

## **WestJet Flight Privileges**

WestJet flight privileges start within 14 days of employment. You, your companion, and any dependents can fly anywhere WestJet/WestJet Encore/Swoop flies, standby, on an unlimited basis for \$0 base fare plus applicable taxes.

Each employee receives a defined number of standby buddy passes per year (pro-rated) after 90 days, which can be gifted, and 8 one way 50% off confirmed flights.

After 6 months of employment, you can fly with our partner airlines for a reduced base fare, standby.

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.

## **Who gets travel privileges?**

As an employee, some of your family and friends can enjoy your travel privileges too!

One travel companion: A spouse or any person designated. Your companion can be changed two times during a calendar year.

Dependent children: Belonging to the employee or employee's spouse's unmarried child. The dependents must be under the age of twenty-one. OR dependents under the age of twenty-five (or twenty-six for Quebec residents for Health benefits) is a full-time student attending an educational institution.

Two Parents: Belonging to the employee or employee's spouse. Parents can be changed two times during a calendar year.

Buddy Passes: A one-way pass for a friend or family member to travel at a reduced rate.

Below is an overview on who gets travel privileges and when:

	Employee	Retiree	Companion	Dependent children	Parent	Buddy pass
<b>Commencement of Travel Privileges</b>	Within fourteen (14) days of the first day of employment	Upon earning retiree eligibility from the Company and retiring	Same as employee or retiree	Same as employee or retiree	Same as employee	After ninety (90) days of employment
<b>Checked baggage allowance</b>	2	2	2	2	1	1
<b>Standby travel</b>	Unlimited	Unlimited	Unlimited	Unlimited	Unlimited	Each pass is eligible for one (1), one-way pass
<b>Half-price confirmed travel</b>	Eight (8) one-way flights per calendar year	Eight (8) one-way flights per calendar year	Eight (8) one-way flights per calendar year	Eight (8) one-way flights per calendar year	Not available	Not available
<b>WestJet Vacations discounts</b>	Eligible	Eligible	Eligible (if traveling with employee)	Eligible (if traveling with employee)	Eligible (if traveling with employee)	Not available
<b>Interline travel</b>	Eligible after six (6) months of employment	Eligible	Eligible	Eligibility varies from airline to airline	Not available	Not available
<b>Travel on Swoop</b>	Eligible	Not available	Eligible	Eligible	Not available	Not available

## Standby travel on WestJet

What exactly is standby travel? Standby travel, allows us to book on a flight and confirm at the gate if there is space (seats) available for a discounted (\$0 base fare plus applicable taxes) rate. WestJet does have a Travel Privileges Tool that allows employees to see the seat availability on every flight and decide which flight to book on.

Priority Code	Standby Guest
1A	• Flight Deck Familiarization (dispatch, pilots, inspector) or Maintenance
1B	• Full revenue guest on a <a href="#">sold out</a> Flight
1C	• Employee on Business
1D	• Employee on Interline Business
2B	• Employee and designate on Standby, Available Crew member
2D	• Retired or Early out employees
3B	• Parents of Employee
4B	• Buddy Pass
4C	• Partner Pass
5A	• Delta ZED, <a href="#">Pacfic Coastal ZED</a>
5B	• Holiday Pass, Green Travel pass, Employee Interline on Leisure
7B	• Reciprocal Pilot

In the example below, we are looking for a flight from YYC to YVR and it lists all the flights on that particular day. The first column in teal (standby travel) is all the open seats available (unsold) and under the second column it lists how many people have listed standby for this flight and how many have checked in already (Listed/Checked in).

So in the second flight listed, it's showing there is 12 unsold seats and there are 2 people listed and all 2 are checked in already.

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For standby, the price is \$0 base fare + taxes and the priority list for standby goes by time stamp of checking in.

