



## **Student Uniform Policy**

At CAE we recognize that first impressions count. The appearance of our students is one of the first things that an airline customer or general visitor notices and provides an immediate indication about the business, its ethics and standards. All students are representatives of our business and it is therefore essential to convey a professional and positive image at all times. We have therefore implemented a uniform for us all to be proud of, that identifies you as a CAE student.

These uniform regulations have been designed to provide those that wear it with guidance as to the acceptable standards. By adhering to these standards, you ensure that a professional image is consistent across our business.

CAE requires all students to wear the approved uniform in full and at all times whilst on site and/or completing training missions - both classroom and practical.

### **Taking Care of your uniform**

Your uniform is provided by CAE but it is the responsibility of the individual to ensure it remains laundered and fit for purpose. It should therefore be clean, pressed, neat and in good repair. Our uniforms are designed to be durable and easy to manage, but please follow the specific care instructions included on the label inside each garment.

### **Guidelines**

The following guidelines are designed to ensure uniformity. In addition to the clothing recommendations, it is essential that Student Identification is worn at all times by means of CAE security pass. The Security pass must be worn on the CAE lanyard.

### **Uniform Provided by CAE**

The APP uniform allocation comprises:

- 4 CAE branded white shirts (short sleeve and long sleeve options)
- 1 CAE branded navy outdoor jacket
- 2 CAE branded navy sweaters
- 1 navy tie
- 2 pairs of navy smart trousers
- 1 set of epaulettes (Ground Training – silver)
- 1 set of epaulettes (Flight Training – gold)

All other courses offered such as modular and waypoint will have a lower allocation of items which is detailed within the TSA and joining enrolment letters.



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Should you wish to purchase additional items, prices and order forms are available from Customer Services.

Occasionally your uniform may need to be exchanged, or be pending delivery, we therefore recommend that you bring enough smart casual clothes (collar and tie for men, equivalent for women) to wear until your uniform issue is complete. Please note, if your trouser size is larger than the standard sizes on the uniform sizing sheet we may need to measure you before we place the order. We would do this on your arrival at CAE and this could mean a delay; you should therefore bring a sufficient supply of dark navy or black trousers to last for up to 6 weeks.

Sensible shoes must be worn with the uniform. They should be dark in colour and suitable for purpose in order to comply with our flight safety procedures. Flight training students must therefore ensure that footwear is not long-toed', 'pointy' styled or high-heeled'

### **General Appearance**

Whilst we encourage all employees to be individuals, make-up, hair and accessories should be professional and business-like.

Any appearance deemed to be unsuitable for professional training will not be addressed directly with the student.

Please keep in mind that whilst wearing the CAE uniform you represent CAE and are easily identifiable as a CAE student. Please remain professional at all times whilst representing us and act accordingly. CAE uniform is not to be worn outside of the academy only for the purpose of commuting to and from the academy. You are not authorised to wear your uniform for any social activity. Please plan ahead and take a change of clothes should a social visit become part of your commute to and from the academy.

Please refer to the CAE Student Code of Conduct for more information on how this behaviour would impact on your future training at CAE.