

21.5.2021

---

## Third-Party Travel Policy

This policy applies to all Sandvik third parties in Finland. When operating in other countries the policy of that country applies. Third-party travel may be legitimate for e.g. business critical reasons. Necessity and urgency of the travel need to be considered carefully together with sending party.

Third-party travel must be reasonable in value and there has to be a legitimate business purpose for it. Any request for the payment of travel expenses for third parties must be reviewed on a case-by-case basis. The payment of any travel or travel-related expenses for third parties requires the approval of the Sandvik employee's first and second level reporting managers (the grandparent principle).

When business trip is approved and in preparation phase, the following rules should be considered:

- the travel class is economy. According to the Sandvik Travel Policy, the lowest, reasonable cost option should be chosen when making travel arrangements.
- the accommodation class shall be reasonable and a Sandvik contracted hotel shall be selected where available
- any additional expenses for third parties will not be paid by Sandvik
- Sandvik will not approve travel expenses for family members of third parties

Third-party travel expenses must be claimed accurately within four weeks after the trip.

When claiming travel expenses, the following details should be provided:

- required approvals on the request form including any separate documents submitted (e.g. itinerary and agenda)
- the value of each expense related to the travel
- the name, title and company/organization of each participant
- accurate documentation supporting the request (receipts, invoices, etc.).

According to Sandvik Travel policy, travelers shall adhere to Sandvik Code of Conduct and our standards by demonstrating responsible, safe and ethical conduct always.

Exceptions to this policy must be approved by the applicable Business Area Management team member.

---

Postal Address	Street Address	Telephone	Business ID
Sandvik Mining and Construction Oy P.O. Box 100 33311 TAMPERE Finland	Sandvik Mining and Construction Oy Pihtisulunkatu 9 33330 TAMPERE Finland	+ 358 205 44 121  Fax +358 205 44 120	FI02116007 Reg. No. 2.852  www.sandvik.com