

POSITION DESCRIPTION FOR THE PRESIDENT AND CHIEF EXECUTIVE OFFICER

The President and Chief Executive Officer (CEO) has responsibility for the day-to-day operations of Air Canada's business in accordance with Air Canada's strategic and business plans and budgets, as approved by the board of directors of Air Canada (the Board).

The CEO has accountability, to and through the Board, for the successful management of Air Canada, and for execution of policies, plans, and strategies agreed upon by the Board, and is expected to provide the leadership and vision for effective management of the corporation.

The CEO regularly attends and participates as *ex officio* member in all meetings of the Board committees as a non-voting participant, except those parts of these meetings that are held *in camera* by the independent members thereof.

The primary responsibilities of the CEO are:

Strategic direction

- Providing leadership and vision for Air Canada and ensuring that the business affairs of Air Canada are appropriately managed, including through the achievement of its strategic, financial, operating and other goals and objectives.
- Monitoring global trends in business, transportation and related services to ensure that Air Canada remains an industry leader, providing leadership in managing change, and ensuring that Air Canada's culture and other strengths enable it to respond to the changing competitive environment.
- Developing, for the Board's approval, Air Canada's fundamental policies and overall strategic direction and positioning to ensure its success.
- Developing an organizational structure and annual strategic and business plans and budgets that, subject to the Board's oversight, support Air Canada's long-term strategy.
- Serving as the chief spokesperson and establishing Air Canada's communications framework and strategy, promoting positive relationships with its stakeholders and others.

Managing Air Canada

- Managing the business and day-to-day operations of Air Canada.
- Leading the processes to identify, assess and manage the risks that Air Canada takes or faces in the course of its business.
- Overseeing the implementation of major corporate policies, including policies regarding corporate governance, social responsibility, environmental matters, risk management, and compliance.
- Ensuring that Air Canada has effective control, monitoring and performance standards and systems for the use of its resources and its financial reporting and other disclosures.
- Ensuring that Air Canada recruits, develops and retains talented and motivated

employees, and has appropriate hiring, compensation, performance assessment, leadership development and succession planning practices for management.

Culture, safety, ESG and DEI

- Creating and maintaining a culture and tone of engagement, ethical conduct and performance within Air Canada that drives the achievement of strategic and operational objectives and the long-term success of the corporation in an inclusive, sustainable and responsible manner.
- Acting as the "Accountable Executive" under Air Canada's Safety Management System, promoting and fostering its culture of "Safety First and Always", and ensuring the health and safety of Air Canada's employees, customers, and other stakeholders.
- Fostering and promoting a culture that promotes customer focus and service excellence, including through the Corporation's official languages action plan.

Corporate governance

- Work with the Chair to (a) ensure an effective relationship between management and members of the Board and (b) set Board agendas and materials that enable the Board to effectively discharge its duties.
- At each quarterly Board meeting, leading the presentation of a quarterly Board report during which key operational, strategic, financial, labour, pension, regulatory and other issues will be summarized by members of the executive team for discussion.
- Keeping the Board apprised of Air Canada's performance and events affecting its business, including key risks and opportunities, adverse or positive developments, and progress on key priorities which the Board shall have previously approved and reviewed.
- Ensuring, in cooperation with the Board, that there is an effective succession plan in place for the CEO position.
- Carrying out any other appropriate duties and responsibilities assigned by the Board from time to time.

Effective as of March 21, 2023