

AVSOURCE

AVIATION PROFESSIONALS, INC.

7430 U.S. HWY 42

SUITE 208

FLORENCE, KY 41042

FAX: (859) 282-8777

OFFICE: (606) 425-3416

EMAIL: recruiter@avsourcaviation.com

Additional contact info on Avsource Web Page

EMPLOYEE GUIDELINES

ORIGINAL ISSUE (01/21/09)

POLICY AND PROCEDURES FOR ALL EMPLOYEES

(Page 1 Confirmation of receipt must be submitted to AVSOURCE)

AVSOURCE EMPLOYEE HANDBOOK

ALL EMPLOYEES ARE REQUIRED TO READ, AGREE AND SIGN THE GENERAL INFORMATION POLICIES OF AVSOURCE. THIS CONFIRMATION MUST BE SUBMITTED TO AVSOURCE.

I ACKNOWLEDGE THAT I HAVE READ AND AGREE TO ALL POLICIES AND PROCEDURES SET FORTH IN THE AVSOURCE EMPLOYEE HANDBOOK (EMPLOYEE GUIDELINES).

EMPLOYEES SIGNATURE

DATE

Employee's Name (Please PRINT)

Employee's Airframe/Powerplant License #

It is understood and hereby stressed by management of this Company, that all employees shall read this manual and follow the procedures set forth herein. Failure to adhere to these procedures will be an adverse reflection on the Company and, further, could lead to suspension or dismissal of the employee.

1. **MAXIMUM WORK TIME**

It is the policy of Avsource that all mechanics will not have a duty day to exceed twelve (12) hours without sufficient rest period or periods.

2. **TRAINING**

Each mechanic must complete all training required by each air carrier they work with. Furthermore, the mechanic must forward a copy of all documentation of such training to Avsource for placement in the mechanic's training file. It is important that each employee realizes that it is extremely necessary for them to provide copies of this documentation of training for their file.

3. **AVSOURCE EMPLOYEE CONDUCT RESPONSIBILITY**

Avsource employees are required to perform required duties as assigned to them by the Station Manager. In addition, they must adhere to the work hour rules set forth by their Station Manager.

4. **DRUG SCREENING**

Each new employee understands that this Company provides staffing to Firms in the air carrier business. Therefore, we must meet all requirements and safety procedures set forth by the FAA, the Department of Transportation and/or other governmental agencies. This includes a PRE-EMPLOYMENT drug test.

4. **DRUG SCREENING cont.**

This test covers detection for various controlled substances and/or alcohol use. Also, each employee will then become a part of a “Pool” that will be subject to random drug testing throughout the year. Thus, you may be tested at other times during the work year. The results of these drug tests are kept on file in each of the employee’s personnel file.

5. **SAFETY EQUIPMENT**

There will be various safety equipment provided for employees. All employees must familiarize themselves with all such equipment (goggles, boots, etc.) and utilize them for their intended purpose. Any employee who has been found to fail to properly use such equipment will be dealt with accordingly. This is a serious offense. The employee shall accomplish their required duties in accordance with all safety warnings in order to prevent injury to the employee or others. These safety warnings are provided by rules and regulations of FAA and other regulatory agencies, as well as Avsource company policies and procedures. In addition, mechanics may be required to attend safety classes for various air carriers as may be required. Employees must follow all standard and safety policies and procedures of Avsource and all of its Clients at all times.

6. **NEATNESS**

All employees are expected to present themselves in a clean and professional manner. This means they carry and maintain themselves in a neat manner at all times, excluding the minor factors that may

6. **NEATNESS cont.**

occur during regular work hours that can affect their appearance. Employee appearance is a reflection of the Company we work for.

7. **TREATMENT OF OTHERS**

All employees are expected to be cordial to other employees with whom you are working. Further, this also extends to any visitors or clients that may be in the work area. Remember, your attitude towards yourself and others is a direct reflection upon the Company for whom you work.