Current

Travel & Expense Policy
March 1, 2026

Contents

Article I. DOCUMENT REVISION HISTORY

Date	Section	Revision Description	Approval
4/20/22	Eligibility to receive a Current Corporate Travel Card	Updated process to request a card, exception or credit limit increase.	CFO
1/7/2025	Personal Reimbursement	Removal of PayPal	CHRO
1/7/2025	Use of Current Corporate Travel Card	Bank of America Telephone #	CHRO
1/7/2025	Lodging and Hotels Employee Meals	Cost limits	CFO
1/8/2025	Title of Policy	Renamed to T&E Policy	CHRO
1/15/2025	Eligibility to receive a Current Corporate Travel Card	Acknowledgement of T&E Policy and governance	CHRO

Article II. PURPOSE

This document describes Current Lighting Holdco and its subsidiaries ("Current" or the "Company") policy on the reimbursement of reasonable business-related Travel and Expenses incurred in the conduct of authorized Company business. This policy applies to all Company employees, contractors, and suppliers.

It is each employee's responsibility to adhere to this policy when incurring business expenditures on behalf of the Company. As it is impossible to anticipate every situation encountered while traveling on business, each employee is expected to exercise good judgment when incurring travel expenses and to obtain management approval for any expenditures not specifically covered under this policy. It is the responsibility of the person approving the expense report to be familiar with the expenditures and to be satisfied that they follow this policy. Items not covered in this policy are not to be considered reimbursable.

Employees should exercise good judgment when making the determination to travel versus considering other alternatives that may accomplish the same result. To reduce costs, every effort should be made to use available communication tools (conference calls, online meetings, video conferencing, etc.) as an alternative to travel.

Note: Contractors may not be issued a Current Corporate Travel Card, nor may they submit for reimbursement of out-of-pocket expenses using the Current T&E process. Payment for their travel expenses should be done via the accounts payable process. In order to be reimbursed, contractors must submit an invoice with all receipts for requested expenses.

Article III. POLICY OVERVIEW

In order to be reimbursed, employees must document that their expenses were incurred for a legitimate business purpose and unless provided for otherwise within this policy must provide all required documentation (i.e. itemized receipts) including business purpose for each transaction.

Employees on extended assignments at temporary work locations must check with their HRM regarding any tax implications of the assignment. Tax authorities may deem these employees to have relocated to the temporary work location, which means that reimbursement of their travel and living expenses is generally taxable. Please see Schedule I for instructions on how to proceed for extended work assignments.

Please note that there are other Company policies that are relevant to some of the materials discussed in this document. In some countries, local requirements may be necessary for tax or other reasons. Employees are responsible for understanding and complying with these policies where appropriate. If an employee violates this policy or an applicable country requirement, the Company may take one or more of the following actions:

- Delay or deny reimbursement
- Suspend access to the Company Corporate Travel Card

- Impose disciplinary action, up to and including termination, subject to applicable laws
- Facilitate taxation of any expenses based on applicable law
- Require the employee to reimburse Company for non-compliant expenses before or after submission

The Company has placed specific controls over business travel expenditures. Employees are required to do the following:

- Advise their manager before any travel.
- If traveling to a high-risk security country, employees should ensure that they are familiar with the safety and security requirements. To determine if their destination qualifies, employees should reference the U.S. State Department website.
- Arrange all business travel (airfare, lodging or car rentals) through Concur Travel (Direct Travel) (internet-based reservation) at least 14 days in advance whenever possible, to secure the lowest rates. You must accept the lowest logical or reasonable airfare and hotel rate with preferred vendors. TheCompany obtains discounts and rebates on bookings with preferred vendors.
- Use their Current Corporate Travel Card for all business-related expenses if they have been provided one. For vendors that don't accept the Current Corporate Travel Card, employees may use an alternative form of payment. Use of personal cards is not permitted for travel unless (i) you have not been provided a Current Corporate Travel Card, or (ii) the situation reasonably merits use of a personal credit card. As an employee you are traveling on business for the Company with the Company's money. The Company receives a rebate on all spend that is charged to the company approved Mastercard.
- Use Concur Expense to prepare and submit expense reports once per month with all required documentation, clear business purpose for each expense and details of attendees or recipients. Itemized receipts, detail and credit card slip, for all expenses should be attached; receipts for amounts equal to or greater than $25 are required. Similar items should not be grouped but entered separately. **Cash out of pocket expenses exceeding 60 days old will not be reimbursed, unless approved by an ELT member.**
- **Expenses purchased on a company card are required to be submitted into an expense report within 30 days. Any expenses exceeding 60 days unsubmitted will result in their company card being suspended. Anything exceeding 120 days will result in their company card being terminated.**

