

IDENDEC SOLUTIONS ONSITE TRAVEL POLICY

General. This Onsite Travel Policy (hereafter “**Policy**”) applies to all IDENDEC SOLUTIONS’¹ (hereinafter “IDENDEC”) personnel travelling onsite to Customer locations for installation, engineering, support, training, maintenance, and any other Customer related work. Where possible, IDENDEC will attempt to book travel and lodging so travel time is kept to a minimum and to assign resources from our nearest regional office, dependent on availability and requisite expertise.

Lodging & Accommodation. Where possible, IDENDEC will try to book the most convenient accommodation in proximity to the customer site. Late cancellation fees incurred due to last-minute changes to the trip schedule will be invoiced to the Customer.

Per Diem. Per diem is based on the applicable daily rate (as stipulated by government travel tariffs for each country, if a rate is not specified a minimum of € 70,00 per day will apply) and applies from the time IDENDEC personnel leave their office/home, to the time they arrive back to their office/home.

Air, Land & Sea Travel. All IDENDEC resources travelling onsite to a customer location, either by air, rail, sea, or public transport, will book fully refundable and transferable Economy class tickets (at some airlines called Premium, Plus or Flex) that can be changed or cancelled at no extra cost. This is to avoid extra costs in the event of delays or changes of schedule on the Customer side, changes of the trip schedule, sickness, and any other occurrences that may affect the planned trip. In addition, for individual flights longer than 5 hours duration, Economy Premium (at some airlines called Comfort or Plus) or Business class tickets will be booked, depending on availability.

Car Rentals & Company Cars. Rental cars will be booked including insurance. Late cancellation fees incurred due to last-minute changes to trip schedules will be invoiced to the Customer. Use of IDENDEC company cars or personal cars will be invoiced to the customer at the standard rate of € 0,60 per km. Additional costs for fuel, parking and tolls will be invoiced to the Customer.

Taxes & Costs. The fees set forth in this Policy do not include any amounts for taxes. For all amounts invoiced to the Customer in line with this Policy applicable taxes will be added.

All travel, lodging and per diem costs (hereafter “**T&L costs**”) shall be invoiced to the Customer at cost plus 10% for administration. Any T&L cost estimates provided on proposals are for budgetary purposes only and are not binding for IDENDEC.

T&L costs include, but are not limited to, all air, land and sea travel, hotel accommodation, visa and customs costs, use of rental cars or company/personal cars, fuel, parking and toll fees and communication expenses incurred by IDENDEC in connection with the performance of Customer related work, as well as daily per diem costs for the IDENDEC resource that is travelling. Travel/standby time shall be invoiced at the standard hourly rate for the resource that is travelling. The aforementioned administration cost covers, but is not limited to, the administrative costs of planning and booking travel, preparations for travel, expense reports and invoicing of travel.

Valid as of June 1st, 2023. IDENDEC SOLUTIONS reserves the right to adjust these terms and conditions from time to time without prior notice.

¹IDENDEC SOLUTIONS means IDENDEC SOLUTIONS AG (Austria), including its subsidiaries IDENDEC SOLUTIONS Deutschland GmbH (Germany), IDENDEC SOLUTIONS Norway AS (Norway), IDENDEC SOLUTIONS, INC (USA) and IDENDEC SOLUTIONS AUSTRALIA & NEW ZEALAND P/L (Australia).