



GLOBAL SUPPLIER TRAVEL POLICY

Update: April 2025

Purpose

This document sets out guidelines and procedures for suppliers who incur expenses in connection with business trips for the benefit of Rituals.

The purpose of this policy is to:

- Provide a clear and consistent explanation for all suppliers with respect to the reimbursement of travel expenses and procedures in connection with business trips;
- Offer reasonable service and convenience to business travellers at the lowest possible cost
- Provide guidance on preferred modes of travel, budget considerations, preferred suppliers, and procedures to follow when traveling on behalf of Rituals.
- Optimize discounts provided by our preferred suppliers and ensure travel expenses are limited.

To whom does it apply?

This procedure applies to **all suppliers** of Rituals.

Scope

The Global Travel Policy covers all information related to (international) travel guidelines (passport, visa, vaccinations), flights, accommodation, other forms of transport, travel safety & security, and travel insurance.

Code of Conduct

Claiming for expenses not incurred or incurred not for business purposes, or exaggerating expense claims, is a dismissible offence and can result in disciplinary action

GENERAL GUIDELINES

- Before making travel arrangements, ensure you have **approval**.
- Consider alternatives, such as Teams/conf. call
- Book your trip at least 21 days before departure to profit from availability and good pricing.
- All flights within Europe must be booked in **Economy Class**.
- Accommodation must be booked in standard business hotels. The budget per city and preferred hotels list can be found under Annex 1 at the end of this document.
- Travel within a 500km radius of Amsterdam, such as Paris and Cologne, is only permitted by train or car.
- Before booking flights or train travel always check the destination restrictions such as visas and rules.
- Choose **the best fare and most efficient option**.

TRAVEL GUIDELINES

Travel approval

Supplier/Guest travellers must ensure to have approval from their main contractor within Rituals prior to booking the trip.

FLIGHTS

Flights within Europe

Within Europe, all flights are to be reserved exclusively in Economy Class. This restriction is imposed to manage costs effectively and uphold sustainability standards regarding short-haul flights. It is worth noting that upgrading to business class frequently leads to CO2 emissions up to five times higher than those associated with economy tickets. Per usual, tickets must be procured at the most economical fare possible.

Flights outside Europe

All flights outside Europe must be booked in **Economy Class** (if available, Comfort Class is allowed paid with loyalty points or max. €200 extra).

Parameters for most economic airline tickets

Rituals suppliers who make business trips must book the cheapest possible airline tickets offered.

The following parameters are observed in this regard:

- The most economic option with max. one transfer
- The certainty of the trip must be considered. A non-refundable/non-changeable ticket should only be booked if the travel date is definite.
- Upgrades are allowed at the traveler's own expense, for instance by using loyalty credits. Members of frequent flyer programs who are eligible for no cost class upgrades are allowed to accept such provided, as long as Rituals does not have any additional expenses for such upgrades.
- The alternative flight increases the total travel time by no more than two hours within Europe and four hours for intercontinental trips.
- Practice environmental-consciousness; prioritize sustainable travel options within the parameters of cost-effectiveness.



Cancellation/change of airline tickets

Because of the fare conditions or availability of certain fares, a change in date, or flight number may result in a changed fare (penalty). A ticket should only be cancelled and/or changed when it is strictly necessary and approved by the direct manager.

Note: Please do not Check-in when you expect a change of plans.

ACCOMMODATION

Budget

Accommodation should be booked in 'standard business-class hotels'. An allocated budget is provided per night for various destinations. This budget includes city tax but excludes breakfast expenses. Please check the budgets per city under Annex 1, located at the end of this document.

Hotel expenses

When a Hotel expense must be paid upon checkout (please refer to the topic Expenses on page 5) ensure you know what may and may not be included in the hotel invoice) by the traveler, expenses should be filed directly upon return of the trip.

CAR RENTAL

Ensure to book the standard mid-size class (category C). At some destinations, a rental car may only be driven from the age of 23.

