

SUPPLIER ON-SITE SERVICES REQUIREMENTS

Thank you for partnering with Alaska Airlines, Inc., and/or its affiliates ("Airline"). When working on-site at any Airline facility or any airport location, all contractor/vendor/supplier personnel and/or any subcontractors/agents ("Supplier") working on behalf of Airline are required to comply with the Supplier On-Site Services Requirements listed below.

This document is incorporated by reference and forms part of Supplier's contract or service agreement with Airline. Supplier is responsible for distribution of and adherence to the On-Site Services Requirements contained in this document. In the event of any inconsistency, conflict or ambiguity between the Supplier On-Site Services Requirements and the Supplier's contract with the Airline, the terms of the contract will control and supersede any such inconsistency, conflict or ambiguity.

THE FOLLOWING REQUIREMENTS ARE AIRLINE REQUIREMENTS APPLICABLE TO ALL SUPPLIERS WORKING ONSITE AT AN AIRLINE FACILITY OR AIRPORT LOCATIONS:

Supplier shall ensure that all personnel providing services for Airline shall be fully qualified, trained per Airline's policies and procedures, equipped, properly uniformed, diligent, and competent prior to commencing services. All personnel shall perform their duties in a safe and courteous manner, shall work harmoniously with Airline personnel, and shall observe standards of discipline satisfactory to Airline at all times

COMPLIANCE WITH AIRLINE REQUIREMENTS

Supplier shall comply with all provisions of the latest version of the following documents, or any successor document:

- Airline's Supplier Code of Conduct.
- Airline's Customer Services Manual (*if applicable to the services*).
- All other applicable division or department manuals and reasonable rules, regulations, procedures, and work requirements of Airline that are brought to Supplier's attention.
- The directions and instructions given by Airline's authorized representatives with respect to the services.

LEGAL AND REGULATORY COMPLIANCE

Suppliers shall conduct their business in full compliance with all applicable laws and regulations while conducting business with and/or on behalf of Airline. In addition to any specific obligations under the Supplier's agreement with Airline, all Suppliers shall, without limitation:

- Comply with all applicable statutory and regulatory requirements for contracts entered into by Airline and for which Supplier may be providing goods or services, directly or indirectly.
- Conduct business in full compliance with antitrust and competition laws.
- Comply with all applicable environmental laws and regulations regarding hazardous materials, air emissions, waste and wastewater discharges, including the manufacture, transportation, storage, disposal and release to the environment of such materials.
- Be honest and forthcoming in communications with and disclosures to regulatory agency representatives, government and Airline officials.
- Comply with the anti-corruption laws of the countries in which they do business, including the U.S. Foreign Corrupt Practices Act, and not make any direct or indirect payments or promises of

payments to foreign government officials for the purpose of inducing any individual to misuse his/her position to retain services for or provide goods to Airline.

WORKPLACE STANDARDS AND PRACTICES

Suppliers will operate their facilities and conduct employment practices in an ethical manner and meet the requirements of the laws in effect in all locations in which they operate. This includes, but is not limited to, laws and regulations relating to health and safety, labor, compensation, work hours, and the environment. To ensure alignment with Airline's standards and commitments, Suppliers may be required to participate in an environmental, social, safety, and governance performance monitoring and engagement process.

ALCOHOL AND DRUG-FREE WORKPLACE

Airline is committed to providing an alcohol and drug-free workplace, which helps facilitate a safe and healthy work environment. Airline complies with the Drug-free Workplace Act of 1988. Suppliers are prohibited from the unlawful manufacture, distribution, dispensation, possession or use of alcohol, illegal drugs, and/or drug paraphernalia on Airline owned or leased property, or while representing Airline at any time.

CULTURE OF SAFETY

Supplier shall adopt and implement the principles of Airline's safety program, presently known as "Ready, SAFE, Go," which requires that every representative of Supplier who performs services on behalf of Airline to "Own Safety." To "Own Safety" means:

- (i) not rushing just to get tasks or the job done,
- (ii) taking precautions and doing jobs the right way,
- (iii) being vigilant and alert,
- (iv) immediately reporting to a representative designated by Airline of any unsafe activity or situation,
- (v) not hesitating to stop the operation, if necessary, and being empowered to do so, and
- (vi) encouraging the reporting of any safety incident without threat of immediate job loss.

Supplier's personnel shall understand that safety is Airline's number one priority and know that they are empowered to put safety above all else – even on-time performance, customer satisfaction, and profits. Supplier's leadership team shall fully endorse and engage in Airline's "Ready, SAFE, Go" culture.

HEALTH AND SAFETY

Suppliers will provide a safe and healthy work environment in compliance with all applicable laws and regulations. Airline does not tolerate acts of violence, threats, harassment, intimidation or other disruptive behavior in our workplace or during the course of providing services to Airline, whether on Airline premises or off-site, by associates, contractors or Suppliers.

INSURANCE

At its own cost, Supplier will procure and maintain appropriate coverage levels based on Airline and/or airport requirements.

BADGING

Supplier will ensure appropriate badging for its employees and will follow all related airport requirements for its personnel to obtain badges. Additionally, Supplier will strictly follow airport procedures related to permissible escorting for any of its staff working at an airport who are not fully badged and require escorting for access to certain spaces.

