



## **BRINK'S GLOBAL TRAVEL POLICY**

The Brink's Company, (hereinafter, the "Company") takes a global approach to managing corporate travel, allowing us to leverage our purchasing power to reduce travel costs across our global network.

The Company contracts a global travel management company to support our travel requirements by managing the global travel policy, leveraging opportunities in the marketplace, and assisting with budgeting and forecasting of business travel expenses across the Brink's global network. Accordingly, all business travel must be requested, purchased and managed by the Company's designated travel agency.

**The Global Travel Policy is approved by the executive management team and supersedes all previous versions of the Global Travel and Expense Policy, including local policies. Travel booked or purchased outside of the designated service providers or online booking tools outlined in this Policy are not eligible for reimbursement.**

### **1.0 PURPOSE**

The Company publishes this document to establish a formal Global Travel Policy (hereinafter, the "Policy") for arranging business travel and provide all Employees with clear guidelines for requesting, booking and managing travel for business purposes to ensure Employees adhere to governmental regulations and tax guidelines, to assist with Employee safety and security, and to enhance the Company's ability to negotiate discounted travel vendor and supplier agreements to deliver cost-savings across the organization.

### **2.0 APPLICABILITY**

This Policy applies to all full-time employees, part-time Employees, and any personnel of the Company, its subsidiaries, and affiliates with the authority to travel or incur travel expenses on behalf of the Company. Contractors and consultants who are required to travel in connection with services performed for the Company must also follow the Policy as outlined.

Human Resources is responsible for the distribution of the Policy to all Employees of the Company.

Country-specific Policy exceptions (or local travel policies), clarifications, and additional policies not applicable to the global Policy should request Brink's Global Travel to provide an Addendum by country to be attached and distributed with this Policy. Individual country Addendums must be formalized and approved by the Company executive management team.

This document will be regularly reviewed and updated to meet the company's changing needs. Employees are required to adhere to this Policy. Direct any Policy questions to Brink's Global Travel ([globaltravel@brinksinc.com](mailto:globaltravel@brinksinc.com)) or contact your country HR Manager.



### **3.0 TRAVEL AGENCY DESIGNATION**

The Company has designated Direct Travel ATPI (<https://www.dt.com/>) (hereinafter, the “designated travel agency”) as its global travel management partner. All travel, defined as air tickets, car rental, train tickets, ferry reservations, hotel (or any other accommodation type) reservations should be secured through the designated travel agency. Direct Travel ATPI has been designated by the Company to provide travel management services to all Brink’s entities and subsidiaries in all countries.

Each country integrated into the global travel program has determined their preferred method of booking travel with the Company’s designated travel agency. This Policy mandates that all Brink’s entities use the proper travel agency booking channels when purchasing travel for business purposes.

### **4.0 DESIGNATED APPROVER**

By definition, unless otherwise noted, a Designated Approver is defined as an Employee’s direct report Manager, Supervisor, a country General Manager, CFO or country President. When noted, under certain circumstances a Designated Approver may be required to obtain approval from a member of the ELT or Global CEO.

**For purposes of clarity, all travel expenditures require approval. All approvals from a Designated Approver and/or member of the ELT should be in writing, attached to all expense reimbursement requests and retained for future reference.**

### **5.0 COST CONSERVATIVE APPROACH**

The overall approach to this Policy is to provide Employees with general guidelines and best practices for booking business-related travel. If anything outlined in this Policy is not clearly stated, Employees should take a fiscally conservative approach. Seek approval from your Designated Approver when business travel is out of compliance with this policy’s concepts or your in-country Travel Policy Amendment.

The Company achieves global cost-savings through an economies of scale approach when purchasing travel. While we recognize that traditional cost-savings guidelines may not apply to all circumstances, our Policy empowers Designated Approvers to make the best fiscal judgment possible for the traveler’s circumstances when buying travel through the Company’s designated travel agency.

### **6.0 TRAVEL INSURANCE**

The Company provides access to a global travel insurance policy that covers all Employees of the Company who travel. Unless otherwise stated, Employees should not voluntarily elect additional travel insurance unless required either by (a) law in your specific country, (b) as outlined in a Travel Policy Amendment for your country, or (c) as required by a government mandate for entry into a country for business purposes.

To request a copy of Brink’s travel insurance policy, contact Brink’s Global Travel or your in-country HR manager.



## **7.0 TRAVEL EXPENSE REIMBURSEMENT AND EMPLOYEE RESPONSIBILITY**

All Employees should refer to the Company's global or country-specific Expense Reimbursement Policy for guidelines, restrictions, limits, or other requirements for all travel-related expense reimbursements. All Employees must be in full compliance with these policies.

