CREW MEMBERS UNIFORM POLICY

1. GENERAL PROVISIONS

1.1. The StaffHubAero Limited (hereinafter referred to as the **Agency**) issues the Crew Members Uniform Policy (hereinafter referred to as the **Policy**) which outlines the procedures related to the provision of uniforms (including sewing, fitting, issuance, and return) intended for use by crew members (hereinafter referred to as the **Crew Members**) who are employed by AIRHUB, UAB or provide services to UAB "GetJet Airlines", SIA "GetJet Airlines Latvia" or Airhub Airlines Ltd, all of the mentioned companies hereinafter collectively referred to as the "**Companies**" and each individually as a "**Company**".

1.2. The Agency, is responsible for preparing a list of uniform items issued to Crew Members free of charge, in accordance with the approved and current uniform standards of the Company.

2. MEASUREMENT AND FITTING

2.1. The Agency is responsible for notifying Crew Members in writing (via email) about uniform fittings no later than one week before the scheduled fitting date.

2.2. The Agency is responsible for providing suitable conditions for uniform fittings and allocating adequate time for it.

2.3. Crew Members are required to attend the scheduled uniform fittings. After the uniform fitting, Crew Members must sign the uniform issue form (see Annex No. 3 Uniform issue form) to confirm the accuracy of all measurement information and waive any claims regarding the uniform.

2.4. All parts of uniform are issued in standard sizes, alterations are possible at the Crew Members's expense. All alterations must comply with the grooming standard (Joint Cabin Crew Service Manual, Chapter 3 UNIFORM STANDARD)

3. AGENCY RESPONSIBILITIES

3.1. The Agency is responsible for determining the conditions of wearing uniform as well as the duration of use.

3.2. The Agency is responsible for issuing uniforms personally to each Crew Member according to the data obtained at the time of uniform fitting.

3.3. The Agency will replace any uniform items with new ones in the event of a manufacturing defect, provided that the Crew Member orders new uniform item via www.jokadoaerowear.lt website stating the reason in the comment section during ordering. Order must be submitted no later than 2 days after unform part receival.

3.4. The Agency is responsible for issuing new uniforms at the end of each wearing period (see Annex No. 1 uniform item wear duration).

4. CREW MEMBER RESPONSIBILITIES

4.1. The Crew Member is responsible for maintaining the uniform according to the manufacturer's recommendations (see Annex No. 2 cleaning of uniform items).

4.2. The Crew Member is responsible for wearing the uniform items only while performing direct work duties.

4.3. The Crew Member is responsible for purchasing uniform items via www.jokadoaerowear.lt (refer to Uniform Parts Order Instructions) themselves in the following cases:

a. If the Service Provider wishes to change the uniform's size prior to the wear period ending (see Annex No. 1 Uniform Item Wear Duration).
b. If the uniform item is damaged (except when the uniform item is damaged by laudry service provider at the rotation base).
c. If the uniform item was lost.
d. If the Crew Member wish to have extra uniform items.

In these situations, the cost of uniform items is deducted from the next salary of the Crew Member (see Annex No. 1 Uniform Item Pricelist).

4.4. The Crew Member is responsible for ordering uniform items via www.jokadoaerowear.lt. himself / herself at the end of the uniform part wearing period (refer to Uniform Parts Order Instructions).

4.5. The Crew Member is responsible for inspecting his / her uniform for any damage incurred during the hotel laundry process and promptly notifying uniform@getjet.aero and travel@getjet.aero regarding the matter. If impairments of the uniform are not reported within 2 days of the hotel laundry being completed, the Crew Member will be responsible for covering the cost of replacing the uniform item.

5. RETURN OF UNIFORMS AND OTHER COMPANY BELONGINGS

5.1. In case of termination of the Service Contract or Employment Agreement with the Crew Member, Crew Member must return uniform items and other Company belongings to the GetJet office (Laisvės ave. 10, Business Garden,

A Corpus) after all assigned duties, but no later than the last working day unless otherwise is agreed between the Company / Agency and Crew Member. The uniform must be returned clean and neatly folded. The Crew Member must return items listed in the table below within in this clause mentioned period unless otherwise agreed in writing with the Company or Agency:

UNIFORM ITEM	CABIN CREW (women)	CABIN CREW (men)	FLIGHT CREW
1. Skirt	✓		
2. Dress	✓		
3. Blouse	✓		
4. Scarf	✓		
5. Jacket		✓	
6. Coat	✓	✓	✓
7. Belt			
8. Trousers		✓ (if unused)	
9. Shirt		✓ (if unused)	✓ (if unused)
10. Vest		✓	
11. Tie		✓	✓
12. Apron	✓	✓	
13. Reflective vest			
14. “Wings” tag	✓	✓	✓
15. Crew Tag	✓	✓	✓
16. Epaulettes			✓
17. Raincoat	✓	✓	✓
18. Poncho	✓		
19. Cardigan		✓	
20. Company ID card(s)	✓	✓	✓
21. iPad			✓

5.2. If uniform parts and other items mentioned in clause 5.1 of the Policy are not returned on time - the price is deducted from the final payment as mentioned in Annex 1 of the Policy.

