

LETTER OF AGREEMENT
Between
ENVOY AIR, INC
And the
FLIGHT ATTENDANTS
In the service of
ENVOY AIR INC
As represented by the
ASSOCIATION OF FLIGHT ATTENDANTS CWA, AFL-CIO

Confidential Safety Action Program

WHEREAS, Envoy Air Inc. (the “Company” or “Envoy”) and the Flight Attendants in the service of Envoy, as represented by the Association of Flight Attendants-CWA, AFL-CIO (“AFA”) wish to memorialize the process under the Safety Management System (hereafter referred to as SMS) for management’s Confidential Safety Action Program (hereafter referred to as CSAP). This Letter of Agreement (LOA) is not an endorsement of CSAP for Flight Attendants represented by AFA. It is an agreement to protect Flight Attendants who voluntarily report safety-related events through CSAP, from Company discipline.

The parties have met and agree to the following:

1. It is understood that the purpose of CSAP is to identify safety events and to implement corrective measures that reduce the opportunity for safety to be compromised. It is the desire of the AFA and Company to offer a platform for voluntary self-reporting that is intended to improve operational safety as well as company policy and procedures.
2. This program will foster a voluntary, cooperative, non-punitive environment for the open reporting of operational safety concerns. Any report that involves intentional disregard for safety, criminal activity, substance abuse (controlled substance/alcohol), repetitive behavior and intentional falsification are excluded from the program.
3. The Company shall ensure that Flight Attendants will have access to the CSAP system through the company website, as well as, telephonically. Flight Attendants shall make every reasonable attempt to file reports within 24-hours of the event or 24-hours following the completion of their pairing for sole source reports. Any recommendations made by the committee for the reporting member will be tracked by the Company Analyst to ensure completion of said recommendation.

4. NASA ASRS REPORTING: Voluntary participation in the Flight Attendant CSAP program also guarantees participation in the NASA Aviation Safety Reporting System (ASRS), as described in FAA Advisory Circular 00-46, as amended. Upon receipt of an Envoy CSAP report from a Flight Attendant, the Envoy CSAP Manager will immediately forward a copy of the report to NASA for inclusion in ASRS. The CSAP Manager assumes the responsibility of fulfilling the ten-day ASRS reporting requirement on all reports that meet the Envoy CSAP 24 hour reporting deadline.
5. There will be no parallel investigations conducted for issues reported through CSAP. It is understood that there will be no discipline levied for an accepted report.
6. Other Reporting Methods- With regard to an event that is reported through traditional reporting methods (e.g. Irregularity reports, Passenger letters, Inflight Audits, etc.), Flight Attendants must submit their CSAP Reports within 48 hours of confirmed receipt of notification from the Company about the event. Copies of any facts, factual media, event reports or investigative reports surrounding the event will be forwarded to the Safety Analyst – CSAP for distribution to the Flight Attendant CSAP Committee to assist this Committee in its investigation.
7. Regarding instances outlined in Paragraph 6 above: should such CSAP reports be excluded from CSAP by the Flight Attendant CSAP Committee, the Company reserves the right to take action, if the Company deems it appropriate under its corrective action policy. It is agreed and understood that the Company's timeframes to take any action, will begin upon confirmation of receipt of notification to the reporting Flight Attendant(s) of the Flight Attendant CSAP Committee decision to exclude such report(s) from the CSAP. Flight Attendants may exercise their right to challenge any such actions of the company pursuant to the provisions of the collective bargaining agreement.

However, should such instances of Paragraph 6 above be accepted into CSAP by the Flight Attendant CSAP Committee, the Company will not issue discipline on the event, will end any/all investigation(s) immediately and, if applicable, will expunge all fact finding records relevant to the event upon notification of acceptance of the report(s) into CSAP.

8. A Flight Attendant who experiences an inadvertent slide deployment, live door, or slide disengagement from its stored position will be encouraged to submit a CSAP safety action report. Such submitted reports will be accepted into the CSAP program as long as it meets the criteria in paragraph 2., above. The Flight Attendant will be indemnified from discipline, and provided a Door Slide Review with a member of the training department.
9. The Company will cover the cost of the AFA's Representatives on the CSAP committee. This will also include flight time and hotel cost for meetings and

conferences outside of the normal duties of the committee.

10. In the event that the CSAP Committee cannot come to consensus on how to resolve a CSAP report, resolution will be reached in accordance with Chapter 03-06, Paragraph H, and Figure SM 03-0
11. In the event of any inconsistency of this LOA with the terms of the Company Safety Manual, the provisions of this LOA shall take precedence.
12. Both parties shall collaborate on educational materials to be made available in print and on the respective websites of each party.

IN WITNESS WHEREOF, the parties have signed this Memorandum of Understanding this _____ Day of October 2020.

For the Company:



Linda Kunz
Vice President, Flight Services

For the Association:

Sara Nelson
International President



Robert Barrow
MEC President