

## **Compensation**

WestJet has two approaches in designing salary structures general band and step-based salary structure.

General bands consist of positions typically found in Finance, People, IT, Marketing, and other corporate areas. Step bands consist of positions that are usually administered on a step (increment) structure typically found, for example, in Airports, Technical Operations, Inflight, and Flight Operations.

### **Philosophy**

WestJet's compensation philosophy is designed to ensure that WestJetters are paid fair and equitable rewards for their contributions to delivering on our business strategy.

Base pay is intended to be competitive and provide a source of income stability for WestJetters. It is also designed to be affordable and sustainable when the economy is weak. Programs such as WSP, profit share and OPA, which are not common amongst our competitors, are designed to reward WestJetters for their exceptional performance and the engagement they bring to their roles. When WestJet is successful, the combination of all elements of compensation will be market leading.

To achieve affordable and sustainable base pay and to provide a competitive advantage, WestJet has established base pay targeting the market median (50th percentile). The market median data is derived from a set of comparator organizations from which we can source data (either publicly available Collective Agreements or via third party compensation surveys), which represent the organizations we compete with for talent.

Individual progress within WestJet's base salary structure will reflect the growth and contribution of each WestJetter. Specifically, time in role will be the driver for most operations-specific roles and individual performance will be the driver for general band roles.

WestJet has a process in place that actively engages our employee associations in the annual salary planning review and subsequent recommendations. In addition, WestJet openly communicates its compensation policies and salary structures with employees on an ongoing basis. Transparency is an essential part of compensation design. All general bands and step bands can be found in the People Portal within WestNet.

## Payroll

When do I get paid? WestJet pays out bimonthly through all areas of the business, the 15th and last day of each month.

All paystubs can be found within JDE My Self-service portal for up to 24months. Paystubs will also be emailed to your WestJet account prior to pay day.

## Flexible Benefits

There are two different types of Benefits programs within WestJet and depending on where your role is and if you are a part of a union determines which program applies to you.

### **My Plan. My Choice**

For full-time and part-time Westjetters that have completed the waiting period (if applicable), a selection of benefits designed to promote well-being for yourself and your eligible dependents.

My Plan. My Choice	
Group	Waiting period
Corporate <a href="#">Westjetters</a>	No waiting period
Technical Operations	90 days
Dispatchers (CALDA)	90 days
Contact Centre	90 days
Operation Control Centre (OCC)	90 days
Airports frontline (WJ & Encore)	90 days
Flight Operations (non-pilot)	90 days
WestJet Encore Pilots (ALPA)	No waiting period

### **My Benefits**

All regular full-time and part-time Westjetters, work an average of 24 hours per week (or the equivalent for flight crew) are eligible for the My Benefits program.

My Benefits	
Group	Waiting period
Cabin Crew Members (WJ and Encore)	90 days
WestJet Pilots (ALPA)	No waiting period

## Enrollment

Once eligible for either plan, you will receive email notifications to assist you with the enrolment process within a couple weeks of your effective date or within a couple weeks of your hire date (if applicable). This will include how to sign into the Group Benefits Tool for the first time, how and timelines to enrol, coverage details, contact information for support.

You will also receive an email from Medavie Blue Cross (MBC), our benefits provider. This will include information on how to sign into their member portal for the first time.

Both benefit plans year goes from August 1st to July 31st. Every July, a re-enrollment email will be sent to all WestJetters to re-enroll.

Your My Plan. My Choice consists of the following selections:

- Extended health care (optional)
- Primary Health (mandatory for FT/PT WestJetters)
- Prescription drugs (optional)
- Vision (optional)
- Basic Dental (optional)
- Major Dental & Child Orthodontics (optional)
- Short-term disability (mandatory for FT WestJetters)
- Long-term disability (LTD) (option A is mandatory for FT WestJetters)
- Basic and Optional life (Basic is mandatory

My Benefits consists of the following selections:

- Extended Health care (optional)
- Emergency travel medical (mandatory)
- Dental (optional)
- Short-term disability (0.5 times your salary mandatory)
- Long-term disability (0.5 times your salary mandatory)
- Basic and optional life insurance (0.5 times your salary mandatory for basic)
- Basic and optional accidental death and dismemberment (AD&D) (0.5 times your salary mandatory)
- Health spending account (optional)

Cost in each plan depends on your selections. You are given shopping dollars or flex credits towards your selections to customize your package. The number of dollars/flex credits varies by two factors; your salary and coverage level (only you, or you and two dependents, etc) Unused dollars/credits can be used towards Health spending account, personal spending account or taxable cash. If your package you select is more than the dollars/credits given to you, the balance of cost will be a payroll deduction.

