



## ***Silver Airways General Guidelines for Reciprocal Cabin Seat Agreement Travel***

Silver Airways is pleased to extend this reciprocal cabin seat agreement for flight attendants. The following procedures have been developed to make the process as simple as possible.

1. There is no pre-flight listing. All transactions take place at the airport, either at the ticket counter or gate.
2. Flight attendants requesting transportation under this agreement shall check-in with a Silver Airways agent at the ticket counter or gate no later than 30 minutes before scheduled departure.
3. Compliance with the approved no carry-on baggage program applies. One (1) bag of a typical “carry-on” size/weight may be valet checked at the gate. If you have checked baggage, the ticket counter must process the transaction.
4. Upon check-in, you must produce a valid company ID displaying the word “CREW”. Being in uniform is NOT required for check-in or during flight.
5. 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.
6. 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.)
7. 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.
8. Alcoholic beverages may not be consumed onboard.
9. 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.
10. Transportation is applicable on all Silver Airways flights on a space-available basis. (Any applicable taxes or fees are the responsibility of the crewmember.) Flights operated by a code share partners are excluded from this agreement. Priority will be given to Silver Airways 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 Reciprocal Cabin Agreement with Silver will be accorded such transportation on a “first come, first served” basis.

11. 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.

Any crewmember utilizing transportation under this agreement must conform to Silver Airway'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, skimpy, revealing clothing: short shorts or gym shorts
- Torn, ragged, slashed jeans or slacks; exposed midriff or halter tops
- Bare feet, beach, or swimwear