

Travel expense regulations

Valid from July 1st, 2025

1. General provisions

- a) These provisions apply to all travel activities undertaken by employees of any company within the Q Point Group (hereinafter referred to as "QP").
- b) The deployment of QP personnel to the customer's site shall only occur based on a prior agreement made in due time and under the terms of this travel cost policy, unless otherwise contractually agreed.
- c) QP reserves the right to select the personnel assigned to any engagement. Such selection is made with due care and diligence.
- d) The customer undertakes to ensure that all agreed prerequisites for the external assignment are fulfilled prior to commencement. Any delays resulting from non-compliance shall be at the customer's expense.
- e) For time- and material-based projects, QP personnel are required to submit a performance record to the customer or an authorized representative for review either weekly or no later than seven (7) calendar days after completion of the work. The services shall be deemed approved unless the customer raises a written objection within fourteen (14) calendar days of receipt. The customer may request more frequent submission of performance records, provided this is mutually agreed upon with the assigned personnel.
- f) QP employees act exclusively within the scope of the agreed deliverables. In the event of differing interpretations regarding the scope of services, QP management must be consulted.

2. Billing Rates

- a) Unless otherwise agreed in the contract, billing shall be made in EUR in all countries except Switzerland. In Switzerland, billing shall be in CHF based on the corresponding CHF rates.
 - Regular working hours: Monday – Friday between 06:00 am and 08:00 pm
 - Saturday: Saturday between 06:00 am und 08:00 pm
 - Special working hours: Monday to Saturday between 08:00 pm and und 06:00 am, Sundays and public holidays. Applicable public holidays are those at the place of assignment.

Process expert / Trainer	All amounts in EUR/CHF	
	Hourly rate	Daily Flat Rate
Regular hours	155,00	1.350,00
Saturday	210,00	1.850,00
Special working hours	250,00	2.250,00

All amounts are exclusive of statutory taxes.

- b) Hourly rates are billed per commenced hour. For daily flat rates, 50% is charged for up to and including the fourth working hour. From the fifth working hour onward, the full daily rate is applied.
- c) A workday may not exceed twelve (12) hours.
- d) Waiting times caused by circumstances not attributable to QP (e.g., customer delays, site inaccessibility, or post-assignment holdbacks) will be charged at the applicable rates listed above.

3. Travel Expenses

- a) Unless otherwise contractually agreed, travel expenses will be invoiced as follows:
 - Daily meal allowance per employee: EUR/CHF 50,00
If at least one meal — lunch and/or dinner — is provided by the client, only 50% of the daily allowance is charged.
 - Car travel per kilometre (incl. travel time): EUR/CHF 0,90
Distance is calculated based on the fastest route shown on Google Maps between the nearest QP office (Austria, Germany, or Switzerland) and the assignment location. If the commute between the accommodation and the assignment location exceeds 50 km, this distance will also be charged at the same rate.

- Other reimbursable expenses (at cost)
Accommodation (minimum 3-star standard), parking fees, airfare (Economy; Business Class for flights exceeding 5 hours), train tickets (second class), taxi fares, passport/visa fees, and vaccination charges.

- b) Upon request, QP will provide the customer with a cost estimate for travel expenses prior to the trip for approval. The customer may choose to arrange travel for QP personnel independently, provided the above standards are met.

4. Transport and Storage

- a) The customer shall provide dry and lockable storage facilities for tools, high-value components, and personal belongings. Any tools or equipment provided by QP that remain at the customer's premises after the assignment must be returned to QP promptly and at the customer's own expense after use.

5. Personnel Insurance

- a) QP assumes legal responsibility for statutory insurance coverage (including liability) for its deployed personnel in the event of illness or accidents. The customer remains solely responsible for insurance coverage related to its own staff and any third parties under its control.

6. Payment Terms

- a) Incurred costs for the assignment shall be invoiced following completion. In the case of longer assignments, billing shall occur at least monthly, in accordance with the payment terms set forth in the applicable contract.

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