## Prizes and Gifts

Since we like to have fun as an airline, there are many opportunities for WestJetters to win prizes or receive a gift card as a thank you for your hard work. It's important to know there could be personal income tax implications for any WestJetter who receives a prize or gift card.

When you're given a prize or gift, it's because we want you to have a remarkable employee experience, and that can't happen if you've been caught off guard with the tax implications of that gift.

### **Common examples of taxable benefits:**

- Prizes of any type won through contests or random draws, etc., if the draw is only open to WestJetters.
- Flights and hotels – This taxable benefit is valued at the time of booking as that is when the fair market value can be determined (rather than when the WestJetter receives the prize).
- Gift card/certificate – These are considered to be “near-cash” to CRA and taxable at any amount above \$1.
- Vendor-provided gifts given to WestJetters – Unless the gift is given by contest and is open to non-WestJet employees, or given directly from the vendor to the employee, it's a taxable benefit.

### **Common examples of non-taxable benefits:**

- Items of “small or trivial value.” - The CRA recognizes that it would be too expensive and difficult to go after every employee who gets free coffee from the office kitchen. Included in this category are refreshments such as coffee and tea, and things for which there is probably no market value at all, such as T-shirts and small items with the employer's logo (such as water bottles or a lunch bag).
- A non-cash gift or award totaling less than \$500 - see below for an explanation about the CRA policy on gifts and awards.

CRA has a gift and award policy that allows for gifts valued up to \$500 to be exempt as a taxable benefit. A valid gift or award in this policy is often misinterpreted. Firstly, any cash or near-cash gifts or awards are outside of this policy and are considered taxable benefits (such as flight or hotel vouchers, gift cards, etc.).

To qualify, a gift has to be for a special occasion such as a birthday, wedding or birth of a child. An award has to be for an employment-related accomplishment such as outstanding service, employees' suggestions or meeting or exceeding safety standards. An award is given in recognition of an employee's overall contribution to the workplace, not recognition of job performance. Generally, a valid, non-taxable award has clearly defined criteria, a nomination and evaluation process, and a limited number of recipients.

An award given to employees for performance-related reasons (such as performing well in the job they were hired to do, exceeding standards, completing a project ahead of schedule or under budget, putting in extra time to complete a project, covering for a sick leave) is considered a reward and is a taxable benefit for the employee.

## WestJetter Deals

Being a WestJetter has perks. While we do get great deals, always do your own research, as you may be able to get a better deal on your own or through other vendors/sites. WestJetter deals include, but are not limited to:

- » WestJetter card offer (WJ Mastercard through RBC) - As a WestJetter, using a WestJet RBC Mastercard is a simple and effective way to save money on travel while supporting WestJet. So what's in it for you?
  - » Annual fee waived for the first year
  - » 50% discount on the annual fee upon renewal each year thereafter
  - » An annual interest rate of 11.99% instead of the standard 19.99% consumer rate
  - » WestJet dollars can be redeemed just like cash, at any time on the base fare of any WestJet Flight or vacation package, with no black out periods.
  - » The ability to combine your annual companion voucher with your 50% off confirmed travel privileges
- » Interline travel
- » WestJet Vacation discounts - As a WestJet employee, you are eligible to receive discounts on the amazing properties offered through WestJet Vacations. You can save 30% on hotel-only arrangements, 20% on hotel + air packages and save 10% on activities and car rentals.
- » Cargo discounts - WestJet Cargo will offer 50% off rates for personal shipments.
- » Car rental deals
- » Hotel deals
- » Airport lounge discounts
- » Fitness/Gym discounts
- » Retail discounts (Office supplies, furniture, software, Perkopolis,etc)
- » Airport Parking discounts
- » Insurance discounts
- » Network discounts (Rogers, Telus)

Once access has been granted to WestNet, scroll through the many deals offered to all WestJetters!

