

Air Methods Corporation Employee Handbook

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Air Methods Corporation
Employee Handbook

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Welcome to Air Methods Corporation

Congratulations on being a part of the Air Methods team. Air Methods Corporation is currently the largest Air Medical Transportation Company in the world servicing more than 250 cities nationwide. The Company takes great pride in operating in a professional, people-oriented manner.

Air Methods has a history of good employee relations, and the guidelines described in this Handbook are intended to continue that long-standing tradition. The Handbook is not all-inclusive and cannot anticipate every circumstance or question. If at any time an employee is unclear as to any of Air Methods' guidelines, it is the responsibility of the employee to speak to their supervisor, manager or Corporate Human Resources. Exceptions to this document must be referred to and agreed upon by the Vice President of Human Resources.

If there is a difference between the handbook and the pilots' collective bargaining agreement then the union contract provisions govern for pilots only.

This Handbook is an important resource; please read and refer to it often. The Company encourages comments and ideas regarding the Handbook. This edition replaces all previously issued policies, procedures and memorandums.

Mission Statement

Air Methods Corporation's mission is to provide safe, professional air medical transportation services, products, and systems with the highest level of quality and integrity. We are dedicated to providing excellent service to our customers, a fulfilling work environment for our staff, responsible membership in the medical aviation community, and a reasonable return on capital to ensure long-term economic viability and healthy growth.

CEO Message

Welcome to the Air Methods team.

Our mission statement voices our dedication to delivering quality and safe air medical transportation services and products to our customers, while providing for a fulfilling and rewarding work environment for our employees. Through our collective efforts, our mission can be accomplished, and our Company will be able to provide a reasonable return on capital to ensure our financial viability and future growth.

No matter your role or responsibilities within our organization, your importance to ensuring that our mission is accomplished is sincerely recognized. As the world's largest provider of air medical services, please join me in making every effort to make Air Methods the clear leader in delivering these important services and products.

The information outlined and referenced in this handbook provides you with the Company's established guidelines and practices. As questions arise, please contact your supervisor or a Corporate Human Resources representative for clarification.

I look forward to working with you.

Aaron Todd
CEO

EMPLOYMENT

Diversity Philosophy

Air Methods values employees of many different backgrounds because diversity leads to new approaches and new ideas. Decisions regarding pay, performance, promotions, and work assignments will be made on an objective basis, without regard to race, color, religion, gender, sexual orientation, national origin, age, disability or any other status protected by local, state, or federal law.

Equal Employment Opportunity

Air Methods intends to provide equal employment opportunity without regard to race, color, religion, gender, sexual orientation, national origin, age, disability or any other status protected by local, state, or federal law.

This practice applies to all areas of employment, including recruiting, advertising, hiring, training and development, promotion, transfer, termination, reduction in force, compensation, and all other conditions and privileges of employment in accordance with applicable federal, state, and local laws.

The Company is fully committed to this concept and to obtaining the cooperation in this effort from all employees. Every employee is responsible for compliance with this practice. The company strictly prohibits any form of retaliation against employees who bring forward a discrimination complaint. Overall coordination of these efforts will be administered by Corporate Human Resources.

Employment-At-Will

Employment with the Company is at-will. Just as employees have the right to leave their job at Air Methods for any reason or for no reason, with or without advance notice and with or without cause, the Company retains the same right with regard to termination of employment. Supervisors, managers, and representatives of the Company do not have the authority to make a commitment or guarantee of continuing employment. Company publications should not create, or be the basis for, any employment guarantee.

Employee Evaluation Period

The Employee Evaluation Period serves as an extension of the selection process. It provides 180 calendar days for the new employee to adjust and allows the supervisor time to ensure the new employee can satisfactorily meet performance expectations. The Evaluation Period provides an opportunity for a new employee to demonstrate the ability to perform the essential functions of his/her job. During this time, such employee may be discharged by the Company

without recourse. After accumulating 180 calendar days, such employee shall have met the evaluation period.

Americans with Disabilities Act

The Company will make reasonable accommodation for qualified individuals with known disabilities unless doing so would result in an undue hardship to the Company. This act governs all aspects of employment, including selection, job assignment, compensation, discipline, termination and access to benefits and training.

Railway Labor Act/Fair Labor Standards Act

The federal Fair Labor Standards Act (FLSA) sets certain minimum employment standards for covered employers and employees, such as the federal minimum wage and overtime standards. The FLSA also provides an exemption for commercial air carriers that are subject to the Railway Labor Act (RLA).

Air Methods provides emergency air medical transport and support services and holds an Air Carrier Certificate issued by the FAA. The National Mediation Board has ruled that a helicopter service like Air Methods which provides air taxi services or emergency air medical transport services is subject to employment standards under the federal Railway Labor Act.

Amongst other things, this means that employees of Air Methods may be considered as exempt from the overtime requirements of the FLSA. Air Methods, therefore, has discretion to establish work schedules and pay practices which may be different from other industries, business or settings, but which may be necessary to meet the specialized needs of the Company and its employees.

Employment Status

“Regular Full-Time” employee: Works the number of hours per week as specified as full-time job requirement for a job group and is eligible for all Company benefits and accruals.

“Regular Part-Time” employee: Eligible for limited Company benefits including Workers Compensation, life insurance, and 401(k) enrollment.

“Per Diem” employee: Works on an “as needed” basis and is eligible for limited Company benefits including Workers Compensation, life insurance and 401(k) enrollment.

“Temporary Employment Agreement” (TEAs) employee: Hired for a specific assignment in a specific department due to fluctuations in the Company’s need for staffing. He/She is covered by Workers Compensation and eligible to enroll in

the 401(k) Plan. Temporary employees through an employment agency are not eligible to participate in any Company benefit programs.

Classification

Non-Exempt: Under the Fair Labor Standards Act (FLSA), employees classified as non-exempt are eligible for overtime pay. However, Air Methods as an employer is governed by the Railway Labor Act (RLA). Under this Act, employees are exempt from overtime pay. Air Methods chooses to pay overtime as outlined by the FLSA, even though they are not obligated to do so.

Exempt: Employees to whom Air Methods is not required to pay overtime.

Questions concerning classification should be directed to a supervisor or Corporate Human Resources.

Management

Any employee with management responsibilities is expected to understand the Employee Handbook and follow the guidelines for managers as set forth in the Manager's Handbook.

Pay

Paychecks are issued biweekly, every other Friday. The Company does not issue paychecks in advance. Non-exempt, part-time and temporary employees are required to turn in weekly or biweekly time sheets to their supervisor for approval. Some exempt employees may be required to submit a timesheet for accounting purposes.

Deductions are taken from paychecks as required by federal and state law along with other company benefit deductions as elected by the employee. Court ordered deductions such as child support, spousal support, bankruptcies; city, state and federal liens are deducted as ordered. Air Methods does not participate in voluntary payroll deductions programs outside the Company. The pay stub contains gross and net pay, rate of pay and hours worked for the current pay period, year-to-date totals, and types and amounts of deductions.

The Company can deposit the entire paycheck or a portion of it into an account at any bank that participates in the Federal Banking System. Employees who would like to enroll in this program may contact Payroll.

Work Hours

Standard operating hours for the Company depend on an employee's work responsibilities and are subject to the discretion of their manager. The standard

work week begins at 12:00 a.m. Sunday, and ends at 11:59 on Saturday. Divisions may require a variance in the defined work week based on business needs.

Employees may be scheduled to cover the following shifts:

Eight (8) Hour Shift
12 Hour Shift
24 Hour Shift

An employee scheduled for a 24 hours shift is responsible for having reviewed the 24-hour agreement.

Employees are expected to report and remain at their assigned duty station for the entire shift, regardless of the operational status of the base (i.e. inclement weather, maintenance, out of service) and may not leave during a shift without approval from their Program Management.

At the discretion of management, employees either voluntarily or involuntarily are required to work to fill shift shortages including but not limited to vacation, sick, military, and other absences.

Attendance and Punctuality

It is the Company's expectation that employees report to work when scheduled and on time. Reporting for work late, leaving work early or frequent absences can be grounds for disciplinary action up to and including termination.

Absence Notification

Employees unable or unavailable to work due to illness are required to call their immediate supervisor or Administrative Assistant if applicable. If the employee is unable to call, someone else should call. Employees are expected to call in every day of an absence unless prior arrangements have been made with their supervisor. Failure to call for three or more consecutive days will be considered a voluntary resignation or job abandonment and supporting documentation will be sent to the employee advising them of their separation.

Personal Relationships

The Company realizes that while it is not necessarily in the best interest of the Company or the employees involved, romantic relationships may develop between co-workers. Employees must behave in a professional manner while working at the Company or while at Company functions. It is important to keep romantic relationships separate from the work environment. It is highly recommended that family members, who are employed as the same operational

base, should not be scheduled to work the same shift.

Air Methods prohibits romantic relationships between supervisors and their direct reports. Such situations can create an actual or potential conflict of interest that may also lead to potential charges of sexual harassment or interfere with employee morale. It is for this reason that should such a relationship occurs; the supervisor involved must notify management or Corporate Human Resources immediately. The Company may try to arrange a transfer. If no such transfer is available, one of the employees must terminate employment within 90 days. The decision as to which one resigns will be left to the two employees.

Loss of License

In the event that an employee's A&P license or Airman's Medical certificate is suspended for any reason, the Company does not have an obligation to continue pay, or employment for this employee, during the license suspension.

In addition, any flight crew member who loses their license, or who allows their license to lapse for any period of time, will be placed on an unpaid leave until such time their license has been renewed and is subject to their programs operation procedures. (I.e. Pilot license or Medical Crew licenses and/or required certifications.)

Fraternization

The company strives to respect the privacy of its employees, but when an employee's conduct, whether off or on duty, has the potential to impact the business, its employees, guests, vendor relationships or customers, the company reserves a right to investigate and/or take action.

Although the company cannot anticipate all off duty conduct or fraternization that may relate to the company's business, it can identify guidelines to help with relationships that affect the company's goals. In general, off duty conduct that may result in discipline includes sexual harassment of other employees, acts of violence, use of illegal intoxicants, disruptive action or inappropriate behavior on company property or at company sponsored events, use of company facilities without permission, or disclosure of confidential information.

An employee should not engage in any inappropriate activity in the workplace, or during business travel and work-related social functions, even if those activities are offsite. Treat everyone in the same manner and with the same dignity and respect that you would want to be treated.

Please refrain from relationships between employees and their supervisors, between employees with purchasing authority and vendors, between employees with sales responsibilities and customers and between employees with audit

functions and employees they audit. Any relationship that would question your ability to carry out your job responsibilities in the best interest of the company is not appropriate and should be avoided.

All Employees and those on a leave of absences are subject to the guidelines identified above.

Employment of Relatives

Air Methods has deemed the hiring of relatives as appropriate as long as:

- There is no conflict with local program operational policies that may exclude the hiring of relatives;
- There is no direct line of supervision;
- One does not audit, verify, receive or is entrusted with money handled by the other, or;
- One does not have access to confidential information including payroll and personnel records.

In addition to the above, local program operation policy will include:

- Relatives cannot fly together on the same Air Methods aircraft;
- Relatives cannot report to the same supervisor without evaluation and waiver from Human Resources.

If you believe that you have waiver justification regarding your employment and relatives employment at Air Methods, please contact Corporate Human Resources or obtain the form from the HR webpage on the Portal. "Relative" is defined broadly and includes, but is not limited to, spouses, parents, children, siblings, nieces/nephews, cousins, in-laws, step relations, aunts/uncles, grandparents and grandchildren.

Rehires

Employees covered, who voluntarily resign or have been laid off by the Company and are re-employed, within 12 months of separation, will be given credit for prior employment. Contact Corporate Human Resources for further details.

Dress Code and Personal Standards

To promote a professional image, employees should adhere to certain dress requirements. The requirements include the following:

- Employees are expected to dress neatly and appropriately and practice good grooming and hygiene.
- Refrain from wearing low cut tops, open shirts, short skirts or short shorts.
- Appropriate dress is determined by the supervisor of each field location, department, and division. If required to wear a uniform, an employee will

wear the attire that is required for specific job responsibilities.

Divisional supervisors may consider the following points to determine what constitutes appropriate dress:

- Amount of direct customer contact in the department.
- Amount of physical wear and tear on employees' clothing.
- Safety issues and requirements.
- Other relevant factors.

Employee References

All requests for references or employment verifications must be directed to Corporate Human Resources. Supervisors, managers, or employees are not authorized to release verbal or written verification and are not authorized to meet with employers, representatives or agencies for current or former employees. It is the Company's practice to disclose only the dates of employment and the title of the last position held for current and/or former employees.

Personnel Files and Access

Personnel files are retained by the Corporate Human Resources Department. Management may keep specific copies of personnel information for its staff members; however, all original paperwork and performance documents must reside in the employees personnel file at Corporate in Denver. Access to employee personnel files must be obtained, in advance and with proper approval, through the Company's Corporate Human Resources Department. Personnel files can be viewed with a member of management or with a member of the HR team in the Human Resources office. Personnel files are not to leave the corporate premises at any time unless directed by a member of the Human Resources team and only for the purpose of storage. Employees should retain copies of personnel actions. At no time are copies or reproductions to be made of the contents within the personnel files.

Performance Management

It is the practice of Air Methods that performance management and development planning for each employee should be an ongoing, year-round process. Both the employee and their supervisor should become partners in progress, committed to each other's success, whether working independently or in a team. It is encouraged that an annual written performance evaluation be completed on an employee's anniversary date. However, based on specific job responsibilities and training requirements governed by FAA, Pilots and Mechanics are exempt and it is only necessary to acknowledge and document an excellent performance (if beyond the call of duty) and/or a performance deficiency as it occurs.

Separation of Employment

Employees are requested to provide written notice of their intent to resign to both their immediate supervisor and Corporate Human Resources. The supervisor is then responsible to process an Electronic Personnel Request Action (ERPA) and submit to Corporate Human Resources to ensure the Payroll Department does not continue to pay an employee who has separated employment.

Company Property: Company property must be returned on or before the last day of employment. It is the immediate supervisor's responsibility to collect company property including, but is not limited to, laptop or computers, faxes, office keys, manuals, badges, aircraft/office keys, phone, pager, Blackberry, PDA, calling cards, credit cards, access cards or keys, vehicles, vehicle keys, tools, helmets, uniforms, and/or any other company property. Failure to do so may result in deducting the fair market value of the property from an employee's final paycheck or the right to obtain injunctive or other equitable relief in addition to any other right or remedy available to the Company, including damages. Personal property should be removed from Company premises on or before the last day of employment. Supervisors will be held accountable to collect all Company property.

