Virtual Vueling internal regulations

The purpose of this regulation is to preserve the good behavior and operation of the airline. All members of Virtual Vueling accept and must comply with these rules from the moment they become part of the project.

1. Virtual Vueling

Article I. Virtual Vueling is a non-profit virtual company that simulates the operations of Vueling Airlines S.A. The objective of this project is to form a community of pilots who share the same passion: Aircraft simulation.

Article II. Virtual Vueling has the authorization of Vueling Airlines S.A. to use its trademark, logo and image in this project.

Article III. The personal data provided by our users are confidential and, in no case, public. The first name and surname are the only data visible to users and visitors on our website.

1.1. From the members of the project

1. A project member or user is considered to be anyone who is registered, with prior authorization, with the Virtual Vueling company. Likewise, a user is a member of the project from the moment he/she has successfully completed the personal interview.

1.2. New pilot registrations and selection process

An applicant to be part of the Virtual Vueling project must have at least:

1. 16 years of age.

2. 250 hours in IVAO or VATSIM.

3. IVAO FS3 minimum range.

The applicant must apply through the form published on our website. It is the applicant's responsibility to provide truthful information. Virtual Vueling will not be held responsible for any event related to a member who has provided false information.

Exempt from these requirements are ATPL (A) students or those applicants who can certify that they hold a PPL (A) or higher.

1.2.1. Initial Phase

The Human Resources department will contact applicants as soon as the company opens new positions.

An interview with a member of management from HR, CEO or Operations will be required. The purpose of the interview is to get to know the applicant. The candidate's level of knowledge will be briefly assessed, although this is not a decisive point. Virtual Vueling is looking for pilots with interest and attitude.

It is the responsibility of the pilot or applicant to provide truthful personal data information. Failure to do so will result in the application being rejected, even after the selection process.

1.2.2. Initiation course

1. Once the candidate has passed the interview, he/she will undergo a one-session theoretical-practical instruction process in which navigation knowledge will be taught, as well as the basics of Airbus A320 operation.

2. This phase will end the same day it starts and is mandatory for all new pilots except those who verify they have a PPL (A), CPL (A) or ATPL (A) license, who will attend the first hour compulsorily and the remaining three hours optionally.

1.2.3. Second officer period

1. The pilot already qualified will become part of Virtual Vueling's staff as a second officer and must perform 6 flights during the first 30 calendar days to remain with the company.

2. After these 6 flights, the applicant is already settled in the company and the regular activity procedure is applied.

3. The applicant or pilot agrees to share with Virtual Vueling management his personal data corresponding to: First name, last name, email account, VID of Vatsim or IVAO, age and Discord account (if the user has one). Virtual Vueling undertakes not to disseminate any of these data under any circumstances, with the exception of the name and surname of the users, which will appear on the website, in the statistics section.

1.2.4. Inactive users

Article IV. Any member of the project shall be considered inactive if after 90 calendar days he/she has not made any flight with the airline. Likewise, after 120 days without any activity in the airline, the member will be automatically terminated except for specific exceptions with prior justification that the pilot must inform the management before the termination date.

Article V. An inactive user may request the reactivation of the account a maximum of 3 times. Once these opportunities are exhausted, the member will no longer be part of Virtual Vueling and will not have the right to rejoin the project. The pilot who requests the reactivation must make a flight within a maximum of 10 days to make the activation effective. Otherwise the reactivation will be cancelled.

Article VI. As stated in paragraph 1.2.3, new pilots must perform 6 flights during the first 30 days of activity to remain with the airline. If this requirement is not met, the user will be terminated.

Article VII. A user terminated for inactivity (120 days) shall begin the selection process by conducting the interview as any other candidate.

Article VIII. Virtual Vueling will only keep the flight data of the inactive or terminated pilot. Even so, the pilot may request the complete deletion of his flight history, without leaving any personal data in Virtual Vueling's possession.

Article IX. Virtual Vueling will send a reminder e-mail to the user 45 and 15 days before the user is considered inactive in order to avoid inactivity.

Article X. Virtual Vueling will send a reminder email to the user 15 and 5 days before the user is unsubscribed due to inactivity in order to avoid unsubscription.

Article XI. A user may request a temporary leave of absence from activity if, due to

for study, work or other reasons it is not possible for him/her to perform flights in the simulator. In case of detecting that a user with a leave of absence performs other flights, he/she will be removed from the simulator.

Article XII. If a member wishes to voluntarily terminate his or her membership, he or she must notify the head of the HR department and the CEO of Virtual Vueling by e-mail.

The following reasons are then cause for termination:

1. Voluntary resignation.

2. At the moment in which the inactivity periods set forth in these regulations have been exceeded.

3. When the sanctioning regime typified as "very serious misconduct" is applied.

4. If the management considers that a user is damaging the image of Virtual Vueling or ultimately its proper functioning.

1.2.5. *Of the airline's activity*

It is mandatory for all members of the project to keep themselves informed and reachable by any means of communication in case Virtual Vueling management needs to maintain contact with a pilot.

