

## **Letter of Understanding**

### **Relating to Retaliation**

Whereas Spirit and SPEEA have agreed to work collaboratively to develop and implement a Safety Management System at Spirit and recognizing the criticality of a healthy safety culture in doing so, the parties agree to the following process for dealing with claims of retaliation related to reports of product quality and/or product safety concerns.

**Step 1 - Oral.** Employees who believe they are experiencing retaliation shall set forth the claim orally to their supervisor including the specifics of both the alleged retaliation and the nexus to a product quality and safety risk concern expressed by the employee. A Union Representative shall be present if requested by the Company or the employee.

**Step 2 - Written.** Any claim not resolved at Step 1, must be documented and signed by the employee to include:

- The specific action(s)/employment decision(s) that the employee believes constitutes retaliation.
- Identifying the specific quality/safety risk report that the employee believes to be the genesis of the retaliation.
- Any evidence setting forth the nexus between the report of a quality/safety risk and the alleged retaliation.

The claims set forth in Step 2 will be reviewed by Labor Relations and the Union within 10 working days, unless extended by mutual agreement. The parties will convene to address and/or resolve the claims set forth by the employee.

**Step 3 - Panel.** In the event that the parties do not resolve the claim to the employee's satisfaction set forth in Step 2, the employee may request a panel review of the matter. The Company and the Union agree to meet at least quarterly to review claims of retaliation.

The panel shall consist of a Union representative, the Director of Labor Relations (or their designee), and the Director of Engineering (or their designee).

The employee will be invited to present their claim, and the Company will be invited to provide their rebuttal before the panel. The FAA may also be invited to have a representative present as an observer as appropriate.

The panel members hearing claims and rebuttals will discuss resolution and/or adjudication of the employee's claims. The FAA may be invited to participate in the discussion with the panel members but will not be a voting party. The three (3) panel members will vote on the merits of the claim. The majority vote will prevail in closing out/resolving the matter. The decision will be final and binding.

The panel shall provide the final decision to the employee within 10 days of the hearing.

Society of Professional Engineering  
Employees in Aerospace

By 

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Spriit AeroSystems, Inc.  
WTPU

By 

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