

REJLERS AB
TRAVEL- AND MEETING POLICY

Prepared by	Officer	Revision date
Head of Sustainability / Quality and Sustainability Board	Head of Sustainability	

Approved by	Date
Management Team Rejlers AB	26 September 2022

TRAVEL- AND MEETING POLICY

Business trips are an important part of our business, and they are needed to be able to carry out assignments and maintain customer relationships.

Safe and sustainable travel is necessary both for Rejlers to be able to provide a sustainable delivery to customers and to protect the environment, but also to promote the health and safety of employees, improve time efficiency and reduce costs.

Rejlers sustainability goals include both reducing our own climate impact and promoting the employees' working environment, safety, and health. The travel policy is an important tool in the work to achieve this.

Scope

Rejlers travel policy applies to all business trips for employees and partners, but the employees are also encouraged to follow the travel policy when traveling to and from work.

Goal and purpose

The travel policy with associated routines and guidelines describes Rejlers approach to business travel and should make it easier for employees to choose meeting methods, transport, and accommodation which, as far as possible, contribute to Rejlers overall goals and policy.

The goal is to minimize Rejlers negative impact on society at large and optimize internal working conditions by working for the safety of both employees and the environment through:

- Promoting employees' health and well-being in the workplace
- Limiting environmental and climate impact
- Streamlining resource use and time consumption
- Limiting costs
- Strengthening Rejlers brand

Implementation

Travel must always be justified on business reasons. Before each meeting/trip, consideration must be given as to whether the trip is necessary. There are 3 categories of trips:

1. Trips that can be avoided
2. Trips that can be coordinated
3. Trips that must be carried out

Trips that can be adequately replaced with, for example, digital meetings or tools should be avoided. Trips to customer and between Rejlers offices can be advantageously coordinated with any other participants.

For the trips that must be made, the most suitable mode of transport must be chosen, considering:

- Safety
- Environment
- Time
- Cost

Good planning often results in a lower price and increased probability of site availability. When planning trips/meeting (conferences for internal or external purposes, these must be planned in such a way regarding times and location that the participants can get there in a safe, environmentally friendly, and cost-effective way. When choosing a conference facility, hotel and food, eco-labelled, locally produced and/or organic alternatives are preferred. Staying and conferencing at the same location reduces the need for local transport.

A business trip may not be combined with a private trip if it results in extra costs for the company. Travel related to internal meetings, consultant meetings, training opportunities, etc., must also be approved by the closest manager.

Employees traveling on business represent Rejlers and must act and behave accordingly.

Follow-up

Follow-up of the policy is carried out annually via reporting of travel costs, energy use and emissions of greenhouse gases as a result of business trips during the current year. Reporting and follow-up of the policy's compliance is the basis for an annual audit of the travel policy.

The Head of Sustainability/Quality & Sustainability Board is responsible for follow-up and revision of the policy.