Please always book the best affordable option. The supplier must always opt for the standard/all-in fee that includes the following:

- Unlimited number of kilometers
- Collision damage waiver (CDW) and theft protection insurance (both without an excess)
- Local taxes / Airport taxes
- 3rd party/liability insurance of >7.5 million Euro
- Cover for windows, tires, and undercarriage

Note: 1. Please, in order to avoid wrong charges, when renting a car, take pictures of the vehicle before and after the rental service, this way there's proof of the car's condition when you received it and when you returned it.

2. Fines and extra charges incurred due to exceeding the speed limit will not be covered or refunded.

TRAIN

Travelling must always be done in the second class. In support of sustainability efforts, suppliers travelling to destinations within a 500km radius of Amsterdam or any departure point, are required to book ground travel instead of air travel, such as train, car or bus (except in cases where a substantial price difference makes air travel more economical.)

PUBLIC TRANSPORT

Public transport to and from airports and bus- and railway stations must be used. If it is impossible to travel by public transport before departure or following arrival, a taxi can be booked to or from the airport only in consultation with the budget holder and subject to a maximum fare of € 50, -.

SUSTAINABILITY

In accordance with our company's commitment to sustainability and environmental responsibility, this policy aims to promote eco-conscious travel choices. We appreciate your cooperation in implementing these initiatives as we strive to make sustainable choices in our business operations.

Ground Travel

Suppliers traveling within a 500km radius of Amsterdam or any departure city are required to use ground transportation, such as by train or car, whenever feasible, rather than utilizing air travel. The aim is to minimize our carbon footprint by reducing emissions associated with short-haul flights within Europe.

Class Upgrades

Before requesting any class upgrades, it's essential to be conscious of the environmental impact. Our report analysis indicates upgrading to business class can oftentimes increase carbon emissions by up to five times compared to a standard ticket. By opting for economy class, individuals can significantly reduce their CO₂ footprint and contribute to environmental sustainability.



EXPENSES

General Guidelines

- All expenses for which reimbursement is requested, need to be supported and justified by the proof of payments that validate the purpose of the expenses. Hence, reports must be accompanied by receipts or other documentation substantiating the expenses incurred.
- Expense report should provide enough details to explain why you made the purchase, including any supplementary details (e.g., if you paid for other Rituals team members)
- Expenses need to be claimed in local currency (EUR). In case of invoices/receipts in foreign currency, a scan of the transaction on the bank statement needs to be added to confirm the amount in Euro.
- **Expenses can be submitted for reimbursement max. 3 months after they have been incurred.**
- The expenses as stated further in this policy are reimbursable. If not mentioned in this policy, it means the expenses are not reimbursable

Expense Requirements

All expenses need to be supported by proof of payments and an explanation that validate the business purpose of the expenses. These requirements are:

- Date of the expense
- Amount of the expense
- Place of the expense
- Nature of the expense and purpose of the expense (in case of travel: include reason for the trip), e.g.: - Dinner with XX and XX to discuss expanding of business in Asia - Business trip with XX to Seoul to examine potential business opportunities
- External guests involved (name, function, company) if applicable

For the first three bullet-points: since the above information (e.g., date, amount, and place of the expense) should be included in the receipt, adding a copy of the receipt to your request is sufficient. Note that the nature of the expense and the attendees must still be included.

Expenses on Business Trips

Preapproval of trips is required by main contractor at Rituals ahead of travel. In the event the supplier incurs costs for the following topics, these can be reimbursed up to the following amounts (10% tip included in the

amount): Please bear in mind that expenses related to only drinks cannot be expensed

- Breakfast (incl. a maximum of 2 drinks) EUR 10
- Lunch (incl. a maximum of 2 drinks) EUR 15
- Dinner (incl. a maximum of 2 drinks) EUR 40
- Taxi only allowed if costs are <€50 and after 8pm or before 6am and if public transport is not available or if extra time in public transport is excessive.

