

HOYA LIFE CARE

GLOBAL TRAVEL POLICY

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I. Purpose

The HOYA LIFE CARE Global Travel Policy provides mandatory guidelines and procedures for all HOYA LIFE CARE global employees who incur business expenses on behalf of the company. *

Staff members are required to comply with these guidelines in order to receive reimbursement for any expenses incurred on the company's behalf.

HOYA LIFE CARE staff are expected to plan business trips only when it is not possible to conduct the necessary business through the use of conference calls, web-casts, video conferences, e-mails or mail services. When travel is necessary, the use of the HOYA LIFE CARE's Travel Management Company "Egencia" is mandatory for all countries where the program has been rolled out. For all the other locations/divisions preferred suppliers should be utilized. The information on preferred suppliers locally where "Egencia" hasn't been rolled out yet can be requested from the local HR of the respective Division or Business Leader.

This policy sets the minimum requirements and controls over travel expenses. This policy does not supersede local policies, if they are more restrictive and impose stricter spending limits. The policy is designed for compliance with the requirements of the HOYA Code of Conduct and requirements imposed by all country regulations and requirements. Where country-specific laws differ from this policy the local regulation will prevail.

Expenses for non-employees (contractors, temporary workers and non-payroll workers) should be paid through their contract. Consultants, contractors and other non-employees have to agree prior to the trip with the respective Business Leader of the department and the local HR whether flights should be booked through the company directly. Consultants, contractors and other non-employees are required to use HOYA LIFE CARE preferred suppliers where possible. For travel of candidates as part of the interview process the local HR department is required to gather pre-approvals in line with this policy. For travel and expenses for healthcare professionals and government officials please refer also to the divisions internal policies on the same.

Business Divisions and/or Business Leaders, at their discretion, may impose greater control and stricter regulations than required by this policy as dictated by business needs.

II. General Regulations

1. Enforcement

HOYA LIFE CARE will reimburse employees for all reasonable and necessary expenses, when incurred while conducting company business. The company assumes no obligation to reimburse employees for expenses that are not in compliance with this policy, unless applicable law dictates otherwise.

*HOYA LIFE CARE in this policy means the respective divisions within the LIFE CARE segment. Employees who do not comply with this policy may be subject to delay, withholding, or denial of reimbursement and/or disciplinary action up to and including termination of the employment relationship or contract.

Deviations (unless required by applicable local law) or matters not covered by this policy maybe appropriate on a case by case basis if approved in writing by responsible manager and her/his supervisor or by delegation of authority. For consultation regarding deviations, contact the local HR.

2. Scope of the Policy

The scope of this policy is intended to cover all HOYA LIFE CARE employees globally.

- A. It is the responsibility of each Global Division Leader to ensure that the business travel activity meets the minimum guidelines set in this policy and that all Employees have read and understand the policy. HOYA LIFE CARE Divisional leaders together with their HR are responsible for implementing regional/country travel policies based on the regulations provided within the this policy.
- B. HOYA LIFE CARE employees are responsible for submitting expense reports that are timely and accurate. All expense reports should be submitted within one (1) month of travel or entertainment expense.
- C. All expenses must be necessary, reasonable and for items specifically provided for in this policy. All employees are required to use the lowest logical rate for any travel booking. The lowest rate in the majority of cases will have restrictions. It is expected that travel plans are managed to take advantage of the cost benefits of restricted tickets.
- D. Employees are required to cancel all travel reservations within the required cancellation period.

- E. Approving line managers are responsible for reviewing all expense reports and the supporting documentation, for checking accuracy, completeness, compliance to the policy and ensuring adherence to the approval processes put in place.
- F. Employees are expected to spend travel costs prudently and sensibly as they would spend travel costs of their own.
- G. Employees and their managers are obliged to check the accuracy of bills and other documents before paying or accepting them.
- H. Employees and their managers are required to report all expenses promptly and accurately with the required documents. All travel and entertainment must be properly documented with business reasons, people in attendance (names and company affiliation).

3. Pre-Approval / Travel Planning

Prior to making travel reservations, employees must seek their immediate managers approval justifying why business objectives cannot be satisfied utilizing alternatives to travel. Pre-approval and final approval for travel cannot be provided without adequate details regarding travel alternatives.