Company Information: At the termination of an employee's employment, or at such other time as the Company may request, all information (including Confidential Information) which an employee may then possess or have under his/her control must be returned to the Company. This includes, but is not limited to:

- Memoranda
- Customer or prospective customer lists
- Financial or marketing data
- Notes, plans, records, designs or models
- Reports
- Disks
- Files
- Photographs
- Maps (transparencies and microfiche)
- All other documents (and copies) relating to the business of the Company or its customers.

Relocation Pay/Training Pay/Continuing Education: Any monies provided for relocation, training or continuing education will be reimbursed by the departing employee through the necessary resources.

Employees must agree in writing to repay the Company if they leave the Company voluntarily or are terminated within one year from the date of reimbursement. The employee will be held responsible for repayment based on the following pro-rated formula:

| | |
|--|---|
| If you voluntarily terminate: | You are responsible for reimbursement of: |
| Within nine (9) months of reimbursement | the entire net allowance |
| Within ten (10) months of reimbursement | 75% of the reimbursed amount |
| Within eleven (11) months of reimbursement | 50% of the reimbursed amount |
| Within twelve (12) months of reimbursement | 25% of the reimbursed amount |

Exit Interview: Corporate Human Resources provides an online exit interview, for employees leaving the company, to be completed on or before the employee's last day of employment. The survey can be found on the HR webpage of the portal under Surveys.

Separation Pay

An employee who is laid off shall receive separation pay according to the schedule below; except if one or more of the following conditions exist:

- I. If there are openings within the affected employees job category and the employee refuses to accept a job or assignment .
- II. If he/she is dismissed for cause, resigns or retires.

Separation pay shall be paid within seven (7) days following the employees separation based upon the following schedule.

| <u>Full Years of Company Service</u> | <u>Calendar Weeks</u> |
|--|-----------------------|
| One (1) full year of service but less than four (4) | Two (2) weeks |
| Four (4) years of service but less than eight (8) | Four (4) weeks |
| Eight (8) full years of service but less than twelve (12) | Six (6) weeks |
| Twelve (12) full years of service but less than fifteen (15) | Eight (8) weeks |
| Fifteen (15) full years of service or more | Ten (10) weeks |

The Company will attempt to give all affected employees two (2) weeks notification prior to the closure of a base or loss of contract that would result in a reduction in workforce. In the event the Company is unable to do so, those affected employees will receive compensation up to the equivalent of two (2) weeks pay.

Medical and Dental insurance, if any, shall continue for thirty (30) calendar days following the employees lay off, provided the employee pays the appropriate contribution amounts. The employee will thereafter be eligible for COBRA coverage at that time.

Vacation and sick time requests will not be recognized or paid during the remaining days of employment once a resignation has been received or a base closure is in effect.

Career Development

Internal Positions

Air Methods will select the best qualified persons available without regard to race, color, age, religion, sex, national origin, sexual orientation or any other employment discrimination prohibited by applicable law.

Open positions will be posted internally for a minimum of fourteen (14) calendar days before the position is filled. Corporate Human Resources will ensure that the postings are timely and accurate. For an employee to be considered for transfer, candidate must meet the minimum qualifications of the position and have an acceptable level of past performance. The candidate must have at least *18 months of continuous full time employment in their current position prior to being considered for transfer.

The employee notifies his/her current supervisor of his/her interest in transferring; this must be done prior to the candidate being considered for an open position. An internal application will be submitted online to Corporate Human Resources. Just because an employee meets the minimum requirements does not guarantee an internal candidate will be interviewed.

Travel to and from employment location will be at the employee's expense and on the employee's own time. Travel expenses will be reimbursed in most cases by the Company if the employee is offered and accepts the position; if the employee is offered and declines the position, no reimbursement will be given.

Using standard relocation guidelines, appropriate relocation funds may be available. Any previous signed reimbursement agreement will be the responsibility of the employee.

HR will conduct a reference check with the candidate's immediate supervisor before extending an offer. Department management, along with Corporate Human Resources, will determine an appropriate transfer date. This date should not create a hardship on either the department or location and should also take into consideration the needs of the employee.

If the employee's transfer creates an adverse effect on the department or location, the department management can negotiate a "holdover" period that would not typically go beyond ninety (90) days. Department management will prepare the ERPA reflecting the employee's change.

Should an internal candidate not be selected for an interview, upon request, feedback can be provided.

* The Company maintains the right to waive the 18-month continuous employment requirement. Some

circumstances might include placing an individual in a position who was previously laid off, filling a position that has been determined by Corporate Human Resources as "difficult to fill" or when the needs of the operation warrant it. In addition, personal hardship cases will be considered on a case-by-case basis.

Tuition Reimbursement

The Company encourages regular, full-time employees with at least 6 months of service to further their education by offering a tuition reimbursement plan. Courses must be taken at an accredited school and be directly related to the employee's job responsibilities. The course of study must have prior approval from the employee's management team and must be budgeted within that Department or Division's budget. Employees will be required to repay the company if they leave the company within 1 year from the date of reimbursement. The details of this plan and the enrollment forms can be obtained from Corporate Human Resources.

Training Pay

All employees will be paid while attending mandatory training, including travel prior to or after scheduled training day, at their normal rate of pay.

Meeting Pay

Mandatory meeting attendance will be paid at a minimum of 2 hours or based on regulatory requirements if attendance occurs on a regularly scheduled day off. This will apply to required schooling or meetings applicable to job responsibilities. Employees unable to participate in the meeting due to duty requirements will be exempt from attending; however, when back on duty will be required to review and acknowledge their participation in the completion of the assignment.

Training, Conferences and Company Sponsored Meetings

Only specific positions to include Senior Management, Regional Staff and Program Directors will be allowed to attend industry specific training, conferences and sponsored meetings. Examples include but are not limited to: MTLI, HAI, AMTC. Additional involvement is subject to the review and approval of the Company's CEO.

Benefit Programs

Health Insurance

You will become eligible for health insurance on the day you complete the waiting period if: you are in a Class of Eligible Employees; and you are an eligible, full-time Employee; and you normally work at least 40 hours a week. The waiting period ends on the first day of the calendar month commencing or following your date of hire. You must elect the insurance by signing an approved payroll deduction form no later than the date you become eligible. You will become eligible for Dependent insurance on the later of: the day you become eligible for yourself or the day you acquire your first Dependent. You will not be enrolled for Medical Insurance if you do not enroll within 31 days of the date you become eligible, unless you qualify under "Enrollment Exception". See Summary Plan Document for details.

For the benefit and protection of all eligible employees and their covered dependents, the Company provides Medical, Life, Business Travel and Accident insurance, Accidental Death and Dismemberment coverage, and Dental and Vision Care. The Company pays a substantial portion of this health coverage for employees and their dependents. The employee is responsible for contributing a portion of the health premiums.

The Summary Plan Document describes all benefits in detail, including limitations and provisions. To the extent any statement in this Handbook conflicts with any provision of the Benefit Plan, the SPD takes precedence.

Employees are eligible to enroll in the plan the first day of the month following, or commencing, with their date of hire. Should an employee choose not to enroll at that time, or decide to add dependents or change coverage at a later date, the employee may be required to submit evidence of insurability to the Company's current health care provider which may result in coverage being delayed or denied. Approval of coverage will be effective as of the date approved.

The Health Insurance Portability and Accountability Act (HIPAA) provides rights and protections for participants and beneficiaries in group health plans. These protections limit exclusions for pre-existing conditions; prohibits discrimination against employees and their dependents based on their health status; and it allows a special opportunity to enroll in a new plan under certain circumstances. The Company is fully committed to this concept and to obtaining the cooperation in this effort of all employees.

Questions regarding the health plans or SPD should be directed to Corporate Human Resources.

Retirement Income Plan

Air Methods Retirement Income Plan has voluntary, contributory 401(k) savings options.

The 401(k) Plan allows employees to save for retirement in a tax deferred investment plan.

An employee is eligible to participate in the plan once they have completed one month of service with the Company. An employee must enroll prior to the beginning of each quarterly entrance date to begin contributions. Quarterly entrance dates are: January 1st, April 1st, July 1st and October 1st. For example, an employee hired on October 21st will have met the 30 day eligibility on November 20th. To begin contributions the employee must sign up on or before December 31st for deductions to commence on January 1st. If the employee signs up after January 1st, deductions will begin on April 1st. Contributions may be made from 1% to 60% of eligible pretax pay. The Company match is discretionary and is currently \$.70 on the first 8% of the employees' contribution. Employees' contributions are immediately 100% vested. The Company match vests at 100% after three years with the company.

Employee Assistance Program

The Company' Employee Assistance Program (EAP) is designed to help you maximize your health and effectiveness at home and at work. Through this program, you receive confidential, personal support for a wide range of issues, from everyday concerns to serious problems. With your EAP, you'll find the information, resources and referrals you need to improve your life. Services include legal assistance, financial services, workplace training programs and health and wellness programs.

Jacket policy

At community based programs, jackets are already provided to all crew members. That system will remain in place with no additional requirements.

At some hospital based programs jackets are provided to pilots and mechanics or a policy or practice is in place that requires the matching of the jackets to the medical crew jackets. That system will remain in place.

For those programs that have no other requirement or policy and jackets are not provided in some manner, a jacket may be ordered through the Air Methods purchasing department. The company will select a standard jacket and no other means of obtaining a jacket is authorized. The company will provide one jacket, suitable for the local climate as deemed by the company or customer, and will replace as necessary.

Replacements will be made on a case by case basis and must be authorized by either the Regional Aviation Director or Regional Maintenance Director. Lost or stolen jackets are the responsibility of the employee and will be replaced at the employee's expense. The employee is responsible for proper care and treatment of the jacket.

Mechanic Tool Reimbursement Program

Mechanics are eligible to participate in a tool reimbursement program and can receive Company financial support on the purchase of tools required to maintain an assigned aircraft. A maximum reimbursement of \$75 per quarter in matching Company funds is available for the purchase of job related tools.

Reimbursement will be made at the rate of 50% of the dollars spent for the purchase of related tools up to a quarterly or annual allowance of \$300. One request per quarter may be submitted. Quarterly allowances for the calendar year may be carried forward (within the same year) provided the employee has not requested any reimbursement for the quarter. Partial quarterly balance may not be carried forward. All balances will begin at zero at the beginning of each new calendar year. Air Methods fiscal year ends December 31st of the calendar year. Requests received after this date will be denied for reimbursement. All eligible employees must submit a "request for reimbursement" along with original receipts to the appropriate Corporate management or Regional Maintenance management.

Meal Reimbursement Policy

Air Methods is committed to conducting its business with integrity in all relationships, including and among employees.

Employees are not authorized to buy meals for a same worksite co-worker(s) regardless if business is being discussed during the work day or outside of working hours. Managers still have the discretion to buy a business meal based on their budgets.

Employees shall not seek or accept for themselves or others any entertainment, without a legitimate business purpose. The only exception is for an out-of-town employee and in this case, all employees participating in the business meal are eligible for reimbursed by the Company.

TIME OFF

Vacation

This Policy/Employee Benefit supersedes all other forms of communication or documents entitled Vacation and/or Vacation Accruals.

Full-time employees will earn vacation based on their length of full-time service with the Company. The established vacation year is the calendar year, January 1 through December 31 each year. Vacation accrual begins when full time employment commences and employees may use vacation time as it is earned.

Field base employees will submit their initial vacation requests by November 30 for desired vacations to be taken in the following year. The employee's supervisor will grant such requests in order of seniority, provided the employees had or will have the requested time available on the books.

After the initial vacation schedule has been accomplished, the employees may submit vacation requests for any desired week/days on a first come, first served basis. Vacation previously scheduled may be changed and/or swapped by mutual agreement between the employee and supervisor. A vacation request will be submitted to the immediate supervisor at least sixty (60) calendar days in advance of the requested time off. Vacation requests received at least sixty (60) calendar days in advance of the requested time off that do not reduce base staffing levels below 75% will be granted. The Company reserves the right to decline any vacation request when such vacation request would reduce full staffing levels to below 75%. The Company may grant vacation requests which reduce staffing levels below 75% provided sufficient voluntary workover from the base is assured and such allowances are consistent with all published regulatory and program rest requirements. Vacation time requested without a 60 day advance notice should be limited to no more than two (2) requests per year.

A vacation request normally may not exceed two weeks and, in no event, will a request for vacation be granted that results in a negative vacation balance.

Administrative, maintenance, management and other personnel who typically are scheduled 40 hours per week will accrue vacation based on 2080 hours annually. For medical crew members and dispatchers who require coverage in their absence, vacation accruals will be applied to compensable hours, which may include holiday, vacation, sick leave, jury duty, or bereavement leave.

Vacation Accruals

| | |
|--------------------|-----------------------------------|
| Month 0 thru 60: | 2 Weeks - accrual (.0383562/hour) |
| Month 61 thru 120: | 3 Weeks - accrual (.0575342/hour) |
| Month 121 thru 180 | 4 Weeks - accrual (.0767123/hour) |

The maximum accrual for all employees will be 264 hours. Vacation hours will not accrue beyond the maximum. Employees are not eligible to earn any additional vacation once they have reached their vacation accrual maximum until they use all or a portion of their earned vacation. An employee will only earn vacation in an amount equal to the difference between their unused vacation and their annual vacation benefit.

To request vacation, submit the Vacation/Sick Leave Report form to your supervisor prior to the cutoff date designated above. Your supervisor will submit the form to Payroll.

Quarterly Vacation Cash Out

Medical crew members, communication specialists, and field based mechanics are eligible to request the quarterly vacation cash out. Administrative, management and other personnel are not eligible. When an eligible employee reaches the maximum vacation accrual according to the above schedule they will not accrue any further vacation allowance. Once reaching the maximum accrual the employee will be paid seventy two (72) hours of the employee's accrued vacation.

In addition, eligible employees may on a quarterly basis within a calendar year and subject to the published schedule as determined by the Payroll Department, cash out a maximum of 80 hours of accrued, unused vacation by utilizing the Vacation/Sick Leave Report form. Employees must have this form submitted to payroll by the requested deadline date. Vacation hours that are cashed-out will be paid at the current rate of pay. The cash out schedule is posted at the beginning of the year on the company website.

Upon company transfer, employees may request vacation cash out within 60 days of the transfer date at the current rate of pay. Upon status change from full time to part time or termination of employment for any reason (voluntary, involuntary, retirement, disability or death) employees and/or their beneficiaries will be paid for all accrued, unused vacation up to the maximum accrual. When requesting vacation time off, or cash out, it is the responsibility of both the employee and the supervisor to verify that the requested time has been accrued.

Any employee promoted to a management position who previously was eligible to cash out vacation on a quarterly bases, will be given a one time opportunity within 30 days of the promotion to cash out up to 50% of vacation balance.

Paid vacation time is not earned during an unpaid leave of absence. Vacation is not used in the computation of overtime. Vacation time requests will not be recognized or paid during the remaining days of employment once a resignation has been received or a base closure is in effect. Any unused, accrued, vacation time will be paid out to the employee on their final paycheck.