Please bear in mind that expenses related to only drinks cannot be expensed.

Non-Qualifying Expenses

There are certain expenses that Rituals will not be held responsible for, including:

- Lost personal property
- Unauthorized meals/entertainment
- Fines incurred while operating a company vehicle
- Unauthorized flight upgrades, accommodations, etc.
- Expenses for spouses who accompany suppliers on business trip



Annex 1

Budget per City per Night

** Please note that on weekends and blackout dates, the rates mentioned below may not be applicable.*

City	Budget per Night
Amsterdam	€175
Antwerp	€130
Barcelona	€165
Berlin	€130
Cologne	€130
Copenhagen	€165
Dublin	€210
Helsinki	€165
Hong Kong	€175
London	€235
Madrid	€145
Milan	€175
Oslo	€185
Paris	€205
Rome	€155
Shanghai	€200
Stockholm	€200
Vienna	€130
Warsaw	€130
Zurich	€180

If your city is not specified, please refer to the table below:

City	Budget per Night
Europe	€130
Nordics	€165
UK	€165
Asia	€180
Switzerland	€150
Rest of the World	€130



Preferred Hotels (Contracted + Negotiated Rates)

City	Hotel	Low Season	Middle Season	High Season
Amsterdam	Volkshotel	€104.00	€139.00	€147.00
	Motel One Waterlooplein	10% Disc	10% Disc	10% Disc
	Motel One RAI	10% Disc	10% Disc	10% Disc
	Casa Hotel	€161.70	€147.00	147.00
	CitizenM Amstel	15% Disc	15% Disc	15%Disc
	CitizenM Amsterdam South	€164.00	€164.00	€164.00
	Citadines Canal Amsterdam	€170.00	€195.00	€195.00
	Ruby Hotel	€168.00	€168.00	€168.00
Antwerp	B&B Hotel Antwerp	€90.00	€90.00	€90.00
Warsaw	Presidential Hotel	€ 94.00	€94.00	€94.00
Milan	21 House of Stories	18% Disc	18% Disc	18% Disc
Shanghai	The Sukhothai	€ 217.00	€217.00	€217.00
Hong Kong	Emperor Hotel	€109.00	€109.00	€109.00
Cologne	Motel One	€99.00	€99.00	€109.00
	Leonardo Hotel	15% Disc	15% Disc	15% Disc
Berlin	Motel One	€99.00	€99.00	€109.00
Paris	CitizenM Champs Elysee	15% Disc	15% Disc	15% Disc
	CitizenM Paris Gare De Lyon	€179.00	€179.00	€179.00
	Motel One	10% Disc	10% Disc	10% Disc
Barcelona	Room Mate Pau	€126.00		€139.00
	Room Mate Carla	€117.00		€126.00
	Room Mate Anna	€129.00		€157.00
	Leonardo Hotel Gran Via	15% Disc	15% Disc	15% Disc
	Barcelo Hotel Group	15% Disc	15% Disc	15% Disc
Madrid	Room Mate Mario	€84.00	€95.00	€95.00
	Room Mate Oscar	€113.00	€139.00	€139.00
	Room Mate Macarena	€102.00	€128.00	€128.00
Stockholm	Hobo Hotel Stockholm	15% Disc	15% Disc	15% Disc
	Stockholm Scandic Anglais	10% Disc	10% Disc	10% Disc

	Elite Hotel Stockholm Plaza	15% Disc	15% Disc	15% Disc
London	Motel One TowerHill	10% Disc	10% Disc	10% Disc
	CitizenM Victoria Station	€250.00	€250.00	€250.00
	Strand Palace	€245.00	€245.00	€245.00
Dublin	The Dean Dublin	€180.00	€180.00	€180.00
	The Davenport Dublin	€220.00	€220.00	€220.00

