



## Unsolicited Idea Submission Policy

As a leader in aviation services we welcome customer comments and actively pursue innovation opportunities with business partners. However, our policy is that we do not allow our employees to accept on a confidential basis, or to agree to hold in confidence, any unsolicited ideas, suggestions, proposals, product concepts, marketing idea, technologies, product names, services, and the like (“submissions”). In addition, we do not provide any compensation for any such submissions. This policy is intended to avoid any misunderstandings or disputes when our products, services, marketing or other projects might seem similar to any submissions made to the company.

If, despite this policy, you choose to submit an unsolicited idea or other information, then by making the submission, you agree that the following terms apply, regardless of any contrary statements accompanying your submission:

1. Acceptance of your submission imposes no obligations on us, and in particular:
  - a. We have no obligation to acknowledge or review your submission, or otherwise respond to you in any way regarding your submission,
  - b. We have no obligation to keep your submission confidential, and may publish or otherwise publicly disclose your submission in any existing or later developed media;
2. Your submission and its contents automatically become the property of the company, without any compensation of any kind owed to you;
3. We may use or redistribute your submission and its contents for any purpose and in any way, including but not limited to using it in new products or services, or to improve existing products or services; and,
4. You warrant that you are authorized to make the submission, and that your submission does not include the confidential information, proprietary know-how, trade secrets, or other intellectual property of any other person or party.

If you do not agree to these terms, please do not send us any submissions.