

# SUMMARY OF TRAVEL GUIDELINES<sup>1</sup>

## SCOPE OF APPLICABILITY

The Travel Guidelines (“**Guidelines**”) apply to all staff members, members of the Board of Directors and the Control Committee of NDF, as well as to any third parties whose trips are paid and arranged by NDF.

## GENERAL PRINCIPLES AND CONSIDERATIONS

Travel arrangements shall be determined based on operational and business requirements. It is essential to consider and minimise the climate impact associated with travel to the greatest extent possible. Moreover, travel arrangements shall aim to be both cost-effective and time efficient.

When selecting the mode of transportation, NDF places importance on ensuring the health and safety of its travelers while also emphasising the need for a balanced approach that considers travel, workload, and associated expenses.

The general well-being of the traveler is prioritised.

## MINIMISING CLIMATE IMPACT

NDF actively promotes climate-conscious traveling practices. The most effective approach to mitigate the adverse climate impact is by reducing the frequency of travel. Hence, it is advised that travelers, in consultation with their supervisors, (as applicable) carefully assess the necessity of each trip, exploring the possibility of replacing some in-person meetings with remote online alternatives.

Furthermore, travelers are encouraged to consider the most suitable means of transportation and travel routes, with a particular emphasis on optimising efficiency by combining multiple meetings or missions into a single trip. Whenever feasible, preference should be given to direct flights or train travel. Additionally, the use of public or shared transportation, as well as electric vehicles or electric taxis, is highly recommended.

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<sup>1</sup>The internally available Travel Guidelines, as updated from time to time, contain further practical and other details, which the traveler shall follow. In case of discrepancies, the Travel Guidelines shall prevail.

During their travels, all individuals are expected to acknowledge and embrace their collective responsibility towards the aforementioned principles.

### **Minimising and offsetting of emissions**

In keeping with NDF's commitment to reducing greenhouse gas emissions arising from travelling, the mode of travel shall be by train, bus, or other public transportation, whenever this is a viable option.

Furthermore, NDF shall collect records of its carbon emissions and take offsetting actions as set out in NDF's Green Office Handbook.

## **TRAVEL ARRANGEMENTS**

All staff travel must receive prior approval from the Head of Department in accordance with NDF's internal procedures. It is the responsibility of the traveler and their supervisor (as applicable) to ensure that each trip is planned in accordance with the provided rules and guidelines.

The following flight classes are permitted:

- **Intercontinental Flights:** By default, the class of travel for intercontinental flights is economy premium or an equivalent class. If booking such a premium economy class ticket is not possible or for special reasons, business class tickets may be allowed on a discretionary basis.
- **Flights within Europe:** The traveler shall book economy class when traveling within Europe.

When not included in the intercontinental flight ticket for a business trip, the traveler is entitled to purchase lounge and fast-track access at NDF's expense. This provision is implemented with the objective of optimising the efficiency of air travel, as well as providing the traveler with enhanced facilities for rest and concentration on their work-related tasks.

NDF strongly encourages the traveler to minimise the number of layovers whenever feasible. Furthermore, exploring alternative options such as integrating air and rail travel is emphasised.

Booking flexible flight tickets is allowed when it aligns with business interests or if the travel itinerary/circumstances require it. Nevertheless, the preference is given to non-flexible tickets whenever suitable.

Public transportation shall be utilised whenever feasible for environmental, cost, and time efficiency purposes.

**Trains** shall be considered whenever practical, and first-class tickets may be booked for this purpose.

In the case of business travel by **ferry**, it is permissible to reserve seats or accommodations in the business/comfort class. For overnight business travel by ferry, bookings can be made for deluxe/comfort cabin class to ensure that the traveler staff ensures the rest they may need.

**Taxis** may be utilised when necessary due to cost-efficiency, safety, or operational needs.

When appropriate, **rental cars** may be utilised for traveling purposes. Furthermore, NDF strongly recommends opting for electric or P-HEV (Plug-in Hybrid Electric Vehicle) rentals whenever available.

In certain situations, staff may utilise their **personal vehicles** for business travel. In these situations, NDF will provide mileage compensation in accordance with the approved mileage allowance.

For **accommodation**, safety and security considerations apply in addition to cost-consciousness.

### **Combining personal travel**

NDF acknowledges that travelers may wish to extend a trip for personal reasons.

In such cases, it is permissible to arrange personal travel in conjunction with business travel. However, any expenses beyond the necessary costs for business purposes shall be at the responsibility of the traveler.

### **Resting time and compensation for weekend travel**

When staff members travel for business purposes on intercontinental flights in economy class, rest periods shall be provided both before commencing duties at the destination and upon returning to the duty station.

## **DAILY ALLOWANCE**

Based on host country rules, staff members, and members of the Board of Directors and the Control Committee are eligible for daily allowance to compensate for meals and miscellaneous costs and expenses incurred during a business trip.

## **TRAVEL SAFETY AND INSURANCE**

It is mandatory for all travelers to adhere to the travel safety instructions provided.

As a precautionary measure, it is advised that travelers who share critical areas of

responsibility refrain from booking the same flight.

Prior to embarking on travel to high-risk countries, staff members are required to is required to verify their readiness to travel.

All travelers are protected under NDF's travel insurance policy. The insurance coverage encompasses medical assistance, luggage protection, and compensation for flight delays. In addition, travelers have access to a 24/7/365 call center providing general advice and support for medical and other emergencies.