pattern is required – provided by DFDS
- 5.** Nametag on the right side, containing: title, first name and the first letter in the surname – provided by DFDS

It will be a good idea to bring 4-5 shirts(plane white without any pattern)and 2 pairs of black leather shoes.

Shop assistant, female

- 1.** Dark blue dress is required on all duties. The dress must always look clean and not worn – provided by DFDS
- 2.** Grey DFDS scarf with Maltese pattern is required – provided by DFDS
- 3.** Nametag on the right side, containing title, first name and the first letter in the surname – provided by DFDS

It will be a good idea to bring 2 pairs of black leather shoes and sufficient number of stockings.

Restaurant host & Steward, male

1. Dark blue jacket is required on all duties. The jacket must always look clean and not worn – provided by DFDS
2. Clean white ironed shirt with long or short sleeves is required. Shirt sleeves must be ironed with a knife-edge-crease. Tuxedo shirts are not allowed – **to be brought by crewmember (restaurant host only)**
3. Dark blue trousers are required on all duties. The trousers must always look clean and not worn – provided by DFDS
4. Grey DFDS tie with Maltese pattern is required – provided by DFDS
5. Nametag on the right side, containing: title, first name and the first letter in the surname – provided by DFDS

It will be a good idea to bring 4-5 shirts (*plane white without any pattern - host only*) and 2 pairs of black leather shoes.

Restaurant host & Stewardess, female

1. Dark blue jacket is required on all duties. The jacket must always look clean and not worn – provided by DFDS
2. Clean white ironed shirt with long or short sleeves is required. Shirt sleeves must be ironed with a knife-edge-crease. Tuxedo shirts are not allowed – **to be brought by crewmember (restaurant host only)**
3. Dark blue skirt is required on all duties. The skirt must always look clean and not worn. The skirt must have knee-length; the length can never be over the knee. The slit always have to be back on the skirt and with a maximum length of 20 cm – provided by DFDS
4. Grey DFDS scarf with Maltese pattern is required – provided by DFDS
5. Nametag on the right side, containing title, first name and the first letter in the surname – provided by DFDS

It will be a good idea to bring 4-5 shirts (*plane white without any pattern - host only*), 2 pairs of black leather shoes and sufficient number of stockings.

Security guard

1. Clean white ironed pilot shirt with short sleeves is required. Shirt sleeves must be ironed with a knife-edge-crease. Tuxedo shirts are not allowed. Security decoration must be worn on the shoulders – provided by DFDS
2. Black trousers are required on all duties. The trousers must always look clean and not worn - **to be brought by crewmember**
3. Black security tie with Maltese cross is required – provided by DFDS
4. Black shoes is required – **to be brought by crewmember**

It will be a good idea to bring 2-3 pairs of trousers(*plane black without any pattern*) and 2 pairs of black leather shoes.

Cleaning, male & female

1. DFDS SEAWAYS T-shirt is required on all duties. The T-shirt must always look clean – provided by DFDS
2. Dark blue working trousers are required on all duties. The trousers must always look clean – provided by DFDS
3. Sport shoes/trainers – **to be brought by crewmember**
4. Nametag on the right side, containing: title, first name and the first letter in the surname – provided by DFDS

Buffet staff, male & female

1. Sand coloured jacket is required on all duties. The jacket must always look clean and not worn – provided by DFDS
2. Dark blue apron and dark blue hat is required – provided by DFDS
3. Dark blue working trousers are required on all duties. The trousers must always look clean and not worn – provided by DFDS
4. Safety shoes – provided by DFDS
5. Nametag on the right side, containing: title, first name and the first letter in the surname – provided by DFDS

Cook & Bakery, male & female

- 1.** White DFDS chef's jacket is required on all duties. The jacket must always look clean and not worn – provided by DFDS
- 2.** Black chequered trousers are required on all duties – provided by DFDS
- 3.** Optional apron: Black apron or bibbed black apron
- 4.** Optional hat: white chef's hat or black hat – provided by DFDS
- 5.** Safety shoes – provided by DFDS
- 6.** Nametag on the right side, containing title, first name and the first letter in the surname – provided by DFDS

Team coordinator galley – male & female

- 1.** White DFDS chef's jacket is required on all duties. The jacket must always look clean and not worn – provided by DFDS
- 2.** Black chequered trousers are required on all duties – provided by DFDS
- 3.** Bibbed Bordeaux apron
- 4.** Optional hat: white chef's hat or black hat – provided by DFDS
- 5.** Safety shoes – provided by DFDS
- 6.** Nametag on the right side, containing title, first name and the first letter in the surname – provided by DFDS