1. In the event that Virtual Vueling emails arrive to the electronic account in "junk mail" it will be the responsibility of each pilot to label these emails as conventional mail.

2. Once a month, Virtual Vueling may send an informative e-mail to the members of the project informing them of activities, such as refresher courses, seminars, etc. with the aim of maintaining the airline's activity.

2. Operations

2.1. *General*

Article XIII. Virtual Vueling's fleet is comprised of the Airbus A320 family and its derivatives A319, A320 and A321.

Article XIV. The pilot may choose which model of the A320 family to fly.

The model booked does not have to be the one with which the flight will be performed. E.g.: A pilot can book an A321 and in his simulator fly that route with an A320.

Article XV. Virtual Vueling uses the SmartCARS system as a reporting method. Any flight that a user reports without this system or with an aircraft that is not one of the aforementioned will not be accepted.

Article XVI. An incomplete flight that is reported will be rejected by the validator or automatic system.

Article XVII. Any company flight may be intervened by a holder of the executive in order to instruct the pilot or to verify that the pilot is complying with the regulations.

Article XVIII. All flight plans must incorporate in box 18 (remarks) either OPR/ VIRTUAL VUELING or OPR/VLG.

Article XIX. All users must follow the aeronautical procedures published on our network. Following other procedures will be sanctioned.

Article XX. Company flights shall be made preferably, but without obligation, on the IVAO or VATSIM network with the call sign corresponding to the flight. In case another user of the network uses this call sign, it is at the pilot's expense to choose a new one for that network.

Article XXI. None of the documentation published on our website is an official Airbus or Vueling document. This executive considers it irresponsible to publish real documentation and therefore, absolutely all documents are adapted to the simulation. Likewise, all procedures, checklists, etc., will be overridden for the use of real operations. This last concept will be clearly indicated on each page of our documents in red and underlined.

Article XXII. Users may only perform shared cabins with other Virtual Vueling members if both are carrying out a flight that will be reported to the airline.

2.2. On the movements of pilots and aircraft

Article XXIII. The airport at which the pilot operates shall be considered as the base. Most of the pilot's workdays begin and end at the base.

Article XXIV. Virtual Vueling operates at all Vueling Airlines S.A. bases.

Article XXV. A pilot may request two (2) base changes per year, starting on the 1st day of each year.

January of each year.

Article XXVI. A line (or detachment) shall be considered the fact of establishing as a temporary base an airport other than the pilot's base. A line (detachment) may last between 5 and 14 days and shall be limited to 10 detachments per year.

Article XXVII. The pilot may request a voluntary return to his original base after at least 5 days of off-base line.

Article XXVIII. A pilot making a flight from his base to a base destination shall have 5 days (120 hours) to commence the return flight to base.

Article XXIX. After the aforementioned 120 hours, the pilot will automatically return to his base and will lose the points (not the hours) obtained in the outbound flight.

Article XXX. In the event that a pilot repeatedly fails to return the aircraft to base (5 times in a period of 3 months) he/she will be notified by mail or by voice and may be sanctioned in accordance with Title 4 On Misdemeanors and Sanctions.

3. Management, collaborators and founders

3.1. From the management

Article XXXI. The executive management is responsible for the day-to-day management of the Company. The members of the executive management are the heads of the following areas:

1. CEO.
2. Instruction.
3. Operations (3).
4. Human Resources.
5. Documentation, Editing and Repainting.
6. Web and systems development.

Article XXXII. Decisions passed by the Executive Board shall be approved by majority vote. The following are competencies of the Board of Directors:

1. Admission and expulsion of members.
2. Fleet and route management.

3. Changes in the software system, website and documentation.

4. Admission and expulsion of collaborators.

Article XXXIII. In the event of remodeling the board of directors, the election of new members shall be agreed upon by consensus between the remaining board of directors and the founders.

Article XXXIV. Any modification to these regulations must be approved by the Board of Directors with the consensus of 2/3 of the attendees with the right to speak and vote.

Article XXXV. Donations, as well as extraordinary contributions (made by the management) are non-refundable and therefore there is no option for reimbursement.

Article XXXVI. The management shall give all pilots access to the document of income and maintenance expenses of the virtual airline, in order to promote transparency and make donors aware of the actions taken with the donations.

3.2. Collaborators

Article XXXVII. Collaborators are those members of Virtual Vueling who provide support in the areas of management. The choice of collaborators is the responsibility of each department and must be agreed with the rest of the management.

Article XXXVIII. The collaborators may give their opinion in the meetings with the management, but in no case may they vote.

3.3. From the founders

Article XXXIX. A founder is considered to be anyone who contributed financially and actively in the initiation of the project.

Article XL. The founders may attend management meetings, give their opinion and participate in voting. The founders of Virtual Vueling are Àlex Riu, Àlex Olmo, Samuel Muñoz, Sergi Mariné, Arnau Alcaide, Joan Torres and Eloi Jurado.

Article XLI. Founders shall be considered life members of the project provided that they do not explicitly renounce their responsibility or have not been involved in the project after a period of time exceeding 3 years.