## Vacation

All vacation is pro-rated\* to employees based on their start date with the company. The year of hire is deemed to be an employee's first calendar year of employment. Employees must submit their vacation requests according to their departmental processes.

Once you have access to the internal WestNet site, you will have access to all vacation allotment year over year by role.

### **Vacation Bidding**

In some areas of the business, a point system or seniority bidding system is used. Bidding occurs each fall for the following calendar year.

Training on the bidding software will happen during your training period at WestJet or through your leader.

*\*Prorated vacation reflects an employees' earned time off, based on a percentage of the time worked at the company. The applicable prorated vacation time will be based on the total completed months, weeks, or hours worked at the company. For example, if you started Jan 1 and worked the whole year, you will get 2 weeks (80 hours vacation). But if you started July 1 and worked the full 6 months until WestJet's calendar year, you would of been eligible for 1 week (40 hours vacation) during that time.*

## Sick leave and Personal Days

### **Non-unionized Westjetters**

Sick Leave is intended to support your own well-being and to treat non-work-related personal illness or injury.

- » Employees will have access to 3 days of paid sick leave after 30 days of continuous employment.
- » Following this period of 30 days, you will earn one further day at the start of each month after completing one month of continuous employment, up to a maximum of 10 days per calendar year.
- » Any days that you do not take in a calendar year will carry forward to the next calendar year and each day carried over reduces the number of days that can be earned in that next year by one.
- » Sick Leave will be taken in one day increments regardless of shift length.
- » If you use more Sick Leave than accrued, those additional days will be unpaid.
- » For Part-Time and Casual Employees whose hours of work differ from day to day, Sick Leave will be calculated and paid out using the average daily earnings (excluding overtime pay) for the 20 shifts the employee worked immediately before the first day of the period of paid leave.

Personal Days can only be used for specific reasons which do not include personal illness or injury.

- » On January 1 of each calendar year, employees will be entitled to 3 paid and 2 unpaid Personal Days specifically prescribed to support employees with carrying out responsibilities related to the health, care, and education of their family members or to address other urgent matters as defined by the regulation.
- » Personal Days may only be used within the calendar year they are earned.
- » Unused Personal Days are forfeit and may not be carried over to the next calendar year.
- » For Part-Time and Casual Employees whose hours of work differ from day to day, paid Personal Days will be calculated and paid out using the average daily earnings (excluding overtime pay) for the 20 shifts the employee worked immediately before the first day of the period of paid leave.

### **Unionized WestJetters**

Sick Leave and Personal days will look different for unionized WestJetters. Please review your collective agreement on WestNet or talk to your leader/instructor for more detailed information.

## **Personal Events**

During your time at WestJet, you may experience significant changes in your personal life, we like to call "personal events". Depending on the type of personal event there are a few things you may need to know or do to keep your information, benefits, and travel privileges up to date.

WestJet personal events include:

- » Leave of Absence: This includes Bereavement, Compassionate Care, COVID-19, Critical Illness, Death or Disappearance, Jury Duty, Maternity & Parental, Maternity-related reassignment and Leave, Medical Leave, Personal Days & Sick Time, Personal Leave of Absence, Reservist (military), Traditional Aboriginal Practices, Victims of Family Violence. Please note that interline travel ends during unpaid leave, OPA is based on hours of work therefore is unavailable during paid and unpaid leaves and vacation accruals will be paused during any leave, however, your vacation entitlement will continue to grow based on your years of service.
- » Qualifying Life Events: Bereavement, Divorce & Separation, Maternity & Parental, Marriage & Common Law. This includes updating your benefits, beneficiaries, travel privileges, maternity top-up and updating your status in your information
- » Leaving WestJet: Retirement

- » Your Children are Students: Dependent children between ages of 21 and 24 inclusive, are eligible to be covered under your travel privileges, providing they are a full-time student attending an educational institution recognized by the Income Tax act, they are entirely dependent on your for financial support and they are a resident of Canada or the United States. If you child is turning 21, they will be automatically removed from your travel on their 21st birthday. You will need to update their status in the travel privileges tool at that time.
- » If you have a dependent over the age of 21 covered by the Group Benefits plan, please confirm their student status online during re-enrolment by selecting the applicable definition from the drop-down menu.

