

Apiax AG Expense Regulations: After explaining the role and related terms to the system, we will add our regulation.

Apiax AG Expense Regulations

Version 1/2022

Replaces all previous editions and is valid until revoked

1. General

1.1 Scope of application

These expense regulations apply to all employees in Switzerland (hereinafter referred to as "employees") of Apiax AG who are in an employment relationship with Apiax AG.

1.2 Organisational Structure and Definition of Terms

The organisational structure of Apiax AG is based on the principles of Holacracy. The structure and the terms are documented in the Company Structure. The Apiax' constitution is the one main document to set the rules, accountabilities and responsibilities of how the company works.

1.3 Definition of expenses

For the purposes of these regulations, expenses are those incurred by an employee in the interest of the employer. All employees are obliged to keep their expenses as low as possible within the framework of these regulations. Expenses which were not necessary for the performance of work shall not be borne by the company but shall be borne by the employees themselves (e.g. if, for personal reasons, you decide to travel earlier to a destination or to come back later than necessary).

Essentially, employees shall be reimbursed for the following business-related expenses:

- *Costs for business travel (hereafter 2.)
- * Catering costs (hereafter 3.)
- * Accommodation costs (hereafter 4.)
- * Other expenses (hereafter 5.)
- * Administrative provisions (hereafter 6.)
- * Validity (hereafter 7.)
- * Entry into force (hereafter 8.)