



ICARO-GROUP

Rules and Regulations

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Introduction

The staff of ICARO-Group and the connected partners are dedicated to enhancing the experience of flight simulation enthusiasts by providing a realistic simulation of our operations. In the event that any of these policies are unclear or an issue you have is not addressed specifically, please contact the executive committee for further assistance.

The diverse nature of our operations prevents this document from touching on every unique situation that may arise. Ultimately, your success as a virtual pilot or dispatcher will depend on a mixture of acceptable practices, sound judgment and common sense.

Applicability

The rules and regulations outlined within this manual are applicable to all ICARO members. Acceptance into the organization and use of its systems signify your agreement to review and abide by the guidelines put forth in this document.

1 LEGAL INFORMATION AND DISCLOSURE.

Section 1. Real World Affiliation and Copyrights

ICARO-Group (ICARO) is a virtual airline. The organization is not a real world airline, nor are there any real world offices. The organization does not hire individuals for any sort of real world employment. The ICARO website is not for any commercial purpose. ICARO is a non-profit entity and generates no revenue whatsoever.

Section 2. ICARO Copyright Statement

No part of the ICARO website design or layout may be reproduced or transmitted in any form or by any other means electronic or mechanical (this includes photocopying, recording, reproducing, or electronically storing). Any such act represents a copyright violation and theft of intellectual property solely owned by the ICARO-Group.

2 MEMBERSHIP

Section 1. Membership requirements and minimum age

Membership is free and open to individuals eighteen (18) years of age or older. Under no circumstances will an applicant under this age be hired. Any member who is found falsifying their age or provided details will be banned from ICARO indefinitely.

When applying for membership, it is the applicant's responsibility to supply valid and truthful information. ICARO reserves the right to reject all applications with information found to be falsified in any way. In addition, all members are required to submit and maintain an active email address for communications. Members found to have an invalid email account are subject to removal from our database.

We reserve the right to decline membership from any individual at our discretion, with or without any means of notification or explanation regarding the decision.

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Section 2. Application procedure

After submitting your application, you will receive an email containing further information regarding the application process. The application process contains a mandatory test and mandatory screening. Shall mean, you will have a job interview on Teamspeak.

Note: This cannot be done via ICQ, Skype, E-mail or any other media.

Section 3. Transfer of hours or ratings.

Due to the nature of our operations, we cannot transfer any hours or ratings achieved in other virtual airlines.

Section 4. Rehires & Inactivity

Rehires to the organization are handled and processed directly by our Human Resources department. Any member who had left the organization voluntarily (did not have disciplinary activity taken against them) should contact the human resources department.

Should a member wish to return after being terminated for inactivity, that member must contact the human resources department, outlining the reasons behind their unexcused absence and to confirm that they are committed to fulfilling the minimum flight requirements set out in the rules.

Section 5. Minimum Flight requirements

We recognize that each ICARO member has activities outside of ICARO that affect their ability to fly. To remain active and prevent a termination, a pilot must fly at least one flight within 2 months.

Failure to meet this will lead to a revocation of certain access rights. If you're inactive for more than 4 months, your membership will be terminated.

If unable to meet this requirement, you have the ability to file a Leave of Absence (LoA).

Section 6. Suspension

Failure to comply with our rules and regulations is prohibited and may lead to suspension from the organization.

Section 7. Termination

Each member retains the right to terminate their membership at any time by contacting Human Resources.

Note: The single point of contact for terminating your membership is to contact Human Resources, requests received in other ways will be ignored.

Section 7b. Termination of your Forum User Account

To remove your user account contact the ICARO Service Desk.

Note: Removal of your postings is your task not ours. If you feel the need to get your postings removed, do it your self and contact us after the deletion of your postings for the removal of your account. We will NOT remove your postings.

Section 8. Leave of Absence

As mentioned above, all members have the right to file a Leave of Absence should they be unable to meet the minimum flight requirements. To do so, you must contact Human Resources.

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Section 9. ICARO Distinguished Service Medal

The Founders Board has the option to award a member with the ICARO Distinguished Service Medal. The holder of this award has a lifetime membership and is exempt from any minimum flight requirements.

3 VALUES AND BEHAVIOUR

Above all, ICARO will always strive to create and maintain an excellent reputation within the community with specific regards to Professionalism, integrity and Trust.

Section 1. Prohibited communication

Electronic media cannot be used for knowingly transmitting, retrieving, or storing any communication that is:

- Discriminatory or harassing;
- Derogatory to any individual or group;
- Obscene, sexually explicit or pornographic;
- Defamatory or threatening;
- In violation of any license governing the use of software; or
- Engaged in for any purpose that is illegal or contrary to ICARO policy or interest.

Section 2. Access to member communications

ICARO reserves the right, at its discretion, to review any member's electronic files and messages to the extent necessary to ensure media and services are being used in compliance with the law, this policy and other company policies.

4 SECURITY / APPROPRIATE USE

Members must respect the confidentiality of other individuals' electronic communications. Except in cases in which explicit authorization has been granted by company management, members are prohibited from engaging in, or attempting to engage in:

- Monitoring or intercepting the files or electronic communication of other members or third parties.
- Hacking or obtaining access to systems or accounts they are not authorized to use
- Using other member's logins or passwords
- Breaching, testing, or monitoring computer or network security measures.

5 MODIFICATION OF THE RULES AND REGULATION

Any modification of this agreement or additional obligation assumed by either party in connection with this agreement shall be binding.

6 CHOICE OF LAW

It is the intention of the parties to this agreement that this agreement and the performance under this agreement, and all suits and special proceedings under this agreement, be constructed in accordance with and under and pursuant to the laws of Switzerland and that, in any action, special proceeding or other proceeding that may be brought arising out of, in connection with, or by reason

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of this agreement, the laws of Switzerland shall be applicable and shall govern to the exclusion of the law of any other forum, without regard to the jurisdiction in which any action or special proceeding may be instituted.

I have read, understand, and agree to comply with the foregoing policies, rules, and conditions governing the use of the Company's computer and telecommunications equipment and services. I understand that I have no expectation of privacy when I use any of the telecommunication equipment or services. I am aware that violations of this guideline on appropriate use of the e-mail and Internet systems may subject me to disciplinary action, including termination from membership, legal action and criminal liability. I further understand that my use of the e-mail and Internet may reflect on the image of *ICARO* to other third parties, competitors and suppliers and that I have responsibility to maintain a positive representation of the company. Furthermore, I understand that this policy can be amended at any time.

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