


<p style="text-align: center;">Integra Air</p> <p>Policy and Procedural Manual</p> 	<p>Subject Dress Code and Uniform Policy</p>	<p>Policy Number TBD</p>
	<p>Effective Date TBD</p>	<p>Supersedes N/A</p>

POLICY

The appearance of employees reflect the image of our company and has a significant impact on the way we are viewed by customers, employees and the general public. Integra Air is aimed at conveying a message of professionalism, personal credibility, and pride in our brand.

Dress Code

Integra Air maintains a business casual dress code; however, certain meetings or events may require employees to dress formal. It is asked that clothing is clean, pressed and in good repair. Examples of inappropriate clothing include:

- T shirts with slogans
- Clothing with logos from competing firms
- Sweat pants
- Muscle shirts or halter tops

All employees must be groomed to a standard that aligns with professionalism.

Uniforms

Uniforms are used to provide employees with a consistent corporate image while on duty and at work abroad and is applicable to all employees including Flight Crew, Maintenance, Operational Support and Administration. The uniform allowance will be different depending on the department. When a new hire starts working at Integra Air, he or she will be eligible for an initial start-up allowance for a uniform. For each year after the start-up allowance is honoured, the employee will receive an annual uniform allowance.


Employees will be able to purchase their uniform either on an online portal or directly through the predetermined uniform agency, as directed by their supervisor. Employees will spend their uniform allowance without the allowance amount being directly given to the employee. For example, employees will order their uniform items online and will not be given the money directly.

Start-up/Annual Uniform Allowance Details

Maintenance: This department will be allocated \$300.00 per employee at the initial start-up. This amount will be used to purchase work pants, work shirts, shop coat or coveralls, work boots, hooded sweatshirt, or jacket. After the initial start-up allowance is used, employees will receive \$100.00 per year for uniforms, which will include the boot allowance.

Flight Crew: This department will be allocated a \$300.00 uniform allowance per employee at the initial start-up. This amount will be used to purchase uniform pieces that will be discussed with each flight crew position upon hire. After the start-up allowance is used, each employee will receive \$100.00 per year for uniforms.

Operational Support Team and Administration: These employees will include those in Administration, Dispatch, Operations and Management and will receive a \$200.00 allowance per employee at the initial

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start-up. After the start-up allowance is distributed to the employee, \$75.00 will be given to the employee each year.

Costs and Replacement

Integra air will cover the costs of the uniform; therefore, all uniform pieces will remain property of the company. Employees who are no longer employed are required to return all uniform pieces, in good repair and condition to their supervisor. All employees are responsible for regular cleaning and maintaining all uniform pieces. If any part of an employee’s uniform requires replacement due to improper treatment or use, the Employee may be held responsible for the associated replacement costs. These scenarios may be evaluated based on the department supervisor’s discretion.

PROCEDURE

Allocation	#	Explanation of Step
Supervisor	1	Administers initial start-up uniform allowance to employee on start date by informing employee of amount and orientating employee on how to utilize uniform allowance
Employee	2	Chooses start-up uniform items based on requirements for the position set out by supervisor
Supervisor	3	Tracks when employees are to receive annual uniform allowance and manages all uniform-related matters