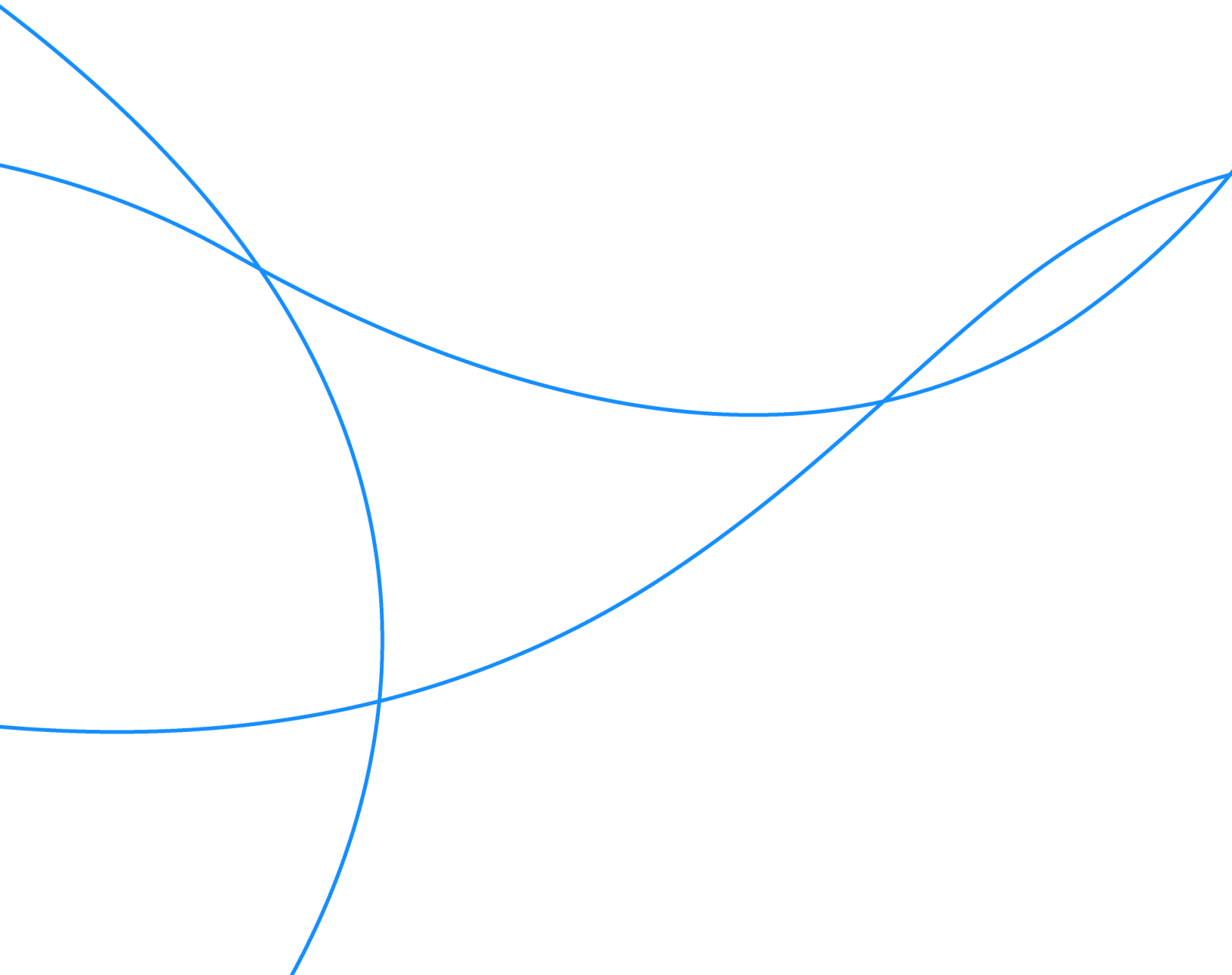




Air Shuttle Passenger Guidelines



Contents

No Smoking	2
Pilot-In-Command	2
Authorized Passengers	3
Seat Availability and Reservations	3
Safety	3
Check-In	3
Checked Luggage	4
Personal Items & Carry-On Bag Policy	4
Lost Baggage or Items	5
Freight and Hazardous Materials	5
Dress Code	6
Electronic Devices	6
Shuttle Boarding	6
Ground Transportation and Facility Parking	6
Special Accommodations	6
Group Bookings	7
Special (Ad-hoc) Trips	7

No Smoking

- In accordance with FAA regulations, the Air Shuttle aircraft is designated as a “No Smoking” area. This includes electronic simulated smoking materials, such as electronic cigarettes, pipes, cigars, and smokeless cigarettes.

