



FAMILY VISIT POLICY

All Employees berthed in a single cabin (including concessionaires) can benefit from having friends or family members sailing with them in their cabin for a time period as stated in the Benefit Grid. Any request for a family visit is subject to approval from onboard and shore-side management.

This policy may not apply during times where heightened infection prevention measures are in place.

The following rules apply:

- This benefit is applicable after a successful first contract or at least 3 successful months onboard (whichever comes first). Requests may be placed prior to the 3 months but will be cancelled if the employee's performance and conduct are not deemed to be of the required standard.
- The request is placed for a visit in the applicant's cabin only; an applicant cannot have a visitor staying in another crew member's cabin.
- Requests are not to be made on behalf of other crew members who do not have this benefit, or who have used their allocated days.
- No more than one adult and one child can be accommodated in an employee's cabin unless cabin size is reasonable for additional visitors. This is subject to approval via the CTR.
- This benefit is related to travel in the employee's assigned single cabin. If a guest suite is required, you must refer to the 'Friends and Family Rate' policy as a cost will be incurred.
- Children under 1 year of age are not permitted to travel. The minimum age for children on Expedition Vessels is 5 years.
- The policy is not limited to family members; visitors may be friends or a partner.
- Throughout this Policy, where we refer to tasks carried out by the HR Manager, these will be carried out by an allocated Officer in the absence of a HR Manager (as per the guidance for HR Duties in the absence of an HR Manager). The HR Manager may allocate appropriate duties to the Crew Administrator as required.
- If an employee has a single cabin but shares a bathroom, this is not a concern, but the visitor must understand that the other bathroom user is required to work and will, therefore, have priority over the bathroom.
- Despite the number of visitors, the same number of allocated days is used i.e. It is the same to have one visitor for 14 days or two visitors for 14 days. The number of visitors does not shorten your day allowance.
- A reasonable number of additional days can be given in order to allow a family member to embark or disembark the vessel in an appropriate port. E.g., if it is a 16-day voyage but the employee has a 14-day benefit, it would be reasonable to allow 16 days so that the visitor could disembark in a more convenient



port. This may also be necessary where there are sea days on a voyage to allow the visitor to debark after the sea days.

- Employees cannot buy additional Family Visit days for visitors to stay in crew accommodation longer than the allowance stated in the benefit grid. If an employee wishes to pay for a family member or friend to stay onboard for longer than the allocated days, they must refer to the 'Friends and Family Rate' policy where a guest suite is requested, and a charge incurred.
- Travel arrangements, visas and incurred expenses such as air tickets to and from the vessel, hotels and ground transportation are the responsibility of the Applicant/Visitor and are not to be charged to the Company's account under any circumstances.
- Where possible, Family Visit requests should be placed 30 days in advance of the sailing date. Understandably, this may not always be possible, but requests must be placed within a reasonable time to allow the HR Manager to submit the request and obtain approvals.
- A crew member may email a family visit request to the relevant HR Manager prior to joining the vessel in order to give suitable notice of the request.
- Applications are placed electronically by the HR Manager on the ship on which the travel will take place using the online CTR (Cruise Travel Request) program. Cruise Travel Requests (CTRs) for on board Employees can be logged into the system only by the HR Manager on board, regardless of rank.
- If an employee on one vessel wishes to place a request for their next contract on another vessel, they should approach the HR Manager on their current vessel who will take the request details and communicate with the HR Manager on the relevant vessel.
- The Company reserves the right to refuse or cancel any family visit for any reason, whether approved or not, at all times. Costs such as air tickets incurred by Applicant/Visitor in case of cancellation will be borne by the Applicant/Visitor. The Company therefore encourages Visitors to obtain travel cancellation insurance when purchasing air tickets.
- Requests will be refused for any visitor who is a previous employee that has been terminated or dismissed from Silversea or with a 'not to be re-hired' status.
- Visitors have the same privileges to access all public facilities as the employee they are visiting.
- It is up to the shipboard management to grant exceptional public area access to the Employee whose family / friend travels on board, taking into consideration the number of guests on board (i.e., exceptional access to a restaurant / pool grill, public bars, theatre to watch a show)
- Visitors have the same 'mess' dining privileges as the employee they are visiting.
- Visitors may use the crew areas: gym, lounge, outer decks / smoking area, crew laundry. Visitors must, however, be always respectful of the crew and crew areas.



- Visitors may attend the crew bar bearing in mind that any charges will be placed on the employee's account. Visitors are to respect the crew code of conduct in the crew bar and must not be drunk or disorderly. Events funded by Crew Welfare are for crew only.
- When in guest areas, visitors must follow the same dress code as recommended for guests.
- Guests **always** come first, and Visitors must always have acceptable and respectful conduct. Failure to act in a respectful and appropriate manner may result in expulsion from vessel at the nearest port of call. Costs incurred will be borne by the Applicant.
- Visitors staying in crew accommodation are not entitled to Silversea amenities.
- All shipboard expenses incurred by the Visitors are for the account of the Applicant. On board charges must be settled with the Finance Officer prior to the Visitors' departure, otherwise, charges will be automatically deducted from the Applicant's wages.
- The Company shall not be liable to any Visitor for loss or damage to any of his property unless caused by the negligence or willful misconduct by the Company, or persons for whom it is legally responsible.
- The Visitor shall have no right to any refund and the Company shall have no obligation or liability of any kind to the Visitor for acts or omissions in connection with or arising out of arrangements with independent contractors because they are not agents or employees of the Company. Arrangements with independent contractors include but are not limited to the following: services or products available for the Visitor's convenience onboard the Ship and furnished by Laundry/Dry-Cleaning, Infirmary, Beauty Salon, Boutique(s) and others.
- It is the responsibility of the Applicant to ensure that Visitors have obtained appropriate travel / medical and accident insurance as well as all visas and passports before joining the vessel.
- By requesting a Friend or Family visit, the Applicant accepts that the Company will not be held liable for any cost related to their Visitors while on board, or during their travel to join/leave the vessel.