If an employee volunteers to cancel a scheduled vacation at the Company's request, the employee will be reimbursed for all verifiable non-refundable expenses incurred and may reschedule their vacation to any remaining available weeks/days in the same calendar year.

Holidays

The Company recognizes eight (8) holidays which include New Years Day, Presidents Day, Memorial Day, Fourth of July, Labor Day, Thanksgiving and the day after Thanksgiving, and Christmas. To qualify for holiday pay, you must be scheduled to work on the holiday and must work your scheduled shift before and after the holiday. An exception will be made if absence is due to a scheduled vacation.

For positions that require 24 hour coverage, holiday premium will be paid to a full-time and part-time employee working a scheduled shift (i.e. 12, 14, 24 hours or other) that falls on a recognized holiday. Holiday premium pay will be an employee's regular pay plus an additional amount equal to one times the employee's daily rate prorated by whatever portion of their shift that falls on the holiday. Shift employees who are not scheduled to work on a holiday will not receive holiday pay. The holiday pay is not counted as time worked for the purpose of computing weekly overtime. If employees are scheduled or assigned by the Company to work on a holiday and fail to report and perform such work, they will not receive any holiday pay.

If a mechanic is called in to work on a company recognized holiday, the individual will receive the holiday premium pay for any hours worked on that holiday.

Exempt management employees are not eligible for holiday premium pay.

Sick Time

Regular full-time employees will accrue 40 hours of sick time each calendar year and will accrue on a bi-weekly basis of 1.54 per pay period. Unused sick hours are carried forward from prior years and may accumulate up to a maximum of 120 hours.

Accrued sick time cannot be used as additional vacation time and may not be used to supplement hours beyond the regularly scheduled work week. Unused sick time is not paid out upon termination of employment.

If an employee is absent from a regularly scheduled workday due to illness or injury, available sick pay will be paid at current base salary. Should the absence exceed the accrual available, then the number of hours by which the accrual was exceeded will be deducted from the employee's vacation balance.

A physician's statement explaining that the employee is/was unable to work and/or that the employee is able to return to work is required for any absence in excess of three consecutive scheduled shifts. It may also be required for other circumstances at the discretion of the supervisor. The physician's statement should be submitted to Corporate Human Resources. The original will be kept in the confidential employee file within the Corporate Human Resources Group.

Sick Time is not an entitlement. It is designated to be used only in the event an employee is medically unable to report to work. Failure to notify the Company properly of any absence may result in loss of compensation, if applicable, during the absence and may be grounds for disciplinary action.

Sick time requests will not be recognized or paid during the remaining days of employment once a resignation has been received or a base closure is in effect.

Short-Term and Long-Term Disability

Short Term Disability: For non-occupational related (job-related covered by Workers Comp) illness/disability extending beyond fourteen (14) consecutive days, Short Term Disability (STD) may be available to all regular full-time employees. The disability must meet the requirements of the (STD) Plan. For pilots, loss of 1st Class Medical may or may not be considered a disability.

Once the employee has met the 14-day elimination period, completed the STD application for benefits and has been approved to receive benefits, STD allows for payment of 60 percent of base pay, up to \$700, and is subject to normal taxes with some restrictions. Benefit payments will be offset by any other income. See the certificate for definitions of other income and greater details regarding this benefit. After the 14 day elimination period, STD covers up to 11 weeks of an approved disability up to the maximum weekly benefit as described in your certificate.

If an employee has available sick time it will be applied toward the fourteen (14) day elimination period. After exhausting available sick time, the employee may elect to use vacation or unpaid leave for the remainder of the elimination period.

Employees covered under FMLA will be required to use all available paid time during the 14-day elimination period. Vacation and sick time does not continue to accrue during an STD leave.

To be eligible for STD benefits an employee must be:

- A regular full-time employee;

- Actively and continuously employed longer than 1st day of the month following one (1) month of continuous service;
 - Provide written certification by a physician that the employee is unable to work;
 - Complete an application for STD in advance (at least 30 days, if possible) if the disability is foreseeable, or as soon as possible, if the disability is a sudden illness or injury; and
 - Have a disability that is not work-related (including self-employment).
- Note: Workers Compensation Insurance covers work-related incidents.

Once approved for STD, **benefits begin** on the fifteenth (15) consecutive calendar day of illness. After the 14 day elimination period, STD covers up to 11 weeks of benefits for an approved disability.

Returning to work from STD:

- Employees should notify the Company in writing of their intention to return to work as soon as possible.
- Medical certification of ability to return to work must be submitted.
- Failure of an employee to return to work at the end of leave may be viewed as a voluntary resignation.
- If the employee decides prior to the end of the STD period to voluntarily not return to work, the employee is requested to submit this decision in writing in a reasonable amount of time prior to the end of the leave to adequately fill the position.
- Upon the employee's return to work, the Company will make every effort to return the individual to the same or comparable position, contingent upon the business requirements at the time of the return.
- If time off is also covered by FMLA, different return to work provisions apply.
- If Short Term Disability is not long enough to cover the absence, the employee may then be eligible for Long Term Disability.

Long Term Disability: Beyond 90 days, Long Term Disability (LTD) may be available for those employees enrolled in the insurance plan. LTD provides 60 percent of base salary, up to \$6,000 per month, subject to normal taxes. The disability must meet the requirements of the LTD Plan.

Employment may be terminated if a disability absence continues beyond the period covered by the STD plan (90 days).

Some important options remain open:

- The employee may still be eligible for Long Term Disability benefits, and
- May be eligible to continue medical coverage.

Contact Corporate Human Resources for more details.

California Family Rights Act and Pregnancy Disability Leave (California only, if applicable, call Corporate Human Resources for further details)

Family Medical Leave Act of 1993 (FMLA)

These guidelines concern the Family and Medical Leave rights of employees of the Company as required by the Family and Medical Leave Act of 1993 (FMLA). States vary as to the number of days allowable per year. Air Methods defaults to the most generous policy, whether state or federal. Check with Corporate Human Resources regarding individual state regulations.

Employees who have worked for the Company for at least twelve (12) months and have worked at least 1,250 hours during the (12) month period preceding the commencement of the requested leave and who are employed at a work site where there are at least 50 full or part-time employees within a 75 mile radius, may be eligible for up to twelve (12) weeks of unpaid (State laws, California may differ) leave during any twelve (12) month period. This twelve-month period is determined on a “backward” rolling twelve (12) month basis from the start of each requested leave of absence. A leave may be taken for any of the following reasons:

- Birth and/or care of a newborn.
- Placement of a child into the employee’s family by adoption or foster care.
- Care for the employee’s spouse, child, or parent who has a serious health condition.
- A serious health condition of the employee.

The Company may request any additional information necessary in order to make an informed decision regarding the leave of absence. When an employee’s request for leave relates to serious medical conditions concerning themselves or family members, the Company may request proper certification from a health care provider. Additionally, such certification may be required when the employee is ready to resume working after a leave for illness or injury, or when the employee is unable to return to work due to the continuation, recurrence, or onset of the serious medical condition.

If both spouses are employed by the Company, the leave period may be combined or limited as provided by law.

In the case of unpaid leave for serious health conditions, the leave may be taken intermittently or on a reduced hour basis if such leave is medically necessary. If intermittent or reduced hour leave is required, the Company may, in its sole discretion, temporarily transfer the employee to another job with equivalent pay and benefits that better accommodate that type of leave.

During FMLA leaves of absence, the Company will continue to pay its portion of health insurance premiums, and the employee should continue to pay his/her share of the health insurance premium. Failure of the employee to pay his/her

share of the health insurance premium may result in the employee being required to reimburse the Company for the payment of health insurance premiums upon return from leave, unless the employee does not return because of the presence of a serious health condition that prevents the employee from performing his/her job or other circumstances beyond the control of the employee. During the leave, vacation and sick pay does not continue to accrue.

If the employee requesting FMLA leave does not have any earned paid time (vacation or sick leave), the FMLA leave will be without pay. If the employee has earned paid time (vacation or sick time), the employee will use up any paid time at the outset of the FMLA leave. This portion of the paid leave will constitute part of the twelve (12) week FMLA leave. That portion of the FMLA leave of absence that is vacation time and/or sick time will be with pay according to the Company's policies regarding vacation time and sick days.

Any employee who returns to work from FMLA leave of absence within or on the business day following the expiration of the twelve (12) weeks is entitled to return to his/her job or an equivalent position without loss of benefits or pay.

Requests for family leaves of absence must be submitted in writing. Applications should be submitted at least thirty (30) days before the leave is to commence, or as soon as possible if thirty days notice is not possible. Appropriate forms must be submitted to Corporate Human Resources to initiate family leave and to return the employee to active status. All

The Company acknowledges the California "Kin Care" Law and will abide by its regulatory guidelines.

Questions should be directed to Corporate Human Resources.

Personal Leave of Absence

A non-medical, personal leave of absence, without pay, may be granted to full- and part-time employees who have completed at least 6 months of service. A personal leave of absence is subject to approval based on business need. A personal leave of absence will not be granted in excess of 30 calendar days and all earned vacation and/or personal time off (PTO) must be taken prior to the start of the leave.

Except for emergencies, personal leaves must be approved at least four weeks in advance, in writing. Leave request for five days or less may be granted at the discretion of the immediate supervisor. Leaves of more than five working days require the approval of the Department Manager, Operations Manager, Program Manager, and/or the Regional Vice President.

Medical and dental insurance, as well as supplemental life and accidental death and dismemberment insurance, may be continued by arranging for payment of

the employee's portion of the premium amount prior to the beginning of the leave.

Employees who return from approved personal leave may be reinstated to a position of like status and pay if such a position is available and they are qualified. However, there is no job guarantee.

Military Family Leave

On January 28, the President signed into law the National Defense Authorization Act of FY 2008 (NDAA), Public Law 110-181. Section 585(a) of the NDAA amended the FMLA to provide eligible employees working for covered employers two new leave rights related to military service:

1. **New Qualifying Reason for Leave.** Eligible employees are entitled to up to 12 weeks of leave because of "any qualifying exigency" arising out of the fact that the spouse, son, daughter or parent of the employee is on active duty, or has been notified of an impending call to active duty status, in support of a contingency operation. By the terms of the status, this provision requires the Secretary of Labor to issue regulations defining "any qualifying exigency."
2. **New Leave Entitlement.** An eligible employee who is the spouse, son, daughter, parent, or next of kin of a covered service member who is recovering from a serious illness or injury sustained in the line of duty on active duty is entitled to up to 26 weeks of leave in a single 12-month period to care for the service member. This provision became effective immediately upon enactment.

Bereavement Leave

Air Methods recognizes that the loss of a family member is a very difficult period for an employee. The Company wishes to make every reasonable effort to ensure that the employee is able to attend to family matters without losing pay for the time absent. This benefit will begin following 6 months of continued service. The employee should notify his/her supervisor as soon as it is known that they will need to be absent due to a death in the family.

If the death is in the employee's immediate current family (i.e., current spouse, children, stepchildren, parents, in-laws, grandparent, siblings, or legal guardian), payment may be received for four days up to forty eight (48) consecutive hours if the employee was previously scheduled to work those hours. If the death is a member of the employee's current extended family (i.e., aunt, uncle, nephew, niece), payment may be received for one day up to twenty four (24) consecutive hours if the employee was previously scheduled to work on that day.

Bereavement leave must be taken off within one pay period of the death. If a specific family member has not been identified above, they are not covered under this benefit.

An employee may be required to furnish the employer with verification of the deceased's date of death, location of funeral, and relationship to the employee.

Jury Duty and Witness Leave

If a full-time employee is called upon for witness leave on the Company's behalf, Company-related depositions, or to serve jury duty, the supervisor and the Payroll Department should be notified as soon as possible. Employees must provide payroll with a copy of the signed notice from the Court Clerk.

The employee will be paid their regular pay while participating as an active juror. An employee who works a 12 to 24 hour work shift must be schedule to work to receive pay for jury duty. The employee will receive their regular salary during the time they are absent from work up to a maximum of five (5) consecutive days. In return, the employee submits to the Company any monies received from the court.

Military Leave

The Uniformed Services Employment and Reemployment Rights Act of 1994 (USERRA) provides protection to full time and part time individuals whose civilian employment is voluntarily or involuntarily interrupted by:

- Active military duty
- Active duty for training
- Initial active duty for training
- Inactive duty training
- Full time National Guard duty
- Reporting for examination to determine fitness for military service

The law requires that all employees provide their employers with advance notice of military service. The employee should provide notice to their immediate supervisor.

A military leave of absence is an unpaid leave. Vacation and sick leave hours will not accrue during a military leave. However, an employee may make a written request to payroll to have all available vacation paid out.

During military leaves of absence 401(k) contributions (employer and employee) are suspended. The Act allows the employee the opportunity to make up elective deferrals as follows: from the date of reemployment to a date not to exceed three times the period of the military service. If an employee elects to make up elective deferrals the Company will match retroactive contributions to the same extent it would have had the employee not been absent. The employee must make a request to HR upon their return to take advantage of this benefit.

Employer provided health care coverage (including dental coverage) is not continued during military leaves of 31 days or more. If a leave extends past the 31 days, it is the company's responsibility and obligation, to offer COBRA-like coverage while an employee is on a military leave.

Short and Long-Term Disability, Company-paid and Voluntary Life and AD&D benefits are suspended during leaves of absence and both benefits resume when an employee returns to duty.

A military leave does not alter or change an employee's merit increase eligibility date or seniority status.

Upon returning from military service it is the employee's responsibility to inform their immediate supervisor of their intent to return to their job according to the guidelines outlined in USERRA.

To request a military leave, an employee should notify and provide a copy of the "orders" to both their supervisor and Corporate Human Resources.

Should the above rules and regulations change, Corporate Human Resources will process veteran's military leave of absences, reinstatement and pay in accordance with the current laws governing veteran's re-employment rights."

Voting

Under most circumstances, it is possible for employees to vote either before or after work. If it is necessary for an employee to arrive late or leave work early to vote in any election, they should make arrangements with their supervisor no later than the day prior to Election Day. For further information, contact Corporate Human Resources as the laws differ from state to state.

Domestic Violence Leave

If an employee is subject to domestic abuse, they may be eligible for an unpaid leave of absence. Please contact Corporate Human Resources for more information.

Recreational Activities and Programs

Air Methods and its insurer will not be liable for payment of Workers' Compensation benefits for any injury that arises out of an employee's voluntary participation in any off-duty recreational, social, or athletic activity not part of the employee's work-related duties.

Personal Conduct

Open Door Policy/Communication

Air Methods strives to provide a comfortable working environment for every employee by treating each employee as an individual and encouraging development, recognizing that each employee is essential to the success and growth of the Company and maintaining direct communications with employees ensuring that they can speak directly and openly with the Company's management team.