Managers are required to do the following:

- Advise HRM and Travel Admin. of any suspected violations of this policy. HRM and Travel Admin. will review alleged violations and escalate, as necessary.
- Prevent violations and document any approved exceptions in writing to the policy.
- Managers are required to approve expense reports within 14 days of submission.
- Managers may not delegate their approval authority, unless approved by an ELT member.

Article IV. CURRENT CORPORATE TRAVEL CARD

Eligibility To Receive a Current Corporate Travel Card

The following employees are eligible to receive a Current Corporate Travel Card:

- Commercial employees with customer facing responsibilities
- Employees without customer facing responsibilities who travel at least once per quarter.

Employees issued a Current Corporate Travel Card will be given a standard credit limit as follows:

1. $10,000: Regional Sales Leaders and Executive Leadership Team
2. $5,000: Sales Representatives and employees travelling at least twice per month
3. $2,500: Employees travelling at least once per quarter

Employees not eligible to receive a Current Corporate Travel Card can use their personal credit card or request their manager to book airfare or hotels.

Requests for a Travel Card, whether eligible or requesting an exception, and for credit limit changes, whether permanent or temporary, should be submitted on the following online form found on the T&L Shared Site. If any questions/issues, please reach out to the Travel Administrator. The Travel Admin (travel.admin@currentlighting.com) will review and seek approval from the relevant member of the executive leadership team for your request and confirm the decision to you:

- To issue a card to an ineligible employee: Executive Leadership Team member for your function
- For credit limits up to $10,000: Executive Leadership Team member for your function
- For credit limits over $10,000: CFO

In order to receive a credit card, you will be required to review this policy in detail and agree to comply through ADP.

Section 4.01 Use of the Current Corporate Travel Card

Use of the Current Corporate Travel Card is required for all business-related expenses if you have been provided one. For vendors that don't accept the Current Corporate Travel Card, employees may use an alternative form of payment. Use of personal cards is only permitted for travel if you have not been provided one.

Employees should pay for their own business travel related expenses, except in the following instances:

- Most senior employee present should pay for meals, employee activities, and entertainment expenses that have multiple attendees.
- Managers providing their Corporate Travel Card for use by their employee to book airfare or hotels. A credit card authorization may be required to charge the employees' hotel costs to the Card.

The Corporate Travel Card is for travel-related expenses only and should not be used for purchases of equipment, supplies, or other costs related to day-to-day operations. These items are not reimbursable through T&E and should be purchased using a Purchasing Card (P-card) or standard accounts payable process. Additional examples of such expenses are listed in the NONREIMBURSABLE EXPENSES section of this policy.

In the event an employee inadvertently charges a personal expense on the Corporate Travel Card they must personally reimburse the company within 30 days. Personal charges will be monitored, reported, and if after 3 incidents may result in termination of The Company card

Lost or stolen cards should be immediately reported to Bank of America at 1-888-822-5985 and the local police if appropriate. The Travel Admin must be notified immediately to replace the card. Bank of America will issue fraud alerts from time to time on suspicious transactions. Employees must call the Bank to validate the transaction and, if necessary, stop further activity on the card. Employees are responsible for working with the bank card holder company to get fraudulent charges reimbursed.

Section 4.02 USE OF CONCUR/DIRECT TRAVEL

Arrange all business travel (airfare, lodging or car rentals) through Concur Travel/Direct Travel (internet- based reservation – https://travel.gecurrent.com), preferably at least 14 days in advance to secure the lowest rates. You must accept the lowest logical or reasonable airfare and hotel rate with preferred vendors. Phone bookings incur higher travel agent fees.