6. OTHER PROVISIONS

6.1. This Policy shall take effect from the date on which it is confirmed by order of a Director of the Agency and may be amended and repealed at any time by order of a Director of the Agency.

6.2. All Crew Members are introduced to this Policy through electronic means of communication.

6.3. This Policy shall be reviewed and updated once a year by Cabin Crew Division.

ANNEX No. 1 to
Crew Members Uniform Policy

1. UNIFORM ITEMS AND PRICELIST

1.1. All uniform items, their prices, initial quantities, and wear durations are listed in the table below.

CABIN CREW				
Woman				
UNIFORM ITEM	**PRICE PER PIECE, EUR with VAT**	**INITIAL QUANTITY, pcs**	**WEAR DURATION, months**	**QUANTITY after WEAR DURATION**
1. Skirt	26	2	12	1
2. Dress	39	2	12	1
3. Blouse	31	2	12	1
4. Scarf	10	2	12	2
5. Earrings	2,50	1 pair	24	1
6. Jacket	58	1	24	1
7. Coat	200	1	48	1
8. Belt	8	1	24	1
9. Apron	21	1	24	1
10. Reflective vest	4	1	24	1
11. “Wings” tag	24	1	N/A	N/A
12. Crew Tag	3	2	36	1
13. Raincoat	145	1	48	1
14. Poncho	42,5	1	24	1
Men				
UNIFORM ITEM	**PRICE PER PIECE, EUR with VAT**	**QUANTITY, pcs**	**WEAR DURATION, months**	**QUANTITY after WEAR DURATION**
1. Jacket	59	1	24	1
2. Coat	190	1	48	1

3. Belt	8	1	24	1
4. Trousers	26	2	12	1
5. Shirt	22	2	12	2
6. Vest	18	1	24	1
7. Tie	17	2	24	1
8. Apron	12	1	24	1
9. Reflective vest	4	1	24	1
10. “Wings” tag	24	1	N/A	N/A
11. Crew Tag	3	2	36	1
12. Raincoat	145	1	48	1
13. Cardigan	60	1	24	1
FLIGHT CREW				
UNIFORM ITEM	**PRICE PER PIECE, EUR with VAT**	**QUANTITY, pcs**	**WEAR DURATION, months**	**QUANTITY after WEAR DURATION**
1. Jacket	179	1	24	1
2. Coat	190 (man)/200 (woman)	1	48	1
3. Belt	8	1	24	1
4. Trousers	85	2	12	1
5. Shirt	22	2	12	2
6. Tie	17	2	24	1
7. Reflective vest	4	1	24	1
8. “Wings” tag	25	1	N/A	N/A
9. Crew Tag	3	2	36	1
10. Epaulettes	10 (captain)/9 (first officer)	1 pair	24	1
11. Raincoat	145	1	48	1

1.2. If the price of the uniform item changes, the price list may be amended accordingly.

ANNEX No. 2 to
Crew Members Uniform Policy

1. CLEANING OF UNIFORM ITEMS

1.1. Uniforms are cleaned at operating base hotel as stated in every base “Base Brief”. Also, uniforms are cleaned at “Paulini” cleaning center. All delivery and pickup locations are "Paulini" cleaning centers in Vilnius. In order to drop off their uniform for cleaning, Crew Members must:

1.1.1. Present their GJT employee ID card at the “Paulini” center and provide GetJet Airlines company code - 302619285

1.2. The use frequency of uniform cleaning services at “Paulini” cleaning center:

1.2.1. Twice a month: jackets and vests.

1.2.2. Once every two months: winter coat and raincoat.

1.2.3. All other parts of the uniform as well as extra items, should be cleaned by Crew Member, at its own expenses.

1.2.4. If the uniform parts are cleaned more often than stated above, it should be cowered by Crew Member.

1.3. Crew Members may clean and care for their uniform at home. In this instance, they should note the following:

1.3.1. Dresses, shirts, trousers, skirts, and blouses should be washed at a temperature no higher than 30 degrees Celsius.

1.3.2. Dresses, shirts, trousers, skirts, and blouses must not be tumble dried.

1.3.3. Scarves must be washed in cold or lukewarm water and washing liquid or laundered at a temperature not exceeding 30 degrees Celsius.

1.3.4. Coats must not be machine-washed.

1.3.5. Ponchos and cardigans can be maintained in great condition by using a lint remover. This helps preserve their neat and presentable appearance after washing or prolonged wear.

1.3.6. Any of the uniform parts must not be bleached.

1.3.7. Uniform parts can be ironed at a low temperature (up to 110 degrees Celsius), as steaming may damage the fabric.

ANNEX No. 3 to
Uniform Issue Form

UNIFORM ISSUE FORM

TITLE	QUANTITY	PRICE	COMMENTS
Skirt			
Dress			
Blouse			
Scarf			
Earrings			
Jacket			
Coat			
Belt			
Trousers			
Shirt			
Vest			
Tie			
Apron			
Reflective vest			
Tag „Wings”			
Crew Tag			
Epaulettes			
Raincoat			
Poncho			
Cardigan			

UNIFORM RECEIVED : _____

(Name, surname, 3 letter code, date, signature)

UNIFORM ISSUED : _____

(Name, surname, date, signature)

Approved by Director of the Agency Igor Belov

I.B.