- Advance planning: If an employee must travel, the request for arrangements should be made once plans have been finalized preferably 14-21 days in advance, to take advantage of advance purchase discounts, unless an emergency situation, dictates otherwise.
- All travel involving train/bus/hotel expense /rental car expenses requires pre-approval by the employee's immediate manager where the approved country "Delegation of Authority" does not include a two-step approval.
- All business class airline travel requires the additional approval by the Division Leader or their delegate. All requests for travel have to be provided through the existing Travel Approval Forms or where Egencia is rolled out online.
- The Travel Approval Forms, other approval documentation or online Egencia approvals, must be printed and included with the required receipts and itinerary when submitting an expense report through the local system.

4. Personal/Private Travel

HOYA LIFE CARE employees are prohibited from booking personal travel through HOYA LIFE CARE travel agencies or Egencia.

Combining Personal/Private Travel with Business Travel

There are three requirements to be met for including Personal Travel with Business Travel:

1. Approval from the employee's manager must be obtained in advance.
2. Personal and Business segments of the trip must be booked and ticketed separately.
3. The cost associated with the personal portion of the trip must be clearly defined and paid for by the employee. Acceptable documentation must be submitted with the expense report and must reflect no additional costs to the company. Staff members may not use the Egencia's on-line booking tool, or the Company's contracted Travel Agency to book personal segments of travel.

5. Risk Management and Travel

HOYA LIFE CARE refers to the respective government websites for guidance on travel restrictions (where you will find important public announcements regarding safety and security risks or potential disruptions to Employees). Employees should check this site to assess risks in their destination countries.

If an employee objects to travelling to a location because she/he believes that such travel is unhealthy or unsafe, the employee shall not be penalized. Good judgment is to be exercised regarding travel, whether domestic or international and encouraging employees to remain vigilant when they are travelling on business purposes.

Travelling employees should note that insurance companies do not view "acts of war" and "acts of terrorism" in the same way. Some countries not appearing on the government travel warning list may be on an insurance company's "high risk" list and therefore travel accident insurance may cost more, or not be available at all. All travelling employees are required to inform themselves at their local HR department before travelling on whether their destination is considered as "high risk" countries by the local insurance.

HOYA LIFE CARE requires that travel to, travel from or travel within certain areas **must** be reported to the respective HR support in advance. Please refer to the employee's local government website for travel alerts. Employees are required to request updated information from their local HR department before booking their travel and departing.

6. Meetings/Events/Group Travel

All meetings and events for ten or more employees held at commercial facilities (non-HOYA LIFE CARE location) must be reported one week prior to the meeting to the respective regional business leader or regional HR. Group travel for ten or more employees are also subject to prior reporting.

7. Health and Safety Employees Responsibility

Every employee travelling and his/her line manager must ensure that he/she is aware of the current security situation (see 5.). Any concerns should be raised with the respective manager. Every employee is obliged to comply with any security restrictions that may be imposed by HOYA LIFE CARE from time to time. One should take Health Precautions and request travel health advice from the appropriate company provided traveller medical service or your local Occupational Health Service as soon as you know you are making a trip. You should carry enough prescription medication for the trip in your HAND luggage, plus sufficient to cover unavoidable delays.

Every employee travelling must ensure that if a course of immunisation is required, contact your local occupational health service for immunisations at least 4 weeks in advance of business travel. Immunisations costs are reimbursable if required for business travel.

Travelling employees and their respective line managers must ensure insurance coverage during their business trips. Please refer to the local HR manager and the respective country regulations.

8. Passport and Visa Requirements

Employees have to ensure that a current passport (with at least 6 months validity), visa and any other required information is obtained before the travel.

Visas and other country entry/exit costs are only reimbursable if required for business travel purposes and passport costs are reimbursable too.

Information on requirement of travel documentation is available from Egencia or the local travel agency.

9. Expense reporting and Reimbursement (Currency Conversion)

Expense reporting and reimbursement is regulated through the respective country regulations. For currency conversion are required to use the respective official conversion rate using the date when the payment event took place. It is the staff members' responsibility to manage the usage of exchanged foreign currency.

III. Airline Travel

Employees are required to mandatorily use Egencia where rolled out or the local system tool to book their airline travel.