Concur/Direct Travel must be used for business travel only. "Business travel" includes spousal or family travel ONLY if in connection with a Company event and ONLY if the spouse or family's presence serves a bona fide Company business purpose. Spouse or family travel must be approved by the CEO if ELT member; otherwise, can be approved by ELT member. Spouse travel without a bona fide business purpose is reported as taxable income. Personal travel arrangements are not permitted to be made using Concur/Direct Travel.

Use Concur Expense to prepare and submit expense reports once per month with all required documentation, clear business purpose for each expense and details of attendees or recipients for Meals, Employee Activities, Entertainment, and Gifts. Itemized receipts, not credit card receipts, for all expenses should be attached; receipts for amounts equal to or greater than $25 are required. Similar items should not be grouped but entered separately. **Out-of-pocket Expenses exceeding 60 days old will not be reimbursed**.

Infrequent travelers who do not have a Corporate Travel Card must still use Concur for booking travel, using either their personal card or their manager's Corporate Travel Card, or to submit expenses within 60 days. Where the manager's Corporate Travel Card is used, the employee's manager is responsible for submitting required receipts and validating the legitimacy of all charges.

Travel for interview candidates can be arranged directly by HRM or the Executive Assistants. Expenses can be placed on the hiring manager Corporate Travel Card. All interview candidate travel must be approved by the Hiring HRM, and appropriate documentation is required.

Contractors with a Current SSO may utilize the Concur website to obtain Current negotiated rates when traveling on behalf of Current. The contractor must provide a credit card for payment and process expense reporting through their contracting employer. Arrangements may be made outside Concur only in those cases where a vendor or service is not available through Concur or a vendor offers a rate that is lower than that available through Concur. All Contractor travel must be approved by their manager.

Third Party travel for vendors, customers, etc. is to be booked through a P-Card. If the third party is expecting reimbursement for arrangements they paid in advance, you must obtain a Purchase Order and payment will be submitted through the standard PO process.

Section 4.03 GROUP TRAVEL/EVENTS

- More than one person traveling for the same meeting should be limited to critical business needs.
- Pre-approval is required from the Chief Financial Officer for internal group meetings and off-sites involving more than 10 employees.

Section 4.04 CARDHOLDER RESPONSIBILITIES

The cardholder is responsible for the following:

1. Transaction Monitoring & Reconciliation
   Actively monitor all card transactions and ensure timely monthly reconciliation of charges via Concur.

2. Fraudulent Charges
   Promptly handle any fraudulent charges by contacting Bank of America directly to report and resolve the issue.

3. Credit Limit Management
   Manage and budget the monthly credit limit responsibly.

   - Associates are required to manage their monthly Travel and budget according to their monthly limit/availability of spend.

   - Credit limit requests must be submitted at least two business days prior to the anticipated need.

   - Credit limit requests should be submitted two days prior to need.

Article V. IMMIGRATION COMPLIANCE: PASSPORTS, VISAS AND WORK PERMITS

Employees traveling outside their home country are required to comply with immigration regulations for the countries they plan to visit.

- Passports – It is the employee's responsibility to maintain a valid passport and to ensure that required documentation is completed in advance of travel. If a first-time traveler, and a new passport is required specifically for business travel purposes, the corporate credit card may be used to pay for these services. Renewals are the responsibility of the traveler.
- Travel Visas – It is the employee's responsibility to ensure all permits and visas are obtained in advance of travel. Employees who need a visa for business travel should first contact their local Human Resources representative. Employees can find all of the global consulate locations at http://www.embassy-worldwide.com/. Depending on the nature of the Visa, and its purpose, expenses may be reimbursed.
- Use CIBT Visa for travel document assistance in the US.

