

STAFF TRAVEL 2009

For

Qualifying Former BA Staff

Effective from 1st April 2009

Staff Travel Products for travel on BA

- **Standby**
 - ❖ Unlimited standby travel, fares based on the mileage flown.
 - ❖ Tickets have "Traveller" cabin eligibility.
 - ❖ Acceptance for travel is based on availability at the time of departure, after all commercial considerations.
 - ❖ Eligible individuals are responsible for paying any applicable taxes/fees and charges.

- **Premium Standby**
 - ❖ Unlimited 'standby' travel at three times the standby fare, based on the mileage flown.
 - ❖ This concession is given a lower priority than an annual bookable concession and a higher priority than standby concessions and is eligible for travel in the Club cabin.
 - ❖ Acceptance for travel is based on availability at the time of departure, after all commercial considerations.
 - ❖ Refunds are not given on tickets that are used where seats are allocated in either "Traveller" or "World Traveller Plus."
 - ❖ Former employees are responsible for paying any applicable taxes/fees and charges.

- **Annual Bookable Concession (ABC)**
 - ❖ Granted to former employees in recognition of length of service: concessions are at 'nil' fare.
 - ❖ Cabin of eligibility varies dependant upon the position that the former employee held in the company and if there are children under the age of 12 in the party.
 - ❖ Concession valid for travel 1 April – 31 March. All travel must be completed within this period except when outbound travel takes place in March return travel must be by 30 April.
 - ❖ A fixed rate service charge will be applied to adult and child tickets, infant tickets are excluded. The service charge is fixed at £10.00 per ticket for each of the three years following the launch and will be reviewed annually thereafter.
 - ❖ Former employees are responsible for paying any applicable taxes/fees and charges.

- **Discounted Commercial**
 - ❖ Access to limited number of discounted commercial tickets made available from time to time, currently know as Hotline in the UK.

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Nominee Policy for Existing Eligible Former BA Employees

Former employees may nominate: -

- **1 person of their choice, plus any 'child/ren of the family unit' under the age of 24**

Nominees can be changed on a rolling 6 monthly basis, provided they have been nominated for a minimum of 6 months.

Definition of 'person' being a friend or relative.

For definition of child/ren of the family unit refer to Nominee Policy for Children of Former Employees of BA plc

Nominees, excluding Travel Companions, are eligible to travel independently.

For Interline travel employees will be required to state the relationship of their nominee(s) to assess if travel is permissible. Please refer to the following classifications:-

- Father, natural / step or Civil Partner of natural father*
- Mother, natural / step or Civil Partner of natural mother*
- Spouse, person of the opposite sex the employee is legally married to
- Civil Partner, person of the same sex that the employee has registered in a Civil Partnership
- Partner, person of the same or opposite sex who the employee considers being their partner
- Brother, natural, half, step** or son of the Civil Partner of the natural parent
- Sister, natural, half or step** or daughter of the Civil Partner of the natural parent
- Son, natural step** or son of the Civil Partner, under age 24
- Daughter, natural step** or daughter of the Civil Partner, under age 24
- Travel Companion, person other than above, e.g. friend, see below for examples

Notes:

*To qualify as a stepparent the nominee must be legally married to the natural parent. For the Civil Partner of a former employee's natural parent to be eligible they must be in a registered Civil Partnership. Partners of a former employee's natural parent can be nominated but as a Travel Companion only.

**To qualify as a stepbrother or sister, the parent of the step-brother/step-sister must be legally married to the former employee's natural parent. Children of the Civil Partner of the natural parent are eligible providing they meet the 'Child/ren of the family criteria

Examples of who a Travel Companion could include:

- ❖ Friend; child over 24 years of age; partner of natural parent
- ❖ Other relatives e.g. Grandchild; Aunt; Uncle; Niece; Nephew; Cousin; In-laws

Nominee Policy for Children of Existing Eligible Former BA Employees

Children of the 'family unit' are eligible to former employee's staff travel benefits.

Definition of children of the family unit

- ❖ Natural or legally adopted child of the former employee under the age of 24
- ❖ Natural or legally adopted child of the former employee's spouse/Civil Partner or partner who at the time of nomination is aged under 18 and lives in the same household as the employee up to the age of 24
- ❖ Child, under the age of 18, who is subject of a formal care arrangement and residing on a permanent basis in the former employees household and likely to do so for the foreseeable future. Eligibility ceases when the formal care arrangement ends or age 24. Proof of residence may be requested
- ❖ Natural or legally adopted child of the former employee, or of the former employee's spouse/Civil Partner or partner, with 'special needs' and aged 24 or over, providing the child had previously been nominated prior to their 18th birthday

Children of a nominated Travel Companion will not qualify.

