

Dümmen Orange

Travel Policy

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I. Introduction

This document outlines the travel policy for Dümmen Orange (the Company) globally including all her legal entities.

Business travel should be replaced by technology tools (conference calls, Zoom) wherever possible. Therefor business travel should only be undertaken when personal presence due to business needs is inevitable.

International business travel is to be planned on a timely basis and booked a minimum of 21 days in advance.

II. Applicability

The scope of this policy includes all legal entities of Dümmen Orange globally. This policy is binding for all company employees, interims, temps and contractors, including all newly established external contracts where reimbursement of travel cost is to be foreseen.

III. Business trip approval

All (inter)national flights or business trips that include travel bookings are to be approved by the employee's manager before any travel arrangements and bookings are made. Travel by car, bus or train within one day (eg customer visits) do not require approval prior to the activity.

IV. Travel booking & system

All Company business related travel arrangements (flights, hotels, rental cars) must be made through the Company designated booking tool, see appendix C for the booking tool per country, to ensure the use of Dümmen Orange corporate travel discounts whenever possible. Contact your office manager for information and procedures of the designated travel agency for your office. In case for your country no specific tool applies please use the best local alternative while applying the guidelines as indicated in this policy.

The Company's designated travel agency may offer assistance in complex cases. Travel should take place during non-business hours as much as possible unless circumstances such as client requirements make travel time inevitable during work hours. For non-complex business trips, travelers need to arrange their booking through a designated online booking tool, please contact your office manager or line manager for information.

V. Means of travel

The selection of an appropriate means of travel - car, air, rail or bus - is at the discretion of the employee in consideration of time and expense factors. The most economically advantageous option is mandatory.

VI. Air Travel

For destinations where other means of travel are not available or not economically sensible, air travel can be booked. The most economically advantageous option is generally Economy preferably non-flexible tariff.

Deviations from the economically most advantageous options are only acceptable for time reasons (e.g. specific time of meeting, too long layover) and have to be justified.

All flights are to be booked in Economy class. For flights with net flight duration longer than six hours, Economy Comfort or its equivalent is allowed. For night flights with a net duration of longer than six hours and a total business trip shorter than 3 working days, business class may be considered but upfront approval of an ExCo member is required. Layovers/ stopovers have to be considered in cases where the fare is cheaper (e.g. 20% lower costs by 20% extra travel time). Open return tickets must not be booked.

Low cost carriers are to be used for available routes wherever more economically advantageous than standard airlines using standard fares without upgrades.

Personal preferences for alliances are not to be taken into account.

Spouse travel and related costs (including food and beverages) will not be reimbursed by the Company.

VII. Visas

Employees are responsible for carrying complete documentation according to the requirements of the country of destination. Dümmen Orange designated travel agency will assist employees to arrange necessary visas if needed. Visas required for business travel will be reimbursed by the Company.

VIII. Hotel booking

All hotel stays are to be booked through Dümmen Orange designated travel agency or via the online tool of the appointed travel agency. All Company's negotiated preferred rates are available in the system and are clearly marked. In locations with agreed preferred hotels, these hotels are to be booked whenever available.

The Company's hotel standard is the equivalent of an European 3 star hotel. Exceptions are to be made at distant locations and for security reasons. Maximum rates per night as set by the company are to be observed (see Appendix A).

Hotel bill is to be settled by the employee upon departure.

IX. Car travel

Taxis, rental cars and private cars are allowed for business travel, upon selection of the most economically advantageous means of transportation.

Taxis

Use of taxis is acceptable for short distance travel (under 50km) only, local business-related travel and trips to and from airports. Expensed taxi transportation between an employee's home and the Company office to which he or she is assigned is not permitted. Rental cars should be used when economically more advantageous than a taxi (e.g. Amsterdam airport – De Lier).

Rental cars

The Company's preferred car rental provider must be used for all car hires and are to be made through the Company's designated travel agency or directly with the car rental, which needs to be done through the booking tool, see appendix C.