When employees wish to express problems, opinions, or suggestions, the Company encourages employees to speak with their supervisor, manager, Corporate Human Resources and/or a member of executive management. In situations involving an employee represented by a collective bargaining agreement (CBA), the CBA will take precedence over the handbook.

Communication Skills in a Union Organizing Environment

Poor communication is one of the main reasons why employees become interested in unions (this means both upward and downward communication). Supervisors are essential to the Company's communication efforts because they directly interface with employees. They can also "personalize" the Company's message and get feedback in the form of questions and comments which are invaluable in assessing the overall effectiveness of the communication efforts. An "open door policy" is not enough to ensure good communication. The door must swing both ways. Don't wait for employees to come to you, you need to get out and talk to them. Discussions held in their environment will prove to be less intimidating and should prove to be more open, honest and productive.

What Can and Cannot be Communicated:

- What the Union can and will say:
- The union has virtually no restrictions on what it can promise during an organizing effort.
- Courts have held it is legal for the union to make promises because it is merely election propaganda
- Courts reason that employees are smart enough to realize that unions can't guarantee their promises because they don't write checks.
- Union marketing campaigns also typically involve "cherry picking" from contracts to show how much "better" it is at other companies with unions
- Unions will focus on each individual's issue and then tell him/her what they want to hear

What Management cannot say:

It can be summarized by the acronym T.I.P.S.

- **T**hreaten or coerce employees
- **I**nterrogate employees on issues involving the union
- **P**romise wage and benefit increases or other improvements
- **S**py or engage in surveillance of employee's union activities

What Management can say:

- Tell employees that you and the company prefer to work directly with each other, rather than through a union
- Tell employees that you and the others in management are always willing to discuss any issues employees have
- Tell employees about the benefits they currently enjoy
- Tell employees how their wages, benefits and other conditions of employment compare with other competitors, whether union or not
- Tell employees that no union can make a company agree to do anything it does not wish to do, or pay more than it is willing or able to do
- Tell that the union is a business and explain how that business gets its revenue (dues) and where they spend it
- Tell employees that they should seek to get all union promises backed up by written guarantees

Productive Work Environment

Air Methods promotes a productive work environment and does not tolerate verbal or physical conduct by any employee that harasses, disrupts, or interferes with another's work performance or which creates an intimidating, offensive, or hostile environment. Employees are expected to act in a positive manner and contribute to a productive work environment that is free from harassing or disruptive activity. Harassment in any form will not be tolerated, and special attention is called to the prohibition of sexual harassment.

Every employee has a responsibility to keep the workplace free from any form of harassment. Managers may not threaten or insinuate, either explicitly or implicitly, that an employee's refusal or willingness to submit to sexual advances will affect the employee's terms or conditions of employment.

All sexually harassing or offensive conduct in the workplace, including business travel and work-related social functions, even if the activities are offsite, and whether committed by management, co-workers, or non-employees, is also prohibited. Prohibited conduct includes, but is not necessarily limited to:

- Unwanted physical contact or conduct of any kind, including sexual flirtations, touching, advances, or propositions;
- Verbal comments/harassment of a sexual nature, such as comments that

- could be construed as lewd, sexual jokes or references, and offensive personal references;
- Demeaning, insulting, intimidating, or sexually suggestive comments about an individual's personal appearance;
 - The display in the workplace of demeaning, insulting, intimidating, or sexually suggestive objects, pictures, or photographs;
 - Demeaning, insulting, intimidating, or sexually suggestive written, recorded, or electronically transmitted messages.

Any of the above, or other offensive conduct not specifically listed herein, directed at individuals because of their race, religion, color, gender, age, national origin, disability, military/veteran status, medical condition, marital status, sexual orientation, or pregnancy or any other status protected by local, state, or federal law is also prohibited.

Any employee who believes that the actions or words of management, co-workers, or non-employees constitute unwelcome harassment has a responsibility to report the situation as soon as practical and/or possible. The report should be made to the employee's supervisor or Corporate Human Resources if the report or complaint involves the supervisor.

All reports and/or complaints of harassment will be investigated promptly and in as impartial and confidential a manner as possible. Employees are required to cooperate with investigations. Every effort will be made to achieve timely resolution of each report/complaint. Resolution, when achieved, will be communicated only to appropriate parties.

Any employee that is found to be in violation of the harassment guidelines will be subject to appropriate disciplinary action, up to and including termination of employment.

The Company prohibits any form of retaliation against employees for bringing forward bona fide complaints or providing information about harassment.

Any employee who knowingly and willfully reports false information will be subject to disciplinary action, up to and including termination of employment.

Conflict Resolution

If employees have problems or complaints, the following steps should be taken:

- First, speak with their immediate supervisor;
- If the supervisor cannot help resolve the matter, speak to the next level of management;
- If the situation warrants further review after speaking with the manager contact the VP of Corporate Human Resources.

An employee may skip any step, if the employee is uncomfortable discussing the complaint with a specific individual.

Performance - Corrective Action

An employee's conduct is a major factor affecting the health and growth of the Company. It is also an important aspect of the Company's image within the community.

When management finds an employee's performance is unsatisfactory or an employee's conduct is unacceptable, disciplinary action may be taken. The discipline may range from informal discussion up to and including immediate termination, depending on the Company's view of the seriousness of the situation. Any or all of the following actions may be implemented, as the Company deems appropriate: termination, suspension, demotion, written warning, reprimand and counseling. Any action taken by management in an individual case should not be assumed to establish a precedent in other circumstances.

Grievance Resolution Process

Non-Union Employees

Air Methods strives to provide a comfortable working environment for every employee and is committed to resolving workplace issues in a fair and timely manner. This Grievance Resolution Process is designed to serve as a method for addressing disputes concerning employee disciplinary actions.

This policy applies to all non-union, regular, full- and part-time employees. This policy may be added to, modified or revoked at any time, with or without prior notice at Air Methods' sole discretion.

Open Door Policy and Conflict Resolution

Every employee is essential to the success and growth of the Company. Maintaining direct communications with employees and ensuring that they can speak directly and openly with the Company's management is the purpose of the Open Door policy. When employees wish to express problems, opinions, or suggestions the Company encourages them to speak with their supervisor, manager, Corporate Human Resources and/or a member of executive management.

When conflict arises, it should be handled in the following manner:

1. First speak with your immediate supervisor.
2. If the immediate supervisor cannot resolve the issue, speak to the next level of management – Department Manager, Operations Manager or Field Maintenance Supervisor.

3. If further review is needed, contact Corporate Human Resources.

An employee may skip any step if he or she is uncomfortable speaking to any level of management.

The Company will attempt to keep all such expressions of concern, its investigation, and the terms of the resolution confidential, recognizing however, that in the course of investigating and resolving concerns some dissemination of information to others on a need-to-know basis may be appropriate and/or necessary.

Employees are encouraged to pursue discussion of their work-related concerns with the selected manager until the concern or issue is fully resolved. Air Methods believes that such concerns are best addressed through informal, open and thorough communication. The Company cannot guarantee that the employee will be satisfied with the result, but in each case a genuine attempt will be made to explain the result to the employee, particularly if it is not the result that the employee sought. No employee will be disciplined or otherwise penalized for raising a legitimate and/or good faith work-related concern or issue. Further, the Company strictly prohibits retaliation of any kind taken against an employee who raises legitimate workplace concerns.

Grievance Resolution Process

The purpose of the Grievance Resolution Process is to provide an employee an avenue in which to grieve a disciplinary action taken against him/her. A Grievance may be requested by an employee who feels that he/she has been treated unfairly or unjustly disciplined and the request for the Grievance Resolution Process must be made in writing to the employee's direct supervisor. The Grievance Resolution Process may only be initiated after a disciplinary action is taken against an employee and only by the employee receiving the discipline. The Grievance Resolution Process only applies to disciplinary actions beginning with a written reprimand and those increasing in severity from that point (suspensions, terminations, etc.). Verbal warnings/reprimands, even though in written format, may not be grieved under this Grievance Resolution Process.

An employee may request that a Grievance Review be convened by applying in writing to Corporate Human Resources within seven (7) calendar days of the disputed decision or action. The appeal should state the employee's work-related issue, previous efforts to resolve the issue, and any recommendation(s) on how to reach a fair resolution. Within seven (7) calendar days of receipt of the request Human Resources will respond to the grievant in writing to confirm receipt of the grievance.

Whenever possible the Grievance Review hearing shall be scheduled within fourteen (14) days of receipt of the grievance, understanding that due to conflicting schedules the hearing may be scheduled outside of this fourteen (14) day period. In those cases, every attempt will be made to schedule the hearing

as close to the fourteen (14) day period as possible.

Grievance Review hearings will be held via telephone conferencing whenever possible. If a telephone conference is not feasible the hearings will be held at the Corporate Offices in Denver, Colorado. Witnesses or other Grievance Review Board members that must travel to Denver for this purpose will be reimbursed for the cost of travel utilizing an Employee Expense Reimbursement Form. However, if more feasible, and if applicable, Grievance Review hearings may be held at the base location of the aggrieved employee and the same travel reimbursement requirements will apply. No employee shall be disciplined or otherwise penalized for requesting a Grievance Review to hear a legitimate and/or good faith work-related concern.

Any grievance not presented and processed in the manner, and within the time limits set forth above, shall be waived and deemed null and void provided, however, at any time in advance of the expiration of such time limit the parties may agree, by mutual written consent, to extend any time limit for a specified period of time. No grievance, the basis for which occurred 6-months prior to the effective date of this Grievance Resolution Process, shall be considered.

If a grievant is exonerated, his personnel file shall be cleared of all references to the incident in question, consistent with applicable Federal regulations and may not be used in future disciplinary actions against the Employee. A grievant that is cleared of all charges shall be made whole in every respect.

Grievance Resolution Review Board Selection

The Grievance Resolution Review Board process is designed to be fair and impartial and provides an employee with the opportunity to present his/her position to a five-member panel. The resolution of issues is arrived at through a team approach, and all proceedings are confidential. The Grievance Resolution Review Board members will make all determinations regarding what "witnesses" will appear, and what documentation will be required and/or allowed to support the proceedings.

The Grievance Resolution Review Board will consist of five members, each of whom carries equal voting status. The employee who has requested the Grievance Review will receive from their applicable supervisor, in coordination with Corporate Human Resources, a list of six potential peer members. He/she will eliminate four names from the list, leaving two peers to sit on the Board. The Company Review Board representatives will consist of an applicable Department/Division Manager, the immediate supervisor and a Corporate Human Resources representative.

No Review Board member can be directly involved in the incident or issue being discussed, or work at the same base location and/or department as the employee undergoing Review. On the rare occasion that any of the three Company representatives listed above have been directly involved in the incident, an appropriate replacement will be named. As a condition of their

participation in the Grievance Resolution Review Board process, members will be required to sign a confidentiality agreement.

Time spent by an employee as a Review Board member or “witness” will be considered hours worked for pay purposes, and the appropriate Overtime, Workover Shift Pay and/or Per Diem will be authorized, if applicable.

Grievance Resolution Review Board Procedure

- A majority of the five-member Grievance Resolution Review Board will render a recommendation or finding based on the facts presented and the remedy requested; there is no requirement for unanimity.
- The resolution will be reduced to writing and signed by the employee and at least one Grievance Resolution Review Board member.
- Resolutions will not be precedent-setting or binding on future disputes unless the resolution is officially stated as Company policy.
- If an employee is exonerated, his/her personnel file will be cleared of all reference to the issue, and he/she will be made whole with regard to wages and benefits. Records pertaining to the disputed issue may be kept in a separate file, but may not be used in future disciplinary actions, wage reviews, etc.

Code of Ethics and Conduct

Ethics: The purpose of the Code of Ethics is to state principles of integrity and standards for ethical behavior and establish expected professional and ethical conduct adopted by Air Methods. It is designed to serve as a guide and cannot replace simple good sense or individual conscience and honesty.

Conduct: High standards of ethical behavior and workplace conduct make good business sense. They serve as the cornerstone of our reputation as an organization. Act in good faith, responsibly, with due care, competence and diligence, without misrepresenting material facts. Proactively promote ethical behavior as a responsible individual among employees at the Company and in the community. Our ability to attract customers and quality employees depends on this reputation. An employee’s actions may enhance, maintain, or damage this standard that the Company has developed. Therefore, the Company expects an employee to exercise the highest standards of ethics in all of their decisions that may impact the Company.

No workplace conduct statement can possibly cover every circumstance that may arise. Use good common sense. If there is any question, it is the employee’s responsibility to obtain clarification from management.

Conflicts of Interest: Act with honesty and integrity, avoiding actual or apparent conflicts of interest between personal and professional relationships whenever

possible, and handle such conflicts openly and fairly on behalf of the Company. Employees should not place themselves in a position where they are under obligation to any person who might benefit from special considerations or favors on their part. Employees should not seek in any way to gain special treatment from other persons which could prejudice the Company.

Employees should not have a financial interest that could conflict in any manner with the discharge of their duties. Involvement or employment outside the Company which might reduce, or seem to reduce, the ability to give the Company impartial or disinterested service, should be clearly avoided. No conflict should exist, or appear to exist, between the private interests of employees and their official duties.

Employees should avoid giving or receiving gifts or favors, in any manner, if there is likelihood that they may be intended to, or might be thought to, improperly influence the recipient's judgment in dealing with or for the Company.

Outside Employment or Personal Business

The Company encourages outside involvement in the community, industry and charitable activities as long as it does not cause conflict of interest or create demands that interfere with the job. Prior to accepting any outside employment or starting a personal business, an employee should submit, in writing, a request to their immediate supervisor who will forward the request to Human Resources and the appropriate senior management for their review. Air Methods Corporation will be considered the primary employer and all employees will arrange their other employment based around their Air Methods work schedule. This form is available through Human Resources.

An employee must provide management and Human Resources with information concerning the nature of the venture, the nature of the relationship and their role in the employment opportunity. Employees are cautioned to consider carefully the demands that additional work activity will create before accepting outside employment. Activities and conduct away from the job must not compete, conflict with, compromise the company interest, or adversely affect job performance and the ability to fulfill all responsibilities to Air Methods. Approval may later be withdrawn if it is believed to be in the best interest of the Company.

If the Company expands its operations and the expansion subsequently creates a conflict of interest, the employee may be asked to divest their interest in the outside employment if he or she wishes to remain with Air Methods. Refusal to comply with a request to discontinue outside employment may result in termination of employment with Air Methods. Employees are not permitted to work for competitors of the Company.

