



RWANDAIR LTD

**RWANDAIR PREGNANCY POLICY FOR
FLYING CREW**

WB/PP/HR/01

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RwandAir
Fly the dream of Africa

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0 ADMINISTRATION AND CONTROL

This Manual is for the use and guidance of RwandAir personnel to ensure that all activities covered by this manual, are planned and executed in accordance with its policies and procedures.

0.1 Document control and record of revisions

Detailed policy on document control and amendment system as applicable to all organization manuals is documented in Chapter 4 of WB/QSM/CORP/02 Manual.

0.1.1 Document Control, Role and Responsibility

The Director of Human Resources (or his designate) shall be responsible for this manual, its contents and continued revision of the policies and procedures contained in it.

Management may review the provisions of this policy on a need basis and effect any required changes. Any changes to these terms of reference shall not take effect unless approved by Management.

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0.2 Approval Page

0.2.1 Scope

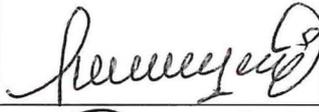
This manual sets out the policies, practices, procedures, and /or instructions for pregnancy.

0.2.2 Purpose

The purpose of this manual is to ensure safe, secure, consistent, and efficient pregnancy guidance for implementation companywide in regard to flying crew.

0.2.3 Authorization

This manual is prepared by the Director of Human Resources, reviewed by the Chief Legal & Company Secretary, checked by the Director of Quality Assurance, endorsed by the Deputy CEO in charge of operations, and approved by, the Accountable Manager.,

Approval details	Name	Title	Signature	Date
Prepared By:	George GUMISIRIZA	Chief HR and Administration Officer		15/09/2023
Reviewed By:	Isah BYARUGABA	Chief Legal and Company Secretary		18/09/2023
Checked By:	Murichu James Kennedy Ndungu	Acting. Director Quality Assurance.		18/9/2023
Endorsed By:	Ernest MUSHI	Acting. DCEO in charge of Operations (COO)		18/09/23
Approved By:	Yvonne MANZI MAKOLO	Accountable Manager		20/09/2023



0.3 Acronym & Abbreviation

Table 3.1

Abbreviations	Meaning
CP	Chief Pilot
FM	Fleet Manager
HCS	Head Cabin Services
HR	Human Resources
ICAO	International Civil Aviation Organization
MCCP&IFS	Manager Cabin Crew Performance and Inflight Services
OHS	Occupational Health & Safety
OCC	Operations Control Centre
OHS	Occupational Health and Safety
RCAA	Rwanda Civil Aviation Authority

1 VISION, MISSION, OBJECTIVES AND VALUES OF RWANDAIR

1.1 Vision Statement

“To be the airline of obvious choice in the markets we serve.”

1.2 Mission statement

“To provide unsurpassed, safe and reliable services in air transportation including strategically linking Rwanda with the outside world, while ensuring a fair return on investment.”

1.3 Corporate Objectives

RwandAir Corporate Objectives are:

- (1) To provide safe, secure and reliable air transportation services on all our selected routes, thereby linking Rwanda with the rest of the world.
- (2) To operate with aircraft and other equipment which are maintained to the highest international standards.
- (3) To ensure that our Airline is well integrated in the industry.
- (4) To serve customers warmly and efficiently, continuously bench-marking with the best-run competitors and globally.
- (5) To enhance shareholder value through profitability and capital growth.
- (6) To create and maintain a working environment that encourages employees to continuously improve their knowledge and exploit their full potential.
- (7) To encourage and participate in the promotion of the growth of the tourism in Rwanda.
- (8) To facilitate the movement of the people and goods for the promotion of trade and industry for the well-being of Rwanda.

1.4 RwandAir Values

1.4.1 Customer

Surpass customer expectations of services by continuously improving and innovating products as well as service delivery

1.4.2 Safety and Environment

- (1) Uphold the highest safety and security standards,
- (2) To work in a manner that protects the health wellbeing of the individual, as well the environment,

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1.5 Integrity

Committed to upholding transparency, honesty, trustworthiness and General integrity in dealing with all stakeholders,

1.6 Employees

To maintain an inclusive working environment that embraces new ideas, change, respect for individual and equal opportunity to realize one's potential.

1.7 Corporate Social Responsibility

To remain sensitive to the social issues affecting the communities the company operates in.

1.8 Stability and Accountability

We are committed to adding value to the shareholder's wealth by conducting business profitability,

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2 RATIONALE, OBJECTIVE AND REFERENCE OF THIS PREGNANCY POLICY

2.1 Rationale

Pregnancy is a normal biological phenomenon for all women, however, even the most normal of pregnancies leads to changes in the anatomy and physiology of the women's bodies. These changes have the potential to reduce physical agility and interfere with the ability to adopt some stances and postures that might be necessary during flight or pre-flight activities. This explains the level of required safety measures for the protection of the pregnant woman during flight.

