

Travel Policy

BACKGROUND AND OBJECTIVE:

Konftel's travel policy aims to steer Konftel's employees towards travel with as low an impact on the climate and environment as possible, while also ensuring that travel is cost-effective. Konftel's travel policy also aims to encourage employees to use solutions for distance meetings wherever practically possible. The objective is to make the company's travel more efficient in every respect.

Konftel's employees operate within the practical framework of rules on business travel set out by parent company Avaya, whose global travel policy and associated documents are available on the intranet [<https://currents.avaya.com/en/article/1413279272856>].

RESPONSIBILITY:

Each employee is responsible for planning and booking their own travel and for familiarizing themselves with the travel policy that applies at Konftel. Managers have a responsibility to ensure that all employees are familiar with and comply with the company's travel policy.

PLANNING:

It takes good forward planning to make sure that our travel has as low an impact on the climate and environment as possible, while remaining cost-effective. All employees are therefore obliged to plan their journeys as far ahead as possible. When planning a trip, consider the following:

- Always ask yourself whether the trip is absolutely necessary or whether you can hold a distance meeting instead.
- Always request digital tickets where possible, as this avoids physical tickets having to be posted, which is both costly and less sustainable from a climate and environmental perspective.
- Bear in mind that, although travel by train often takes longer, you will usually be able to make effective use of that journey time for work, plus the time spent boarding and disembarking is minimal compared with air travel.

RECOMMENDATIONS:

- For journeys of longer than 600 km choose the train in the first instance, if possible, then flying and lastly driving.
- For journeys of less than 600 km choose the train or bus in the first instance, with driving as a last resort.
- For journeys in the local area choose walking, cycling or public transport in the first instance, with driving as a last resort.

BOOKING:

Travel bookings must be made in accordance with the global travel policy issued by Avaya. Instructions and links to related support functions are available here [<https://currents.avaya.com/en/article/1413279272856>].