Confidential Information

“Confidential Information” shall include, without limitation, any information relating to or pertaining to the Company such as (1) any proprietary information or trade secrets, (2) any scientific, technical, or business information, (3) any marketing information, advertising strategies, business development information, prospect information, or marketing analysis or plans, (4) any information relating to the Company’s acquisition targets, growth strategies, or expansion plans, (5) any customer information, customer or prospective customer lists, customer or prospective customer contacts, or pricing information, (6) any contracts, agreements, or leases, (7) any inventions, products, designs, sketches, photographs, drawings, specifications, samples, methods, know-how, techniques, systems, processes, procedures, programs, works of authorship, projects, or plans, (8) any proposals, strategies, concepts, formulae, analyses, surveys, ideas, data, reports, or records, (9) any confidential or secret aspect of the business, products, or activities of the Company, (10) any confidential research or engineering development work of the Company, (11) any information on the Company’s usages, requirements, or needs, (12) any budget or financial information (historic, current, and prospective), (13) any information regarding the skills and compensation of other employees of the Company, and (14) any other information identified as confidential or proprietary at the time of disclosure to an employee or which is obviously confidential due to the strategic or sensitive nature of the information. All Confidential Information identified above whether existing or future creation shall be treated as Confidential Information that pertains to the Company or its affiliates, clients and customers. The list above is not intended by the Company to be a comprehensive list of Confidential Information.

Employees are responsible to understand that the success of the Company depends in large part on the protection of the Company’s Confidential Information. Employees are responsible to recognize and acknowledge that the Company’s Confidential Information is a valuable, special and unique asset of the Company’s business. Employees must refrain from using or disclosing Confidential Information that would cause harm and/or damage to the Company.

Employees cannot make use of any Confidential Information for their own purposes or any other entity (except the Company) under any circumstance regardless of their employment status. Employees shall also treat information created by them as Confidential Information. Employee shall not use any Confidential Information that can possibly injure or cause loss, whether directly or indirectly, to the Company or its affiliates.

Assignment of Inventions and Original Works: All original works of authorship, including inventions, programs, documents, written works, drawings, designs, procedures, contributions, improvements, ideas, and discoveries, whether patentable or not, developed by an employee (solely or jointly with others) shall remain the Company’s sole property and deemed the Company’s

trade secrets. Such original works of authorship are protectable by copyright and are “works made for hire,” as is defined in the United States Copyright Act (17 U.S.C. § 101 et seq.).

Employees agree to perform all actions reasonably requested by the Company to transfer all of Employee’s right, title, and interest in and to, and to establish and confirm the Company’s ownership of, the Inventions. This assignment excludes Employee’s intellectual property rights existing prior to Employee’s relationship with the Company. The obligations in this paragraph apply both during Employee’s employment by the Company and thereafter.

Non-compete: Employees may not actively compete in any manner either directly or indirectly with the Company’s business activities either current or planned. Employees may not directly or indirectly (i) induce or attempt to induce any employee, customer, consultant, supplier, or other business relation of Company to cease doing business with Company, or (ii) interfere with the relationship between any customer or business relation and Company.

Customer Relations: Air Methods is a service and product oriented organization. At all times, keep in mind the following information regarding employee-customer relations:

- Employees should always be cordial, helpful, and pleasant to customers. If employees do not offer the best possible product and service, customers may go elsewhere;
- A careless or discourteous word or attitude usually results in the loss of customers;
- Please be courteous at all times; and
- A customer always has rights, and as a representative of Air Methods, employees should always respect those rights.

Gratuities: Under no circumstance should an employee accept money, gifts, or any other kind of individual gratuity from a customer and/or vendor, other than customary token advertising giveaways, meals, participation in customer and vendor holiday activities, and event tickets. Acceptance could jeopardize the integrity of the Company. Violation of this rule can result in disciplinary action, up to and including termination.

At times customers may try to express their appreciation to an employee by offering tips or gifts. If a customer approaches an employee in this manner, explain that the gratuity is not necessary. If the customer is persistent, tell him/her that accepting gratuities is strictly forbidden by Company practice.

Visitors: Visitors entering any part of the Company’s facilities must be accompanied at all times by an employee. In most cases, visitors are asked to sign a Company register. Based on location practices, if a visitor nametag is issued, it should be worn at all times.

Employees are requested to obtain advance approval from their supervisor to escort visitors into work areas during non-work hours.

Charitable Contributions: Air Methods Corporation is a publicly traded company that is entrusted with its public shareholders' funds. The Company, therefore, must be prudent in selecting charities in which to make charitable contributions. It has been determined by executive management that the Company may contribute to the following: not-for-profit hospital customers to support annual fundraising; events that involve a significant number of Air Methods' employees participating in public relations effort within the community; and other activities that could result in potential business development opportunities.

Political Contributions: All political contributions made on behalf of the Company will need to be approved in advance by either the CFO or the CEO.

News Media Contacts: Employees may be approached for interviews or comments by the news media. Only employees designated by the CEO may comment to news reporters on practices or events relevant to the Company.

Solicitations: Employees are not permitted to solicit during working time. An employee may not solicit another employee during the latter's working time.

Employees are not permitted to distribute literature during working time or in working areas.

Off-duty employees are not permitted to arrive at work early or stay after work late in the Company's buildings or work areas, unless they are actively working, preparing for work or cleaning up after work.

Non-employees are not permitted to solicit or distribute literature on the Company's premises.

Working time does not include meal, break or rest periods or other specified times during the work-shift when employees are not properly engaged in performing their work tasks. Working areas are defined as areas of the premises where employees perform their work tasks, but do not include break rooms, rest rooms, parking lots or other non-work areas.

Insider Trading

The United States federal securities law seeks to ensure that all investors in the shares of a publicly traded company have timely and equal access to Material Information concerning company information when making a decision to buy, hold or sell its securities. The purpose of this policy is to define the rules and procedures applicable to the purchase and/or sale of Air Methods' Securities by persons having access to Material Non-Public Information concerning Air

Methods Corporation (“Air Methods”).

This Policy covers “Air Methods Insiders” including all directors, officers and employees of Air Methods, as well as their family members or other persons living in the same household and any other person or entity, including a trust, corporation, partnership or other association which effects a transaction in Air Methods’ Securities. Further, it applies to all transactions in shares of Air Methods’ common stock, options or warrants to purchase such shares and any other types of securities that Air Methods (or any of its subsidiaries) may issue.

Individual Responsibility

All Air Methods Insiders may have access, incidentally or in the course of their work with or at Air Methods, to information about the financial results and condition or other plans of Air Methods, which are not yet known by the public. It is the duty of each such person not to use this privileged position for direct or indirect personal gain.

A copy of this Policy will be delivered by Aaron Todd, the Compliance Officer, to all existing directors, officers and employees of Air Methods, as well as to all new directors, officers and employees of Air Methods at the start of their employment or relationship with Air Methods. Upon first receiving a copy of this Policy or any revised versions, the recipient must sign an acknowledgement that he or she has read and understands the terms of the Policy.

General Principles and Definitions

Since Air Methods’ common stock is registered under United States securities laws, listed on the NASDAQ National Market and publicly traded, Air Methods is obliged to make prompt disclosure of all Material Information. The securities laws and regulations prohibit a person who is in possession of Material Non-Public Information concerning Air Methods from:

- purchasing and/or selling Air Methods Securities; and
- advising, “tipping” or otherwise assisting third parties trading in Air Methods Securities.

The penalties for violation of securities laws and regulations can be severe both for the person concerned and for Air Methods. The penalties are described in Section 7.

“Material Information” means:

- information that is likely to be viewed by a reasonable investor as significant in deciding to buy or sell securities;
- information that one could assume would have a direct impact on the market price of Air Methods’ securities; or
- information whose public disclosure would be expected to significantly alter the total mix of information in the marketplace about Air Methods.

Air Methods believes information about the following matters is likely to be material in many circumstances:

- any information about financial results, significant changes in financial results and/or financial condition, and financial projections;
- significant increases or decreases in the amount of outstanding securities or indebtedness;
- material grants of options or material increases in compensation or bonus payments to directors or officers;
- changes in business;
- major new contracts, or the loss thereof,
- significant acquisitions or dispositions of assets;
- significant joint ventures;
- significant developments in budgets or long-term plans;
- changes in management or control;
- dividends and share splits;
- significant litigation or governmental investigation or other government action;
- initiation or settlement of labor negotiations or disputes, strikes or lockouts;
- changes in Air Methods' certifying accountants; or
- any other information that might have a significant impact on the market value of Air Methods Securities

The above list is merely illustrative. The Compliance Officer or Air Methods' legal counsel should be consulted concerning any doubts about whether information constitutes Material Information.

It is important to note that, in the event of a dispute whether information is material, the U.S. courts will determine what is material after the fact, with the benefit of hindsight.

"Material Non-Public Information" is any Material Information that has not been publicly disclosed. The Company may make public disclosure by issuing a press release through a major news service, making a public filing with the Securities and Exchange Commission or other regulatory agency, or otherwise making information widely available to the public. Once the information has been publicly disclosed and has been available for a period of time (usually two business days) sufficient to allow the market to understand and react to the information, it is no longer Material Non-Public Information.

Buying and Selling Air Methods Securities

Trading Windows for Air Methods Insiders in addition to the prohibition of trading when in possession of Material Non-Public Information, Air Methods has established Pre-Clearance Procedures that must generally be followed by Air Methods Insiders before buying or selling Air Methods Securities. The Pre-Clearance Procedures are described below. However, Air Methods has

established trading windows during which trading in Air Methods Securities by Air Methods Insiders is generally permitted. The trading windows are being adopted with a view to providing Air Methods Insiders a regular period in each calendar quarter when it is less likely that Material Non-Public Information may exist and when purchases and sales may generally be made without following the pre-clearance procedures described below.

Unless an Air Methods Insider has Material Non-Public Information, he or she may buy, sell or otherwise transfer Air Methods' Securities for a period beginning the second trading day following the Company's issuance of a quarterly or annual earnings release and ending 15 days prior to the end of the quarter without receiving pre-clearance.

Pre-Clearance Procedures

If an Air Methods Insider desires to purchase, sell or otherwise transfer Air Methods Securities outside of the trading windows, pre-clearance for such transaction must be obtained through Air Methods' Compliance Officer. Pre-clearance requires an Air Methods Insider to deliver to the Compliance Officer a written request for approval on the attached Form B before initiating any transaction in Air Methods Securities. Requests may be delivered by hand or via fax and will be responded to promptly. If an approved transaction is not completed within 30 days after receipt of approval, a new Form B will need to be filed. The Compliance Officer will immediately inform the applicant should an authorization be refused under the pre-clearance procedures.

Pre-Sale Notification by Reporting Persons

Directors and officers of the Company who are required to file beneficial ownership reports with the SEC are requested to give at least two days notice to the Company to facilitate the required filing with the SEC.

10b5-1 Trading Plan

Air Methods Insiders may purchase, sell or otherwise transfer Air Methods Securities pursuant to a trading plan or arrangement satisfying the requirements of Rule 10b5-1 under the Securities Exchange Act of 1934 and the requirements of this Policy (a "Trading Plan"). The Trading Plan must be documented, bona fide and previously established (at a time when the Air Methods Insider does not possess Material Non-Public Information) and must specify the price, amount and date of trades or provide a formula or other mechanism to be followed.

Any Trading Plan must be approved in writing in advance of any trades by the Air Methods' Compliance Officer. Transactions pursuant to a pre-approved Trading Plan may take place during or outside of trading window. Air Methods Insiders are not required to obtain pre-clearance of Trading Plan transactions, as would otherwise be required by Section 4B of the Policy.

Air Methods reserves the right to require that additional provisions be included in a Trading Plan with the objective of complying with Rule 10b5-1. If an approved

Trading Plan is in effect, no requirements regarding specific trades or trading instructions will be imposed. Air Methods may make public disclosures regarding the existence or terms of a Trading Plan if Air Methods deems it desirable, and may establish procedures with third parties to ensure timely compliance with Section 16 requirements. Air Methods also reserves the right to require that transactions under a Trading Plan be suspended during periods when Air Methods believes that legal, contractual or regulatory restrictions could prohibit such transactions or make them undesirable. These might include periods during which Air Methods Insiders have agreed with underwriters that they will not sell Air Methods Securities for specified periods before and after a public offering, or periods in proximity to a public offering during which SEC Regulation M prohibits purchases by affiliates.

Air Methods Insiders are encouraged to consult with their financial, tax and legal advisors to help ensure that a Trading Plan meets their objectives.

Additional Prohibited Transactions

It is Air Methods' policy that Air Methods Insiders may not engage in any of the following activities with respect to Air Methods Securities at any time:

- Short sales (a sale of securities which are not owned by the seller at the time of the sale), including short sales against the box.
- Buying or selling puts or calls.
- Frequent trading (for example, daily or weekly) to take advantage of fluctuations in share price.

In addition, because purchasing Air Methods Securities on margin can raise potential problems under the U.S. securities laws, it is strongly recommended that Air Methods Insiders consult with their own or Air Methods' legal counsel before purchasing or selling Air Methods Securities in margin accounts.

Other Legal Obligations

The above restrictions are in addition to the legal requirements that may otherwise apply to Air Methods Insiders in Air Methods Securities, such as Rule 144 of the Securities Act of 1933, as amended; the reporting, short-swing profit and prohibited transaction provisions under Section 16 of the Securities Exchange Act of 1934, as amended; and the prohibition on purchases while Air Methods is distributing securities of the same class. Air Methods' legal counsel is available to advise you further about any of these matters.

Potential Civil and Criminal Penalties

Penalties

- Air Methods Insiders. An individual who trades or tips Material Non-Public Information is subject in the U. S. to civil penalties of up to three times the profit gained or loss avoided, as well as criminal penalties of up to one million dollars and/or a jail term of up to ten years.

- Air Methods. Under U.S. rules, a company failing to take appropriate steps to prevent illegal trading is subject to civil penalties of one million dollars or more as well as criminal penalties of up to \$2.5 million.

Reporting of Violations

Any Air Methods Insider, who violates the prohibitions against insider trading or knows of such violation by any other persons, must report the violation immediately to the Compliance Officer. Upon learning of any such violation, the Compliance Officer will determine whether Air Methods should publicly release any Material Non-Public Information, or whether Air Methods should report the violation to the appropriate governmental authority.

Inquiries

Please direct all inquiries regarding any of the provisions or procedures of this Policy to Aaron Todd, the Compliance Officer, or in his absence, Trent Carman, Chief Financial Officer.

Audit Committee Policy on Reporting of Accounting, Auditing and Securities Law Compliance Matters

Air Methods Corporation (the "Corporation") is committed to maintaining the highest standards of business conduct and ethics in its accounting standards and disclosures, internal accounting controls, and audit practices. It is the policy of the Corporation to comply with and require its directors, officers, and employees to comply with all applicable legal and regulatory requirements relating to corporate reporting and disclosure, accounting and auditing controls and procedures, securities law compliance and other matters pertaining to fraud against shareholders.

The Corporation's internal controls and corporate reporting and disclosure procedures are intended to prevent, deter and remedy any violation of the applicable laws and regulations that relate to these matters.

