

Air Canada Travel Privilege Summary

12Sep2023

Eligibility

- Passes are available from the first day of employment on the following conditions:
 - Team Member must work at least 50% of their time on Air Canada flights
 - Team Member must have completed all required training and be current on all Air Canada and Executive Aviation safety and regulatory training
 - Team Member's performance, attendance, and reliability must meet Executive Aviation's standards
 - Executive Aviation reserves the right to remove travel privilege eligibility for Team Members who have discipline on record, culpable absences and or/or excessive lates
 - A no show automatically removes eligibility for AC travel privileges for a period of three months
 - Team Member must have their time off pre-approved by their manager prior to travel
 - Team Member is expected to attend all scheduled shifts even it means buying a confirmed ticket home in the event stand by space is not available. Absences due to delays returning home will be considered culpable
 - Travel Pass eligibility ends immediately upon last day of employment from either termination or resignation including cancellation of any booked or in-progress stand by travel
 - Team Members on a Leave of Absence will not have access to the Air Canada passes until their return to work.

Travel Pass Allotment

- Each eligible Team Member will have an annual allotment (calendar year) of 5 passes. There is no carry-over of passes from year to year
- Passes can be used in different ways at the Team Member's discretion. Here are some examples to illustrate that:
 - The Team Member can travel alone 5 times which would use up all 5 passes
 - The Team Member can travel with 4 companions on a single trip which would also use up all 5 passes
 - The Team Member can travel with 2 companions which would use up 3 passes and would leave 2 passes
- It is important to note that each booking will utilize one pass per traveller regardless of whether it is a one-way or round-trip booking
- Team Members are encouraged to book round-trip flights to maximize their pass allotment
- Ticket validity is 90 days from date of issue
 - We recommend you not make a reservation (issue a ticket) too far in advance
- If a ticket expires, it is considered removed from the available count of passes

Travelling with AC Passes – Responsibility of Team Members

Condition of use

Traveling with passes is a special privilege and with that privilege comes responsibility. As an eligible participant in the Air Canada / Ground Handler Travel Pass Privilege Program, you are responsible for knowing and respecting the rules and for ensuring that **everyone** who shares your privilege does so.

Responsibilities

All Travel Pass participants must adhere to the following:

- Dress code policy – Refer to the information below
- Baggage Policy – Refer to the information below
- Personal Conduct – employees are expected to be unobtrusive and to always act with decorum

The following are examples of unacceptable behavior

- Requesting an upgrade
- Occupying areas to the exclusion or discomfort of revenue passengers
- Entering the galley or monopolizing the attention of flight attendants
- Excessive drinking
- Loud/belligerent/argumentative conduct in person and or on social media
- Indiscretion in referring to the “Good Deals” available to airline employees and their families when
- interacting in the presence of/with revenue passengers and or on social media
- Challenging personnel dealing with operational requirements (i.e. Refusal to deplane in an oversell situation and unauthorized boarding of a flight)
- No negative comments made on social media regarding the program, or any distasteful comments in general regarding the Air Canada product or travel experience

Financial

Team Members travelling on a space available basis are expected to be financially able to purchase their return transportation in the event they are unable to complete their journey due to the limited availability of seats or irregular operations. In the event a full-fare ticket is used for travel, Air Canada will not reimburse any costs associated to the purchase of the ticket, regardless of if seats were available for space available travel.

Due to the nature of these tickets, children under the age of 12 along with infants under the age of two will use up an allotment of ticket whether they will occupy a seat or not. In other words, infants aged two or less will pay the same amount as children aged 12 or less.

The currency of the tickets is displayed in CAD.

Penalties at Destination

Team Members will be responsible for payment of any customs or immigration penalties incurred by Air Canada due to the presentation of incorrect or incomplete documentation for their own or eligible person's travel. In addition, should the Airline be required to pay or deposit any fine or incur any expenditure by reason of the Team Members's or eligible person's failure to comply with laws, orders, regulations or demands of the countries concerned, the Team Member shall on demand reimburse to the Airline any amount so paid or deposited or any expenditure so incurred.

Traveling with Passes – Dress Code Policy

Air Canada's dress code is designed to respect and reflect its brand image, while allowing Team Members the flexibility to travel comfortably. The dress code applies to any person traveling under the Air Canada / Ground Handler Travel Pass Privilege Program.

When in doubt, dress it up!

Air Canada understands the appeal of wearing comfortable clothing while traveling. However, a balance must be struck between comfort, fashion, and the image we need to uphold as Travel Pass Privilege participants. The following dress code is designed to preserve comfort, while also ensuring that anyone traveling on Air Canada passes reflects the AC company brand. Anyone who does not meet the criteria outlined in this policy risks having their travel pass privileges suspended.

Acceptable Attire	Unacceptable Attire
Basic jeans (bootcut/straight/skinny)	Any jeans other than basic (i.e.: ripped, dyed, embellished, autographed, studded, neon-colored, crumpled, ill-fitting, etc. – if it isn't basic, it isn't allowed.)
Dress pants/Chinos/Capris	No Shorts, Bermuda's, Cut-offs, Yoga pants, Sweatpants
Polos/Sweaters/Button-down shirts/ Blouses	No Tank tops, T-shirts, Strapless tops, Undershirts, Sports shirts, Hoodies
Dresses/Skirts (knee-length and longer)	No Mini Dresses/Skirts (above the knee and shorter)
Dress Shoes and Sandals (includes peep-toes), casual loafers, ballet flats	No Flip-flops, Running shoes, Work boots, Rain boots

- Your appearance should be clean, neat, and modest. Any clothing that is stained, dirty, see-through, ripped, revealing, or otherwise compromises a neat appearance is not permitted.
- Athletic Wear of any kind is not permitted (sweats, yoga pants, running shoes, etc.)
- The style counts, NOT the designer. For example, designer jeans that are ripped are not permitted.

EXECUTIVE AVIATION

- All Team Members are personally held accountable for their attire and the attire of their friends and family members traveling on pass privileges. Failure to comply with any information contained in this policy will result in the suspension of travel pass privileges.

Children – Ages 12 and Under: Air Canada recognizes that children's clothing is generally more casual than what is worn by adults. If they are clean, neat and in good condition, the following items are permitted for children in addition to what is permitted in the adult section above: Shorts, T-shirts, Running shoes, Hoodies.

Traveling with Passes – Checked Baggage Allowance

Baggage allowances apply to all Air Canada, Air Canada Rouge and Air Canada Express, operated by Air Canada and all its affiliate carriers to all destinations, in all classes and all passengers (including revenue/non-revenue). Please familiarize yourself with Air Canada's carry-on baggage policy at <https://www.aircanada.com>.

Airport agents have the authority to ask Team Members to check their bags should they not conform to size and weight restrictions. Additional fees may apply

Travel Type	Allowance (all destinations except for travel from China and to/from Kingston (KIN))	Allowance (from China (HKG, PEK, PVG and to/from KIN))	Priority Handling
Standby – Economy (C7/Y10)	2 bags 23 kg (50 lbs each) 158cm (62 in)	1 bag 23kg (50 lbs each) 158 cm (62 in)	No

Any misuse of travel privileges will require payment of the full-fare and because any reach is considered by the Airline to be a serious misdemeanor, will be subject to suspension of all travel privileges for Executive Aviation