The first and final third semester of a pregnancy is when the high risk of miscarriage or premature labor is particularly elevated for a pregnant woman, which will result into flying crew incapacitation and consequent emergency.

Therefore, this pregnancy policy provides for mechanisms that will lead to the fair treatment of pregnant flying crews from the time of their pregnancies to the time of delivery and when they will regain their medical license as per ICAO regulations and recommended practices.

At large the existence of this pregnancy policy will contribute also to the reputation of the RwandAir' brand as the national flag carrier, to the fair treatment of women members of the flying crew and passengers, as well as ensuring their safety and security on board.

2.2 Objective

To promote the safety of flying crews as per ICAO aviation Medicine manual: DOC 8984.

The RCAA regulations part 8.230 describe pregnancy and its consequences in the aviation environment. This is the effect of several physiological changes during the pregnancy period which most are incompatible with normal flying duties, such as:

- (1) Nausea and morning sickness that happens to about 30% of pregnant women, this result in malnutrition, dehydration and related incapacitation to perform flying duties.
- (2) Research confirmed that approximately 15% of embryos will abort in the first 12 Weeks,
- (3) The incidence of venous varicosities is about 3 times higher, threatening with deep vein thrombosis, pulmonary embolism etc.
- (4) Significantly increase demand on heart and lungs due to significantly increased demand on blood and oxygen supply.
- (5) Decreased hemoglobin and increased incident of hypoxia.
- (6) Combined with known stressors of flight, miscarriage is significantly higher than 1% incapacitation rule

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This policy will firstly help to protect the health of the flying crew members as per the aviation safety requirement, secondly, prevent the loss of the company invested funds by crew having long break without performing their contractual obligations as crew members.

2.3 Scope of the Policy

- (1) This policy will provide clear guideline for the management of flying crew during their pregnancy period, from the time their pregnancy is disclosed until delivery time.
- (2) The processes and procedure of this policy is applicable only to flying crew members due to the nature of their flying duties while ensuring compliance with labor laws, RCAA Regulations and ICAO Instruments.
- (3) The concerned flying crew are for the of RCAA licensee in class 1, class 2 and class 3 applicants.
- (4) The Overall responsibility for the implementation of this policy lies with the FM for pilots in liaison with the CP and MCCP&IFS for cabin crew as well as the HCS.

2.4 Used legal Instruments

This pregnancy policy refers to the following legal instruments:

- (1) The RCAA Regulation part 8.230
- (2) The law N° 66/2018 of 30/08/2018 Regulating Labor in Rwanda.

3 DECLARATION OF PREGNANCY

- (1) A member of the flying crew who falls pregnant or the earliest that she becomes aware of her pregnancy from her Medical Doctor, shall be required to report to the Fleet Manager (FM) or Head of Cabin Services (HCS) of RwandAir via e-mail of the pregnancy or any change in her medical condition or the existence of any previously unknown medical condition, that may interfere with her health and may also end up interfering with flight safety.
- (2) From the moment the flying crew suspects that she might be pregnant, she will be considered unfit to fly and immediately from her flying duties. After delivery or pregnancy termination and after the declaration of an obstetrician or gynecologist that she is in good health, but not earlier than four (4), she will approach RCAA for issuance of her medical license.

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- (3) The declaration of pregnancy should be made within twenty-four (24) hours from the time of acknowledgment of the pregnancy; otherwise, this will be treated as an intentional non-declaration of pregnancy that is can expose herself and the company to safety risks.
- (4) However, in case it is formally authorized obstetrician who assessed the member of the crew, declares the pregnancy to be of low –risk and uncomplicated, and after the approval of the assessor of the RCAA and after she is licensed, the crew member could be allowed to fly between the first day of the thirteen (13) week until the last day of the twenty sixth (26) week of the gestation.

4 EMPLOYMENT TREATMENT OF FLYING CREW MEMBER DURING PREGNANCY

Considering the required safety measures for flying crew and unique nature of the airline business operations and the huge investment made in flying crew members, in respect of the provisions of this policy, the flying crew shall be treated as not breaching the policy when she get pregnant after every two (2) years’ of continuous service with the company.

Pregnancy of a flying crew within two (2) years before or after every delivery, shall be treated as breaching this policy, therefore having consequences on the treatment of her employment contract. The following shall be the treatment of the employment depending on the stay with the company at the date of pregnancy.

4.1 Ab- Initio and cadet’s eligibility during pregnancy

- (1) Upon confirmation of the pregnancy of the cadets’ crew, who has not yet got her license from the RCAA, the company reserves the right to suspend or terminate the trainee’s contract in accordance with the terms and conditions of her employment contract with the company.
- (2) However, the eligibility to avail the crew member with an unpaid leave may be decided by the human resource management based on the stage of training at which the pregnancy occurred and details on the point of re-entry the training program.

