



Health & Safety

Personal Protection Equipment (PPE) and dress code

- At P&O Cruises we always want to look the part, but during this time ship's company will not be required to wear their uniforms.
- As Iona is still under construction, everyone is required to wear safety shoes. Depending on your role, boiler suits or other overalls and additional PPE may also be required. This will be in line with the Meyer Werft General Instructions.
- P&O Cruises galley colleagues will wear their chef's jackets and safety shoes.
- For P&O Cruises hotel colleagues, PPE, such as hard hats, are only required in areas where the ceilings are still open. Helmets are only required in areas where ceilings have not been closed, or when advised by Meyer Werft employees to do so.

- For contractors, your PPE requirements will be determined by the type of work you need to carry out and the area in which you are working. If in doubt Meyer Werft's General Instructions must be followed as a minimum.
- Please wear enclosed shoes only (flip flops or open toed shoes are strictly prohibited).

Hotel Offerings

Breakfast, lunch and dinner

- Horizon Buffet - Deck 16.
- Dining will be in three shifts – times to be determined by Meyer Werft.
- Soft drinks included with afternoon and evening meal.
- The Crew Mess/Galley will be open to P&O Cruises colleagues from lunchtime 6 April 2020 (TBC).
- There is no opportunity to purchase snacks or personal items on board until handover of the ship takes place on 7 May.

Water locations

- A bottled water collection point will be set up Deck 3, Zone 6 Provisions area. There are two x30 minute collection sessions at 9:30am & 2:20pm each day.
- P&O Cruises colleagues will also have complimentary soft drinks available in the Crew Recreation room in the evenings.
- **As a reminder, there is a zero alcohol policy on the ship at all times, until it is handed over to P&O Cruises.**

Room allocation and servicing details

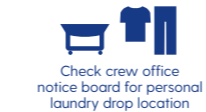
- Please stay in the cabin that has been allocated to you.
- Report any cabin issues via the Bridge to 16000.
- Cabins will be serviced on a weekly basis for officers. Crew will have access to exchange linen in the main laundry area, the timings for this service will be confirmed by your line manager.
- A housekeeping desk will be open at 9:00am and 1:45pm for 30 minutes each day at Deck 3, Zone 2 Port Side. The services provided at this desk are; self-service towels change and additional toilet rolls.
 - Occupants of Port Side cabins will access this desk on Monday, Wednesday, Friday and Sunday;
 - Occupants of starboard cabins will access this desk on Tuesday, Thursday and Saturday.
- Food is not to be stored or consumed in cabins.
- Please do not remove any protection on balcony furniture, sofas, carpets or any other protected furniture.

Laundry

- The ship and crew laundrettes will not be available when you first move onboard. We will be continuously reviewing and amending the level of service for laundry provisions for both your personal items of clothing and boilers suits and this information will be available to view outside the Crew Office on Deck 3 Zone 4.

Restrooms

- Crew Mess – Deck 4, Fz 7
- Crew recreation room – Deck 17, Fz 1
- Bridge - Deck 17, Fz 1, Frame 424
- ECR – Deck 3, Fz 5
- SkyDome – Deck 16, Fz 4
- Deck 8, Fz 6.



Smoking locations

Smoking is only permitted in pre-designated areas of the ship as outlined below:

- Deck 8 Fz 6-7 Port Side
- Deck 8 Fz 2 Port Side
- Deck 17 Fz 4 Port Side.

No smoking is permitted in cabins or balconies and this includes the use of e-cigarettes.

WiFi

A basic free WiFi service will be available on board. However, please keep in mind that the system will still be undergoing testing so access, speed and reliability may be variable. Instructions on how to connect will be provided when you join the ship.



IONA

Your guide to living and working on board pre-delivery



Hello and welcome on board our beautiful Iona

This is such an exciting time to be part of P&O Cruises. We're now entering the final stages of building Iona. Whilst many people have been working on her as part of the build team, you have the privilege of being the first people to both live and work on board our beautiful ship. So, it's important that we share some information to keep you safe and well in what is still a build environment.

Along with this information leaflet, the Meyer Werft General Instructions are in place to support you with important procedures.



What will the next few weeks involve?

Following a successful float out, Iona will leave the Meyer Werft shipyard in Papenburg and travel down the River Ems to the seaport of Eemshaven for the next stage of her build journey, before travelling onto Bremerhaven.

When she leaves Papenburg there will still be a lot of work on board to complete. And whilst there are areas of the ship which will be ready to use, there will still be large parts which will be under final construction. This means you will need to take extra care when moving around the ship and services, and facilities may not operate as we would normally expect.

Until Iona is handed over to P&O Cruises in early May, she still belongs to Meyer Werft and therefore we are all their guests on board. During this time Meyer Werft employees and contractors will be busy finishing off internal and external hotel outfitting work and our Corporate Shipbuilding colleagues will be working with them to ensure that Iona is finished to the expected specifications and standards, ready to delight our Guests and crew. We will also be testing the ship's systems in preparations for sea trials and P&O Cruises will have its own suppliers on board to fit technology and retail items.

