

**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.)

#### 1.4 Principle of reimbursement of expenses

As a matter of principle, all expenses are effectively settled according to the expense event and against original receipts. Flat rates per case are only granted in the exceptional cases listed below. Monthly and/or annual lump sums shall be reduced accordingly in the event of uninterrupted absences of more than four weeks (e.g. maternity/paternity leave, military service, illness/accident; however, excluding holiday entitlements) for the time exceeding this period.

## 2. Costs for business travel

All employees are obliged to implement the specifications for business travel according to the principles of economy and expediency. This includes checking the necessity and possible alternatives (e.g. telephone/video conferences, etc.). Whenever possible, bookings shall be made via the central booking office and the invoices incurred shall be made directly to the company whenever possible. If this is not possible, they must be submitted in accordance with this expense policy.

The approval of business trips is made by the respective Circle Lead. Each employee is responsible for the necessary travel requirements such as passport, visa, medicine, luggage, etc., as well as for compliance with local laws, customs and importation, etc.

### 2.1 Travel by public transport

Travel costs for the daily commute are generally not reimbursed.

The costs for business trips by train, tram or bus will be reimbursed to the employee.

For employees who often travel by train for business reasons, a personal half-fare card or, if more favourable, an association or general travel card can be provided as required.

Holders of such season tickets are not entitled to any further mileage allowances for journeys by private car and cannot make a deduction for the journey to work in their tax return. A corresponding note is made in the salary statement (field F of the salary statement).

### 2.2 Travel by air

All employees fly "economy class". Mileage credits, bonus points and awards etc. credited to employees by airlines on the occasion of business trips should be used again primarily for business purposes.

### 2.3 Business trips by private car/taxi/Uber

As a rule, travel costs for the daily commute are not reimbursed.

Public transport must always be used for business trips.

The costs for the use of a private motor vehicle/taxi/Uber for a business trip shall only be reimbursed if their use results in a significant time and/or cost saving or if the use of public

transport is unreasonable. If the own vehicle/taxi/Uber is used despite good public transport connections, only the costs of the public transport are reimbursed.

Up to 10,000 kilometres per year, the compensation amounts to CHF -.70.

From 10,001 kilometres per year, the allowance is CHF -.60. If a business trip begins or ends at the employee's place of residence, only the kilometres for the journey between the place of residence and the place of work less the kilometres for the employee's usual commute may be reimbursed.

## 2.4 Company car

No company cars will be provided.

In cases where the use of a motor vehicle results in a significant time and/or cost saving or the use of public transport is unreasonable, a car sharing solution (e.g. Mobility) may be used.

## 3. Catering costs

If an employee has to go on a business trip or is forced for other reasons to eat outside his or her other place of work, he or she is entitled to reimbursement of the actual costs, whereby the following standard values must be observed:

Breakfast\*: Switzerland CHF 15, Portugal EUR 5, UK GBP 10, Singapore 15 SGD, Germany EUR 8

Lunch: Switzerland CHF 30, Portugal EUR 15, UK GBP 20, Singapore SGD 30, Germany EUR 20

Dinner\*\*: Switzerland CHF 40, Portugal EUR 25, UK GBP 30, Singapore SGD 40, Germany EUR 30

\*If breakfast is not included in the hotel costs.

\*\*Dinner if staying overnight away from home.

For employees who work 40% to 60% of the working time outside their usual place of work and therefore receive a lunch allowance, a corresponding note shall be made in the salary statement (field G of the salary statement).

For employees who work more than 60% of the working time outside their usual place of work and therefore receive a lunch allowance, the following note shall be added to the salary statement under item 15 Remarks: "Lunch paid by employer". For employees subject to withholding tax, the deduction for additional costs of meals away from home (currently CHF 1,600 or CHF 133 per month) included in the withholding tax rate is added to the gross salary subject to withholding tax.

## 4. Accommodation costs

#### 4.1 Hotel costs

If an employee has to go on a business trip or is forced to spend the night away from home for other reasons, he/she is entitled to reimbursement of the effective costs, whereby standard hotels or comparable overnight accommodation (AirBnB) are generally to be chosen for overnight stays, and the following guideline values apply:

Low Season: Switzerland CHF 120, Portugal EUR 80, UK GBP 100, Singapore SGD 100, Germany EUR 90

High Season: Switzerland CHF 160, Portugal EUR 120, UK GBP 140, Singapore SGD 140, Germany EUR 130

Compensation shall be paid for the actual costs of overnight accommodation according to the original receipt, whereby any private expenses (e.g. private telephones) shall be deducted from the hotel bill.

