



POSITION DESCRIPTION FOR CHIEF EXECUTIVE OFFICER

The executive officers holding the position of Chief Executive Officer (the "**CEO**") of Cargojet Inc. (the "**Company**") shall set the tone at the top, reporting to the board of directors (the "**Board**") of the Company, and have overall responsibility for the business of the Company. In the event there are Co-CEOs, the Corporate Governance Committee shall determine the allocation of responsibilities between the Co-CEOs. In the event there is an executive chair of the Board (the "**Executive Chair**") the CEO or Co-CEOs shall report to the Executive Chair.

The CEO will be responsible for the day-to-day management of the business and affairs of the Company. The duties and responsibilities of the CEO as they relate to the following matters, are as follows:

Leadership and Governance

- Providing overall leadership to manage the Company in the best interests of its shareholders and the Company as a whole;
- Providing leadership, in conjunction with the Board, in establishing the Company's strategic direction, annual corporate plans and budgets;
- Coordinating with the chair of the Board, lead director and the other directors of the Board, to prepare agendas for Board meetings and ensure that directors are being provided with timely and relevant information necessary to discharge their statutory duties and responsibilities;
- Ensuring that matters requiring decisions by the Board are brought to the Board's attention in a timely fashion;
- Devoting substantially all of his or her working time to the business and affairs of the Company; and
- Fostering ethical and responsible decision making by management.

Strategic Planning

- Ensuring the development of a strategic plan for the Company to maximize shareholder value and recommend the plan to the Board for consideration or, if the Company has an Executive Chair, supporting the Executive Chair with the foregoing; and
- Ensuring the implementation of the strategic plan approved by the Board and reporting to the Board in a timely fashion on progress, or, if the Company has an Executive Chair, supporting the Executive Chair with the foregoing; and
- Ensuring the efficient acquisition and allocation of the financial, human and other resources required by the Company to implement and achieve its strategic plan and

ensure the implementation of effective control, monitoring, risk management and performance standards and systems relative to the utilization of all corporate resources.

Business and Organizational Management

- Ensuring the development of an annual corporate plan and budget that supports the strategic plan and recommend the plan and budget to the Board for consideration;
- Managing the day-to-day business and affairs of the Company in accordance with the annual corporate plan and budget;
- Supervising and evaluating the performance of the senior executives of the Company and recommend their compensation to the Compensation Committee, or, if the Company has an Executive Chair, supporting the Executive Chair with the foregoing as it relates to executives reporting to the Co-CEOs; and
- Ensuring that the Company has talent recruitment and management systems in place, including appropriate hiring, compensation, performance assessment, leadership development and succession planning practices for management.
- Implementing all policies adopted by the Board to ensure maintenance of high standards of business conduct and ethics, as well as full compliance with all applicable laws, rules and regulations and corporate reporting and disclosure requirements.

Other Duties

- Carrying out such other duties and responsibilities as the Board may request from time to time.

Dated: February 23, 2024

Approved by: Corporate Governance Committee
Board of Directors of the Company