## **Mental Health and Wellbeing**

### **Employee and Family Assistance Program (EFAP)**

The Employee and Family Assistance Program (EFAP) is a confidential counselling and information service sponsored by WestJet. This program is designed to help you and your immediate family members with any problems that affect your family life, work life or well-being.

This program is available for all employees, regardless of benefit eligibility. You, your spouse and your dependent children (as defined in the benefits plan) are eligible to use the EFAP.

Inkblot is the most efficient, effective, and accessible employee and family mental health solution across Canada and the US. Inkblot uses advanced technologies for intelligent matching, monitoring effectiveness, and eliminating geographical barriers. At the same time, they maximize the human connection between care providers and clients.

### **Features of Inkblot**

- » **Fast:** For most situations, WestJetters will find appointments are available within the same or next day.
- » **Free:** There are five free hours of counselling for each employee and five hours for each of their eligible dependents. There are also five hours of sessions available for couples counselling.
- » **Accessible:** More than 950+ trusted practitioners to choose from, and they are available virtually through video and telephone.



## **Diversity, Equity and Inclusion**

Our inclusive culture is a point of pride for WestJetters.

As we venture into WestJet's new world, our diversity is our strength. We are able to enrich the lives of everyone in WestJet's world because of our people.

Our goal is to create a safe and inclusive environment every day, enabling and celebrating everyone's potential. We will continue to provide education, build awareness for all WestJetters, while continuously assessing and evolving our practices and policies to be more inclusive.

### **Employment equity**

According to Employment and Social Development Canada (ESDC), employment equity encourages the establishment of working conditions that are free of barriers, corrects the conditions of disadvantage in employment and promotes the principle that employment equity requires special measures and the accommodation of differences for four designated groups in Canada.

The Employment Equity Act identifies four designated groups, as indicated on your self-identification form upon hire:

- » Women,
- » Indigenous peoples,
- » Persons with disabilities, and
- » Members of visible minorities

The Employment Equity Act applies to federally regulated industries, Crown corporations and other federal organizations with 100 employees or more. As a federally regulated employer, we must submit an annual report to the Canadian government outlining our current state and efforts to build a more equitable environment for these four designated groups.

It is important to recognize that while employment equity programs may focus on designated groups (women, visible minorities, Indigenous peoples, and persons with disabilities), know that these programs ultimately benefit everyone in the workplace.

## Your Workspace

WestJet is committed to providing a safe, professional, and positive work environment, free from damaging conflict, discrimination, harassment, and violence, where all our behavior reflects the mutual respect, we have for one another.

No one is expected to suffer harassment or violence at WestJet, for any reason at any time. Likewise, no one at WestJet has the right to discriminate, harass or be violent towards anyone else, at work or in any situation related to employment, including during off-site meetings, training, business trips (including layovers) or when representing WestJet at non-work events. Regardless of your position at WestJet, you will face disciplinary action, up to and including termination, if you violate these requirements.

As WestJetters, including all members of the Executive team and Board of Directors, we each have a part to play in ensuring we share the duty to create and maintain a positive and safe work environment for our guests, shareholders and business partners.

WestJet's Code of Business Conduct and Workplace Harassment and Violence Prevention Policy are written as a benchmark for your personal and professional actions and provides a basis from which to ensure you are contributing to a workplace free of damaging conflict, discrimination, harassment, and violence, both physically and psychologically.

A core part of WestJet responsibilities is ensuring there is safe, easy and accessible reporting avenues for employees witnessing or experiencing discrimination, harassment or violence in the workplace. It's everyone's responsibility to report what doesn't seem right.

Employees have several reporting avenues available:

- » talk to your leader
- » contact the People department
- » the Legal department
- » Corporate Security if physical or criminal in nature
- » the safety reporting system (AQD), under topic "X"
- » or anonymously through the WestJet Confidential and Anonymous Reporting Hotline (aka Whistleblower). Anyone can contact the Whistleblower hotline to make a report of a violation or suspected violation of the Business Code of Conduct, or has a concern relating to an accounting, internal accounting controls, or auditing matter and it is 100% confidential. More details on the