

**value
one**



**Developing
spaces,
delivering
smiles.**



**Travel expenses policy
of Value One**

A key ESG objective for the Group is climate change mitigation and to reduce CO2 emissions. We are implementing a number of measures to reduce our CO2 emissions, including phasing out the use of fossil fuels for employee mobility.

1. Transportation and travel expenses

Employees are encouraged to use public transport for business travel. Travel costs incurred through the personal use of a means of transport are considered actual expenses. Employees are encouraged to choose the most cost-effective and climate-friendly travel option.

1.1. Public transport

For business travel by train, 2nd class travel will be reimbursed. The use of 1st class or luxury trains is only permitted with the express permission of the Company. Business travel by coach is reimbursed at actual cost. Air travel is subject to explicit approval and will only be authorised if there is no train connection within 3.5 hours of the destination.

1.2. Individual transport

The use of a private car for business travel must be specifically authorised. If approved, a mileage allowance will be paid in accordance with the applicable collective agreement. This covers all expenses related to the use of the car, including depreciation, motorway tolls, parking fees, tolls, extra equipment such as winter tyres, petrol, oil, insurance, etc. Employees are encouraged to use their private car for business travel only if it is fully insured. For business trips up to 300 km within the country, employees are encouraged to use the E-Sharing Cars provided by Value One Group.

2. Compensation for additional expenditure

In order to claim per diem and subsistence allowances, the relevant business trip records must contain specific information such as the date, start and end of the trip, destination, purpose of the trip and distance. For additional personal expenses related to the business trip, such as meals and accommodation, employees receive a travel allowance for each full calendar day.

Business trips abroad require explicit approval. The reimbursement of travel costs and expenses must be agreed before the business trip begins. Daily allowances for international travel are tax-free, provided they do not exceed the maximum international travel rate for federal employees. The per diems are payable for the duration of the stay abroad, beginning or ending with the crossing of the border.

3. Compensation for expenses

Reimbursement of business travel expenses includes, for example, taxi fares, transportation and storage of luggage, business telephone charges, parking fees, postage and samples for market research. A receipt is always required for incidental travel expenses.

3.1. Hospitality for business partners

When entertaining business partners, our Anti-Corruption Policy must be observed. Expenses for such entertainment will be reimbursed provided they are reasonable and justified for business purposes. A receipt is required, as well as a list of those present and the topics discussed.

3.2. Accommodation costs

The actual cost of accommodation (including breakfast) will be reimbursed on presentation of receipts. Employees are encouraged to avoid unnecessary additional expenses.

3.3. Small amount invoices

For small invoices, a detailed receipt is not required. This makes it easier to claim for small expenses incurred during a business trip.