



Recruitment

Image Joining Memorandum

Please read this document carefully. If you are happy that you understand all of the items covered and with the representations which you are asked to make, please so indicate with your signature at the bottom of the document. If you feel that anything requires further explanation, please contact Image at recruitment@imageservices.com

If you are offered a position with Image you will be contracted to Image Corp., a Cayman Islands company.

Initial Joining Requirements- costs and benefits

By signing below, you will confirm that you are fully aware of the initial joining costs, benefits to you and basic terms and conditions of employment. You will also confirm that you understand the following:

Image Corp. will pay for:

1. First flight and all transfers / accommodation you require to join your first ship
2. All costs pertaining to your initial on boarding in Miami (hotels, meals, transfers etc.)
3. Image Corp. will pay for New Hire's flight back to their home country at the end of every contract
4. Full medical coverage for you while you are on contract with Image Corp.
5. The cost of every C1/D visa you have to obtain while working for Image Corp.

New Hire (you) will pay for:

1. Your Uniform: \$407
 - During your orientation you will be measured for a uniform. Your uniform will be sent to your ship when you are assigned a ship. Image Corp. will loan you the \$400 necessary to purchase the uniform which is the New Hire's responsibility. You will repay the loan to Image Corp. during your first contract.
2. Camera Equipment (please refer to the price list in the Uniform Measurement & Camera Order file attached)
 - Equipment Requirement:
 - i. Nikon D90, D300, D5300, D7000 or D7100
 - You can purchase a Nikon D7100 via an Image Corp. loan at wholesale cost. You will repay the loan to Image Corp. and the loan repayments will be deducted from each pay cycle until the loan is fully repaid **or**;
 - You can purchase one of the above Nikon camera models of your own prior to partaking in the on-boarding session.
 - i. You will not have to repay a loan to Image Corp. if you purchase one of the approved models yourself.
3. Police Clearance Certificate
4. Up to date medical certificate to be provided by an approved doctor from an approved medical facility
5. C1/D visa (Please bring receipt to the ship as this visa is reimbursed to your debit card once you board the ship)



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New Hires must also supply:

- 1 pair of black dress shoes
- 1 pair of white sneakers (no visible logos)
- 3x white long sleeve shirt/blouse with collar
- 2x pair of black dress trousers
- Black belt (with conservative buckle)

Please carefully review the uniform standards before purchasing the above uniform pieces.

Basic Terms of Employment:

1. Any offer of employment is subject to New Hire obtaining a Police Clearance Certificate, an approved Medical Certificate (to be approved by Image's contracted medical consultant, US Maritime) and a US C1/D Seaman's Visa.
2. The terms of employment will be set out in full in a Contract of Employment which incorporates by reference Image Corp.'s Standard Terms and Conditions of Employment. Contract of Employment will only be issued when New Hire has successfully passed an interview, New Hire Orientation as well as completion of all paperwork mentioned in article 1, above. You will be given adequate opportunity to review the Contract of Employment and Standard Terms and Conditions and understands that it is his/her responsibility to do so and to ask questions in relation to anything which is unclear.
3. New Hire will sign an 8 month fixed term contract following which New Hire must take a vacation period of 6-8 weeks before being eligible to enter into a further/ second contract.
4. The earnings of a New Hire Photographer (Trainee) are \$700 per month base salary. Trainees are promoted to Junior Photographer after their first 2 weeks onboard and the earnings are \$700 per month base wage plus commissions on all photo and retail sales. Commissions are calculated on a team basis. Image Corp. expects New Hires to progress within the first 45 days of employment to Staff Photographer at which time commissions will increase.
5. A Staff Photographer earns up to US\$1,300 per month (excluding retail commissions), tax free. As you progress in the company to Senior Photographer or into management your pay will increase above this.
6. This type of photographic work involves long hours, and a very different lifestyle. You can be scheduled to work up to a maximum of 14 hours in any 24 hour period. Whilst this is not an everyday expectation it is possible and you need to be willing and able to work long hours during your work week.
7. An amount no more than 65% of each pay cycle's wages will be deducted until your company loan(s) for your uniform and camera (where relevant) have been repaid to Image Corp.
8. If for any reason New Hire does not pass any random drug or alcohol testing during the course of his/her employment, he/she will be solely responsible for all expenses (flights, taxis etc) associated with repatriation to his/her home country.
9. The cruise industry operates under very strict policies and procedures. There is zero tolerance for drug or alcohol abuse, harassment or discrimination of any kind, fraternizing with guests, violating international maritime law and the cruise lines environmental policies and procedures. You need to be willing and able to operate within the bounds of these policies and procedures to be successful as a ship board employee.



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I CERTIFY that I am not a citizen or resident of the United States.

I am a citizen and resident of _____

My signature below will serve as an acknowledgement that I have read, understood and agree with all of the matters noted within this document.

EMPLOYEE

Employee name: _____

Employee signature: _____

Date: _____

Address: _____

WITNESS:

Witness name: _____

Witness signature: _____

Date: _____

Address: _____
