


## GENERAL GUIDELINES FOR RECIPROCAL CABIN SEAT AGREEMENTS

Airline	Eligibility	Procedure	Boarding priority	Identification	Dress Code/ Conduct	Baggage	Alcohol	Embargoes	Destinations
 <p>*Southwest flight attendants are not eligible to sit on UA jumpseats.</p>	<ul style="list-style-type: none"> <li>▪ Flight attendants must be on active status</li> <li>▪ Ineligible if on LOA status.</li> <li>▪ Transportation provided under this agreement is solely for travel that is strictly personal in nature</li> <li>▪ Spouse, domestic partner, children, lap children are not eligible to travel under this agreement.</li> <li>▪ Business related travel is not permitted.</li> </ul>	<ul style="list-style-type: none"> <li>▪ No pre-flight listing. All transactions at airport.</li> <li>▪ Check-in with Southwest gate agent no sooner than 1 hour prior and no later than 30 min. prior to sched. dept.</li> <li>▪ Check-in at gate if you have carry-on luggage only</li> <li>▪ Otherwise, go to ticket counter to check luggage and obtain security doc.</li> <li>▪ Then return to gate to complete check-in process</li> <li>▪ At check-in, you must produce valid company ID displaying word "CREW" or "FA" and an expiration date</li> <li>▪ At gate, complete the 4th jumpseat/cockpit authorization form, even though you will not be given a jumpseat.</li> <li>▪ After all revenue customers are processed, standby processing begins.</li> <li>▪ Wait for gate agent to call your name and issue a brdg pass.</li> </ul> <p>* UA flight attendants may be subject to secondary screening procedures</p>	<ul style="list-style-type: none"> <li>▪ Space available basis</li> <li>▪ Priority given to Southwest employees and all NRSA passengers (retirees, buddy pass holders, ID90, etc.)</li> <li>▪ Thereafter, crewmembers from other airlines will be accorded such transportation on a "first come, first served" basis.</li> <li>▪ UA flight attendants are eligible to sit in any open cabin seat.</li> </ul>	<ul style="list-style-type: none"> <li>▪ UA flight attendants must present UA employee ID with the text "CREW" or "FA" on it.</li> <li>▪ Valid company ID is required to sign-up as a Cabin Reciprocal Agreement rider, you do not need to display it on your outer wear once onboard the aircraft</li> </ul>	<ul style="list-style-type: none"> <li>▪ Crewmembers in uniform will be expected to conform to proper and complete uniform requirements</li> <li>▪ Crewmembers not in uniform must conform to Southwest's non-revenue travel dress code standards of conservative casual dress / grooming</li> <li>▪ Clothing/ shoes should be consistent with a business casual look and should not be outlandish, torn, faded, or garish.</li> <li>▪ Sandals are appropriate footwear.</li> <li>▪ Conduct while onboard must reflect a professional business-like attitude in accordance with all standard passenger regulations (seat belt, carry-on bags, safety information signs, etc.)</li> </ul>	<ul style="list-style-type: none"> <li>▪ Compliance with all approved Southwest carry-on baggage program applies.</li> <li>▪ Check in at ticket counter if checking luggage.</li> <li>▪ To maintain exemption from the one bag plus one personal item rule, you must remain in uniform during screening and remain in uniform until reaching final destination</li> </ul>	<ul style="list-style-type: none"> <li>▪ Flight attendants using the Reciprocal Cabin Agreement may not consume any alcoholic beverages onboard</li> </ul>	<ul style="list-style-type: none"> <li>▪ Southwest may impose its own embargoes on periods of travel and routings as necessary</li> </ul>	<ul style="list-style-type: none"> <li>▪ Mainline flights within the 50 United States</li> </ul>