For cost avoidance caused by errors and omissions, the Employees must review and verify the accuracy of their travel itinerary upon receipt from the designated travel agency. In cases of errors or omissions, it is the Employees responsibility to notify the designated travel agency immediately to correct or amend any errors to avoid any additional cost impact on the Company.

## **8.0 PERSONAL TRAVEL**

Employees may combine personal or vacation travel with business travel provided the Company incurs no additional costs. Employees making personal travel arrangements not associated with a business trip must advise the designated travel agency of the personal travel arrangements and pay for all associated costs, including fare difference, additional hotel costs and agency transaction fees if applicable.

Additionally, the personal travel policy applies to an Employee when their spouse, partner, or significant other accompanies the Employee on a Company sponsored business trip. The Company may make a reimbursement exception if the employee demonstrates that his or her spouse's presence is both essential and directly related to the effective accomplishment of the Company's business. Where provided for a spouse, partner, or significant other to participate in entertainment events, the entertainment expenses for him or her must follow the same guidelines as all Company Employees.

The Employee must seek Designated Approver authorization for a spouse, partner, or significant other to travel with the Employee.

## **9.0 LOYALTY PROGRAMS**

Benefits accrued by an Employee in airline, hotel, car rental or other frequent traveler or loyalty programs for travel paid by the Company is the sole property of the Employee.

Employees are responsible for all tax implications of loyalty programs. Neither the Company nor the designated travel agency will intervene to resolve any frequent flyer or loyalty program concerns or issues. Employees may use frequent flyer miles, upgrade coupons, certificates and loyalty status to upgrade flights and/or seat assignments provided this does not result in a charge to the Company, or Employees do not take more expensive flights to use their loyalty points or frequent flyer status to upgrade.

**Points and miles earned (or any other benefit realized such as upgrades, status match or enhanced amenities) through payment of groups, meetings, events or conference contracts on behalf of the Company, are expressly prohibited and may NOT be retained by the Employee. Earned benefits, points or miles from meeting, event or conference group contracts will be utilized by the Company to offset future Company expenses if available.**

The Company has the authority to change, modify or approve exceptions to this policy at any time with or without notice.



## 10.0 AIR TRAVEL

The Company takes a cost-conservative approach to all air travel. When booking air travel, Employees and Designated Approvers are directed to make decisions based on the most cost-efficient purchasing decisions possible for their specific business travel needs.

### a. Class of Service – Domestic, Transcontinental and Intercontinental Flights

- For all Domestic, Transcontinental (hereinafter defined as travel within and/or across the same country or continent), or Intercontinental (hereinafter defined as travel between two continents, e.g. travel from South America to Europe, or Europe to Asia) air travel should be in Economy class of service.

### b. Class of Service Exception – Intercontinental Flights

- For Intercontinental flight durations over seven (7) hours (including connections) via the most direct route, premium economy or comfort fares may be requested with authorization from their Designated Approver and a member of the Brink's ELT. Designated Approvers should make such requests through their manager to the ELT. Employee must provide the Designated Approver the Economy and Premium Economy fares for comparison when making a request for Premium Economy.
- Business class and first-class travel is prohibited under this Policy.

All exceptions to this Policy are at the discretion of the ELT.

### Employee Purchased Upgrades

Employees may, at their own expense and discretion, pay for the fare difference between Policy allowances and business class when traveling. Payments for upgrades and fare differences should be made through the designated travel agency, airline, or travel supplier when allowable. The Company is not responsible for any financial losses associated to Employee purchased upgrades if trip is cancelled, delayed, or rescheduled, or if Employee leaves their employment with Brink's, is furloughed, retires, self-terminates, or is terminated for cause from their employment with Brink's.

### c. Ticket Restrictions

The Company prohibits the purchasing of highly restrictive or Basic Economy airline tickets, or any other fare type that restricts changes, refunds or future residual use if canceled prior to the ticketed travel date.

### d. Advance Purchase

For maximum cost savings, it is recommended that all airline tickets be reserved and ticketed 14 days in advance of the departure date. Travelers and Designated Approvers should use the best fiscal judgment when booking air travel within the advance purchase period and base those decisions on business and customer needs.



e. Check Baggage and Guaranteed Seat Assignment

The Company allows employees to be reimbursed for one (1) checked bag, plus any additional airline fees imposed for one (1) carry-on bag. The employee should seek Designated Approver authorization for costs associated with additional checked baggage or oversized items.