Article VI. INTERNATIONAL TRAVEL

- Prior to booking travel in areas considered high-risk (Level 2 or above – exceptions per Schedule III), please ensure that you have pre-approval from your manager and/or have notified your HRM and Travel Admin. to ensure the necessary oversight is given to your travel. Employees should ensure all reasonable safety measures are in place prior to travel.
- Employees are required to register with the state department or local embassy website when traveling internationally.
- Travel to Level 3 countries requires the approval of the CEO or VP Legal Counsel and subsequently notify the Travel Admin. Employees should ensure travel to these countries is necessary. Employees should ensure all reasonable safety measures are in place prior to travel.
- Travel is not permitted to Level 4 countries. If needed contact Direct Travel and get written approval from the CEO for travel to Level 4 countries

Article VII. TRAVEL INSURANCE AND EMERGENCY ASSISTANCE

Current provides travel insurance, medical benefits, and other emergency assistance when you are traveling outside your home country or country of permanent assignment on Current business. If you need medical/emergency assistance while on business travel outside of home country, refer to Schedule II.

Employees are advised to use reasonable prudence and common sense regarding their personal safety when traveling on Company business. Travel to certain areas may be restricted or inadvisable due to political or economic disturbances. For the most current travel advisories, visit the U.S. Department of State's website at www.state.gov/traverlers. If an emergency arises, travelers should seek immediate assistance from local police or Consulates.

Article VIII. FREQUENT TRAVELER PROGRAMS

Frequent traveler points earned by employees may be retained by the employee for personal use provided the Company does not incur incremental costs to support these programs (i.e. costs above the lowest logical airfare or rate). Frequent flyer points should not be a determining factor when selecting an airline or hotel, especially if a higher priced ticket or rate is purchased.

The Company will not reimburse employees for the value of personal travel vouchers used to pay for business travel. Upgrade rewards to a higher class may be used during business travel if it does not result in a fare or rate increase for the Company. The Company does not reimburse airline club memberships unless approved by CFO or CEO.

Article IX. CASH ADVANCES FOR TRAVEL

Cash advances are not allowed.

Article X. AIR TRAVEL

Employees are expected to make air travel reservations for fourteen (14) days or more, prior to the travel date whenever possible. Exceptions should only be the result of urgent field issues, short notice from a key customer or partner or Current management request.

Section 10.01 Definitions

- Domestic Travel – refers to travel within the border of a country/territory. For example, travel within the United States, Puerto Rico, and other U.S. non-state territories is Domestic Travel.
- International Travel – refers to travel across the border of countries/territories. For example, travel from the US to the UK.
- Airtime – refers to the time the airplane is in the air for each segment of the trip. Layovers are not included in the airtime hours. For example, a flight from Cleveland to Chicago is 1 hour with a 1-hour layover and the flight from Chicago to L.A. is four hours. The total trip is 6 hours, but the airtime for both flights is 5 hours.
- Lowest Logical or Reasonable Fare – employees are expected to book non-refundable airline tickets at the lowest logical or reasonable fare which is the least or near least expensive and meets the following parameters:
    - Flight within two hours of the requested departure or arrival time if it is reasonably within the traveler's business time constraints.
    - Domestic flight with one stopover or change of planes involving a layover of one to three hours (four hours on international flights) if it is within the traveler's business time constraints and the difference in airfare is $149 or greater when compared to an equivalent non-stop flight. The Concur Travel tool will indicate "in-policy" airfare.

Section 10.02 Coach Class

Economy class is required for all domestic flights. The lowest logical or reasonable fare option must be used, even if this requires a stop with reasonable layover time. Employees should not fly basic economy due to the highly restrictive nature of the ticket and additional fees.

Section 10.03 Seat Assignments, Premium Economy or Business Class

Preferred Seat assignments will not be reimbursed. If a seat assignment is an additional fee, the lowest or reasonable cost option is required for selection. Upgrades are acceptable only when there is no additional cost to the Company. The Company will not reimburse the additional cost of a higher fare coach ticket to upgrade to a higher class. Additionally, the company will not reimburse airline upgrade certificates or upgrades in general.

Employees may be permitted to fly Premium Economy or Business Class

1. International Travel exceeds 6 hours of continuous airtime in limited circumstances, or
2. For medical reasons or to accommodate physical disability with approval from their HRM

Section 10.04 In-Flight Wi-Fi

In-Flight Wi-Fi is permitted only for critical business needs and is limited to $20 per day. Monthly airline wi-fi subscription services are not reimbursable.

