



A1 Group Sustainable Business Travel Guideline

A1 Group, listed on the Vienna Stock Exchange, is a leading provider of digital services and communications solutions in Central and Eastern Europe, currently operating in seven core markets (Austria, Bulgaria, Croatia, Belarus, Slovenia, Serbia, and North Macedonia) as well as in Germany and Switzerland.

This guideline applies to all employees of A1 Group and its subsidiaries. Furthermore, it is applicable for leased employees as well.

Our commitment & ambition

The A1 Group has committed to reduce its Scope 3 Greenhouse gas (GHG) emissions. Therefore, the company is committed to reducing its environmental impact and promoting sustainable practice in all aspects of our business. This includes business travel, where we aim to minimize our carbon footprint.

The objective of the Business Travel Guideline

This guideline outlines our principles for sustainable travel to be followed by all employees and business partners travelling on behalf of our company.

Principles for business travel

By adhering to the principles below, we aim to contribute to a more sustainable future while still fulfilling our professional obligations.

1.) Prioritizing Virtual Meetings

Wherever possible, we encourage our employees to use virtual meeting tools to conduct business meetings instead of travelling.

2.) Reducing Travel Frequency

We encourage our employees to evaluate the necessity of travel and seek alternatives when possible. Combining multiple business meetings in one trip or conducting business through virtual means can often reduce the overall frequency of travel.

3.) Opting for Public Transportation

When traveling to local or regional destinations, employees should prioritize public transportation options, such as trains, trams, subways or buses. Trains are preferred to any other type of transport due to environmental friendliness and safety.

4.) Limiting usage of cars

Pool cars, company internal car sharing vehicles or rented cars should only be used, when public transportation is not reasonable. If there is a good train connection it is advisable to utilize it. More detailed information regarding this matter is outlined in the country-specific travel policies. Taxis are only permitted in exceptional cases. Only in justified exceptions (e.g. appointments that cannot be planned in advance) can a private car be used for business travel – upper limits for km driven in a year or km driven in a day are set in local travel policies. If a taxi is reserved or a car is rented, consider prioritizing an electric vehicle.

5.) Thoughtfully using air travel

Sometimes meetings need to take place in person and using public transportation such as trains is not feasible for different reasons. In that case, flights should be selected based on the most direct route to minimize GHG emissions - even if the price is reasonably higher - associated with layovers and connecting flights.

Specification of air travel

- If the distance is more than 500 km the employee can use air travel for international flights.
- A1 Group encourages alternative travel options for domestic routes, however, air travel can be approved by the local CEO/manager for a distance over 500 km.

6.) Selecting accessible event venues

In the planning of internal events as well as external events, careful consideration should be given to ensuring that the venue is well-connected to public transportation. In practical terms, this entails choosing a venue located directly along major transportation routes, rather than opting for a venue in remote areas.

Implementation in local travel policies & compliance

This guideline is integrated seamlessly into local travel policies. Guidelines for compensation for travel costs and expenses as well as approval processes are also managed in these local travel policies. Nevertheless, when planning and executing business trips, the Group's [guideline](#) on Anti-Bribery, Anti-Corruption and Conflict of Interest must be applied.

Tracking

We will continuously monitor and assess the impact of our travel activities on the environment. Regular reports will be generated to analyze the progress and identify areas of improvement. Furthermore, this guideline will be reviewed periodically to ensure its relevance and effectiveness in supporting our commitment to sustainable practice.

On 29th of May 2024

In Vienna, Austria



Alejandro Plater, CEO



Thomas Arnoldner, Deputy CEO