All flights must be booked in coach/economy class unless longer than 7 hours.

For long distance flights longer than 7 hours, business class tickets may be approved based on the purpose of the trip, frequency of long distance flights for the specific traveller, personal circumstances. All business class airline travel requires the additional approval by the Division Leader or their delegate. All requests for travel have to be provided through the existing Travel Approval Form or where Egencia is rolled out online.

In general the following regulations apply:

- Lowest Logical Rate is defined as the lowest fare on the most direct route.
- If a choice of airlines is provided at the same lowest logical fare, Employees are expected to select the preferred/contracted airline, where available.
- This includes the use of restricted/non-refundable tickets and alternatives offered within a time window from original chosen schedule: 1 hr for domestic flights, 2 hrs for regional and 3 hrs for intercontinental.

- When a higher class of service is allowed and the traveller chooses not to use the higher class of service, any difference in airfare is not returned to the traveller.
- Upgrades at the expense of HOYA LIFE CARE are not permitted.

Travel arrangements must be made without consideration of Frequent Traveler Programs and Airline Club Membership. Employees may retain frequent traveller programme benefits for personal use if local tax regulations allow. Employees are required to check with local HR to avoid tax and benefit implications.

- Participation in these programmes must not influence the Employees choice, which would result in incremental travel cost.
- The traveller is responsible for the record keeping, redemption and income tax implications of programme rewards; HOYA LIFE CARE will not intervene to resolve any frequent traveller programme concerns.
- Enrolment, participation and management of these programmes are the employee's responsibility.
- Any membership costs associated with a frequent traveller programme are not reimbursable by HOYA LIFE CARE
- Airline lounge/club membership costs are not reimbursable unless exceptional Manager approval is received due to high volume travel with no supporting airline lounge access.

IV. Ground Transportation /Taxi

1. Public Ground Transportation /Taxi

General

For any ground transportation or parking Employees are required to use the lowest cost alternative (most economical and timely), taking personal safety into account. HOYA LIFE CARE Employees departing within 30 minutes of each other from the same location are expected to accept shared private ground transportation. HOYA LIFE CARE will not reimburse any costs associated with commuting expenses to and from the normal work location, unless otherwise agreed in the employment contract.

Transport from and to airports

- Consider and use the availability of airport shuttle service or public transportation whenever possible before using a Taxi.
- It is strongly recommended not to drive after a long haul flight (longer than 7 hrs).

Rail

Rail travel must be booked in coach/economy class.

First /business class or reserved seating is permitted when there is no additional expense to the company, certain physical conditions/disabilities dictate or Manager's approval is obtained, or when business class is the lowest class available.

Taxi

If no reasonable public transportation is available and the usage of rental cars is more expensive, Employees are required to use the locally preferred taxi supplier where it exists.

2. Company Car

If the traveller holds a company car /assigned fleet car then she/he should use this for business trips under certain requirements.

- If it is less expensive than renting a car, taking a taxi or alternate transportation.
- If a business trip of over 2 hours is undertaken, regular rest breaks must be taken (e.g. a 15 minute break every 2 hours of driving). The traveller must not use their company car if it is unsuitable for the journey or business purpose e.g. passenger capacity.

3. Rental Car

Car rentals should only be used when cost effective alternatives are not practical or available. It is recommended that rental car reservations should be made through Egencia or an approved travel agency, so that correct corporate

rate is utilized unless there is a cheaper online rate. Upgrades at the expense of HOYA LIFE CARE are not permitted.

Employees have to comply with all local driving laws and car rental company regulations.

- Employees must have a driving licence suitable for driving the type of car hired and permitted by local law.
- Use of mobile phones when driving is strongly discouraged and must only be used in cars fitted with voice-activated hands free equipment.
- If the traveller does not feel confident driving in a strange city or country, she/he should explore the possibility of using a Satnav/GPS system with the car before taking other means of transport.
- Seat belts must be worn at all times when driving or travelling in a car.
- All rental cars should be returned to the city of origin unless a one-way rental has been reserved prior to travel.
- The vehicle should be returned in the condition received and at the specified time to avoid charges for damages or additional hours.
- The rental vehicle should be returned with a full tank of fuel to avoid high refuelling fees by the car rental company – fuel charges are reimbursable. Any “fill up” option offered at the time of rental is generally at a higher cost and therefore should not be purchased.

