

# TRANSPORT AND TRAVEL POLICY

This Group-wide policy has been prepared by Balder's HR Department, Head of Personnel and Administration. The Group-wide policy provides guidance for all of Balder's subsidiaries, although local deviations may occur. The policy is reviewed annually and adopted by the company's Board of Directors.

## 1. PURPOSE

Travel and the transportation of materials are necessary for Balder's business to function. All travel and transportation shall be balanced to ensure that the best possible value is achieved with the least possible cost, time and impact on the environment. The need to travel shall always be evaluated, and as far as possible travel shall be replaced by travel-free alternatives such as online, video or telephone conferences.

## 2. STRATEGY

Business travel is permitted in accordance with instructions and the prior approval of the line manager. Travel outside the Nordic region shall be approved in advance by the CEO. Travel shall always serve a commercial purpose and be possible to justify in terms of both route and mode of travel.

All employees have a responsibility to ensure that travel and accommodation are arranged in the most cost-efficient and environment-friendly way possible, while at the same time meeting reasonable requirements for convenience and safety during the business trip.

## 3. MODES OF TRANSPORT

Those employees who have a company car shall use it as far as possible, unless the distance is too long; otherwise public transport is to be used. In certain cases it may be appropriate to use pool cars, if one is available. To achieve Balder's climate goals, all new vehicles that are purchased or leased shall have renewable energy sources or the facility to use fossil-free fuels.

Rail travel shall be the preferred alternative for domestic journeys, for environmental and climate reasons. Unless special reasons exist, the cheapest ticketing options shall always be chosen.

Air travel for journeys of less than 500 km requires special reasons for approval. It shall be booked at the lowest possible cost with due consideration of working hours, environment and safety. Transport to and from the airport shall take place in the first instance using public transport.

Taxi journeys are only permitted if public transport or company cars are not available, or if you arrive late in the evening and have the line manager's permission.

Private cars may be used if for any reason the above alternatives are not possible, and with due consideration of cost, working hours and the environment. The traveller is responsible for

providing these reasons. If a hire car is needed and no other alternative is available, a small car shall be booked. Shared travel shall be arranged where possible.

#### **4. BOOKING**

All travel shall be booked through the company's contracted travel provider, if there is one.

Gothenburg, 9 February 2024

Board of Directors of Fastighets AB Balder