The Company will reimburse Employee for the cost of obtaining a guaranteed seat reservation. Employees should consult the designated travel agency for purchasing options for all guaranteed seat reservations.

f. Traveler Safety and Financial Security

Travelers and Designated Approvers should select air travel with known domestic, regional and international carriers to avoid airlines considered high-risk for travelers' personal safety and/or for the Company's financial security. The designated travel agency will provide guidance and insight into possible high-risk carriers for personal safety or financial security but will not provide a final decision or determination on behalf of the Company, Designated Approver or Employee.

The designated travel agency will monitor high-risk destinations for all Company travel. If an Employee selects a destination considered high-risk, they should use their best judgment to travel to that destination. If the Employee still elects to travel to a high-risk destination, they will be required to obtain Designated Approver authorization.

**It is the responsibility of the traveler to understand and adhere to any specific travel restrictions/regulations in place for the travel destinations considered to be high-risk. Employees and Designated Approvers are directed to review information available on Sherpa (<https://apply.joinsherpa.com/>) for travel restrictions, entry regulations, and health requirements.**

g. Lowest Logical Fares

The following are general guidelines for Lowest Logical Fares (LLF). Refer to your country-specific Travel Policy Addendum for variances to the LLF calculation:

**Lowest-Cost Logical Airline Ticket:** The designated travel agency will direct Employees to the lowest logical fare for non-stop or connecting flights based on the initial travel request. The Company defines the lowest logical fare as follows:

- Lowest cost ticket within two (2) hours before or after the requested departure or arrival time for flights (non-stop or connections), or
- Lowest cost non-stop ticket when non-stop flights are available.

Travelers and Designated Approvers should elect non-stop flights whenever possible when financially justifiable for business or customer needs.



**Exceptions to Lowest Logical Fare Policy:** Employees who book air travel that is not within \$100 USD (or country equivalent exchange rate at time of booking) of the lowest logical airfare must provide the designated travel agency a reason for declining the lowest logical fare selected from the list below:

- Declined Penalty Fare
- Declined Alternate Airport
- Declined Connections
- Declined Due to Scheduling Constraints
- Declined Carrier
- Authorized Higher Class of Service

The designated travel agency will subsequently offer the next lowest logical fare (accommodating for the reason given by the Employee for declining the original lowest logical fare).

h. Private or Charter Passenger Aircraft

The Company prohibits the contracting, renting or chartering of passenger aircraft. The use of private aircraft for Company business is strictly prohibited and requires Global CEO approval.

Contact Brink's Global Travel if a passenger charter or private aircraft is required.

i. Air Policy Exceptions

Exceptions to this Policy are generally driven by customer requirements. Any exceptions to the Policy resulting in an additional cost of \$100 USD (or country equivalent exchange rate at time of booking) or more than an approved purchase require pre-approval from the Country Head or a direct report to the CEO.

In an emergency, the Company's travel team may at their discretion authorize a travel exception when the employee cannot immediately obtain appropriate approval. In this case, the employee must plan to justify the need for an emergency exception to senior management and secure the required approval for his or her Policy exception as soon as possible.

## **11.0 RAIL**

All rail travel should be by the most cost-efficient means possible. The lowest cost options will be presented by the designated travel agency, or through the country managed online travel booking tool, based on information provided by the requestor and the guidelines set forth in this Policy.

Class of Service for rail travel should be designated by the governing country Travel Policy Addendum as determined by employment laws, labor and union guidelines or customary Employee travel policies on a country-by-country basis. The Cost-Conservative Approach applies when not designated or further specified under this Policy.



## **12.0 GROUND TRANSPORTATION**

Employees may arrange ground transportation service(s) when necessary to carry out Company business.

Employees should select the method and type of transportation (rental car, van shuttle service, limousine or sedan service, taxi service, ride sharing app (Uber, Lyft, Bolt, etc.), personal vehicle, and/or public transportation) based on the lowest cost solution which safely meets the Company and Employee's business and/or customer needs.

For example, under the following conditions, an Employee may elect to rent a car as it represents the most cost-effective mode of transport:

- When driving is more cost-effective than air or rail travel
- If travel time by car is less than air travel time (including travel to/from the airport)
- Whenever an Employee needs to transport large or bulky material that would be cost-prohibitive to transport via other conveyances
- When the daily cost of the rental car is less than reimbursable mileage costs or the cost of traveling by taxi or public transport for the day to meet business objectives.