Accident or Damage of the Rental Car

- The Employees' first priority is their safety and wellbeing.
- In the event of an accident or theft of vehicle, the traveller should notify the local authorities, the rental car company and the travel agency in case the booking had been arranged through the agency.
- To ensure the necessary support throughout the incident and claim process please the Business HR and the line manager should be kept informed.
- Employees are required to obtain and keep a copy of the accident/police reports provided by local authorities.
- In case of damage to the car you should complete and return the Damage Report Form supplied by the rental car company.

Insurance if it not covered by the personal credit card

In case the rental car is not insured through the traveller's credit card- it is required to include an insurance into the rental car contract that covers any damage liability above 800 Euros or the equivalent in local currency.

Additional Drivers

In case the rental car is not insured through the traveller's credit card- it is required to include an insurance into the rental car contract that covers any damage liability above 800 Euros or the equivalent in local currency

Each car rental agency may have different rules for additional drivers regarding liability insurance and damage to the rented vehicle. If there is going to be an additional driver (HOYA LIFE CARE member) Employees have to inquire when renting the vehicle what the local rules are. Rules may also vary by country.

Class of Car

Mid-size cars must be rented as a standard practice. Larger vehicles are only to be rented when there are 3 or more staff members travelling together in one vehicle or when bulky luggage has to be transported due to business reasons.

Personal Use of Rental Car

HOYA LIFE CARE does not reimburse costs of or provide insurance for rental cars if they are used for personal travel. If a staff member is combining personal travel or vacation time with a business trip, she/he should request a separate contract for those days. Please note that if a spouse is travelling with a staff member on a business trip, he/she will have no insurance coverage. For leisure rentals and insurance coverage for a spouse or family member, it is strongly suggested the staff member confirms adequate coverage for rental car usage with his/her personal insurance provider.

Driving Under Influence

Any driver under the influence of intoxicants, drugs or any other substance known to impair driving ability shall not use vehicles.

Vehicle Damage and Loss

In the event of an accident or theft, follow the directions on your rental agreement. If additional assistance is required, call travel agency or car rental provider.

4. Personal Car

- For Employees using their personal car for business purposes certain requirements apply.
- Any personal car used on business should meet the requirements of the local car policy in terms of car type, condition, maintenance and safety features or a rental car must be used. Traveller must not use a personal car, if the requirements listed are not met.
- It is the driver's responsibility to make sure appropriate insurance cover is in place during use of personal car for a business trip.

5. Parking & Toll Charges

Reasonable parking and toll charges incurred while operating a personal vehicle, rental vehicle, or company vehicle for business purposes are reimbursable.

Parking at Work Location

Employee's parking expense at their office location is not reimbursable except in rare situations. Exceptions would require documented approval by the respective line manager and her /his supervisor when submitting an expense report.

Airport Parking

Employees have to compare the cost of taxi or airport limousine service to the cost of parking and choose the lower cost alternative. Employees must use general, long term or offsite parking. Reimbursement for short-term parking at airports is not permitted due to excessive cost unless the employee's travel plans dictate that they leave or return to their home airport late at night, posing possible security/safety concerns. Exception: locations that only have short-term airport parking and where the cost is less than a taxi.

Parking and Traffic Violations

Traffic and parking violations while operating a rental vehicle, Company car or a personal vehicle for business purposes are not reimbursable.

V. Lodging

Employees are expected to book through Egenica or contracted lodging at the lowest logical hotel rate for a standard room. Employees may consider alternatives to Egenica and HOYA LIFE CARE contracted hotels only if significantly cheaper in time, better in location, personal safety and security into consideration. A standard room is defined as a room for single occupancy with a private bathroom. Room upgrades or suites are not reimbursable.

VI. Meals

For specific regulations refer to your local expense policy

General

The recommended maximum daily reimbursement for meals including tax and gratuities depends on local tax authorities and what is considered as reasonable in each country. Upfront Management approval is appropriate in high-cost areas. It is recognized that in certain areas meal costs may be higher or lower. Employees should exercise good judgment in incurring reasonable meal expenses.

A receipt must be submitted for every reimbursable meal. If breakfast is offered as part of the hotel accommodation rate, no additional reimbursement will be permitted for breakfast.

