



CODE OF CONDUCT

VERSION 4

JANUARY 2009

INDEX

1. Requirements for Membership
2. Termination of membership
3. Behavioural expectations
4. Participation in events
5. Online flight
6. Crew Centre
7. Schedules and fleet
8. Staff
9. Privacy policy
10. Copyright

1. Article One Requirements for membership

When applying for membership applicants must agree to the following terms.

- i. Any information officially given to Air International Virtual Airlines or its staff must be true. Should it be discovered to be not true membership will be terminated promptly
- ii. Applicants should read and understand this Code of Conduct
- iii. Applicants must have an average understanding of the English language
- iv. Applicants must own a legal copy of Microsoft Flight Simulator 2004 or Microsoft Flight Simulator X
- v. Applicants must have an individual, private email inbox that accepts emails from the domain @airinternationalva.com
- vi. Applicants must be aged twelve (12) on or before the date of application
- vii. Members are required to log one flight every month, as a minimum. A thirty (30) day period without logging will be allowed; however after sixty (60) days without logging a flight the member will be excluded
- viii. Members are required to respond to emails, if asked to, respond to discussion boards, if asked to, and comply with any and all instructions issued by a member of staff

2. Article two Termination of membership

This article outlines the procedures and causes for termination of membership.

- i. Should a member wish to terminate their membership they must email the HR Department stating that they wish to leave and a reason as to why they wish to terminate their membership
- ii. Should a member commit an offence (working contrary to this Code of Conduct), any member of staff has the power to communicate such to the appropriate director and the membership will be terminated by him/her
- iii. Should another member encounter errors, misuse of resources or any offence (i.e. working contrary to this Code of Conduct) that member should report such directly to the Leadership Team and keep it confidential until told otherwise
- iv. Before membership is terminated by an offence a thorough investigation will be carried out by a team appointed by the Leadership Team
- v. Appealing is permitted where a member has had their membership terminated by an offence, error, or misuse of resources. Appealing should be made by email to the Leadership Team who will discuss the case before taking further measures. Appealing must be done within forty-eight (48) hours of receiving a termination of membership notice, which will be made by a member of the Senior Leadership Team
- vi. Termination of membership by inactivity will occur when a member has their membership terminated for lack of logging flights often. There is no possible appeal for this type of termination of membership. Members may reapply, but no entry is guaranteed; this is left at the discretion of staff

3. *Article three* **Behavioural expectations**

This policy outlines what is expected from the members.

- i. Members are expected to respect everyone they meet whilst they are at Air International Virtual Airlines. This includes respect for other people, independent of their religious beliefs, gender, sexual orientation, nationality, culture, colour, background, or any other life matter. Should a member not follow this policy he/she will be immediately excluded without chance to appeal.
- ii. Whenever using an official communication medium members shall use standard English, without swearing, insulting or any other type of vulgar language. This will lead to a suspension lasting no longer than thirty (30) days
- iii. Members should use their common sense at all times. Should a member go beyond what is considered to be normal behaviour, disciplinary action will be taken at the discretion of staff

4. *Article four* **Participation in events**

This article describes what members should do when participating in events.

- i. We will not allow members with little or no training participate in events
- ii. Members with a bad behaviour history will not be allowed to participate in our events

5. *Article five* **Online flight**

This article describes how online flights should be conducted.

- i. Online flights should always be carried out with the company ICAO code followed by the flight number, for instance, ZIN000, for flight 000
- ii. The voice callsign used must be "INTERNATIONAL" followed by the numbers
- iii. The following remarks must be used in the comments area: *C/S INTERNATIONAL OPR/WWW.AIRINTERNATIONALVA.COM COM/ACARS EQUIPPED* the last part can be replaced with *RMK/ACARS EQUIPPED*, should the insertion the dot (.) character not be allowed those characters can be removed as long as all letters stay intact
- iv. Flights not complying with these regulations will not be considered official

6. *Article six* **Crew Centre**

This article describes how the Crew Centre works.

- i. The crew centre usernames and passwords must never be given to anyone. This includes staff members who will never ask for your access details.
- ii. Crew Centre access is limited to general membership. All logins are monitored and disciplinary action will be taken, should the need arise.

7. Article seven Schedules and Fleet

This article describes how schedules and the fleet work.

- i. The schedules were designed and approved by the Leadership Team. When using the schedules members must remember that they are to be followed exactly as outlined
- ii. Our fleet of aircraft must be used by members. Members are not to use any aircraft that is not painted in Air International Virtual Airline's colours or has been made available for download from the crew centre

8. Article eight Staff

This article describes how the staff is structured.

- i. The Leadership Team are responsible for the management of the Virtual Airline and different staff members are responsible for different departments
- ii. The departments are: Human Resources, Flight Training and Senior Management (CEO and Assistant CEO).
- iii. Each director holds voting power and may authorise proxy voting to another director should he/she be away from a meeting where his/her vote is required
- iv. There should be one (1) Leadership Team meeting every two (2) months
- v. The Founder (Pedro Diogo/ZIN101) owns the virtual airline. He may dismiss the Leadership Team

Privacy policy

When signing up for membership members must agree to our privacy policy. When applying, your email address, name, date of birth, and other personal details will be kept safe. If you are selected those details will be inserted into our databases however if you are not selected they will be deleted from our systems. Personal details do not include name and location.

Should you ever wish to find out what details we have with your name, email the Leadership Team who will generate a report with your details and send it to you.

We will not disclose personal information and only Senior Leadership Staff have access to members' personal information. Should this ever happen, the person(s) responsible for such acts will be pointed out.

Copyright

All material in any Air International Virtual Airlines Website is copyrighted. Any reproduction is prohibited.