All Employees should follow local driving laws and road rules, including the use of seat belts, turn signals, etc. at all times.

- Rental Car Company: Employees must only rent from the Company's preferred rental car suppliers. The only exception is when preferred suppliers do not have cars available or when an alternative, non-preferred supplier costs 25% less than the Company's preferred suppliers.
- Rental Cars Size: Employees may use intermediate or mid-sized rental cars when up to three (3) Employees are traveling together. When more than three (3) Employees travel together, elect a vehicle size commensurate with safely transporting all Employees needing to travel together. Larger vehicles may be selected for customer or business purposes and require Designated Approver authorization.
- Rental Car Insurance: Rental car insurance is determined by the policy or car rental supplier in the country of rental. Refer to your country Travel Policy Addendum for specific rental car insurance purchasing guidelines.
- Ride Hail / Ride Share: Employees may only use licensed taxis, ride-share apps (Uber, Lyft, Bolt, etc.), similar licensed ground transportation services, airport and hotel shuttles.
- Public Transportation: Employees may use any form of public transportation commonly used in metropolitan areas including public buses, trams, subways, shuttles or regional train services.
- Prohibited Forms of Ground Transportation: The use of unlicensed taxis, "minicabs" or any other form of ground transportation deemed unsafe is strictly prohibited.
- Charter Buses: The Company allows for the rental and charter of minibuses, motor coaches or chauffeur-driven passenger vans under the condition that the supplier, operator and driver(s) meet the Company minimum liability insurance guidelines. Contact Brink's Global Travel for assistance prior to contracting or committing Company financial resources.

The Company has the authority to change, modify or approve exceptions to this policy at any time with or without notice.



### **13.0 LODGING, HOTEL AND OTHER ACCOMMODATIONS**

Lodging is defined as any hotel or overnight (short- or long-term) accommodation including hotels, motels, hostels or bed and breakfast.

Employees are entitled to book a single, standard room with a private bath, or the most cost-effective room category and rate offered at time of booking. Employees should make hotel reservations as far in advance as possible to secure the lowest room rate. Employees may accept loyalty or courtesy upgrades from a hotel so long as there is no additional cost to the Company. An Employee may personally pay the cost for an upgrade if desired.

When a Company preferred hotel is not available, the designated travel agency will direct Employees to a comparable hotel (in cost and location) to a Company preferred hotel. Employees should book Company preferred hotel rates whenever possible and cost effective.

Employees may, at their Designated Approvers discretion, book accommodations to match a client's hotel booking, or the venue where the Employee is attending a convention, conference, seminar, or other business-related event when a special rate is available through a third-party service, and when the nightly rate is lower than the Company preferred or designated travel agency available corporate rate at the time of booking.

Lodging Cancellations: Employees are responsible for notifying the designated travel agency of hotel room reservation cancellations to avoid no-show charges. Hotel cancellation deadlines are based on the hotel's local time and may vary. Refer to hotel confirmation for specific cancellation policy.

Employees should not book pre-paid and/or non-refundable hotel rates, as business requirements often change and result in a cancellation where the room cost is lost.

### **14.0 ANCILLARY TRAVEL SERVICES**

The Company partners with several global suppliers who provide ancillary travel services to our Employees. Employees and Designated Approvers should consult their in-country designated travel agency, or by contacting Brink's Global Travel, should there be other travel-related services not listed or addressed in this Policy.

Third-Party Visa and Passport Services: All Employees who anticipate the need to travel internationally should be aware of their passport expiration dates and take necessary steps to keep their passport and visa documents up to date. Should there be an urgent need to have a passport renewed or visa issuance, consult your in-country designated travel agency for local relationships, discounts and expedited visa and passport services. The Company covers reasonable costs associated with Employees passport and visa acquisition for business travel purposes.

Additional Travel Insurance: Unless otherwise stated, all Employees are covered by Brink's global travel insurance policy issued by AIG Insurance. To obtain a copy of the policy, please contact Brink's Global Travel ([globaltravel@brinksinc.com](mailto:globaltravel@brinksinc.com)). Although the Company provides a comprehensive travel insurance policy with industry-acceptable coverages, if additional travel insurance is required for international travel or visa entry purposes, Employees should consult their local in-country designated travel agency for additional insurance options and seek approval from their Designated Approver for the additional costs.





## **15.0 MEETING, EVENT, CONFERENCE AND TRADESHOW POLICY**

The Company frequently hosts external meetings, attends industry and customer events, hosts or attends professional conferences, or participates in industry and consumer tradeshows. While each of these categories are broad, it is important to understand the Company's cost-conservative position when in-country or global financial resources are being used to pay for such activities.