A staff member travelling to a business destination in lieu of and beyond his/her work location and scheduled to return that same day can only be reimbursed for meals if with a client or vendor in case country-specific legal regulations do not require otherwise.

Per Diems

Employees covered by collective bargaining agreements, or applicable local law, may be entitled to a per diem allowance in lieu of certain business expense reimbursements, including mileage reimbursement.

For per diems regulations please refer to your local travel policy

Employees Dining Together

When more than one employee is present at a business meal, it is suggested that the most senior employee is required to pick up the invoice. If all employees are on the same level of seniority one member has to pick up the invoice but in no instance may any of the employees who were present at the meal approve the charge.

Business Meal Expenses

Business meal expenses will be reimbursed only when the employee can demonstrate a clear business purpose. The expense report "purpose" must provide:

- The specific business purpose of the meal
- The name(s) and title(s), and company affiliation of all attendees
- Name and location where meal/event took place
- Exact amount and date of the expense on an original receipt

Business Meals, Entertainment and Conferences Employees Only:

All business meals and entertainment where only HOYA LIFE CARE employees are present requires Manager approval. This requirement is not applicable if the employee is travelling. This section excludes meal activities where customers, suppliers, guests and other external HOYA LIFE CARE contacts or stakeholders are present.

Externally Focused:

"Entertainment" includes meals or events held at restaurants where a business discussion takes place during, immediately before or immediately after the event, with a clear benefit to the Company.

Reimbursement for entertainment expense is strictly limited to those employees authorized to entertain customers, suppliers, or guests as part of normal business relationships. Employees will be reimbursed for entertaining customers or suppliers if:

- The person entertained has a potential or actual business relationship with the company; or
- The expenditure directly proceeds, includes or follows a business discussion that would benefit the company.
- Each manager should exercise prudent judgment and maintain the highest standards in adherence to the HOYA Code of Conduct when requesting reimbursement for entertainment expense.

VII. Telecommunication on Business Trips

Employees should use landline phones when visiting HOYA LIFE CARE sites and a mobile phone should be used when staying at a hotel. For the mobile usage at the hotels Employees are generally required to use Viber or Skype wherever possible. The cost for the Employees Skype account will be reimbursed based on a specific receipt indicating the business calls being made from this account. Employees using their i-pad or laptop during a business trip are required to use a local connection or free WiFi wherever possible. Employees are required to check with their carrier before attempting to use a 3G Wireless card while travelling. Although the card may work in another region high roaming data charges could incur.

VIII. Other Expenses

Petty Cash Funds

Petty cash funds are not permitted by HOYA LIFE CARE

Laundry

Reasonable laundry or dry cleaning charges during business trips of five or more consecutive days are reimbursable for actual expenses incurred. In rare instances, it may be necessary to have clothes washed and/or dry cleaned during a business trip of less than five days. The charges may be reimbursed with line manager approval.

Spouse Travel

When the presence of a spouse is desirable for proper representation of the company, the staff member must receive prior approval by the Division President and her/his Manager. Ordinarily, expenses incurred by the spouse of a staff member when accompanying that employee on official company business at his or her home location will not be borne by the company.

IX. FAQ

1. Reimbursable Expenses

Summarized below is a partial list of expenses that are frequently considered reimbursable:

- Preferred Travel Agency Service/Transaction Fees
- Air Travel
- Car Rental & GPS (Navigation) if necessary, in the rental vehicle
- Lodging
- Meals
- Taxi
- Train
- Personal Vehicle Usage
- Parking & Tolls
- Telephone/Fax
- Hotel Internet Access
- Tips/Gratuities
- Currency conversion fees
- Passports
- Visa Services

2. Non-Reimbursable Expenses

- Non-Preferred Travel Agency Service/Transaction Fees
- Health clubs
- Luggage and briefcases
- Personal entertainment , In-room movies
- Shoe shines, Haircuts
- Newspapers/magazines/reading material
- Traffic fines
- Travel insurance
- Child Care
- Airline club membership
- Ticket upgrades
- Personal property losses
- Gifts
- Mini-Bar
- In-flight phone and in flight internet services

3. Contact for any clarifications related to this policy

Division's local HR department.