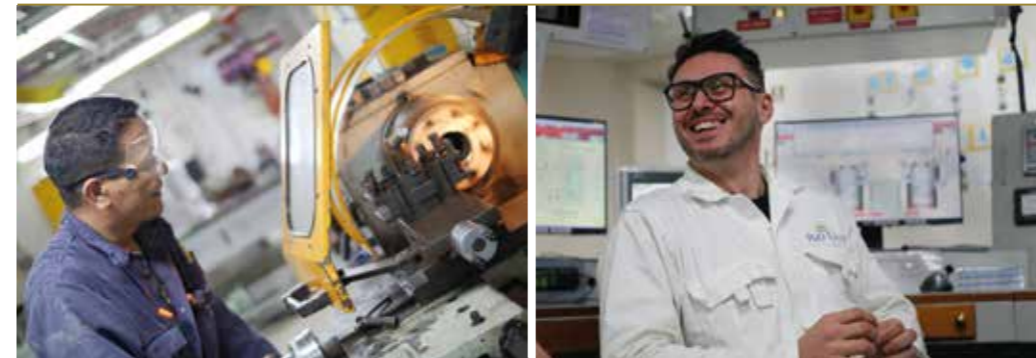
Why we are living on board during this time?

Although Iona will not be fully finished, or contractually delivered to P&O Cruises yet, living on board gives us a great opportunity to complete Iona on time and test and experience working on board.

From a Hotel view we can use this opportunity to have some of our ship's company on board, familiarising themselves with their new home. Through delivering a Guest experience to our contractors and suppliers, get to know the hotel and catering services that they will later be delivering to our Guests. We will also be delivering training to help our P&O Cruises colleagues SHINE in creating unforgettable holiday happiness for our Guests.

Who is on board during this time?

- Meyer Werft employees and contractors.
- Iona's ship's company delivering the hotel and catering services for those on board; this will increase when the main build up of Iona's crew starts early April.
- P&O Cruises suppliers.
- Carnival Corporate Ship Building colleagues.
- Carnival UK colleagues from the Southampton office responsible for managing and supporting the delivery of Iona.



General code of conduct and your responsibilities

Until the ship is handed over to P&O Cruises in May it still contractually belongs to Meyer Werft and so we ask you to observe the following:

- Respect and follow Meyer Werft procedures and policies
- Our ship's company code of conduct applies
- Wear the Meyer Werft ship pass issued to you at all times on the ship and in the yard
- We look after the areas we work in and leave them better than how we found them - please keep Iona clean and tidy by using the bins provided
- Report any defects to 16000
- Follow the Personal Protective Equipment (PPE) rules
- Familiarise yourself with the emergency procedure.

Meyer Werft operate a zero alcohol policy on the ship at all times. Smoking is permitted but only in the designated areas which are referenced on the back of this handout.

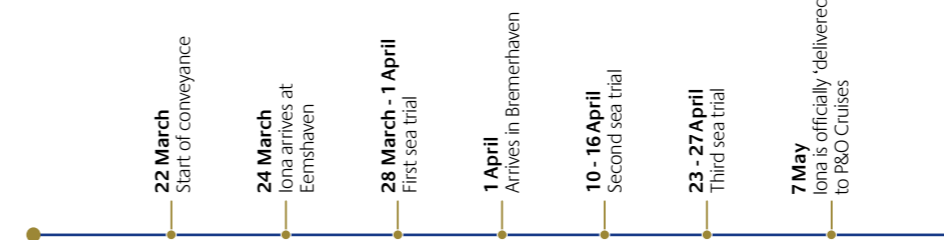
Emergency Procedures

- The muster station is at The Clubhouse, Deck 8 Fz 7, as set out in the Meyer Werft General Instructions.



The Muster Station is at The Clubhouse, Deck 8, Fz 7

Key dates to be aware of:



Health & Safety

Covid-19 advice

- It is an evolving situation so keep an eye out for the latest advice which you can find posted at the crew office.

General safety

- Many parts of the ship will be obstructed by machinery, cables, wires and debris. Some areas of the ship may also be in temporary darkness. Avoid trips and falls by always watching where you are going and do not walk into unlit areas without a torch.
- Only access areas where you need for your work. If you do have to go into areas where work is taking place overhead, you must wear safety helmets. Do not enter areas that have been cordoned off to prevent entry. These areas may be restricted for safety reasons or to protect work or materials.

Medical services

- Meyer Werft will operate the ship's Medical Centre and provide services required in a medical emergency. The Medical Centre is located at Deck 3 Fz 5.



The Medical Centre is located on Deck 3, Fz 5



In case of fire call 16000

In case of fire

- If you discover a fire or smell smoke, call the emergency telephone number 16000 (bridge) and give detailed information to the people on duty.
- In case of a minor fire, and if you feel confident to do so, take a nearby fire extinguisher and try to extinguish the fire. If this is not possible and/or there is too much fire, close the doors and leave the risk area.
- For more details, please refer to the Meyer Werft General Instructions which set out what you need to do if you see a fire or smell smoke.

Safety and security

- Meyer Werft is responsible for safety and security during conveyance until Iona is handed over in May. This includes managing the evacuation and drill for everybody, manning of life boats, fire prevention and all other security responsibilities.
- Should any incident occur which involves a P&O Cruises employee, the Meyer Werft Security team will notify P&O Cruise's Security Officer. They will then act as the liaison between Meyer Werft and the relevant Senior Manager (SMT) or Head of Department (HOD).
- Further information can be found in the Meyer Werft General Instructions.