#### 4.2 Private overnight stay

In the case of private overnight stays with friends, etc., the actual costs will be reimbursed up to a maximum of CHF 80 for a gift to the host.

### 5 Other expenses

#### 5.1 Representation expenses

In the context of customer service or maintaining contacts with third parties close to the company, it may be in the interest of the company that these third parties are invited by an employee.

As a general rule, restraint should be exercised when issuing such invitations. The costs incurred must always be covered by the business interest. When choosing the location, the business importance of the customer or business partner as well as local customs must be taken into account. The actual costs shall be reimbursed, whereby the following details shall be noted:

- \* Name and title of all persons present, their company and their business relationship with Apiax AG (including company employees).
- \* Name and location of the venue
- \* Date of the invitation
- \* Business purpose of the invitation

#### 5.2 Small expenses

Small expenses, such as parking fees, roadside telephones, etc., will generally be reimbursed against original receipts, provided they are business-related.

If it is impossible or unreasonable to provide an original receipt, a personal receipt may be submitted as an exception.

### 5.3 PC / Notebook

Apiax AG pursues two options regarding PCs and notebooks:

\* 'Bring your own device'. This means that employees use their own PC or notebook for business purposes. All business costs for the use of private devices and all business telephone costs are compensated by a monthly flat rate of CHF 120. This compensation for the use of private devices qualifies as a salary component and is shown in the salary statement under item 1. These payments cover all use of private devices.

\* 'Buy Your Own Device'. This means that the employees are responsible to buy a new device, in compliance with the determined budget and specs (fn 1). The cost of the PC will be reimbursed upon submission of the receipt. If the employee leaves Apiax before completing 1 year of employment, the device will remain with the employee and he/she will be responsible for paying the computer or returning it back. In this case, employees are required to sign the 'Buy Your Own Device' agreement.

It is the Circle Lead decision which option is applied to the employee.

### 5.4 Mobile telephony

Apiax AG pursues two options regarding mobile telephony:

\* 'Bring your own connectivity'. This means that employees use their own mobile phone and mobile phone subscription for business purposes. Employees are paid a monthly flat rate of CHF 30, if the company doesn't provide a mobile phone subscription. The annual amount is shown in the salary statement in section 13.2.3 under the heading "Fixed expenses".

\* 'Apiax Communication Program'. This means that employees benefit from a company subscription, according to the conditions applied in the office they are allocated to. In this option, the employees are required to sign the 'Apiax Communication Program' acknowledgement.

Additional costs incurred on official business, such as roaming charges and data packages in an international environment, can be settled against proof and with a receipt. Employees are encouraged to choose the most favourable tariff in the international environment. Premium services and apps are not compensated.

These payments cover all business mobile telephony costs.

## 6 Administrative provisions

### 6.1 Exceptions

Any exceptions to the provisions of these expense regulations must be discussed with and approved by the Circle Lead.

### 6.2 Advance on expenses

Any advance on expenses must be approved by the Circle Lead prior to withdrawal.

### 6.3 Expense report and visa

The process prescribed by the company management is to be used for the expense report.

As a rule, the expense reports are to be prepared after the end of the expense event, but at least once a month, and submitted to the Circle Lead for review together with the corresponding expense receipts.

Receipts that must be attached to the expense report are original documents such as receipts, received invoices, cash vouchers, credit card receipts, travel expense vouchers, etc.

### 6.4 Reimbursement of expenses

Reimbursement of expenses shall be made by bank transfer, quoting the settlement number. The transfer will normally be made in the calendar month following the month of the expense claim.

### 6.5 Retention of expense vouchers and expense claims

Expense reports and the corresponding receipts must be kept by the employee for a period of one year for possible checks.

## 7. Travel Perk

Alternatively to have travels and accommodations reimbursed, Apiax has available Travel Perk to all employees - a travel management platform. Here, the employees can schedule business trips (flights, trains, or rent cars) and accommodations through this platform, which will alert them in case the cost is out of policy. All bookings should pass through an approval process. When approved, this is automatically a company expense and the employees don't need to pay for themselves.

## 8. Validity

These expense regulations have been submitted to and approved by the Cantonal Tax Office Zurich.

Based on this approval, Apiax AG waives the certification of the amount of the effective expenses in the salary statements.

Any change to these expense regulations shall be submitted to the tax office of the Canton of Zurich for approval in advance. The tax authorities shall also be informed if the expense regulations are canceled without replacement or replaced by unapproved expense regulations.

#### 9. Entry into force

These expenses regulations shall come into force with effect from 1st January 2022.”