

MEMO Travel- (& on-site visits) Policy during COVID-19

Update 14/10/2020

Business Trips (verify for necessity):

- National: travel mode by car permitted
- International: travel mode by car preferred (by plane based on special approval)
- Safe destination areas only (no hot spots)
- Customer- / Supplier visits permitted based on demand only (and special approval)
- In general follow standard approval procedure

Business Trips between Ti-units:

- Travel mode by car preferred (by plane based on special approval)
- Obtain approval from MD or Plant Director of receiving unit and follow guidelines

All Business Trips – consent to the condition(s):

- Employer can decide about eventual off-site condition up to 14 days from date of return based on risk assessment (use time under Home Office modus where applicable)

Hosting Meetings on Site (essential meetings only):

- For Customer- / Supplier Visits on site obtain approval by MD or Plant Director of hosting unit
- Use assigned areas / rooms only and follow guidelines
- Plant tours are prohibited (sine die), except when access to specific areas is required for technical reasons ⇒ limitation to necessities, strict guidelines to be followed

Note: any other Business Trip- or Visit request deviating from this policy, requires a specific approval that must be obtained by the Managing Director of the unit.

Unchanged (general)

Prevailing – for risk assessment to follow authority’s travel recommendation:

- Obtain for destination area latest information about hot spot status (no-go area) via HR/Admin dept. and refer to (known) official websites to always obtain latest updates
- Minimum stay in view of possible risk development during traveling at destination area

Basics – personal responsibility during travelling:

- Keep social distancing
- Follow advised hygiene measures
- Wear mouth- and nose mask as requested
- Act as your individual health profile permits

Private Traveling in case abroad – consent to the condition(s)

- Notify both HR department and Superior about travel plan
- Employer can decide about eventual off-site condition up to 14 days from date of return based on risk assessment (use time under Home Office modus where applicable) or
- Employer can request for a COVID-19 test after return at the expense of the company based on risk assessment

COO’s Europe and MD unit(s)