Section 10.05 TSA Pre-Check or Global Entry

The company will reimburse high frequency air travelers for the cost of TSA pre-check, Clear, or Global Entry enrollment. High frequency would be defined as flying at least twice per month.

Section 10.06 Reservation Cancellations and Unused Airline Tickets

In the event an employee does not travel after booking a non-refundable ticket, Direct Travel must be notified. If the ticket is issued and cancelled within 24 hours, they should be able to void the ticket and cancel the airline charges. After 24 hours, the (non-transferable) ticket will be placed in a ticket bank for future traveler use (valid for one year). Reusing a ticket from the ticket bank does usually incur a $200 charge by the airline. Employees are expected to manage their unused tickets, which expire after 12 months.

Section 10.07 Aircraft Loading Limitations

1. No more than 2 key collaborative functions of the CEO and CEO direct reports shall be booked on the same flight for example the CEO, CFO, and CCO cannot all be on the same flight.
2. No more than 30% of a leadership team or key roles of a function (HR, Finance, Technology, IT) shall be booked on the same flight. For example: manager plus several key direct reports, a team all responsible for a key business product line.
3. Other business restriction considerations for limited people traveling on the same flight:
   a. All or several employees/contractors working on a major project/sale/patent/technology.
   b. All or several employees/contractors with infrastructure/access to key information (NDA, technology, etc).

Article XI. GROUND TRANSPORTATION

The Company will reimburse employees for public ground transportation (e.g., bus, subway) while traveling on Company business. Private car services are not permitted unless no taxi, rideshare (Uber, Lyft, etc.) or public car service is available, or traveling before 7am or after 9pm, excluding travel in high-risk areas.

Section 11.01 Car Rental

- A car may be rented when other means of transportation are unavailable, costlier or impractical.
- Employees are required to make all car rental reservations through Concur Travel. Employees must use Hertz, our preferred supplier, unless not available at the location or Hertz cannot accommodate the travel itinerary.
- Employees may choose a midsize/intermediate or smaller size car if traveling alone. Employees traveling together are required to share rental vehicles. A full-size rental car is acceptable only if three or more employees are traveling together (When expensing a full-sized car rental in an expense report- the additional passengers are required to be listed in the comment section of the expense) or equipment/product samples are being transported (which must be stated in the comment section).Minivans may be rented if a large group is traveling together. Luxury cars may not be rented unless in an area where snow is likely, then AWD is authorized.
- When renting a car for business trips, please adhere to these auto insurance requirements
  - In the United States, you must DECLINE all insurance such as collision (CDW) and personal accident insurance (PAI). Current's insurance covers both basic and excess insurance needs in the US for Hertz and Enterprise rentals and their family of brands.
  - Outside the United States you must ACCEPT basic insurance but DECLINE any excess insurance. Current's insurance covers excess insurance needs outside the US.
  - Travel across borders should be avoided whenever possible. Specific insurance must be obtained for cross-border travel. If this is a recurring activity, please contact the T&E Admin for guidance.
- Global Positioning Satellite Systems (GPS) must be declined.
- If an associate anticipates needing a rental car for more than one (1) month in the same location, please contact Direct Travel for assistance in making the necessary arrangements.
- If the rental car is used for personal (extended) travel, the additional days must be paid by the employee and not charged to the company. Company insurance does not cover personal travel.

Section 11.02 Personal Car Mileage Reimbursement

- Current will reimburse employees only for mileage that qualifies as business mileage under the applicable international tax code.
- . Unless approved by an ELT member in writing, an employee must rent a car if any daily business trip exceeds 250 miles from an employee's home or place of work. For clarity, an employee may elect to use their own personal vehicle for a business trip provided such business trip's daily mileage is less than 250 miles.
- Mileage incurred on Company business will be reimbursed at the rates provided by that country's tax authority and typically updated annually.
- The reimbursement is intended to **cover gasoline**, operating expenses, repairs/maintenance (including roadside assistance memberships), depreciation, and insurance.
- Commuting mileage between an employee's home and regular business location is not reimbursable and cannot be expensed.
- A valid driver's license, a valid vehicle registration, and auto liability insurance that meets the minimum state/country insurance requirements are required when using a personal vehicle for Company

business. Employees that do not meet these requirements are not authorized to utilize their personal vehicle for company business.