Other relatives e.g. grandchildren, nieces, nephews etc, or children over the age of 24 can be nominated as a Travel Companion.

Changes to Nominee Policy for Existing Eligible Former BA Employees

Former employees will have the opportunity to change their staff travel nominee(s) at any time, providing the existing nominee has been on record for a period of 6 months or more.

Nominees can be changed on a rolling 6 monthly basis.

Former employees must ensure that nominations are made in line with the policy. Making a nomination that is subsequently found to be false will lead to action being taken.

Former employees are responsible for updating the classification of their nominee/s in the event of a change of status at any time.

Examples: -

- If former employee divorces. NB: a former spouse may remain eligible if reclassified as a Travel Companion
- If partnership breaks down. NB: a former partner may remain eligible if reclassified as a Travel Companion

Death of a nominee within 6 months of being nominated

Former employees may nominate an alternative nominee on production of the death certificate.

Staff Travel Policy on the Death of an Existing Eligible Former BA Employee

Former employee policy

The nominee, nominated at the time of death, excluding Travel Companions, providing they have been listed as a Staff Travel nominee for a period of 6 months or more, will remain eligible to

- Unlimited Standby travel on BA flights
AND
- Discounted commercial ticket(s) on BA

Valid for the remaining period equal to the number of full years continuous service that the former employee had completed.

Any nominated child/ren under the age of 24 remains eligible for the remaining period equal to the number of full years continuous service that the former employee had completed or until they reach the age of 24, whichever is sooner.

Exceptions:

Where the only surviving nominee(s) are 'children of the family' then those children between the ages of 18 and 23 years inclusive at the time of the former employees death will remain eligible until they reach the age of 24. If all nominees are under the age of 18 at the time of the employee's death, all eligibility ceases. Eligibility is not reinstated on reaching the age of 18.

Nominees who were the legal spouse; Civil Partner or partner of the former employee cease to be eligible to rebate travel concessions if they remarry or enter into a new partner relationship

Staff Travel Benefits for Existing Eligible Former BA Employees

- ❖ Former employees with 10 or more years continuous service are eligible to the following concessions from 1 April 2009:-
 - Unlimited standby on BA and other qualifying airlines
 - Premium standby on BA
 - Discounted commercial ticket(s) on BA
 - Annual bookable concession(s) based on length of service:
For 10 to 29 years service inclusive – 1 x annual bookable concession
For 30 years and over – 2 x annual bookable concessions

- ❖ Former employees with less than 10 years continuous service are eligible to the following concessions from 1 April 2009:-
 - Unlimited standby on BA only
 - Premium standby on BA
 - Discounted commercial ticket(s) on BA

- ❖ Widows and widowers of former employees are eligible to the following concessions from 1 April 2009:-
 - Unlimited standby on BA only
 - Discounted commercial ticket(s) on BA

SERVICE CHARGE

A service charge of £10.00 per person will be applied (including children, excluding infants) for each annual bookable concession issued. The service charge will be fixed at a rate of £10.00 for three years from the date Staff Travel 2009 is implemented; thereafter it will be reviewed annually.

The period of eligibility for Staff Travel Benefits for Existing Eligible Former BA Employees

With effect from 1 April 2009 there will be no requirement to be in receipt of pension payments to qualify for receipt of staff travel benefits.

Former employees will be granted staff travel benefits for a period equal to the number of full years continuous service completed with BA.

All former employees and surviving widows and widowers already in receipt of staff travel benefits will become eligible to the new staff travel benefits from 1 April 2009.

All former employees, that met the qualifying criteria prior to leaving BA, but yet to receive staff travel benefits, will become eligible to the new staff travel benefits from 1 April 2009.

A former employee's period of eligibility will be calculated from the date on which they began receiving staff travel benefits.

For former employees who have utilised staff travel benefits for a period equal to or greater than their number of full years continuous service with BA, or who are within 5 years of a period equal to their number of full years service, will be eligible for a period of five years from 1 April 2009.

All widows and widowers will remain eligible to staff travel benefits for the remaining period equal to the number of full years service the former employee completed or five years whichever is the greater.

Staff Travel Fares

The fares charged for unlimited standby personal travel will be the middle level (ZM) of the fares set by the Zonal Employee Discount organisation of participating airlines.

The fares charged for unlimited premium standby will be 3 x ZM level.

ZM fares are quoted in US Dollars.

Staff Travel Policy for Banked Long Service Concessions

Banked Long Service concessions must be used in full by **31st March 2009**.

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