TRAVEL CHECKLIST (TCL)

Mandatory for trips to countries with risk level "3"(medium),"4"(high), "5"(extreme)

ANDRITZ

| Departure Date | 05-08-2021 00:00:00 | Country | India | Risk Level | 3 ☑ | 4 ☒ | 5 ☒ |

Name of Traveller   Vijay Ahlawat

To view country risk levels, visit https://gcs.andritz.com/risklevel (intranet) or send an e-mail to risklevel@andritz.com (automated reply; only from ANDRITZ e-mail domains)

	ID	Description	Check	Comments
Approval	1	Check country risk level (https://gcs.andritz.com/risklevel or Email:risklevel@andritz.com).	☑	vijayahlawat001@gmail.com
	2	Trip must be formally approved by a travel approver (superior) in accordance with the internal procedures at your ANDRITZ company.	☒	
	3	Flight tickets must only be booked with a travel agency accredited by ANDRITZ, indicating your cell phone number and e-mail address. Follow internal procedures of your ANDRITZ company.A	☒	
	4	Only applies to trips to the countries with risk level "5" B Group Corporate Security must be consulted before booking using the procedures outlined in the Pre-Travel Consultation Sheet (intranet: https://gcs.andritz.com/risktravel)	☒	
	5	Check if there is a Project Travel Procedure in place (intranet: https://gcs.andritz.com/ptp). C	☒	
	6	Check if there is a Local Office Arrival Procedure in place (intranet: https://gcs.andritz.com/loap). D	☒	
Emergency preparedness	16	Pre-arrange pick-up at point of entry (typically the airport).G	☒	
	17	Check and keep contact details of your local embassy.	☒	
	18	Save phone numbers and carry card of ANDRITZ Travel Helplines (24/7 service):H +43 50805 51 111 (medical support) + 43 50805 52 222 (security support)	☒	
	19	Leave contact details of whom you are meeting in the country with your superior (emergency purposes)	☒	
	20	Applies to all job site travelers only:I Make yourself familiar with local site safety requirements	☒	
Entry	7	Make yourself familiar with your travel destination => check country report/guide and map.E	☒	
	8	Check entry requirements => minimum validity of passport, visa, customs, and vaccinations.	☒	
	9	Check validity and expiration date of your passport and visa (where applicable).	☒	
	10	Make personal copy of passport and visa (where applicable) and keep separate from originals.	☒	
Medical	11	Check health risks and vaccinations with Occupational Health Institute, Institute for Tropical Health, or doctor.	☒	
	12	Carry personal vaccination certificate with you.	☒	
	13	Applies to job site travelers only: Check personal travel pharmacy/first-aid kit.	☒	
	14	Applies to job site travelers only: Check that your first-aid course is up-to-date.F	☒	
	15	Applies to job site travelers only: Check that your routine medical check-up is up-to-date.F	☒	
Transport and security	21	Personal identification: Don't wear clothes with ANDRITZ logo during flight. J	☒	
	22	Personal identification: Keep a low profile. K	☒	
	23	Emergency: Check local emergency numbers at your destination	☒	
	24	Accommodation: Check your room is ideally located between the 2nd and 6th floor at the mostL	☒	
	25	Public transport: Only use licensed public transport/taxis.M	☒	
	26	Taxi: Hire local taxis through hotel reception.N	☒	
	27	Site: Make yourself familiar with local site emergency procedure upon arrival.	☒	
	28	Site: Ensure that you are briefed on the local security situation by site organization.O	☒	
	29	Information security: Keep a close eye on IT equipment; never leave devices unattended and openly visible in cars or public places (conference room, airport lounge, etc.).P	☒	

This document is for internal use only

Notes:

This <u>T</u>ravel <u>C</u>heck<u>l</u>ist (TCL) forms part of the Group's <u>T</u>ravel <u>R</u>isk <u>M</u>anagement Policy (TRMP). By following the steps in the TCL, you will be compliant with the Group's TRMP. Proper pre-trip preparation and sticking to basic in-country rules will reduce the likelihood of incidents. The better you are prepared, the safer you will be when traveling. <u>It is our aim to make your trip as safe and pleasant as possible, ensure your safe return home, and contribute to the success of your business mission.</u> Notes on the above checklist are provided below:

A Emergency or crisis communication is based on booking and traveler data from accredited ANDRITZ travel agencies. That is why: a) you must only book flights through travel agencies accredited by ANDRITZ. Please follow the internal procedures of your ANDRITZ company in this regard; b) at the time of booking, you must state your cell phone number and the e-mail address at which you can be contacted during the trip. ANDRITZ may need these details to contact you in case of emergency (via phone, SMS text message, e-mail). SMS text messages will start with the phrase "ANDRITZ Security Information". If your ANDRITZ company uses centralized traveler profiles, please check regularly that your saved contact details are up-to date. <u>Exception for booking trips through a travel agency not accredited by ANDRITZ:</u> If tickets are unavailable through an ANDRITZ-accredited travel agency (e.g. domestic flights in certain countries, unavailability of tickets due to high fluctuation in currency exchange rates, etc.), bookings may be made through a travel agency not accredited by ANDRITZ. In this case, please forward your travel itinerary/electronic ticket to traveldetails@andritz.com, entering the destination country and travel dates as the subject of the email. However, all reasonable effort must be made to book via ANDRITZ-accredited travel agencies.

B For trips to countries with risk level "5", Group Corporate Security must be consulted <u>before</u> booking. The traveler must contact Group Corporate Security (if necessary with assistance from the travel approver) using the procedures outlined in the Pre-Travel Consultation Sheet (PTC). The PTC is available at https://gcs.andritz.com/risktravel (intranet), from PTC-Sheet@andritz.com (automated reply, only from ANDRITZ e-mail domains), or through the local ANDRITZ Travel Risk Officer.