Even the best systems of control and procedures, however, cannot provide absolute safeguards against such violations. The Corporation has a responsibility to investigate and, if required, report to appropriate governmental authorities, any violations relating to these and other matters pertaining to fraud against shareholders, and the actions taken by the Corporation to remedy such violations. Every employee has the responsibility to assist the Corporation in meeting this responsibility. Other interested parties are also asked to assist the Corporation in remaining alert to any violation of its policies in regard to those matters.

Purpose

This policy governs the process through which employees and others, either directly or anonymously, can notify the Audit Committee of the Corporation's Board of Directors of potential violations or concerns. In addition, this policy

establishes a mechanism for responding to, and keeping records of, complaints from employees and others regarding such potential violations or concerns.

Employee Obligation to Report Violations

If an employee reasonably believes that any Corporation employee or other person acting on behalf of the Corporation has committed any act of theft or fraud, or violated any legal or regulatory requirements or internal policy relating to accounting standards and disclosures, internal accounting controls, or matters related to the internal or external audit of the Corporation's financial statements, the employee should immediately report their concern in the manner described below.

Procedure for Violations or Concerns

Any employee or other person who wishes to report a violation of policy should report such violation to the Internal Auditor of the Corporation. Reports may be made by mail, electronic mail or telephone and may be made anonymously, as follows:

Beth Womersley, Director of Internal Audit
Air Methods Corporation
7301 S. Peoria
Englewood, Colorado 80112
bwomersley@airmethods.com
Telephone: 866-351-0661

The Director of Internal Audit will receive and review all reports, preliminarily determine whether the subject of the report is within the scope of this Policy and immediately forward to the Chairman of the Audit Committee of the Board of Directors (the "Chairman") all reports that the Director determines to be covered by this Policy. The Director will also (1) acknowledge receipt of all reports received from persons who identify themselves; (2) report at least monthly to the Chairman all reports received, and the disposition of any reports not determined to be covered by this Policy; and (3) maintain a record of all reports received, which will include information as to the disposition of the report, whether it was investigated, by whom and the outcome of the investigation and such other information as the Audit Committee may request.

The Audit Committee is composed entirely of directors of the Corporation who are independent of the officers and management of the Corporation. The Audit Committee is solely responsible for investigating and responding to reports of violations regarding accounting standards and disclosures, internal accounting controls, or matters related to the internal or external audit of the Corporation's financial statements.

Reports of alleged violations may be submitted to the Audit Committee anonymously. Although anonymous reports may be submitted via any of the above methods, reports submitted by e-mail or telephone are less likely to

remain anonymous and confidential than those submitted in writing and delivered by mail. All reports of alleged violations, whether or not they were submitted anonymously, will be kept in strict confidence to the extent possible, consistent with the Corporation's need to conduct an adequate investigation.

Reports of alleged violations should be factual, rather than speculative or conclusory, and should contain as much specific detail as possible to allow for proper assessment. The report describing an alleged violation or concern should be candid and should set forth all of the information that the reporting person knows regarding the allegation or concern. In addition, it should contain sufficient corroborating information to facilitate and support the commencement of an investigation. The Audit Committee may, in its reasonable discretion, determine not to commence an investigation if a report contains only unspecified or broad allegations of wrongdoing without appropriate factual support.

Investigation of Reported Violations

Upon receipt of a report alleging a violation of any state or federal law or internal policy regarding accounting standards and disclosures, internal accounting controls, or matters related to the internal or external audit of the Corporation's financial statements, the Audit Committee, or a designated member of the Committee, will make a determination as to whether a reasonable basis exists for commencing an investigation into the conduct alleged as a violation. If the Audit Committee or its designated member concludes that an investigation is warranted, it will take appropriate measures to implement a thorough investigation of the allegations. The Audit Committee will have the authority to obtain assistance from the Corporation's management, counsel or auditors, or to retain separate outside legal or accounting expertise as it deems necessary or desirable in order to conduct the investigation.

At each quarterly meeting of the Audit Committee, all reports of alleged violations will be reported to the full Committee; and the Committee will discuss the status of any ongoing investigation and review the resolution of each report of violation submitted during the previous quarter, whether or not the report resulted in the commencement of a formal investigation.

Corrective Action

The Audit Committee is responsible for determining the validity of each report of violation and for fashioning, with the input of its advisors and Corporation management, if requested, the appropriate corrective action. The Committee will report any legal or regulatory noncompliance to Corporation management and ensure that management takes corrective action including, where appropriate, reporting any violation to relevant governmental authorities.

Any director, officer, or employee deemed to have violated any law, rule or regulation, or any internal policy regarding accounting standards and disclosures, internal accounting controls, or matters related to the internal or external audit of the Corporation's financial statements, may be subject to disciplinary action, up

to and including termination.

No Retaliation

Employees should feel secure when reporting violations as described above or when assisting in investigations of such alleged violations. The Corporation will not tolerate retaliation or discrimination of any kind by or on behalf of the Corporation and its employees against any employee making a good faith report of, or assisting in the investigation of, any violation of government laws, rules, or regulations or the Corporation's Code of Ethics or internal policies regarding accounting standards or disclosures, internal accounting controls, or matters related to the internal or external audit of the Corporation's financial statements. The Corporation will take prompt disciplinary action against any employee who retaliates against any person reporting a potential violation under this Policy, up to and including termination of employment.

The Corporation is further committed to maintaining the strict confidentiality of the statements and identity of any person reporting a potential violation, to the maximum extent possible consistent with the need to conduct an adequate investigation.

Attempts to use this Policy's procedures to libel, slander or otherwise harm another individual through false accusations, malicious rumors or other irresponsible actions are prohibited and will be treated as violations of this Policy.

Retention of Complaints and Documents

The Audit Committee will retain all documents and records regarding any complaint for a period of five (5) years.

It is illegal and against the Corporation's policy to destroy any corporate audit or other records that may be subject to or related to an investigation by the Corporation or any federal, state or regulatory body.

Compliance with This Policy

All employees must follow the procedures outlined in this policy and cooperate with any investigation initiated pursuant to this policy. Adhering to this policy is a condition of employment. The Corporation must have the opportunity to investigate and remedy any alleged violation and each employee must ensure that the Corporation has an opportunity to undertake such an investigation.

This policy does not constitute a contractual commitment of the Corporation for continued employment. This policy should not be construed as preventing, limiting, or delaying the Corporation from taking disciplinary action against any individual, up to and including termination, in circumstances (such as, but not limited to, those involving problems of performance, conduct, attitude, or demeanor) where the Corporation deems disciplinary action appropriate.

Preventing Fraud, Waste and Abuse

Air Methods is committed to detecting and preventing fraud, waste and abuse and has established detailed policies and procedures for doing so. These include detailed Corporate Compliance Policies that provide for us to carefully review our billing processes on an ongoing basis to ensure that they satisfy applicable government program requirements, including the submission of accurate claims for reimbursement. Air Methods' Corporate Compliance Policies are located on our website www.airmethods.com or <http://airport.airmethods.com> under "Human Resources".

Air Methods' Corporate Compliance Policies provide guidance to employees who have compliance concerns. In most cases, these concerns should first be reported to your supervisor. If you do not feel that you can candidly discuss the matter with your supervisor, you may contact the Compliance Officer, Mark Keene, at (909) 915-2301. If you would prefer to report your concern anonymously, you may call the Compliance Hotline at (800) 490-9438. No adverse action or retribution of any kind will be taken by Air Methods against an employee solely because he or she reports in good faith a suspected violation of our Corporate Compliance Policies or other irregularity by any person other than the reporting employee.

The False Claims Act and Related Laws

Air Methods' Corporate Compliance Policies also describe the laws which address fraud, waste and abuse. These laws include, but are not limited to, the federal False Claims Act (the "FCA"), which prohibits the knowing submission of false or fraudulent claims or the making of a false record or statement in order to secure reimbursement from a government-sponsored program, such as Medicare or Medicaid. Penalties for violations of the FCA can be up to three times the value of the false claims, plus fines of \$5,500 to \$11,000 per claim and certain administrative remedies. An individual, called a *qui tam* plaintiff or "relator," may file a civil suit for him or herself and for the government under the FCA and, if such lawsuit is successful, receive a percentage of the total amount recovered (plus reasonable costs and attorney fees). An individual cannot file a lawsuit based on public information, unless he or she is the original source of the information.

Additionally, the FCA contains protections for employees who raise good faith legal concerns. An employee is entitled to be made whole if he or she experiences any discrimination by his or her employer due to lawful acts in the furtherance of an FCA action, including two times their back pay plus interest, reinstatement at the seniority level they would have had except for the discrimination, and compensation for any costs or damages they have incurred.

Federal law also provides for administrative remedies against providers for false claims and statements, in the amount of \$5,000 for each false claim or

statement. A “false claim” (for purposes of the administrative remedies) is defined as a claim that the person knows or has reason to know (i) is false or fraudulent, (ii) includes or is supported by any written statement which asserts a material fact which is false, (iii) includes or is supported by any written statement that omits a material fact, is false as a result of such omission, and is a statement in which the person making such statement has a duty to include such material fact, or (iv) is for payment for the provision of property or services which the person has not provided as claimed. A “false statement” is defined as a statement that the person knows or has reason to know asserts a material fact that is false or omits a material fact that makes the statement false.

Some of the states in which Air Methods conducts business also have state false claims acts that prohibit anyone from knowingly presenting, or causing to be presented, a false or fraudulent claim in order to secure payment from local and/or state government. Some of these state false claims acts are similar to the federal FCA and provide for lawsuits either by the government or a *qui tam* plaintiff (or “relator”). Many of these laws also include whistleblower protections similar to the federal FCA. A summary of the relevant provisions of the state FCAs in those states in which Air Methods operates can be found on Air Methods’ website at www.airmethods.com or <http://airport.airmethods.com>.

Employee Hotline

Our mission is to provide a safe, honest and efficient workplace for our employees. Therefore, Human Resources Department has created an Employee Hotline for use by all company employees.

This confidential communication system is provided to encourage employees to come forward and alert their superiors of potentially dangerous situations, wrongdoings and other workplace issues anonymously without fear of retribution or retaliation.

You will not be able to speak to someone directly when calling the Employee Hotline. Your recorded message will be forwarded to the appropriate party and any necessary action will be taken as soon as practicable. You may leave your name and number if you feel it is necessary or if you would like a return call; however, it is not a requirement.

You may leave a message any time, day or night, but the Employee Hotline, based at the Corporate offices in Englewood, will be checked once daily by an HR representative.

To reach the Employee Hotline, dial 303-792-7560 or toll-free at 800-433-3555 ext. 7560.

Again, we encourage all employees to utilize the Employee Hotline to report any workplace issues.

Company Property

All Company property is to be maintained according to Air Methods' standards. It is to be kept clean and used only for work-related purposes.

In order to maintain a safe, healthy and efficient working environment for the benefit and protection of all company employees and to protect company property, equipment, operations and customers, the Company reserves the right to inspect all Company property at any time. Employees on the Company's premises are subject to questions and searches at the Company's discretion. This may or may not be in the employee's presence in accordance with state and federal regulations.

A search can include any company property such as company vehicles, lockers, desks, filing cabinets, computer files and other electronic devices. The company also reserves the right to inspect personal items, such as lunch pails, toolboxes, thermoses, purses, etc., carried by individual employees with or without notice and with or without the employee's consent. If an employee has personal items that they would not like subjected to such inspection, these items should not be brought onto company premises. For security reasons, employees are encouraged to lock and secure any personal belongings retained on Company property.

Additionally, company voice mail and/or electronic mail (e-mail) should be used for business purposes only. The company reserves the right to monitor voice mail messages and e-mail messages without notice to the employee and at any time, not necessarily in the employee's presence. Prior authorization must be obtained before any Company property may be removed from the premises.

Cooperation in the conduct of inspections is required as a condition of employment. A company initiated search does not necessarily imply an accusation of theft or that an employee has broken a rule. Employees refusing to cooperate with or submit to search may be subject to termination.

Corporate Credit Cards

Designated company employees will be authorized to obtain a Corporate Credit Card on the Company's account so long as the following agreement is accepted:

- The company and the Applicant request that a Credit Card be issued
- Authorization of receipts and exchange of credit information on the Company and the Applicant
- Agreement by Applicant to be bound to the terms of the card
- Agreement that the Credit Card be used for business or commercial purposes only

- Applicant authorizes that the Credit Card organization notify the Company if the application is denied or if spending restrictions are applied
- Applicant agrees to be liable for payment of Credit Card of all amounts charge to Credit Card

Information Services

The proper security and management of the information assets of Air Methods is a very serious responsibility that we all share as employees. Compliance with these policies is mandatory as a condition of your employment, as is your cooperation in any investigation surrounding suspected policy violations.

The violation of any Information Services policy as contained herein may be met with disciplinary action up to or including the termination of employment with Air Methods.

Information Services Acceptable Use

Internet Acceptable Use

Internet access, including but not limited to website browsing and email, are provided for company business. When you use the Internet for your job, you are representing Air Methods, and your conduct can have a direct impact on the Company, positive or negative.

Be mindful that most everything you do on the Internet is monitored by numerous organizations who track websites you visit, how long you are there, who you communicate with, etc. Air Methods may also monitor all inbound and outbound Internet activity. When using the Internet at Air Methods, you understand that any or all of your Internet communications may be monitored.

Accessing inappropriate websites, such as sexually explicit sites, and transmitting email messages containing offensive and inappropriate content is prohibited.

Examples of prohibited employee uses of the Internet on Company systems and networks include, but are not limited to:

- Intentional distribution of destructive programs (e.g. viruses, worms, trojans etc.);
- Hateful, harassing, or other anti-social behavior;
- Intentional damage or interference with others (e.g. hacking or denial of service attacks);
- Posting or sending obscene images, sounds or text;
- Solicitation;
- Commercial usage for non-Company business;
- Dissemination or printing of copyrighted materials (including articles, music and software) in violation of copyright laws;

- Sending, knowingly receiving, printing or otherwise disseminating proprietary data, trade secrets or other Air Methods Confidential Information in violation of Company policy;
- Offensive or harassing statements or language including disparagement of others based on their race, national origin, sex, sexual orientation, age, disability, religious or political beliefs;
- Sending or soliciting sexually oriented messages or images;
- Usurping business opportunities, soliciting money for personal gain, or searching for jobs outside of the Company;
- Sending chain letters, gambling or engaging in any other activity in violation of the law.

Games

Installing game software on Air Methods systems is prohibited. This serves to limit the opportunity to introduce viruses and other hostile code into our systems, reserves the capacity of those systems for business purposes, and limits the possibility of installed software unnecessarily increasing support overhead.

Playing online games over the Internet, for which no software installation is required, is also prohibited unless authorization is provided in advance to the Director of Information Services by a company officer, VP or national/corporate Director.

IS Equipment Ownership & Access

All computer and phone equipment provided by the Company is the property of Air Methods and is subject to access by Information Services personnel as needed for service, updates, inventory, inspection etc.