Flight options							
Calgary, AB (YYC) to Vancouver, BC (YVR) departing on Saturday, September 16, 2023							
Flight	Departs	Arrives	Standby Travel		Confirmed Travel		Seats Left
			Unsold	Listed/Checked in	Price (CAD)		
105	08:00	Calgary (YYC)	08:35	Vancouver (YVR)	40	<a href="#">View</a>	\$ 187.00 <a href="#">Econo</a> 7+
107	09:00	Calgary (YYC)	09:35	Vancouver (YVR)	12	<a href="#">2 / 2</a>	\$ 187.00 <a href="#">Econo</a> 6
109	10:00	Calgary (YYC)	10:35	Vancouver (YVR)	16	<a href="#">View</a>	\$ 187.00 <a href="#">Econo</a> 7+
111	11:00	Calgary (YYC)	11:32	Vancouver (YVR)	19	<a href="#">View</a>	\$ 187.00 <a href="#">Econo</a> 7+
113	12:00	Calgary (YYC)	12:32	Vancouver (YVR)	40	<a href="#">View</a>	\$ 187.00 <a href="#">Econo</a> 7+
115	13:00	Calgary (YYC)	13:32	Vancouver (YVR)	29	<a href="#">View</a>	\$ 187.00 <a href="#">Econo</a> 7+
117	14:00	Calgary (YYC)	14:32	Vancouver (YVR)	32	<a href="#">View</a>	\$ 187.00 <a href="#">Econo</a> 7+
119	15:00	Calgary (YYC)	15:32	Vancouver (YVR)	19	<a href="#">View</a>	\$ 187.00 <a href="#">Econo</a> 7+
123	17:00	Calgary (YYC)	17:33	Vancouver (YVR)	39	<a href="#">View</a>	\$ 187.00 <a href="#">Econo</a> 7+
127	19:00	Calgary (YYC)	19:32	Vancouver (YVR)	14	<a href="#">View</a>	\$ 187.00 <a href="#">Econo</a> 7+
129	20:00	Calgary (YYC)	20:32	Vancouver (YVR)	7	<a href="#">View</a>	\$ 187.00 <a href="#">Econo</a> 7+

## 50% off confirmed travel

You will receive 8 one way 50% off confirmed flights annually. Instead of flying standby, you can actually confirm your booking at half off.

In the example below, we are looking for a flight from YYC to YVR and it lists all the flights on that particular day. The last column in blue (confirmed travel) is the base price at 50% off and under the second column how many seats are left at that price.

Flight options							
Calgary, AB (YYC) to Vancouver, BC (YVR) departing on Saturday, September 16, 2023							
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			Unsold	Listed/Checked in	Price (CAD)		
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## **Buddy Passes**

Share the perks with your buddies! After 3 months, each employee receives a defined number of standby buddy passes per year (pro-rated). Share the rules and dress code with your buddies as failure to comply with the dress code may result in the suspension of your travel privileges.

## **Employee Interline Travel**

After 180 days of employment, you will be eligible for Employee Interline travel. WestJet has 100+ Interline staff travel agreements with other airlines, providing the benefit of world-wide non-revenue standby leisure travel for you and your eligible designates. Most of our agreements are ZED (zonal employee discount) agreements and travel is booked using the self-service platform, myIDTravel.com. A detailed list of all the airlines and fares can be found in the People Portal on WestNet.

## **Dress Code**

The WestJet dress code dictates what is appropriate to wear in WestJet's world. Its purpose is to help guide Westjetters on what is considered acceptable attire for both travel and in the workplace. When you are at work, or travelling our network, you are a WestJet representative. Westjetters, family and friends travelling standby (and all employee travel, including 50-per-cent-off confirmed) are asked to wear business casual attire. Failure to comply with the dress code may result in the suspension of travel privileges.

### **Dress Code Mantra:**

My outfit allows me to represent WestJet well. I look ready for the public and work. I blend in with the business casual set, and my attire doesn't cause a distraction to anyone around me. When travelling, for work or leisure, we all represent WestJet.

Our dress code aims to create a balance between travelling in comfort and reflecting our brand image. Keep your appearance well-groomed, neat, and clean from head to toe!

Any clothing that is stained, dirty, sheer, ripped, offensive, or revealing is not permitted. The style counts, NOT the designer. For example, designer jeans that are ripped are not permitted. All employees are personally held accountable for their attire and the attire of their friends and family members travelling on privileges.