Pilot-In-Command

- The Pilot-In-Command has direct responsibility and full authority for the operation of the aircraft. No order or request by an officer, employee or passenger shall influence the pilot against his better judgment concerning weather conditions or any other situation which could jeopardize the safety and security of the passengers, crew, and aircraft.

Authorized Passengers

- Employees traveling for ConocoPhillips business purposes.
- Contractors or guests of ConocoPhillips traveling for business purposes. ConocoPhillips guests must be approved by their ConocoPhillips host's supervising manager and coordinated through ConocoPhillips Travel.
- Guests of ConocoPhillips who are approved through the Corporate Angel Network.
- ConocoPhillips employees' spouses traveling for house hunting/relocation. Spousal travel must be approved by the employee's manager and coordinated through ConocoPhillips Travel.
- Employees of companies with an executed Transportation Services Agreement.
- **Employees and guests traveling for personal reasons will not be allowed.**
- **The Shuttle is not intended for commuting between an employee's home and work location.**

Seat Availability and Reservations

- Air Shuttle reservations will be made through [Nomadis](#) or ConocoPhillips Travel.
- No preassigned seating. Seat selection during boarding is based on a first-come, first-served model.
- If you must cancel, passengers should log in to [Nomadis](#) to cancel reservations up to one (1) hour before the scheduled departure. Passengers may reschedule their travel up to three (3) hours prior to departure. If these times have passed, please notify ConocoPhillips Travel via email (corporatetravel@conocophillips.com) or call 918-661-3744, 281-293-1469, or 800-423-8339. Travel is available, Monday-Friday from 7:30 am – 5:00 pm CST

Safety

- Passengers traveling on the shuttle aircraft are expected to follow all safety instructions given by the flight crew while boarding and deplaning the aircraft and during flight.
- In accordance with ConocoPhillips Life Saving Rules, airstair or ramp handrails must be used when boarding and deplaning.

Check-In

- Shuttle Schedules can be found here: [Schedules / Air Shuttle](#)
- The times listed are when the plane begins to taxi for departure. Please arrive **no later than** 30 minutes before the scheduled departure time to allow time for check-in. Check-in starts 1.5 hours prior to departure.

- Check-in and boarding will close no later than 20 minutes before departure. After that time, late passengers will only be allowed at the discretion of the Pilot in Command (PIC). Delayed passenger check-in and boarding impacts all shuttle passengers, so it's imperative all passengers respect the published schedule.
- Check in with the security officer and present your REAL ID compliant government issued photo ID (e.g., Driver's License or Passport).
- Passengers without proper identification will not be allowed to board the aircraft.
- All passengers are subject to screening of their persons, luggage, carry-on bags, personal items and other freight for [TSA](#) and [ConocoPhillips](#) Prohibited Items prior to boarding.
- **Any (i) violation of TSA regulations or programs or ConocoPhillips Prohibited Items or other applicable policies; or (ii) refusal to submit to screening of passengers or property (including carry-on and checked baggage) may result in denial of boarding, removal from the premises, future restrictions from accessing ConocoPhillips property, disciplinary action (for ConocoPhillips employees), and/or referral to law enforcement.**
- Late arrival and no-show statistics are tracked, and email communication to the employee and supervisor will be issued.

Checked Luggage

- Passengers will be allowed a reasonable amount of checked luggage.
- Checked luggage is not to exceed 50 pounds per item. If luggage is found to weigh more than 50 pounds, you will be asked to transfer the contents to a secondary bag to ensure the luggage is under the 50-pound requirement.
- All passengers must have a name tag on luggage that is checked.
- Checked bags are required to have a color-coded destination tag that is attached by the security officer.

Personal Items & Carry-On Bag Policy

- Passengers may carry one personal item aboard the aircraft in addition to a purse or handbag. Examples of personal items include laptop bags, briefcases, and small backpacks.
- Due to overhead bin size constraints, **no carry-on sized luggage is allowed onboard the aircraft and must be checked in.**
- The intended personal item must be able to fit under the seat in front of you.
- Passengers sitting in the front row must stow all items in the overhead compartment.
- All laptops, large tablets, and other personal electronic devices (PEDs) that contain lithium batteries must be carried in the aircraft cabin, rather than checked.
- Spare Lithium laptop batteries must be transported in the aircraft cabin. A maximum of two (2) spare lithium batteries is allowed. Battery leads must be taped or individually bagged to prevent potential overheating or fire.
- Oversized or irregularly shaped items, not to exceed 50 lbs., will need to be transported as checked baggage. This will need to be pre-coordinated with the Shuttle Coordinator prior to the flight.

