PROCEDURES
There is no pre-flight listing. All transactions take place at the airport either at the ticket counter or gate. Flight attendants requesting transportation under this agreement shall check-in with an Alaska agent at the ticket counter or gate no later than 30 minutes before scheduled departure on domestic flights.

NOTE:
Check-in times may vary by location, please check alaskaair.com for more information.
Check-in can be at the ticket counter or gates if you have carry-on luggage only. If you have checked baggage, then the ticket counter must process the transaction.

Compliance with the approved carry-on baggage program applies. To be exempt from the one bag plus one personal item rule, you must be in uniform during security screening and remain in uniform until reaching your final destination.

Upon check-in you must produce a valid company ID displaying the cord “CREW”. The gate agent shall begin processing the standby list once the flight is restricted to gate check-in. Please wait for the gate agent to call your name and issue a boarding pass with a seat assignment to board the aircraft.

Once onboard, conduct must reflect a professional, businesslike attitude in accordance with all standard passenger regulations (seat belts, carry-on bags, safety information signs, etc.) While you must have your valid company ID with “CREW” designator to sign-up as a Cabin Reciprocal Agreement rider, you should not display it on your outer wear once onboard the aircraft.

GUIDELINES:
Flight attendants using the Reciprocal Cabin Agreement may not consume any alcoholic beverages onboard. This agreement does not permit travel with children, family members, or a carry-on pet. Flight attendants must be of active status to take advantage of the agreement. If you are on sick, maternity, medical, or military leave you are not eligible to travel under this agreement.

Transportation is applicable on Alaska flights within the continental United States or to/from the U.S., Hawaii and Alaska on a space-available basis.
Flights operated by Horizon Airlines or code share partners are excluded from this agreement. Priority will be given to Alaska employees and all non-revenue space available customers (i.e. retirees, guest pass holders, ID90, etc.). Thereafter, crewmembers from other airlines that have entered into a Reciprocal Cabin Agreement with Alaska will be accorded such transportation on a “first come, first served” basis.

Transportation provided under this agreement is solely for travel that is strictly personal in nature. Transportation under this agreement is not to be used for business-related travel of a personal nature, and is not to be used in anyway to facilitate a carrier’s staffing or crew requirements or any employee’s crewrelated duties, responsibilities, plans, prospects, or objectives.

Any crewmember utilizing transportation under this agreement while in uniform will be expected to conform to proper and complete uniform requirements. Crewmembers who are not in uniform must conform to Alaska’s non-revenue travel dress code standards of conservative casual dress and grooming. Clothing and shoes should be consistent with a business casual look and should not be outlandish, torn, faded, or garish.

Acceptable attire:
Although not all-inclusive, the following list of articles provided they are clean, well maintained and in good taste - may be worn by Cabin Seat Agreement Riders: “Business casual” city/walking shorts worn with a coordinated shirt, blouse, sweater, or jacket.
• Clean, pressed, and well-maintained denim or colored jeans (no holes, tears, slashes, or patches)
• Clean, well-maintained and coordinated jogging suits/sweatshirts/T-shirts, etc.

Unacceptable attire:
Although not all-inclusive, the following items are not acceptable attire for Cabin Seat Agreement Riders:
• Tank tops, outfits with offensive or sexually oriented inscriptions or messages
• Low-cut, skimp, revealing clothing; short shorts or gym shorts
• Torn, ragged, slashed jeans or slacks; exposed midriff or halter tops • Bare feet, beach, or swimwear

NOTE: It is recommended that you carry a copy of the signed Reciprocal Cabin Seat Agreement with you, which you can find on Comply.
transportation on the other's aircraft subject to all applicable governmental statutes and regulations and individual carrier policies and procedures and other applicable regulations, including all applicable conditions of carriage of each company. Transportation is applicable on Compass Airlines and Alaska flights and is on a space available basis. Priority will be given by each Carrier on its own flights to its own employees and all NRSA passengers (retirees, buddy pass holders, ID90, etc.). Thereafter, Crewmembers from the other Carriers and Crewmembers from other airlines which have entered into similar agreements with a Carrier will be accorded such transportation on a "first come, first served" basis. (Any applicable taxes or fees are the responsibility of the crewmember.) Flights operated by Horizon Air or code share partners of Compass Airlines or Alaska are excluded from this agreement.

B.

C. Boarding is limited to cabin seats only. The number of seats assigned to other carrier's flight attendants is limited only by the number of open seats in the cabin. The boarded crewmember must comply with all directions of the Captain and the Flight Attendants in the cabin.