Personal Use of IS Equipment & Systems

Air Methods provides equipment and systems for the purpose of conducting Company business. Use of Company equipment for personal business is prohibited with the exception of occasional personal use of email. Be aware that personal messages sent or received through email, phones or voice mail are treated the same as Company messages for purposes of the Privacy policy and may be accessed by the Company without prior notice.

Use of Company equipment in connection with compensated outside work is prohibited.

Use of Personal Systems for Air Methods Business

Air Methods prohibits the connection of employee-owned computers to its networks. This serves to limit risks including viruses, improper network configurations, software licensing violations, inability to manage and audit systems and other issues.

In order to safeguard corporate data and ensure licensing compliance, Air Methods software or data may not be copied or stored on employee-owned computers for any purpose or length of time.

Privacy

All data stored on, sent from or received through Air Methods data/voice systems and/or networks are the property of Air Methods. Air Methods may access, view, analyze or otherwise use it at any time without prior notice or employee's presence. This includes, but is not limited to all email and/or attachments to email, telephone dialing records, voice mail and visited web sites.

Some business segments within Air Methods record phone conversations for regulatory, quality control or risk management purposes. These systems do not distinguish between personal and business calls or conversations.

Information Services Access to Systems and Data

Attempts to Access Systems or Data Without Authorization

Employees may not attempt to access systems or data for which they do not have proper authorization. Systems may be used by Information Services to monitor and alert when unauthorized access is attempted or gained. Alerts and incidents are investigated as necessary.

Physical Access to Systems

All production systems must be located in secured datacenters, access to which must be gained via keycard or other auditable means, with access authorization required by the Director of Information Services or designee. Any exceptions to this policy must be gained through the office of the Director of Information Services.

Departmental Servers

Locations authorized by Information Services to run local servers, for purposes such as file sharing, are required to secure the hardware from unauthorized access, theft, vandalism, fire and other disaster scenarios.

Terminations and Leaves of Absence

Access to systems must be discontinued upon credible notification of employee termination or leave of absence.

Third Party Access

Vendors, consultants, contractors or other 3rd party business associates may gain access to Air Methods systems only after:

- A) Proper execution of a non-disclosure agreement;
- B) Proper execution of a consent form signifying agreement to comply with Air Methods policy and procedure, and;
- C) Upon approval (where applicable) of Director of IS and/or Application Owner or designee(s).

Information Services Contracts and Purchases

Technology Purchasing & Commitments

All purchases of hardware or software, and all contracts for information technology and related services must be approved by Air Methods Information Services. This helps to ensure that:

- 1) Appropriate technology is being acquired by the company;
- 2) Consistency is maintained, which is important for purchasing purposes, for our ability to support and manage our technology and for managing precedents;
- 3) Technologies being deployed are compatible with one another, now and for pending and future initiatives;
- 4) The security posture of our information systems are not compromised;
- 5) Appropriate documentation is maintained;
- 6) Provisions of purchases and contracts adequately protect the interests of Air Methods.

Mobile phones and pagers are not managed by Information Services at this time, and are specifically noted as exceptions to this policy.

Information Services specifies mandatory standards for certain widely-used systems and software, such as computers, spreadsheets, word processing, etc.

Software Licensing

Air Methods and its employees must comply with all software license agreements, copyrights and intellectual property laws. Therefore, installation of any software not licensed by Air Methods and approved by Air Methods Information Services is prohibited. This includes software downloaded from the Internet, even if it is freeware (e.g. utilities, screen savers, etc.).

Failure to comply with licensing requirements can have very expensive consequences for Air Methods. Therefore, Air Methods Information Services may proactively audit all systems at any time. Cooperation with any such audits, automated or otherwise, is mandatory.

Information Services may disable or remove unauthorized/unapproved software, remotely or otherwise, without notice.

Information Services Email

Email for Business Purposes

Air Methods company email system must be used to transmit/receive all email messages and attachments related to Company business. Use of any other email systems to transmit Air Methods related messages, files or data is prohibited. This is necessary to manage, control and audit the flow of information into and out of the Company, and to protect our valuable data and intellectual property.

Email Personal Use

Employees are permitted the occasional personal use of Company email with the understanding that personal messages sent or received are treated the same as Company messages for purposes of the Privacy policy and may be accessed by the Company without prior notice.

Broadcast Email

Permissions to address email messages to large groups of employees will be restricted in the Company email system. Where permitted, such emails must be related to Company business. The sender must be mindful of the recipients included in their messages, with consideration given to protecting information to be considered Confidential Information, or otherwise sensitive in nature.

Email Content

For all of the virtues and conveniences offered by email, it remains a difficult medium for communication. If you even think that your recipient(s) might at all misinterpret what you have said in email, pick up the phone instead.

Remember that your email must never contain offensive or harassing statements or language including disparagement of others based on their race, national origin, sex, sexual orientation, age, disability, religious or political beliefs.

Sexually oriented messages, chain letters, gambling or any form of messages considered illegal by local, state or federal law are not permitted to be sent through the Air Methods email system.

Spam

The vast majority of all email sent and received on the Internet can be classified as “spam”, or unsolicited email. Similarly, and like all businesses, the majority of the email we receive at Air Methods is spam, which often contains material some may consider objectionable or offensive. Other spam may be sent for the purpose of “phishing” or obtaining information from you in a fraudulent manner, even if the message otherwise seems official.

Air Methods employees are instructed not to respond to any email messages for which they do not know the sender or are not otherwise completely confident that the message is legitimate. If there is any question as to the legitimacy of a message, Information Services should be consulted before responding.

Air Methods goes to exceptional lengths to block spam, but no filter can stop 100% of these messages without stopping an impractical amount of legitimate email. Even with the balanced approach used by Air Methods, occasionally and unavoidably, legitimate messages do get blocked by our filters. If you expect email that you have not received, please contact the Air Methods Service Desk.

Information Services Security

Reporting Suspected Compromise of Security or Confidentiality

As employees of Air Methods, we all have a duty to protect the information assets of the Company. If an employee suspects that another employee has violated Air Methods policy and compromised the security of Company systems or data, or the confidentiality thereof, the situation should be reported to the Internal Audit Hotline at (866) 351-0661. Notification may be made anonymously. All reports are treated as confidential.

Connections to Air Methods Networks

A fundamental aspect of our company's security posture is controlling what systems have access to the networks where our critical systems and data reside. Therefore, Air Methods prohibits the connection of employee-owned computers to its networks. This serves to limit risks imposed by systems we do not control. This includes not only unauthorized distribution of information, but also viruses, improper network configurations, software licensing violations, inability to manage and audit systems and other issues.

Knowing what systems are allowed to be connected to our networks permits us to monitor and detect when unauthorized systems are connected. Unfortunately, we can not manage and track the personal computer equipment of all employees.

Similarly, computers owned by business partners and associates may not be connected to Air Methods networks without prior authorization from Air Methods Information Services. Often it is necessary for vendors to connect to our networks for very worthwhile and legitimate reasons. But when they do, IS requires:

- 1) Awareness that the connection is authorized;
- 2) Verification that the system being connected is not going to harm our systems (e.g. anti-virus is current, network configuration is correct);
- 3) That the proper supervision is in place for the persons(s) accessing our systems.

Air Methods networks or systems may not be connected in any way to networks

or systems owned or operated by any other entity without the authorization of Air Methods Information Services.

Rogue Networks

Plugging in to, or gaining wireless access to the Air Methods corporate network is much the same, whether that access is gained from the CEO's office, a data center or from a base location. To protect both the security and reliability of the networks that house our valuable information assets, employees are prohibited from extending or re-transmitting Air Methods networks in any way unless authorized by Air Methods Information Services department. The unauthorized installation of routers, switches, hubs, wireless access points or similar equipment is prohibited.

Backups

Air Methods Information Services is responsible for backing up data files and databases stored on servers and central storage systems. Department managers are responsible for ensuring that any important data stored on PCs in their departments are either backed up by their employees, or moved to a network location where Information Services will secure and backup that data.

Monitoring by Employees

Unless approved in advance by Air Methods Information Services, the use of monitoring devices, systems or software is prohibited. This includes, but is not limited to, the attachment of any electronic device for the purpose of monitoring data, packets, signals or other information. Detection of any such monitoring being conducted by an employee without proper authorization may only be construed as a hostile or ill-intended action.

Laptop Security

Laptop computers are furnished by Air Methods to employees that travel extensively, work in more than one location, need to take work home, or for other important reasons.

Laptops present special security and management concerns because of their portability. Laptops may contain Confidential Information, if not sensitive or important information, which if lost, stolen or viewed in a public place by the wrong person presents exceptional risk to Air Methods.

Therefore, Air Methods employees who use laptops are subject to additional expectations in safeguarding our information assets:

- 1) The laptop user is responsible for the security of the laptop and also for the information stored in the laptop.
- 2) Laptops may not be left unattended in public places. Sensitive information may not be displayed on the laptop screen in public places.

- 3) Laptops must be physically secured when they have to be left unattended for a long period of time. The laptop screen must be password protected if it has to be left unattended.
- 4) Laptops must be carried as hand luggage while traveling, never checked in with airlines. This is subject to TSA regulations continuing to permit laptops in the cabins of aircraft.
- 5) All laptop data must be backed up on a regular basis. It is the responsibility of the laptop user to conduct data backups and to store backed up data in a secure manner.
- 6) If a laptop is stolen or lost, it must be reported immediately to Air Methods Information Services. IS will work with the employee and management to coordinate reporting to law enforcement, if appropriate.
- 7) All reported lost or stolen laptops may be subject to the data being remotely erased and the system disabled. Laptops not returned immediately to Air Methods upon termination of employment may be subject to the same.

Sharing Passwords

Employees may not share their passwords with one another, or provide their passwords to third parties. Safeguarding passwords is the responsibility of each employee. Don't give your password to anyone, and don't write it down in some obvious location.

You are responsible for the actions performed in any system with your login, regardless of whether you were using that login or you provided your password to someone else who performed the actions. Systems may audit the actions taken using login information.

Viruses, Trojans, Worms and Other Hostile Mobile Code

Air Methods provides anti-virus software for all Company computers. Employees may not disable, uninstall or change settings to any anti-virus software unless directed to do so by Air Methods Information Services.

Company removable media (e.g. diskettes, re-writable CDs/DVDs, USB drives etc) may not be used in personal, non-Company computers.

Any personal, non-Company removable media, such as that mentioned above, may not be used on any Company computers unless first successfully scanned with up-to-date anti-virus software.

Employees are prohibited from installing or running on any Company computers, networks or systems software known or suspected to contain viruses, Trojan horses, worms, password crackers or packet sniffers.

For all the latest changes to Information Services policies, please visit http://airport.airmethods.com/sites/is/Lib_SOX.aspx.

Please direct any policy-related questions or concerns to Scott McCool, Director of Information Services, at smccool@airmethods.com or (303) 749-1388.

The Service Desk in Air Methods Information Services Department is available to assist employees with technical questions and concerns. Please call (800) 806-1923 or email servicedesk@airmethods.com.

Use of Cellular Phones

The purpose of this policy is to provide guidelines governing the purchase, use and reimbursement of cellular phones for business purposes for Air Methods Corporation employees.

The authority to approve purchase and monitor business use of cell phones within a Department, Program, Region, and Division will be the management's responsibility (Program Director, Regional Vice President, Operations Manager, Vice President, or Senior Vice President). They are responsible to identify those who should have a cell phone and to monitor the appropriate usage and cost of the cell phones and cell phone plans.

It will be the responsibility of each Program, Region, Department and Division Manager to determine the best vendor of service for the coverage area.

Each Program, Region, Department and Division Manager will select the best payment/usage plan, including number of minutes and text messaging (if applicable), for their phones. The payment plans should maximize the anticipated requirements for each phone and each plan (number of minutes) considering Air Methods/LifeNet business use.

Air Methods Corporation will provide an allowance for reimbursement which will be determined by the approval authority towards the purchase, use, and maintenance (if applicable) of a cell phone for business purposes. Eligible employees will be responsible for contract commitments upon termination or departure from the Company. Cell phones purchased by the Company will be returned by the employee to their immediate supervisor.

Air Methods Corporation will reimburse cell phone expenses up to the pre-approval plan limits for key individuals including Senior Vice Presidents, Vice

Presidents, Operational Managers, Regional Vice Presidents, and Program Directors. These individuals will be responsible for determining if other employees within their areas of responsibility have sufficient business need to warrant approval of a company provided cell phone. This determination will be made considering such variables as frequent business travel and accessibility during business and non-business hours. Approval should be limited to only those with an on-going business related need as outlined above.

All division and department senior managers shall be responsible for the approval of employee cell phone usage for business purposes and shall monitor and review such usage on a consistent basis to ensure that the use is appropriate and that prudent fiscal management guidelines are followed. This continuing review shall include an on-going assessment of each authorized employee's need to use a cell phone for business purposes.

In the interest of safety, eligible employees are prohibited from using cell phones while driving on Company business.

If an employee's job responsibilities require constant availability and their cell phone is turned on while driving, they must use a hands-free device and/or safely pull off the road before conducting Company business on the phone. Under no circumstances should calls be initiated while operating a vehicle.

Cells phones may be used for personal usage within moderation. Managers and supervisors are responsible for educating subordinates regarding approved cellular telephone procedures and for properly monitoring their usage. All employees with personal cellular telephones are to limit their personal use to breaks, after work hours, or emergency situations.

Reimbursement requests should be submitted monthly using the standard expense report. A manager's signature on the expense report will provide the approval authority for the Accounts Payable Department to process.

The Company will provide cell phone reimbursement for business calls made on a personal cell phone subject to the following conditions:

- The department senior manager must pre-authorize the employee to use his/her personal cell phone for Company business. The approval will identify the employee and his/her personal cell phone number and will be signed by the employee's supervisor and a copy retained by both the supervisor and employee.
- Employees are responsible for providing proof of business related cell phone expense by providing a copy of documentation, which identifies the pre-approved business calls.

Cameras, Personal Digital Assistants (PDA's) and Video Equipment

In order to protect confidential information and to eliminate the opportunity for harassment issues, cameras, camera phones, and camera PDA's are permitted only in public areas and are prohibited in areas where personal privacy is expected such as bathrooms, sleeping rooms, etc. Images of employees may be taken only with the employee's prior consent.

Violence in the Workplace

Air Methods strives to maintain a work environment free from intimidation, threats, or violent acts. Conduct that interferes with operations, that discredits the Company or that is offensive to any employee or visitor will not be tolerated.

The following conduct is prohibited and will subject the individual involved to disciplinary action, up to and including termination.

- The use of profanity, vulgar behavior, or abusive language;
- The possession or usage of firearms or other weapons in or on the Company property;
- Fighting or assaulting an employee or visitor;
- Theft, destruction, defacement, or misuse of the Company property or of another employee's or visitor's property, including vandalism, sabotage, and so forth; or
- Threatening, intimidating, or engaging in hostile behavior or physical abuse toward employees or visitors.