4.2 Flying Crew with less than two (2) years’ continuous service

- (1) A flying crew with less than two (2) years’ continuous service from the date of joining the company whose pregnancy was confirmed and declared unfit to fly, shall apply for her annual leave if any.

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- (2) In case the flying crew has no annual leave days accumulated, her employment contract will be suspended without pay until the time of delivery. After delivery, her employment contract will be validated as per the employment law of Rwanda as may be amended from time to time.

4.3 Flying crew with more than 2 years of continuous service

A flying crew with more than two (2) years' continuous service with RwandAir from their date of joining to the date pregnancy is confirmed and declared unfit to fly, will be eligible to choose one of the below options from the dates declared unfit to fly, to the dates of employment resumption.

4.3.1 Ground duties

The Human Resources department may provide an opportunity for the flying crewmember to be assigned ground duties. However, the available positions will be given at the discretion of management after considering the nature and job description of the work by ensuring the fitness of the flying crewmember and considering the crew who declared their pregnancy first.

4.3.2 Apply for annual leave

A flying crew member who is not interested in the groundwork will be required to utilize her accrued annual leave days if any, subject to approval by the Human Resources department.

4.3.3 Unpaid Leave

If the flying crew has exhausted her annual leave, she will opt to apply for an unpaid leave lasting until her delivery date. This is in consideration of the provision of the Labor law of Rwanda as may be amended from time to time, which provides that "An employee is entitled to a salary for the work performed, except when otherwise provided for by the employment contract or by the labor law. No salary is paid if an employee has not performed work".

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5 COMPENSATION AND BENEFITS OF CREW MEMBERS DURING PREGNANCY

5.1 Annual Leave

During the crew Annual leave, the flying crewmember will be entitled to all her employment benefits including her full net salary as provided under her employment contract. These benefits can only stop when she exhausts her accrued annual leave. Thereafter, she will be required to opt for an unpaid leave.

5.2 Unpaid leave

During the unpaid leave of the flying crewmember confirmed pregnant and declared unfit to fly, she will be entitled to the below benefits:

Table 7.2

No	Allowed Compensations and Benefits	Compensations and Benefits to stop
1	Medical Insurance Cover	Salary
2	Staff Travel benefits	All allowances not specified
3	Accommodation allowance if any	Accrual of annual leave
4	Group life cover	Use of sick leave and compassionate leave
5	Training benefits if any	Not receiving public holidays
6	Remain on the company Sponsorship	
7	Retain company Identity card	
8	Eligible for the company lifestyle benefits (Sports club membership and similar)	

5.3 Ground Duties

While on ground duties, the flying crewmember will continue to receive her full salary, however, other benefits and allowances as may be applicable to her employment contract associated to her flying duties shall stop until she is declared fit to fly.

6 PERIOD AFTER DELIVERY

- (1) The flying crewmember after giving birth is entitled to a paid maternity leave provided under the law regulating labor in Rwanda. In case of birth complications for a crew member who has given birth or the child related delivery and ascertained by a recognized medical doctor, the flying crew member will be allowed an additional paid leave of not more than one (1) month in accordance with the Rwandan Labor law.
- (2) Before starting maternity leave, the member of the flying crew shall provide to RwandAir with a birth certificate issued by a recognized and authorized health facility indicating the date of delivery.

7 RESUMPTION TO WORK

7.1 Before the flying crew resumes her flight duties, she will be required

- (1) To pass the RCAA medical license requirements either at 6 weeks post-partum or as directed by the company-authorized doctor, or
- (2) To apply for an annual leave or unpaid leave.
- (3) If the flying crewmember is unable to resume work after her twelve (12) weeks, after delivery her employment will be suspended.

However, the company's continued sponsorship, medical insurance coverage, and concessional travel will terminate on the day on which it becomes apparent that the flying crew will not be returning to work within a period of 90 days after the maternity leave.

Unless there is some significant ongoing complication of the crewmember's pregnancy, or other medical problem has occurred, it is likely that the member of the crew will be returned to the re-qualification process at least 12 weeks after delivery.

The crew member will be allowed for subsequent pregnancy after serving 2 years from the time of her resumption to work and should the crew member get pregnant before the two (2) years from the time of her resumption to work, she will be treated like any crew who may be pregnant before 2 years of service as mentioned in 4.2

The paragraph above shall not be applied to mothers who had a miscarriage or whose child died after a short time from delivery time.

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8 FLIGHTS AFTER DELIVERY

- (1) During twelve (12) months: following the work resumption, the crewmember who has given birth will be entitled to a breastfeeding break of one (1) hour per day. This breastfeeding break granted is deducted from the working hours and must be remunerated.
- (2) To effect this provision, the crewmember will be scheduled to the short flight with round trips of the same day.

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