C For projects with an ANDRITZ site organization (defined as sites where at least 6 ANDRITZ travelers are present for a cumulative period of more than 12 months) located in countries with risk level "4" and risk level "5" specific Project Travel Procedures (PTPs) are issued. A PTP contains tailored information, recommendations and journey procedures to safeguard travel for project purposes. These PTPs are available at https://gcs.andritz.com/ptp (intranet) and through the respective Project Manager. A PTP may contain relevant information to be considered at the time of booking. Procedures in a PTP have priority over those in this travel checklist (TCL). If there is no PTP in place travelers shall stick to the travel checklist (TCL).

D ANDRITZ companies or offices (> 5 employees) located in countries with risk level "3" or higher issue a specific Local Office Arrival Procedure (LOAP). A LOAP contains tailored information, recommendations and journey procedures to safeguard travel to the offices of the respective ANDRITZ company. These LOAPs are available at https://gcs.andritz.com/loap (intranet). A LOAP may contain relevant information to be considered at the time of booking. Procedures in a LOAP have priority over those in this travel checklist (TCL). If there is no LOAP in place travelers shall stick to the travel checklist (TCL).

E The better informed you are about a country, its political situation, the prevailing travel risks, its cultural sensitivities, business etiquette, and the most important locations, the better you can prepare for a trip. Knowledge and awareness enable you to adapt your conduct in order to avoid social blunders and risk-prone situations. To this end, you will find country reports/guides at https://gcs.andritz.com/risklevel (intranet) containing relevant information in this regard. These reports are published in English. If you are not confident in reading and understanding English, seek help from your superior or consult your Foreign Ministry on the situation in your destination country/city. If you don't have access to the intranet, visit http://news.bbc.co.uk/2/hi/country_profiles/ as an alternative to view country profiles/information. Additionally, conduct map reconnaissance using Google Maps (https://maps.google.com/) or a conventional hard copy map. Be sure to familiarize yourself with the location of the airport, hotel, client's office, embassy, as well as important landmarks and travel routes. These measures will increase your level of confidence when moving around and make you less likely to get lost or be spied on by criminal elements.

F Job site travelers (supervisor, site manager, installation coordinator, commissioning engineer, commissioning coordinator and any other specialists who typically are deployed for more than 30 days to perform site activities) must complete a first-aid course every two years (min. duration 2 hours). This course can be taken in any country and must be certified by a specialized organization or medical doctor. Additionally, job-site travelers have to undergo a routine medical check-up once per year.

G Pick-up procedure (Meet & Greet): Generally, a pick-up service from point of entry (typically the airport) has to be pre-arranged before you arrive at your destination [exception is item g) in the table below]. Please refer to the table below for pick-up options from point of entry. Pick-up procedures indicated in a Project Travel Procedure (PTP) or Local Office Arrival Procedure (LOAP) have priority over those indicated in the table below. You should avoid driving yourself whenever possible.

Pick-up (Meet & Greet) options at point of entry (airport of arrival) according to country risk level		Country risk level (RL)		
		RL 3 (M)	RL 4 (H)	RL 5 (E)**
a)*	ANDRITZ representative	yes	yes	yes
b)*	ANDRITZ business partner	yes	yes	yes
c)*	Licensed airport transfer service company	yes	yes	-
d)*	Car-transfer organized by recognized internat. hotel	yes	yes	yes
e)	Shuttle bus organized by hotel	yes	yes	-
f)*	Security service provider	yes	yes	yes
g)	Licensed taxi	yes	yes	-

* Receive details of driver and meeting-point before departure.
** All options will be discussed during the Pre-Travel Consultation process (PTC) and can be changed as a result.
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H In an emergency, follow this procedure as indicated: 1. Call local emergency numbers (ambulance, police, fire brigade, or any other specific emergency number given by site management) to arrange for immediate response with local means. 2. Call the respective ANDRITZ Travel Helpline (depending on the nature of the incident either Medical or Security Helpline) for additional support and/or reporting purposes.

I Being informed about site safety requirements (safety rules and guidelines, site security organization, site induction training) will contribute to ensuring a smooth arrival on site and avoiding unnecessary delays due to missing access requirements. You will find this information in the project's HSE Plan. You may also ask the respective project manager/site manager.

J+K Keep a low profile – do not disclose your identity and business purpose unless necessary; only wear business attire when necessary – this decreases the likelihood of becoming the victim of a crime.

L If possible/available, check that your room is located between the 2nd and 6th floor at the most. Rooms lower than the 2nd floor are more vulnerable to criminal intrusion. Rooms above the 6th floor typically can't be reached by a fire ladder from outside in case of an emergency evacuation.

M+N Travelers are only allowed to use licensed/accredited taxis, which can be recognized typically by a license number on the car and a visible driver identification pass. Additionally, it is strongly recommended to hire taxis through hotel reception. Hotels usually have pre-identified, trusted taxi drivers, which further decreases the likelihood of becoming the victim of a criminal act.

O On job sites with their own ANDRITZ site organization, every traveler must be briefed by the site manager on the local security situation (dos and don'ts) within 72 hours after arrival.

P Loosing confidential data can put you, others, and your projects at risk, as well as the company's competitiveness and reputation. If your phone/laptop is lost/stolen, please inform the ANDRITZ Security Travel Helpline (+43 50805 52 222) immediately. This will enable IT Support to delete information remotely from your lost/stolen device in order to protect this information against ending up in criminal hands (industrial espionage, data theft). Additionally, this procedure will speed-up the replacement of your device.