

3.01 Travel Policy

Unauthorized aircraft are not permitted to land or take off from the Red Dog airport. Only Teck Alaska Incorporated's General Manager or his designee may authorize aircraft to use the Red Dog airport. Anyone seeking to bring an aircraft into Red Dog MUST first contact Teck Alaska's Travel Coordinator to request authorization.

Teck Alaska regularly schedules flights between Red Dog and Anchorage, Kotzebue, and the villages within the NANA Region to facilitate employee transportation to/from work. Each Department is responsible for enabling the Travel Coordinator to schedule such transportation. A preliminary Rotational charter manifest, based on regular employee rotation schedules, authorized changes and other travel requests will be distributed by the Travel Coordinator. All changes, cancellations, and additions to travel must be submitted electronically or on a *Travel Request Form* and given to the Department Clerk. This form should be received by the Travel Coordinator no later than 4:00 p.m., three (3) days prior to the requested rotation-day travel, or by 4:00 p.m. the day prior to non-rotation Regional or Anchorage travel. If a request is received after the deadline, transportation will be provided on a space available basis only. If no seats are available, a charter may be arranged at the requesting department's cost.

At no time will an employee's discretionary travel (i.e. travel that is not related to company business, regular rotation to or from scheduled R&R destination, or approved time-off coinciding with rotation day travel to or from scheduled R&R destination) be considered "guaranteed". Business travel takes priority over discretionary travel and employees utilizing a Company charter may be bumped from a flight at anytime prior to departure. If there are no seats available for discretionary travel on a charter to Anchorage, the employee will be offered the option to cancel the travel or to utilize a scheduled Regional flight to or from Kotzebue on a space available basis only. (The employee would be responsible for any travel beyond Kotzebue.)

Regular employees of Teck Alaska, NANA/Lynden and NANA Management Services may utilize the Regional Charter to travel from a village to Red Dog and then travel on the outbound Anchorage Charter, on space available basis only. The employee must confirm with their department supervisor whether space is available on each flight prior to rotation day travel.

Employees departing Red Dog or the DMTS Port during scheduled work hours will be advised by their Supervisor when they can leave their post in preparation for flight departure.

Anchorage Rotational Charter

All Anchorage passengers travelling to Red Dog are required to check-in one and a half hours prior to scheduled departure time. If passengers are not checked in thirty (30) minutes prior to departure they may not be allowed to board. Note that a government issued ID, or a driver's license is required for check in.

All scheduled passengers can confirm Anchorage charter departure times by calling the Travel Information Line: 907-566-1940. Passengers are advised not to leave the airport until notified

by the airline that the flight is canceled and are advised of the rescheduled departure time, date and airline carrier.

PAC and Port Residents

Baggage Check-in: Begins one hour prior to charter arrival, lasting 30 minutes at the Red Dog PAC double doors.

The charter arrival time at Red Dog and arrival time in Anchorage will be announced over the intercom.

If the flight schedule changes due to mechanical or weather problems, updates will be announced over the intercom.

Regional Charters

All scheduled passengers travelling to Red Dog must confirm Regional charter departure times by calling the Travel Information Line: 907-566-1940. All passengers are required to check-in with their local agent and are expected to be on the scheduled flight.

All passengers traveling on the Kotzebue or Regional charters are expected to have luggage weighing no more than 25 pounds. The Travel Coordinator must be notified by the Friday preceding the day of travel if heavier cargo is requested to be transported.

Passengers MUST record their baggage and body weights when travelling on the regional flights. Passengers departing from Red Dog must record their weights on the Daily Check-In for Travel Form provided at each camp (by the double doors at the Red Dog PAC), either the night before, or by 8:00 a.m. on the morning of the day of travel. The form from the port site will be e-mailed to the Travel Coordinator no later than 8:30 a.m. on the day of travel.

Also refer to: Policy 4.02: Call In / Notification