Global Meeting, Event and Conference Calendar: The Company maintains a Global Meeting, Event and Conference Calendar. All countries hosting an offsite meeting or event (defined as a Company paid meeting, conference, event or tradeshow) should inform Brink's Global Travel of the meeting type, meeting or event name, program dates, primary host details, offsite event location information, number of attendees, and business purpose. The Company will maintain a calendar of these details to provide additional internal transparency to executive leadership and Company personnel responsible for our mutual security and duty of care.

Company Meetings: For all Company meetings held offsite from a Brink's office or facility, the meeting planners should defer to the Country General Manager, or designated in-country travel manager, to develop a meeting budget. Countries are permitted to source in-country for external meeting services, including meeting and conference space, guest room blocks (for more than ten guests), food and beverage, audio visual, and other conference services.

If applicable, refer to your in-country Meeting and Events Guidelines.

The Company designated travel agency also provides meeting, conference and event services. Brink's Global Travel encourages all countries to partner with our designated travel agency when hosting offsite meetings, conferences and events. In most cases, our designated travel agency provides professional services including sourcing, event management and post-event reconciliation.

For all offsite meetings, events, conferences or tradeshows sourced in-country, the contracting entity must inform and provide all finalized contracts and a summary of costs to Brink's Global Travel.

Industry Hosted Events and Professional Conferences: The Company encourages all Employees to follow the Policy guidelines when booking travel to an industry event or professional conference. Consult event and conference materials to determine if the event or conference organizers offer special hotel rates. Employees should book directly with program organizers unless the Company hotel rates are lower. All other stated Policy guidelines apply when planning travel to a meeting, event or conference not hosted by the Company.



## **16.0 TRAVEL SERVICES: VENDORS AND SUPPLIER SOURCING AND PROCUREMENT POLICY**

The Company relies on our designated travel agency to identify cost-savings opportunities for the Company. For that reason, the Company contracts with the designated travel agency sourcing and procurement division to assist in the continuous identification, contracting and management of travel vendors and suppliers which deliver the greatest cost-savings to the Company.

This Policy requires that all Brink's entities refer requests to source, procure or contract any additional travel or travel-related service not outlined in this Policy, or currently contracted on Brink's behalf, to Brink's Global Travel for consideration.

Brink's Global Travel will conduct an evaluation of the travel service request in consultation with the designated travel agency to determine applicability to the local or global travel program so that cost-savings opportunities for new travel vendors, suppliers, and services are accessible and equitable to all Brink's entities. In some cases, for locally focused vendors and suppliers, Brink's Global Travel and the designated travel agency will defer to the Brink's entity for sourcing and contracting at the local level.

Brink's entities are expressly prohibited from independently contracting outside of the Brink's Global Travel Program, without having informed Brink's Global Travel, as out of compliance sourced travel service vendor and supplier agreements affect the Company's global travel service partnerships which impact the Company's ability to realize shared cost-savings



### **MEXICO TRAVEL POLICY ADDENDUM**

This addendum applies to all Employees in Mexico, inclusive of The Brink's Company, Brinks Incorporated, Brink's Administrative Services, Brink's Global Services USA, Inc., Brink's Canada Limited and any acquired entities within the Region. All Employees in Mexico should follow this Policy Addendum when booking air travel, lodging, ground transportation, or hosting a meeting/event for business purposes.

#### **3.0 TRAVEL AGENCY DESIGNATION**

If the travel agency does not have a property listed in the city where the employee is traveling, or using a lower-fare hotel, the employee can pay directly to the hotel and ask for this reimbursement.

For any exception regarding air travel or hotel reservation made by the travel agency, employees should obtain approval from the Deputy Director, Strategic Sourcing LATAM.

#### **8.0 PERSONAL TRAVEL**

Personal travel is not allowed.

#### **10.0 AIR TRAVEL**

Employee purchased upgrades are not allowed.

For any exception regarding air travel where the travel agency cannot provide a better fare by using regional airlines, the employee must obtain approval from the Strategic Sourcing LATAM leader.

#### **13.0 LODGING, HOTEL AND OTHER ACCOMMODATIONS**

Mexico employees cannot personally pay the cost for an upgrade.

Employees should select hotels that are designated as Brink's Preferred properties, if available, and should not exceed Mexican pesos \$1,800 per night (nightly rate pre-tax). Hotel stays above the Company limit require pre-approval from the Employees Designated Approver based on business or customer need.