

Policy on the Reimbursement of Travel and Expenses

1. It is Hexagon's policy to reimburse Board Members for reasonable out-of-pocket expenses incurred in connection with their duties for the Association and its subsidiaries.

This may include the costs of child care as well as the normal expenses arising from attendance at meetings, away days, site visits and conference and seminars. Members in any doubt about whether an expense can be claimed should speak to the Chair or Chief Executive.

2. The current guidelines apply:
 - (a) **Travel:** Members may claim the costs of all train journeys (standard class except where good value can be secured in the purchase of first class tickets), buses, trams and underground; mileage on the use of their own vehicles at the agreed rate applicable (see Company Secretary for annual guidance); and taxi fares provided these are reasonable and other options are precluded as a result of time or circumstances.
 - (b) **Accommodation:** Accommodation at conferences and seminars are generally pre-paid by Hexagon. Where attendance at meetings, away days, or conferences and seminars requires an overnight stay, which is not prepaid by the Group, members may claim the cost of hotel accommodation providing this is reasonable.
 - (c) **Meals:** As above, where meals need to be taken which are not prepaid by Hexagon, members may claim the cost of restaurant bills provided these are reasonable.
 - (d) **Other expenses:** The cost of child care; personal office expenses (e.g. computer paper, etc) related to the business of the Association; and any other expenditure that is incurred directly as a result of the business of Hexagon; may be claimed provided the claims are reasonable and receipts are submitted.
3. The Hexagon Remuneration Committee has responsibility for oversight of this policy and undertakes to review periodically, the operation of the scheme.