D. Transportation provided under this agreement is solely for travel that is strictly personal in nature. Transportation under this agreement is not to be used for business related travel of a personal nature, and is not to be used in any way to facilitate a carrier's staffing or crew requirements or any employee’s crew related duties, responsibilities, plans, prospects or objectives.

II. IDENTIFICATION

Each flight attendant must produce proper identification upon check-in for his/her flight. All crewmembers must present a valid company ID displaying the word "Crew".

III. DRESS CODE

Any crewmember utilizing transportation under this agreement while in uniform will be expected to conform to proper and complete uniform requirements. Crewmembers that are not in uniform must conform to the normal passenger dress code standards.

IV. EMBARGOES

Each carrier may impose its own embargoes on periods of travel and routings, as it, in its sole discretion, deems necessary. Notice of such embargoes will be sent to the other carrier(s) to distribute the information to its offices.

V. MISCELLANEOUS

The carrier receiving service under this agreement undertakes to release, indemnify, defend, and save harmless the carrier providing service, its directors, officers, employees, and agents from and against all liability, damages, claims, suits, theft, penalties or actions of every nature and description, including any and all costs and expenses related thereto, including the defense thereof, reasonable attorney’s fees and court costs arising out of or resulting from the act or omission of that carrier receiving services or its employee in connection with the services, except to the extent caused by the gross negligence or willful misconduct of the carrier providing service. The parties acknowledge and agree that to the extent that liabilities arise in connection with the services described in this Agreement, each will hold the other harmless only to the extent of its own negligence.

A.

B. Except as otherwise required or permitted under this agreement, or by function of law, no party to this agreement will disclose this agreement or any details concerning

| this agreement to any third party |
| without first obtaining the written permission of the other. |

No party hereto may assign its rights or the privileges of its crewmembers under this agreement without the prior written consent of the other.

C.

D. Each party hereto understands and agrees that the privileges granted under this agreement are granted from one company to another and confer no personal right or entitlement to any employees of the parties hereto. Each party further agrees to communicate the conditions of this privilege to its crewmembers.
It is agreed that either party hereto will be relieved of its obligations to provide transportation hereunder in the event and to the extent that its performance hereof is delayed or prevented by any cause beyond its control and not caused by the party claiming relief hereunder (*force majeure*). It is understood that a carrier may deny transportation based on good faith concerns relating to flight departure schedules or times and insufficient time to process a particular employee’s request under this agreement.

E.
Except as otherwise specifically provided in this agreement, the parties understand and agree that neither any failure or delay by a party in requiring strict performance or in enforcing any provision of this agreement, nor any prior waiver or forbearance by a party, shall in any way constitute a precedent or a continuing waiver of any provision of this agreement.

F.

G. Any party hereto may terminate this Agreement on thirty (30) days prior written notice to the other.

H. This agreement is the entire agreement between the parties hereto concerning its subject matter and shall supersede any previous agreements, written or oral made between all three parties relating to that subject matter. Any amendment to this agreement must be in writing and signed by an authorized representative of each party.

I. The Parties agree that this Agreement will be governed by the laws and Common Law of the United States and State of Minnesota without regard to conflict of laws statutes. The Parties further agree that they consent to the jurisdiction of the federal or state courts located in the Minneapolis Metropolitan Area and waive any claim of lack of jurisdiction or *forum non conveniens*.

Except where specified elsewhere in this Agreement, any and all notices, approvals or demands required or permitted to be given by the Parties hereto will be sufficient if made in writing and sent by certified mail, postage prepaid, overnight courier, or delivered by hand. Where sent by mail, such notices will also be sent by facsimile. Notices will be addressed to Alaska Airlines Vice President, Inflight Services, 19300 International Blvd., Seattle, WA 98188 and to Compass Airlines, Inflight Manager Tammy White, 7500 Airline Drive, Ste. 130, Minneapolis, MN 55450, or to such other addresses in the United States as either Party may specify by notice to the other as provided herein. Notices will be deemed served as of actual receipt.

J.
The parties acknowledge and agree that the mutual provision of the privilege described herein is the consideration under this agreement, and no additional or other payment will be due under this agreement.

K.

L. To the extent that taxes may apply to any service received under this agreement, each party will be responsible for the payment of taxes applicable to it.

IN WITNESS WHEREOF, Compass Airlines and Alaska have caused this agreement to be executed by their authorized representatives.