These examples above are illustrative of the type of behavior that will not be permitted, but are not intended to be an all-inclusive listing. Employees who feel they have been subject to any of the behaviors listed above are encouraged to immediately report the incident to their supervisor, manager or Corporate Human Resources. All complaints will be investigated. The Company strictly prohibits any form of retaliation against employees who bring forward a complaint. Any violation of Company practices or any conduct considered inappropriate or unsatisfactory at management's discretion, may subject an employee to disciplinary action, up to and including termination.

If there is a reasonable suspicion that an employee has engaged in the conduct listed above, management reserves the right to conduct without notice searches and inspections of employees, employees' personal belongings, or employer-provided materials/equipment. This includes, but is not limited to, vehicles, purses, bags, backpacks, lunch containers, lockers, desks, personal computer files, and file drawers.

Employees who observe or have knowledge of any violation of this guideline should immediately report it to Corporate Human Resources. Employees are

empowered to contact the proper law enforcement authorities without first informing the supervisor if they believe a threat to the safety of themselves or others exist.

Questions regarding this guideline should be directed to Corporate Human Resources.

Tobacco Use

The Company wants to promote a healthful and clean work environment for employees, customers, and visitors. The following is based on common workplace courtesy and the expressed interest of employees to restrict all tobacco use in the workplace.

It is our objective to provide a tobacco-free environment within our organization. Further, employees should refrain from using tobacco products including smokeless tobacco while working at contract locations. Company policy, therefore, prohibits smoking in Company or customer buildings and facilities, except in specifically designated areas and only during approved break times. All smoking must take place at the customers discretion and at least 20 to 50 feet away from the building or facility. This includes the use of any and all smoking materials.

Smoking is never permitted in areas where there is sensitive or hazardous material. Smoking is never permitted in or around any aircraft or in and or around any patient or patient care area. Smoking is not permitted inside any company owned vehicles.

If an employee is concerned about the work environment and environmental tobacco smoke, problems, or complaints should be brought to the attention of management or Corporate Human Resources.

Travel

Please see Company Travel Policy for full details.

Employees who must travel for business purposes should make travel arrangements including air fare, car rental, and overnight accommodations through a Company designated Travel Agent. An employee using a rental car should decline optional rental insurance from the car rental agency. The Company's commercial automobile policy carries rental car insurance coverage.

An employee using his or her own vehicle on company business is covered by the employee's personal automobile policy and, if applicable, Workers' Compensation.

Car Rental: Most personal automobile insurance policies allow business use of the insured car. However, employees should check with their own insurance carriers to be sure that their coverage provides the recommended insurance minimums as defined in the Travel Guidelines. Full disclosure of business use will prevent coverage problems if a claim occurs.

If an accident is caused by an employee driving his/her own car on company business, the employee is protected by his or her own insurance; however, the Company will pay an employee's deductible for business related incidents. The Company is protected by its commercial auto policy.

Any injuries to employees in a work-related auto accident are covered by workers' compensation.

Employees authorized to travel by personal car for business purposes are eligible for reimbursement for mileage, tolls, and parking fees. Vehicle repairs required during business travel (i.e. engine, tires, etc.) are at the expense of the employee.

Employees are responsible for moving violations incurred while they are driving a Company-owned vehicle or personal vehicle for business. Parking violations are also the employee's responsibility.

Employees are not permitted, under any circumstances, to operate a company vehicle, rental car, or a personal vehicle for business, when any physical or mental impairment causes the employee to be unable to drive safely. This prohibition includes, but is not limited to, circumstances in which the employee is temporarily unable to operate a vehicle safely or legally because of illness, medication, or intoxication.

Employees must report any accident, theft, or damage involving a Company vehicle, rental car, or a personal vehicle used on business to their supervisor, regardless of the extent of damage or lack of injuries. Such reports must be made as soon as practical after the incident. Failure to report an incident may lead to disciplinary action up to and including termination. Employees are expected to cooperate fully with authorities in the event of an accident.

Per Diem for Meal Expenses: The Company has an established per diem for those employees who do not have a corporate credit card. The meal per diem rate does **not** vary by location (Breakfast - \$6, Lunch - \$10 and Dinner - \$20). The meal per diem is to be charged on the travel and expense report for out of area work related assignments requiring overnight travel accommodations. The account code to be used on the travel and expense report for meal per diems is 777030.

In certain circumstances, you will need to adjust the amount of your meal per diem. For example, if another business associate pays for one of your meals,

you may not charge the per diem for that meal. If meals are provided during travel, by the company, you may not charge per diems for the meals provided as that is considered a duplicate charge. Meals should be prorated based on the time of day when the travel occurs. Example: Travel begins after 5:00 pm. Per diem may be charged for dinner expenses only.

Cash advances for per diems will be provided only in rare circumstances.

Employees who have a corporate credit card are to charge all business and out-of-town meals to that credit card. Per diems are not to be submitted by any employee who has a corporate credit card. If a restaurant does not accept the corporate credit card and either cash or the employee's personal credit card is used, the employee must submit the actual expense of the meal on the travel and expense report along with the meal receipt in order to be reimbursed.

For those occasions where company employees dine with customers, potential customers or other employees and the nature of the dining is business related, the Company will pay for these expenditures. When submitting your travel and expense report or your credit card statement, the IRS rules mandate that you note the purpose of the meal and all parties who participated. The account code to be used for meals and entertainment is 746000. Please note that if alcohol is purchased, the amount of the alcohol purchased must be separately identified but still coded to account 746000.

Reimbursement of Mileage: The policy for reimbursement of mileage expense incurred in the use of a personal vehicle for company business is established in accordance with I.R.S. guidelines to ensure that reimbursement does not become taxable income to the employee.

Rate of reimbursement will be at the standard rate established annually by the I.R.S., and notification of that rate will be made as soon as the information becomes available.

Commuting from home to primary work location(s) is not reimbursable. If an employee is called in to his or her primary work location(s) outside of his/her regular shift, the mileage between home and work is still considered commuting mileage and is, by IRS regulation, not reimbursable.

Reimbursement may be requested on an expense report when any of the following conditions are met in the course of conducting company business:

1. Travel between primary base(s) or office assignment and another location. If an employee travels to multiple locations within the metropolitan area (e.g., for marketing, education, outreach, etc.) mileage from his/her home to and from their primary assigned base is not reimbursable because it is considered commuting mileage. However, additional mileage is reimbursable and will be calculated as total miles driven minus normal commuting mileage to and from employee's home.

2. Any employee who works at a base other than their regularly assigned base(s) for reasons other than personal preference will be eligible for incremental mileage reimbursement. Reimbursable mileage will not exceed round trip mileage from the assigned base or his/her home, whichever is closer, and will be calculated as total miles driven minus normal commuting mileage.
3. In reference to the description of item 2, if your assignment requires you to stay an additional night(s) away from your home, the company will reimburse you mileage between your place of lodging and your temporary worksite.
4. When flying on company business, travel between primary work location and airport or travel between home and airport, whichever is less;
5. Associates who have been pre-approved to use their homes as their principal place of business are permitted to deduct transportation expenses between their homes and another work location.

Travel Reimbursement for Employment Opportunities

Employees interviewing for a position within the company who travel for the interview will only be reimbursed the cost of the travel if they are offered and accept the position. If an employee withdraws their application following the interview, declines the job upon offer, or is not offered the job, the costs of travel are their responsibility.

Travel Reimbursement for Training

Travel Pay

All employees required to report to a base other than assigned base, mileage will be calculated from the assigned base to the new work base and/or training location regardless where the travel originates (i.e. Travel from home to and from primary assigned base is not reimbursed because it is considered commuting mileage.)

Note: Local travel that allows an employee to leave and return home during the same day that training is scheduled is considered commuting and no travel pay will be received. Mileage will be paid as stated above.

Relief pilots and mechanics who are required to travel on an consistent basis who have travel trailers may charge the agreed to daily rate.

Safety

Occupational Health and Safety Act (OSHA)

OSHA requires employers to meet strict safety standards. The Company is committed to maintaining the highest levels of safety in every work environment. Both the Company and the employee are responsible for making the Company a safe place to work. The employee's responsibilities include familiarizing themselves with safety and emergency procedures and precautions, immediately reporting accidents and injuries, and providing feedback on safety matters and concerns. Further, they have a responsibility to complete all company mandated OSHA and safety training programs. Employees can contact their manager, the company's or department's safety delegate, or Safety Department with concerns. The company will make necessary decisions and changes at any time for the good of the employees and the organization. Please refer to Safety Department Webpage for the latest policy on OSHA training and Compliance.

Hazard Communication Policy

Please refer to the Corporate Human Resources Webpage for the Company's current Hazard Communication Policy. This document includes the written Hazard Communication Plan, policy on Labels and Other Forms of Warnings, information on Material Safety Data Sheets, and Employee Information and Training.

Worker's Compensation

On-the-job injuries are generally covered by Worker's Compensation insurance. All accidents, no matter how slight, should be reported to an employee's supervisor and Corporate Human Resources immediately. A First Report of Injury must be completed by the employee and faxed to Corporate Human Resources. In addition, the supervisor must complete the "Accident Investigation Report" and "Supervisor's Checklist" and fax to Corporate Human Resources. A designated Worker's Compensation provider must be used for treatment of work related injuries unless specific state regulations specify differently. Further, it is recommended that a customer medical facility should only be used in emergency situations to eliminate potential confidentiality concerns.

Non-Employees on Company property

Because of safety concerns and Company liability issues, non-employees (including but not limited to friends, ex-employees, family members, and others) are no longer allowed on the worksite at anytime without prior approval from management.

Employees must obtain advance approval from the most senior level of management within their department or base location to escort non-employees into work areas during work and non-work hours.

All visitors and guests entering the property must check in with the receptionist and be provided with a security badge before they are allowed to enter any department or work area.

Drug and Alcohol Abuse

Air Methods' goal is to provide a drug and alcohol free workplace for all employees. The following guidelines and standards of conduct apply to all employees either on Company property or during the workday (including meals and rest periods). Behavior that violates these guidelines includes:

- Possession or use of an illegal or controlled substance, or being under the influence of alcohol or an illegal or controlled substance while on the job;
- Operating a Company vehicle or aircraft while under the influence of alcohol or an illegal or controlled substance; and
- Distribution, sale, or purchase of an illegal or controlled substance while on the job.

Violation of these guidelines and standards of conduct will not be tolerated. Air Methods may bring the matter to the attention of appropriate law enforcement authorities.

In order to enforce these guidelines, Air Methods reserves the right to conduct searches of Company property or employees and/or their personal property and to implement other measures necessary to deter and detect abuse of these guidelines in accordance with state and federal regulations.

Flight crew members may allow medical patients on board their aircraft when they appear to be intoxicated provided the flight is medically dictated and that the patient/passenger is under the direct control and care of an authorized medical professional

Air Methods will not provide alcoholic beverages to passengers or allow passengers to consume alcohol, when transported aboard its aircraft.

The Company by the very nature of its business will transport narcotics and other controlled drugs and substances. Those drugs, and related substances, carried aboard a Company aircraft, will only be those controlled by federal and/or state statutes and agencies. Further, storage and dissemination of such must be in accordance with medical direction and state and federal regulations. All employees within a work group or shift may, unless prohibited under applicable local, state or federal law, be subject to blanket or unit testing. Blanket or unit tests will be conducted should there be discrepancies in narcotic counts and/or evidence of tampering.

Drug/Alcohol Testing

Federal Aviation Administration (FAA) Safety sensitive employees

The FAA prohibits certain conduct by, and requires drug and alcohol testing of persons who perform specified safety-sensitive functions. This group of employees is subject to pre-employment, random, reasonable suspicion, post-accident, return to duty and follow up testing as described in the Anti- Drug and Alcohol Plans provided to employees during initial orientation. Please refer to these documents for specific information regarding prohibited conduct and consequences these policies.

Medical Crew Medical crew will be subject to pre-employment and reasonable suspicion as described in the Occupational Health Guidelines, provide to employees during initial orientation. Please refer to these documents for specific information regarding prohibited conduct and consequences.

Testing

“Covered Employees” will submit to any test for alcohol or drugs upon requests as explained in initial orientation. In the event a request for an alcohol or drug is made by the Administrator or designee, that test will be taken immediately after said request. The Company has a zero tolerance policy regarding an employee who fails a drug test.

Air Methods’ designated collectors will administer and “Covered Employees” will submit to pre-employment, random, reasonable cause, return to duty and post accident tests, and follow up for drug/alcohol.

Refusal to submit to a required pre-employment drug test will result in an applicant not being hired. Refusal by a covered employee to submit to an annual, random, reasonable cause, return to duty and follow up or post accident drug or alcohol test will be released from employment for failure to satisfactorily pass an anti-drug test

Ergonomics

The Company is subject to state and federal ergonomics standards for minimizing workplace Repetitive Motion Injuries (RMIs). The Company will make necessary adjustments to reduce exposure to ergonomic hazards through modifications to equipment and processes and employee training. The Company encourages safe and proper work procedures and requires all employees to follow safety instructions and guidelines.

The Company believes reduction of ergonomic risk is instrumental in maintaining an environment of personal safety and well-being, and is essential to the Company’s business. Air Methods intends to provide appropriate resources to

create a risk-free environment.

Housekeeping

All employees are expected to keep their work areas clean and organized. Employees using common areas such as lunch rooms, locker rooms, and restrooms are expected to keep them sanitary. Please clean up and dispose of trash properly.

Parking

It is the practice of the Company to provide parking facilities at its office locations, when practical, for the benefit and convenience of its employees, customers, and visitors. Employees are expected to observe and obey all parking guidelines. Parking lots are considered part of the Company premises and all Company guidelines apply to employees and their vehicles while on Company premises.

Employees who use the Company parking lot do so at their own risk. The Company does not assume responsibility for any damage to, or theft of, any vehicle (including motorcycles and bicycles) or personal property left in any vehicle while parked on the parking lot.

Conclusion

This Handbook is a summary for informational purposes and should not be considered in any way as creating any rights, express or implied contract, or guarantee of employment, benefits, or working conditions between any employee and the Company. The Company may change, supplement, or discontinue these guidelines at any time with or without notice. The company also reserves the right to take whatever action necessary for any policy violation up to and including termination.

The Company wants to reiterate that employment with Air Methods is considered “at-will.” An employee has the right to leave their job at the Company, for any reason or for no reason, and with or without advance notice. The Company has the same right to terminate the employment of an employee with or without cause.

Employees should speak directly with their supervisor or Corporate Human Resources if questions exist regarding any of the guidelines outlined in this handbook.

This overview is intended to be only a summary of available benefits as the date of publication and is not inclusive. For more details of the benefits program refer questions to Corporate Human Resources.