

Republic Airways - Associate Appeal Process

In the course of your employment with Republic Airways, a situation may arise where you question the applicability of a Company policy or practice with respect to corrective action that has been taken against you. Our aim at Republic Airways is to ensure that all Republic Airways associates are treated fairly and in accordance with our Company policies and procedures.

As an associate, you have a right to present your appeal without fear of reprisal of any sort. Only discipline at the written warning level or above may be appealed. It is understood that the time periods under this policy do not include weekends or holidays. It is in the best interest of the associate and the Company to resolve any concerns in a prompt and fair fashion. Accordingly, the following three (3) step procedure has been established to enable the Company and the employee to address his/her concerns regarding disciplinary actions at the written warning level or above:

STEP 1.

- Any associate with a concern should write out the nature of their appeal and present it to their manager.
- The appeal must be presented, in writing, at the first step of the procedure, **within three (3) business days from the date of the cause of the appeal** or the associate's right to file an appeal will be waived.
- The manager will review the situation and render an oral or written **response to the associate within three (3) business days** following the initial discussion.

STEP 2.

- If the outcome of the appeal in Step 1 is not to the associate's satisfaction or not within the time parameters, the associate may then present the appeal, in writing, to the Department Director or (if no Director) the Vice President of the Department and the Director of Human Resources.
- The associate must present his/her written appeal **within three (3) business days from when results were received from Step 1**.
- The written appeal must contain the full detailed complaint, including specific events, dates, names of party involved, witnesses, etc., and the associate's complaint.
- The Director of Human Resources will then issue a written **response to the associate within seven (7) business days** of the receipt of the written appeal.

STEP 3.

- If the associate does not agree with the decision from Step 2, the associate may request a review and decision by the Review Committee.
- The committee is composed of the associate's Departmental Vice President and/or Chief Operations Officer/Chief Financial Officer and the Vice President of Human Resources.
- The associate may elect to bring another active associate (in good standing) to the Review Committee proceeding; however, such individual will not be a participant

in the proceeding. The associate must present his/her appeal in writing to the Vice President of Human Resources **within two (2) days from receiving the result in Step 2.**

- The Committee will review the appeal and if deemed necessary, conduct further investigation .
- The Committee will render its decision and provide the **associate a written response within ten (10) business days** of receiving the written appeal, unless an extension has mutually been agreed upon.
- The decision by the Review Committee will be final.

A. Requirements

- The time limits in the appeal procedure are intended to ensure a prompt and thorough action on the appeal.
- Any of the time limits specified in the procedure may be extended by mutual consent of the parties involved.
- The presentation of an appeal must follow each step in an orderly fashion.
- The associate may bypass a step in the appeal process only if they do not receive a response in the time frame indicated.

B. Actions Not Appealable:

- Any disciplinary action, regardless of nature, that does not result in a written warning level or above.
- Actions caused by a reduction in work force.
- Actions that affect an associate who is employed on a temporary basis or an associate who is in training.
- A non-selection for promotion when the sole basis for the appeal is the allegation by the associate is that the associate feels they are better qualified than the person selected.
- Group appeals; all appeals must be on an individual basis.
- Rate of pay.
- Performance evaluations.
- Company or associate benefits.
- Work schedules.

All employees covered by this process have the right to present their complaint or appeal under the provision of this appeals procedure free of fear of reprisal, interference or discrimination. Any violation of this right will subject the violator to corrective action and should be reported to the Department Vice President or the Vice President of Human Resources.

Associates are to refer to their Collective Bargaining Agreement where applicable.