

## IDEN TEC ONSITE TRAVEL POLICY

**General.** This Onsite Travel Policy (hereafter “**Policy**”) applies to all IDEN TEC SOLUTIONS<sup>1</sup> (hereinafter “IDEN TEC”) personnel travelling onsite to Customer locations for installation, engineering, support, training, maintenance and any other Customer related work. Where possible, IDEN TEC 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.

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

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 IDEN TEC in connection with the performance of Customer related work, as well as daily per diem costs for the IDEN TEC 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.

**Lodging & Accommodation.** Where possible, IDEN TEC 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 € 60,00 per day will apply) and applies from the time IDEN TEC personnel leave their office/home, to the time they arrive back to their office/home.

**Air, Land & Sea Travel.** All IDEN TEC 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 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.

**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 IDEN TEC company cars or personal cars will be invoiced to the customer at the standard rate of € 0,50 per km. Additional costs for fuel, parking and tolls will be invoiced to the Customer.

**Taxes.** 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.

Valid as of January 1, 2018

*\*\*\*IDEN TEC reserves the right to adjust these terms and conditions from time to time without prior notice.\*\*\**

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