EMERGENCIES / INCIDENT REPORTS

All emergencies (any event requiring emergency personnel and equipment) and significant incidents (any unplanned event that results in or has the “potential to result” (i.e., near miss) in occupational injury/illness or environmental impact) must be reported to 911.

Additionally, any accident or unusual incident shall be immediately reported to the representative designated by Airline for further instructions and coordination.

EQUIPMENT

Use of Airline assets such as equipment, machinery, tools, utilities, etc., is prohibited without prior contractual agreement. Additional coordination may be required. The use of Airline assets by Suppliers is generally not allowed unless there is a specific business need such as unique tooling required for a project or additional risk incurred in operating portable equipment such as cranes.

FACILITIES

All Suppliers are expected to provide their own facilities, if and when required. Under special situations, Airline may authorize a Supplier to use Airline’s designated facilities, and in such cases, Supplier may be required to sign a space-use agreement or other agreement as required by Airline.

HAZARDOUS MATERIALS

Upon recognizing hazardous materials, which were not brought on site by the Supplier, the Supplier will immediately stop work in the affected area and report the condition to the representative designated by Airline. The service in the affected area shall not be resumed except by written agreement of Airline and Supplier if in fact the material is a hazardous material and has not been rendered harmless. The work in the affected area shall be resumed, upon written agreement, in the absence of hazardous material(s), or when it has been rendered harmless.

HOISTING

Prior to using hoisting equipment or cranes, the Supplier shall provide evidence of proper certifications of both the equipment and operator and provide a lift plan appropriate to the scope of the lift considering such things as weights, reach, siting of equipment, staging area and destination, and proximity to potential hazards, including to Airline operations and the public. Supplier will conduct a pre-lift safety meeting with representative designated by Airline.

When Supplier performs work within an existing facility and needs to hoist materials from outside or inside the building, it must schedule the hoisting with the representative designated by Airline and secure necessary approvals so as not to interrupt the operations. Any hoisting inside the building shall not exceed the normal floor loading of the building.

MATERIALS STORED ON SITE

Supplier shall secure any materials, including tools and personal items, stored or left at the job site. Very limited space may be available on site for storage. Supplier shall repair any damage to existing structures or other facilities, which are damaged by storage of materials.

Supplier shall be responsible for providing a storage area outside the work site for storing materials to be used at the site. Supplier may use property of Airline that is off-site only if the Supplier requests and receives approval for the use of such space from the representative designated by Airline. All costs for securing materials stored in an alternate site shall be at Supplier’s sole expense.

NOISE & VIBRATION

- When Supplier performs work within an existing facility, any unusual or excessive noise or vibration from construction activities must be coordinated a minimum of 24 hours in advance with the representative designated by Airline to avoid disturbing the staff, customers, and facility operations.
- Supplier may be asked to stop work in the area if the noise is disturbing the operation of a department in that area of work.
- Work hours for Supplier's employees may need to be changed to avoid disturbances from the work activity. Supplier shall anticipate problems with noise and work out satisfactory solutions to avoid a work shut down.

PERMITTING

Supplier will take all necessary steps to obtain permits and other authorizations required to provide services to Airline. Upon request, Airline may provide a sponsorship letter to support the permitting process.

PERSONAL PROTECTIVE EQUIPMENT

Suppliers shall provide their employees all required personal protective equipment (PPE) and ensure that it is used. All PPE must conform to applicable regulatory requirements and appropriate industry standards. Examples of PPE include, but are not limited to:

- Body protection
- Ear plugs and muffs
- Face protection
- Full-body safety harness and lanyards
- Gloves and hand protection
- Industrial safety glasses with side shields
- Hard hats

SECURITY AND PARKING

Supplier shall check in with the representative designated by Airline before starting any work and will strictly follow Airline security requirements. This may include identification badge requirements, facility check in and check out, or any other facility specific items communicated to Supplier. Supplier shall park vehicles only in areas specifically designated for Supplier use, and ensure its employees understand parking restrictions that may exist at the facility at which they are working.

SMOKE, DUST, DEBRIS, ODOROUS HAZARDOUS MATERIALS, & INFECTION CAUSING ORGANISMS

- Physical barriers are designed to contain smoke, dust, odors and fungal spores, and may be required to be placed between operational areas and the Supplier's work area. In some instances, negative pressure may also be required. In the occupied space the barriers must be built to the intact ceiling or ceiling tiles, and, when above ceiling, to the ceiling deck. All penetrations at existing perimeter walls must be sealed.
- Prior to the Supplier performing work that make cause smoke, dust, debris, hazardous materials odors, or infection-causing organisms, the Supplier shall coordinate the scope of work with the Supplier point of contact who will coordinate with the representative designated by Airline. The representative designated by Airline will provide all necessary information and guidance to implement physical barriers.

TRASH REMOVAL & CLEAN UP

All trash generated by Supplier shall be removed by the Supplier. When removing trash from a work area the Supplier must use precaution to avoid tracking or otherwise depositing dust and dirt in the common areas of the building.