

Global Travel Policy

Approved by the Management

This is a summary version of Probi's internal policy. This document only presents the main objectives of the policy.

Overview: Probi's Global Travel Policy aims to ensure sustainable, cost-effective, and employee-friendly business travel practices while prioritizing safety, minimizing carbon emissions, and supporting local economies. The policy covers all travel—local, national, and international—taken by employees and consultants.

Key Objectives:

- **Efficiency & Sustainability:** Minimize travel, reduce emissions, and optimize costs.
- **Employee Well-being:** Ensure safety, security, and comfort during travel.
- **Supporting Local Economies:** Contribute to local businesses and services in travel destinations.

Scope: Applies to all Probi employees, contingent workers, and consultants traveling for business.

Travel Process:

- **Pre-Travel:**
 - **Approval Required:** All trips need manager approval; international travel requires executive team (ELT) approval.
 - **Evaluate Alternatives:** Prioritize virtual meetings when possible to reduce travel.
 - **Sustainability:** Book environmentally friendly travel options and support local businesses.
 - **Travel Preparations:** Ensure awareness of country conditions (e.g., laws, health guidelines) and secure necessary visas.
- **Booking:**

- **Advance Booking:** Book trips early for cost savings.
- **Air Travel:** Opt for cost-effective and eco-friendly flights. Economy class is required for most flights; exceptions need VP approval.
- **Hotel:** Choose reasonably priced, locally aligned business hotels.
- **Rail Travel:** Prefer trains when cost-effective and environmentally beneficial.
- **Car Rentals:** Select environmentally friendly cars, maintaining safety standards.
- **Bonus Program:** Points/benefits from business travel should not influence travel choices.
- **During the Trip:**
 - **Support & Rebooking:** Provide justifiable reasons for any changes to travel plans.
 - **Insurance:** Probi provides travel insurance; employees should carry the insurance card and retain receipts for claims.
 - **Security:** Be mindful of digital security, especially when using public Wi-Fi.
 - **Ground Transportation:** Favor public transport; taxis and car rentals are reimbursed if necessary.
 - **Reimbursement:** Travel-related expenses are reimbursed upon return, with appropriate documentation.

This policy ensures that business travel aligns with Probi's commitment to sustainability, cost-efficiency, and employee safety.