

Ingka Travel Policy Appendix

1. Background

The Ingka Travel Policy regulates Supplier's travel activities when supplying products to, or performing services, either on behalf of or to, Ingka Group.

2. General requirements

2.1 The Ingka Travel Policy applies to all assignments, meetings and events with or on behalf of Ingka Group, which require travel to/from such assignments, meetings and/or events.

2.2 Supplier must ensure that all its employees, consultants and sub-contractors (hereinafter jointly referred to as "Supplier") have a clear and consistent understanding of the Ingka Travel Policy when supplying products to, or performing services either on behalf of or to, Ingka Group.

2.3 Supplier must ensure safety, security, sustainability, health, wellbeing, cost consciousness and efficiency for its employees when meeting and traveling for business purposes with Ingka Group.

2.4 Personal safety shall never be compromised, and Supplier must always follow relevant authorities' travel recommendations and/or restrictions.

2.5 The impact on the environment balanced with cost must always be considered when choosing the form of transport and accommodation with the aim of making sustainable and cost-conscious choices where and when possible, to support and reduce the CO2 emission.

2.6 Virtual and digital alternatives should always be considered as a first option when there is a need to meet within the scope of an assignment or an event.

3. Responsibilities

3.1 Supplier is expected to incur meeting and travel expenses as a reasonable person would at their own expense.

3.2 To minimise unnecessary costs, Supplier must always ensure to cancel tickets, hotel reservations, events and other travel/meeting related reservations according to the service provider's policy.

3.3 If the Supplier is tasked with planning the meeting or the event, the Supplier is also responsible for ensuring that the meeting, event and travel expenses are within budget, and are accurate, reasonable, necessary and with a business purpose to achieve the business objectives of Ingka Group.

4. Travel

4.1 Supplier must always consider the business purpose and intention of travel, and whether the return-on-investment justifies traveling when doing business with or on behalf of Ingka Group.

4.2 When selecting travel, all forms of transportation shall be considered in terms of total cost, time, safety, health, wellbeing and environmental impact.

4.3 When selecting air travel, Supplier shall travel in economy class or equivalent and the lowest logical (considering total travel time, restrictions, safety, security, health and wellbeing, and sustainability) fare available shall be applied by Supplier for any travel well in advance.

4.4 When selecting hotels, a balance of cost, safety and sustainability should be considered. Mid-tier budget hotel chains, standard rooms at best available rates should be booked. Luxury hotels are not allowed.

4.5 When public transport (bus, train) is safe, sustainable and efficient, it shall always be the first choice before, taxi and air travel.

5. Contacts

For any questions or concerns contact your Ingka responsible according to supplier management.

6. Miscellaneous

6.1 The terms and expressions defined in the Ingka Travel Policy shall, unless otherwise defined herein, have the same meaning as in the Agreement to which it is an appendix.

6.2 In case of any conflict between this Ingka Travel Policy A and the Agreement, the terms of this Ingka Travel Policy shall prevail.