

GENERAL GUIDELINES FOR RECIPROCAL CABIN SEAT AGREEMENT TRAVEL ON ATLANTIC SOUTHEAST AIRLINES

ASA is pleased to extend this reciprocal cabin seat agreement for flight attendants. The following procedures have been developed to make this process as hassle-free as possible.

1. There is no pre-flight listing. All transactions take place at the airport.
2. Flight attendants requesting transportation under this agreement should check in with the gate agent no later than (30) minutes prior to scheduled departure for domestic flights.
3. Flight attendants requesting transportation under this agreement should check in with the ticket counter no later than (75) minutes prior to scheduled departure for international flights, (Applicable taxes and international fees are not exempt).
4. Check-in can occur at the gate if you have carry-on luggage only. Otherwise, you may stop at the ticket counter to check your luggage and obtain a security document. You must then proceed to the gate to complete the check-in process. Compliance with the approved carry-on baggage program applies. To maintain exemption 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.
5. Upon check-in, you must produce a valid company ID displaying the word "CREW" and an expiration date. Ask the agent to type the following command in Deltamatic: **G*JSA/14** in case the gate agent is not familiar with the procedure.
6. After all revenue customers are processed, standby processing begins. Please wait for the gate agent to call your name and issue a boarding pass to board the aircraft.
7. 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.).
8. While you must have your valid company ID with a "CREW" designator to sign-up as a Cabin Reciprocal Agreement rider, you do not need to display it on your outer wear once onboard the aircraft.
9. Flight Attendants using the Reciprocal Cabin Agreement may not consume any alcoholic beverages onboard.
10. 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.
11. Family members & carry-on pets are not covered under the cabin jumpseat agreement.
12. Transportation is applicable on ASA flights on a space-available basis. (Any applicable taxes or fees for international flights are the responsibility of the crewmember.) Flights operated by Delta and Other Delta Connection partners are excluded from this agreement. Priority will be given to ASA, Delta Connection and Delta employees and all NRSA passengers (retirees, buddy pass holders, ID90, etc.). Thereafter, crewmembers from other airlines that have entered into similar agreements with ASA will be accorded such transportation on a "first come, first served" basis.
13. 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.

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 ASA non-revenue travel dress code, currently same as Delta's, standards of relaxed casual attire.

Acceptable Attire

- Overall appearance should be well-groomed, neat, clean, safe and respectful, from head to toe.
- Clothing should be respectful of fellow passengers.
- Footwear – shoes are required

Unacceptable Attire

- Passenger that is (or appears to be) intoxicated
- Passenger whose dress violates public decency laws and or community standards (examples include clothing that is sheer or inappropriately revealing or is designated as sleepwear, underwear, or swim attire)
- Bare feet
- Clothing that is excessively dirty, stained or torn
- Clothing that is vulgar, offensive or suggestive