### **Infants and children under twelve (12):**

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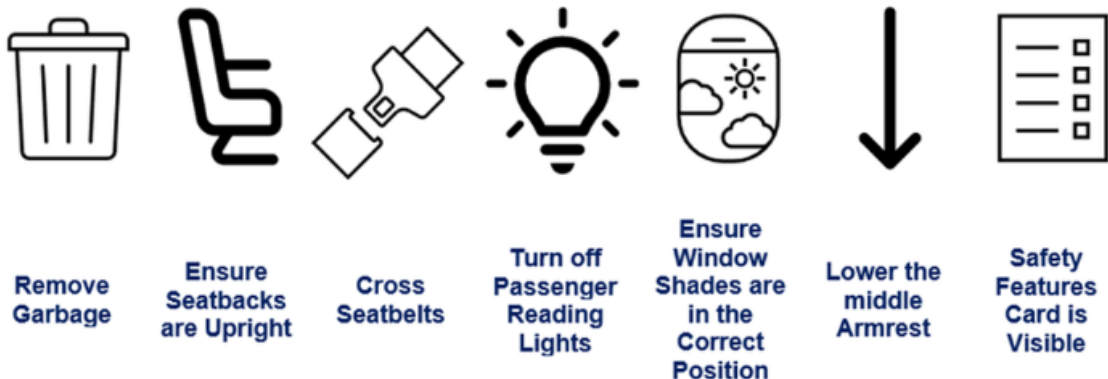
We recognize that children’s clothing is more casual in nature. As long as the child’s clothes are clean, neat, and in good repair, in addition to the list above, children under twelve can also wear short, leggings, hoodies and sleepwear for children under two.

What to wear	What not to wear
Basic jeans (bootcut, straight cut, skinny)	Any jeans other than basic (i.e. ripped, embellished, autographed, studded, neon-colored, crumpled, ill-fitting)
Cotton pants, dress pants, cargo pants, capris, walking shorts	Cut-offs, yoga pants, sweatpants, athletic wear, sleepwear, leggings (unless worn with a dress or skirt), shorts that fall above the knee
T-shirts, button-down shirts, polo shirts, sweaters	Tank tops, spaghetti straps, strapless tops
Dresses and skirts (knee-length or longer)	Dresses and skirts (above knee or shorter)
Dress shoes, casual loafers, flats, dress boots, sneakers, sandals	Flip-flops, work boots, rain boots

## **Aircraft Grooming**

Grooming of the aircraft is an important aspect of our overall guest experience. Aircraft appearance is split into two categories employee aircraft tidying duties completed by crewmembers and contracted aircraft grooming completed by a 3rd party contractor. Employees are required to complete aircraft tidying duties whenever they are on active duty, deadheading, commuting, and anytime using employee travel.

The standard for employee aircraft tidying duties is as follows:



\*An inflight notification will indicate whether window shades should be lowered or raised.

## **WestJet Responsibilities**

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WestJetters are responsible for keeping the cost of travel privileges down. Self serve options like the travel privileges portal brings cost down significantly. Each call to the call centre costs \$6 so making a standby travel call should be a last resort. You can use the portal if you are looking to check standby availability, list for standby flights, book 50 per cent off confirmed travel, view your itinerary and priority status, cancel your standby listing, check in, manage your travel designates, and manage your buddy passes.

Don't be late. We all know how important SPOT (safely performing on time) is. Being through security and at the gate with time to spare is a good thing and contributes to the costs savings of SPOT. Every additional minute a flight is delayed costs WestJet. Remind your travel designates to be on time as well.

Pack light and even you can reduce fuel burn! Although there's no maximum weight for your carry-on baggage, think about the fuel we'd save if every standby guest packed five pounds lighter? A few years ago United Airlines reduced the olive count from their martinis from three to one. This saved the airline \$2 million a year in operating costs. It's economies of scale – just think about it. Please tell your travel designates to be conscious, too.

Educate your buddies! WestJetters should take every opportunity to educate travel designates and buddy pass holders on how to keep costs down. Packing light and being on time are two easy ways they can contribute to WestJet's success, so take the time to let them know, whether it's through the "message" field on the electronic buddy pass form or in person.

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