4. Misdemeanors and penalties

Article XLII. Non-compliance with one or more of the following articles shall be considered a fault

in this regulation. It is the management's responsibility to classify which offense or offenses have been committed based on the objective facts that have occurred and based on this policy. Any misconduct will be accumulated in the file for a period of 2 years.

Article XLIII. The application of a penalty that is reflected in these regulations shall be considered a sanction. It is the management in charge of classifying what penalty or penalties shall be applied to violators of these regulations.

4.1. Fouls:

These regulations cover minor, serious and very serious offenses.

4.1.1. Minor offenses

1. Incorrectly filling out a Virtual Vueling flight plan.
2. Lack of attitude when it comes to paying attention in the instruction phase and/or seminars.
3. Connect to the Virtual Vueling voice server while flying on another V.A. at that time.

4.1.2. Serious misconduct

1. The accumulation of 2 minor offenses in the course of the last 365 days.
2. Enter into disputes with network controllers or other users by frequency.
3. Fly a non-VLG callsign and report it.
4. To make a flight with an aircraft other than one of those stipulated in the regulations.
5. Follow any S.O.P. other than the one published on our website for our pilots.
6. Make flights from base to a destination and repeatedly fail to return the aircraft to base (5 times in a 3 month period).

4.1.3. Very serious misconduct

1. Providing personal data, passwords, emails, etc. of one or more Virtual Vueling users.

2. Disseminate documentation internal, especially the based procedures.

3. Repeatedly failing to comply with these regulations without heeding management's warnings.

4. The accumulation of 3 serious offenses in the last 2 years.

5. Refusing to comply with a management instruction related to an existing or ongoing conflict.

6. The management reserves the right to classify as very serious misconduct any action it deems not covered by this policy.

4.2. Sanctions:

1. Minor offenses will be sanctioned with a verbal warning.

2. Serious misconduct shall be punishable by one or more of the following measures:

   o Temporary suspension from 14 to 28 days.

   o Public reprimand.

   o Loss of one or more ranks.

   o Go through a new course of instruction.

3. Very serious misconduct shall be punishable by one or more of the following measures:

   o Account suspension for 1 year.

   o Expulsion without date of reinstatement in the company.

   o Virtual Vueling reserves the right to take legal action in the event that any infringement - even if it does not appear in these regulations - is extremely serious.

In the event that a user has committed an infraction not covered by this document, such infraction will be assessed by management and management may take appropriate action, ranging from a minor sanction to expulsion from the airline.

5. Events, focus airport and medals

Virtual Vueling continues to work on the development of new systems for the airline. Events, medals and focus airport will reward pilots with additional points in order to promote activity among the workforce.

5.1. Events

1. All Virtual Vueling events will be rewarded with bonus points. The company will try, as far as possible, to hold between 6 and 8 events per year.

5.2. Focus Airport

1. A Focus Airport will be that base or destination for which the pilot who flies to that place will be awarded an extraordinary prize (+30 points). The standard duration of a Focus Airport will be 14 days and as a general rule it will be voted by the pilots in the appropriate Discord channel.

5.3. Medals

Medals are the awards to be received by pilots who have completed one or more defined objectives.

1. HR will be the department in charge of the assignment.
2. Medals may be accompanied by an award of bonus points.

6. The inner workings of Virtual Vueling

The company will be led and managed by management. The organization of Virtual Vueling's management team is detailed below:

6.1. CEO

1. He leads the general coordination of the airline and directs Virtual Vueling's management meetings.
2. Manage the beta testers staff.

3. Manages the company's social networks.

6.2. *Instruction*

1. It is the responsibility of Instruction to coordinate the courses and the company's team of instructors.

2. The training staff should have between 5 and 10 members.

3. It is a prerequisite to be an instructor to have at least a real pilot license, to be carrying out ATPL studies or to have a qualification that allows you to work in the professional aviation world (ATC, TMA, etc.).

4. Only one instructor can teach Virtual Vueling seminars or courses. The chief instructor will decide which instructors will be part of his team.

5. An instructor shall conduct at least one course per quarter and the department shall conduct at least 2 courses per month.

6.3. *Human Resources*

1. Manages the pilot staff, reviews their activity and mediates any conflict between project members.

2. He leads the airline's recruitment campaigns for new pilots.

3. Manages the Discord channel.

6.4. *Operations*

1. Manages the company's fleet, routes and bases.

2. Responsible for the creation and coordination of events (P.E. RFO).

6.5. *Documentation, editing and repainting*

1. Prepares and drafts all documents published in the company.

2. Performs maintenance tasks and updates of company aircraft textures.

3. Manages Focus Airports surveys.

4. Create event banners and other company announcements.

6.6.   *Development and software*

1. He is responsible for the development of new systems and maintenance of the company's system.

2. He is responsible for the cybersecurity of the Virtual Vueling system.

3. Manages the company's public website.

4. The person in charge of the area may subdelegate tasks to collaborators previously agreed upon by the management.