- Electronic cigarettes must be carried in the aircraft cabin. They are not permitted in checked baggage.

Lost Baggage or Items

- If a passenger is unable to find their luggage upon arriving at their destination, please inform the check-in personnel (if they are available) or send details to the shuttle mailbox, rsc.shuttleflights@conocophillips.com. This also applies for lost personal items (glasses, books, etc.). Lost personal items/articles are retained for 30 days before being discarded.

Freight and Hazardous Materials

- Transportation of business-related freight on air shuttle flights is subject to space availability. Freight will need to be packaged in an appropriate case or container and must not contain any items on the prohibited items list.
- **We only accept cargo originating from Houston, Midland, and Bartlesville or destined for those locations at this time.**
- All air shuttle freight must be screened at a ConocoPhillips mailroom. It will be the shipper's responsibility to get the intended freight to the mailroom and then to the departure point. Freight will not be accepted at the shuttle departure facilities if not screened at the mailroom first. The maximum weight for freight is 50 pounds per item.
- Submit a request to send freight on the shuttle [HERE](#)
- All freight intended for shipment on the air shuttle must be labeled to include the following information:
 - Name of shipper and recipient
 - Contents
 - Weight (50lbs or less)
 - Origin and destination
- The Shuttle is a "Will not Carry" hazardous material aircraft per FAA regulations. With this status, our regulations are different than commercial carriers and thus, certain freight and equipment is not permitted on board as indicated on the [TSA](#) website.
- The transportation of hazardous materials on board the shuttle aircraft is prohibited. Common toiletries carried in personal luggage including aerosols and flammable perfumes are allowed in quantities considered reasonable for personal use. Visit the [TSA](#) website to view the comprehensive list of what is able to be brought onto the aircraft.
- **No product containing hydrocarbons may be transported on the aircraft (e.g. core samples, gas samples, crude samples, etc.)**
- Knives may be placed in checked baggage. If a passenger does not have a checked bag, the knife will be placed in an envelope provided by ConocoPhillips, signed by the passenger and placed in a red bag tagged to their destination. It will be placed in the baggage compartment and can be retrieved with the other checked baggage at the destination.

Dress Code

- All passengers must abide by the [U.S. Dress Code Guidelines](#) that has been established for the Houston, Bartlesville, and Midland offices. Please dress according to those guidelines while traveling on the Shuttle.
- For passengers that plan to travel directly to/from field sites that are not required to fully adhere to the business dress code, they may wear their field clothing onboard the aircraft.

Electronic Devices

- Global Aviation will allow the use of Portable Electronic Devices (PEDs) above 10,000 feet on flights within the continental United States.
 - PEDs such as e-readers, smartphones and tablets may be used during all phases of flight, or from “gate-to-gate.”
 - PEDs with a cellular network transmission feature must be disabled (e.g., Airplane Mode, Game Mode) or powered off once the cabin door is closed for departure. This feature can be reenabled upon landing during the taxi to the gate.
- The flight crew may prohibit the operation of any electronic device deemed to create a hazard in the aircraft.

Shuttle Boarding

- Security will check-in passengers and assign boarding passes upon the passenger’s arrival for the flight.
- Once check-in is closed, Security will manage the boarding process. Security will allow groups of 5 to exit the waiting area to board the aircraft until all passengers are boarded. The objective is to minimize noise exposure and foot traffic without unnecessarily delaying the boarding process.

Ground Transportation and Facility Parking

- Please refer to our [website](#) for the most current information and details regarding ground transportation and facility parking options for each of our operating locations.

Special Accommodations

- Advance notification to ConocoPhillips Aviation will facilitate the handling of passengers requiring special accommodation or requests.

- Special accommodations will be handled and routed as required by the Shuttle Coordinator.

Group Bookings

- The ConocoPhillips Corporate Travel team will help facilitate group bookings. Please contact them via email (TravelUS@conocophillips.com) or call 918-661-3744 or 281-293-1469 for assistance. We ask that group bookings be made at least 60 days in advance to ensure adequate seating and/or to determine if an additional flight request would be needed to support the group.

Special (Ad-hoc) Trips

- The shuttle aircraft may be requested to support company objectives, special events/activities, or for emergency response purposes.
- Aside from emergency response, special trip requests must meet the following criteria:
 - The trip must have a designated business purpose.
 - The trip must have a minimum of 20 business passengers.
 - [The form](#) must be completed and will request approval from the following individuals:
 1. Immediate supervisor of the requestor (or the point of contact)
 2. Shuttle Coordinator
 3. Director of Operations.
 - All requests will be documented regardless of the final decision.
 - Special trips will be scheduled not to interfere with the normal shuttle schedule.