Rental cars may be booked up to the Economy class (M, N, E). Higher booking classes are only allowed when travelling with more than 2 travelers and require upfront approval of your line manager. Rental car insurance must not be used as Dümmen Orange has a global insurance for travelers.

X. Food & Beverages

Food and beverage expenses will be reimbursed in line with national legislation. Overview of reimbursable amounts is to be found in Appendix B.

XI. Expense Reimbursement

Expenses may be reclaimed weekly or monthly using the corporate designated time & expense process. Original itemized receipts must accompany each expense claim either in hardcopy or softcopy depending on the expense claim tool. Photocopies of receipts are not acceptable Expenses outside of this policy will not be reimbursed.

Food and beverage expense claims for multiple persons or business dinners need to specify with whom the expenses were made.

For all claimed expenses an approval of the manager is required.

Appendix A – Overview of hotel cost

Accommodations

Overnight accommodations may be used when you travel in excess of a distance of sixty miles or a driving time of approximately two hours from their regularly scheduled work place, and company business will continue the following day.

You should reserve suitable hotel accommodations at the lowest, most economical, business class rate, considering the nature of the stay and the related business associates. A General pricing guideline for hotels should be in the range of EUR or USD 125 or less.

International travelers are encouraged to use their sound judgment in selection of hotel accommodations.

Appendix B – Food and beverage reimbursable costs per day

Food/beverage

Personal meal while traveling (excluding entertainment expenses discussed below), should be limited to reasonable and customary expenditure levels considering the traveling region or country.

Meals will be reimbursed at a maximum rate, allowing up:

- 1) EUR or USD 15 for lunch/breakfast when traveling alone or with colleagues.
- 2) EUR or USD 40 for dinner when traveling alone or with colleagues.
- 3) EUR or USD 75 for dinner with business clients.

Entertainment

Entertainment expense is the cost of providing food and refreshments, or amusement and/or recreation (e.g., sporting events) for non-employee business associates. A business associate is a person with whom Dummer Orange could reasonably expect to engage or deal in company trade or business. This includes established or prospective customers, suppliers, agents, partners, and professional advisors.

Entertainment expense for meals or refreshments provided to clients or others are generally reimbursable; however, each Manager is expected to exercise reasonable discretion when entertaining business associates. Dummer Orange should expect to derive income or some specific business benefit from the entertainment expense, other than goodwill. Dummer Orange employees in attendance must actively initiate business related discussion with the person(s) being entertained.

Compliance with the Dummer Orange code of conduct is mandatory.

Appendix C – Booking tools and travel agents per country

In some countries a booking tool is available. If this is the case, it is mandatory to use this online booking tool. If a booking tool is not available in your in country, all travel related bookings need to be done through the office manager or by travelers themselves in case there is no office manager. However all booking needs to comply with this policy.

United States:

For employees on the pay roll of a US entity, it is mandatory to use the current Concur tool for all travel related bookings.

Netherlands:

For employees on the payroll of one of the Dutch entities, as there is not yet a booking tool available, it is requested to address your travel needs towards:

info@uniglobewestland.nl

Spain:

For employees on the pay roll of one of the Spanish entities, as there is not yet a booking tool available, it is requested to address your travel needs towards the office manager.

Germany:

For employees on the pay roll of one of the German entities, as there is not yet a booking tool available, it is requested to address your travel needs towards:

Iris Schulz - I.Schulz@DummenOrange.com

For the other countries involved:

All travel related bookings, in accordance with this policy, to be done through the office managers or travelers themselves.

Note:

Once the online booking tool will be introduced in a specific country, you will be informed about this new set-up.

Appendix D – Commercial Events

The purpose of a Commercial event is to promote the Dümmen Orange brands, to close commercial deals and to create stronger relationships with customers.

Cross-regional travel should be limited as much as possible and can be aligned with the organizing BU & approved by Regional Head.

Non-commercial staff are not stimulated to attend a Sales event, only in case of a clear business reason attendance is approved.