



## General Guidelines for Reciprocal Hawaiian Airlines Cabin Seat Program

Hawaiian Airlines is pleased to extend this reciprocal cabin seat agreement for flight attendants. The following procedures are set to make this process as smooth as possible.

1. There is no pre-flight listing. All transactions take place at the airport.
2. Flight attendants requesting transportation under this agreement should check in with the Hawaiian Airlines gate agent no sooner than two hours prior and no later than 30 minutes prior to scheduled departure.
3. If you are connecting from another flight, you may check-in at the gate if you have carry-on luggage only. Otherwise, you must stop at the ticket counter to check your luggage and obtain a security document. You must then proceed through security to the gate to complete the check-in process. Compliance with the approved carry-on baggage program applies.
4. Upon check-in, you must produce a valid company ID displaying the word “CREW” or “FA” and an expiration date. At the gate, a Customer Service Agent will complete a Cabin Seat Form for you.
5. After all revenue customers are processed, standby processing begins. Please wait for the gate agent to call your name and issue a boarding pass to board the aircraft.
6. Once onboard, conduct must reflect a professional, business-like attitude in accordance with all standard passenger regulations (seat belts, carry-on bags, safety information signs, etc.).
7. While you must have your valid company ID with a “CREW” or “FA” designator to sign-up as a Cabin Seat Reciprocal Agreement rider, you do not need to display it on your outer wear once onboard the aircraft.
8. Flight Attendants using the Reciprocal Cabin Seat Agreement may not consume any alcoholic beverages onboard.
9. This agreement does not cover children, pets or family members. Flight attendants must be of active status to take advantage of the agreement. If you are on sick, maternity, medical, or military leave, you are **not** eligible to travel under this agreement.
10. Transportation is applicable on all Hawaiian Airlines domestic flights (US), on a space-available basis. (Any applicable taxes or fees are the responsibility of the crewmember.) Priority will be given to Hawaiian Airlines employees and all NRSA passengers (retirees, buddy pass holders, ID90, etc.). Thereafter, crewmembers from other airlines that have entered into similar agreements with Hawaiian Airlines will be seated on a “first come, first served” basis.
11. Transportation provided under this agreement is solely for travel that is strictly personal in nature. Transportation under this agreement is not to be used for business-related travel of

a personal nature, and is not to be used in any way to facilitate a carrier's staffing or crew requirements or any employee's crew-related duties, responsibilities, plans, prospects, or objectives.

12. Flight Schedules can be found on [www.hawaiianair.com](http://www.hawaiianair.com).

Any crewmember utilizing transportation under this agreement will be expected to conform to proper and complete dress code requirement which is of conservative casual dress and grooming. Clothing and shoes should be consistent with a business casual look and should not be outlandish, torn, faded, or garish. Sandals are appropriate footwear.

### **Acceptable attire**

Although not all-inclusive, the following list of articles—provided they are clean, well-maintained and in good taste—may be worn by Cabin Seat Agreement Riders:

- “Business casual” city/walking shorts worn with a coordinated shirt, blouse, sweater, or jacket
- Clean, pressed, and well-maintained denim or colored jeans (no holes, tears, slashes, or patches)
- Clean, well-maintained and coordinated sweatshirts/T-shirts, etc.

### **Unacceptable attire**

Although not all-inclusive, the following items are not acceptable attire for Cabin Seat Agreement Riders:

- Tank tops, outfits with offensive or sexually oriented inscriptions or messages
- Low-cut, skimpy, revealing clothing; short shorts or gym shorts
- Torn, ragged, slashed jeans or slacks; exposed midriff or halter tops
- Bare feet, beach, or swimwear
- Uniforms