

Air Wisconsin

— AIRLINES —

To: All Employees

Date: November 2017

RE: Equal Employment Opportunity/Anti-Harassment and Non-Discrimination Policies

Air Wisconsin has a long history of providing equal opportunity in employment to all individuals regardless of race, age, color, religion, sex, sexual orientation, gender identity, marital status, national origin, disability, veteran status, citizenship status or any other category protected by law. This commitment extends to all recruiting, hiring and promotions in all job categories, as well as to all employment-related actions such as compensation, benefits, transfers, terminations, bid opportunities, recalls, training, and any other condition of employment. Air Wisconsin expects all of its employees to treat their coworkers professionally and with respect at all times.

This commitment also extends to prohibiting any act of harassment related to the above protected categories that may be directed at any employee, applicant or customer. As you know, harassment may take the form of unwelcome comments, jokes, slurs or other conduct that creates a hostile or offensive working environment; or in the case of sexual harassment, unwelcomed sexual advances or requests for sexual favors or other physical or verbal conduct of a sexual nature. This includes both person-to-person conduct as well as conduct using email and any other form of communication. Air Wisconsin will not tolerate any conduct of this nature. Managers and supervisors have no authority to harass any employee, or to take any adverse action, such as demotion or termination, against any Air Wisconsin employee resulting from wrongful harassment. We expect all employees to be committed to performing their duties in a professional and respectful manner, as neither discrimination nor harassment has a place in our Company.

Early reporting and intervention are the most effective methods of resolving actual or perceived incidents of discrimination or harassment. Complaints will be investigated in a timely manner, and confidentiality will be maintained to the greatest extent possible throughout the investigation process. We will take prompt and appropriate remedial action to stop any inappropriate conduct. All employees should report any perceived discrimination or harassment before the conduct becomes severe or pervasive, whether or not it is directed at them. Air Wisconsin cannot address what it does not know about.

You are encouraged to bring problems or allegations of violations of Company policy to the attention of your immediate supervisor or manager, but in the case of discrimination or harassment, this may not always be appropriate. I want to remind you that the Employee Relations staff, including the Managing Director of Human Resources, is available either by telephone or in person to assist you if you believe there may have been an incident of or ongoing discrimination or harassment. In addition, you may report suspected violation(s) of Company policy to the Air Wisconsin Employee hotline via – <https://airwis.alertline.com> or 1-855-311-4149.

Let me also assure you that we prohibit retaliation by anyone against any individual who in good faith reports suspected or perceived discrimination or harassment, or who participates in an investigation of such reports. Retaliation against another employee for reporting harassment or discrimination is a serious violation of company policy and will subject that person to disciplinary action.

Through the efforts of all employees, we will continue to strive for a climate of professionalism and mutual respect.



Christine Deister
President and Chief Executive Officer