



COSTANZO AIR FLIGHT SCHOOL

CODE OF CONDUCT

The following are workplace expectations for Costanzo Air Flight School. Please review these expectations carefully and determine whether these are criteria you will be able to meet. If you have any concerns about these expectations, please let us know and we will discuss them immediately.

You are expected to:

1. Respect your colleagues. We will not allow for any kind of discriminatory behavior, harassment or victimization.
2. Be early to all scheduled flight appointments. You must be there before the student does, and respect the scheduled time. If you show up late or return late, the rest of the schedule gets interrupted.
3. If you will be unable to report to work at the scheduled time, it is your responsibility to call in ahead of time. Plan for schedule absences ahead of time, and ensure they are communicated and reflected in your schedule in Flight Schedule Pro appropriately.
4. Inspect all elements of the aircraft before exiting it. After returning, the aircraft should be properly secured (gust lock, pitot cover, tie down and cockpit cover or window shades) at its tie down location or hangar. Remove all trash from the aircraft.
5. Fill out the dispatch sheet properly after every flight, and cross-check it with the Hobbs and Tach of the respective flight.
6. Check-in/check-out students and collect payment for each completed flight once you have returned to the office. Transactions cannot be completed using the credit card information on file – the physical card must be swiped at the front desk for all debit/credit transactions.
7. Be present for all monthly meetings that are held on the first Saturday of each month. We aim to be a community of aviators as well as a flight school. Your presence is important.
8. Dedicate at least an hour a month for a staff meeting that may be held virtually or in person. Coming together allows for areas of improvement to come up in conversation. We always welcome constructive criticism on how to improve.
9. Not misuse company equipment or use it frivolously.
10. Wear the company uniform when you are on the job.



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ACKNOWLEDGEMENT

I, _____, acknowledge that I have received and read this copy of Costanzo Air's Code of Conduct that was issued to me. Responsibilities of the position have also been shared with me. I understand these responsibilities and expectations.

I also understand that a master copy of this manual, along with any updates and revisions is available for my review at any time in order to confirm that my copy is up to date.

Printed Name _____ Signature _____

Date _____