- If an employee has an accident while driving their personal auto on Company business, the employee's personal insurance will be affected for damage and repair costs. The Company will not reimburse any deductible or costs associated with damage to their personal vehicle and does not provide physical damage insurance (comprehensive or collision) on vehicles it does not own or lease.
  - When entering mileage for reimbursement, it must be entered per trip per day. Mileage **cannot** be combined into one reimbursement amount for multiple trips/days.

Section 11.03 Miscellaneous Car

- In the case of an accident while traveling on business, employees to follow procedure outlined in Schedule II. Always make sure that a police report is filed.
- Any and all traffic and parking violation fines will not be reimbursed to the employee.
- All parking and tolls fees will be reimbursed to the employee.
- Employees are expressly forbidden from operating a mobile device while driving and should familiarize themselves with relevant state or other appropriate laws on using these in autos. Hands free mobile device use in the car is acceptable unless restricted by law.

Article XII. LODGING/HOTELS

- Hotel rates are negotiated annually with preferred hotels. When traveling to a company office, employees are required to stay at the preferred hotels.
- Employees are entitled to accommodations of a single occupancy room in an appropriate commercial hotel. Employees must avoid the use of suites, extra-large or deluxe rooms, resort hotels, or vacation spas unless directly connected with the business function.
- Pre-book using a Corporate Travel Card, or personal card if not issued with a Corporate Travel Card. If unable to use a personal card, the employee can book with a manager's card.
- Lowest reasonable priced option meeting Current requirements must be taken. In all cases this must be below US$300 per night, except in higher cost cities (e.g. Boston, London, New York, etc.) where it must be below US$500 per night.
- Hotels must be booked thru Concur unless booking while attending a Convention/Event.
- 3rd Party booking for hotel is not permitted (examples- Trivago, Booking.com, Priceline, etc.).

Section 12.01 Cancellation Charges

If cancellation charges are due to negligence or personal preference, cancellation charges are the traveler's responsibility (i.e., no-show charges, non- refundable, deposit required rates) and will not be reimbursed.

Section 12.02 Friends & Family Credit

From time to time you may wish to stay with family or friends in lieu of a hotel. Employees who make this choice will be eligible for a $75 USD (or equivalent in local currency) pre-tax per night Friends and Family reimbursement. Credits will be processed within 1 to 2 pay periods following the submission of an approved expense report. A written statement stating who you stayed with, the dates and city of your stay as well as the business purpose of your travel, must be included with your expense submission. Managers must verify the employee information provided when approving.

Article XIII. MEALS & ENTERTAINMENT

- There are several categories related to Meals & Entertainment. Following is the guidelines to be used for properly allocating Meals & Entertainment in your expense report:
- Employee Meal (Breakfast, Lunch, Dinner) should be used while traveling away from home on business
- Business Meals should be used for the following circumstances only:
- Expenses are being charged related to a meal with a customer, vendor or non-employee
- They are for the benefit of the employer, meals purchased to continue working during training, meetings or while working overtime with manager approval.
- Business Entertainment with non-employees should be used for all expenses where business was discussed before, during or after the meal/even
- Entertainment should be used for all expenses where no business was conducted before, during or after the meal/event and where business meals description doesn't apply.

Section 13.01 Employee Meals

- Employees will be reimbursed for reasonable, actual meal costs incurred while in travel status.
- Employees are not permitted to expense meals in their home location, even when dining with a colleague who is travelling, unless part of an approved business activity. Paying for regular, daily lunches or dinners with colleagues is not permitted and will not be reimbursed.
- Receipts (**both detailed and signature tabs**) are required for all meals over $25.
- Per IRS requirements, names must be listed for receipts covering more than one employee.
- Employees are encouraged to take advantage of any complimentary breakfasts that may be offered by a hotel. The most senior level employee should pay.
- Charges for alcoholic drinks should not exceed 30% of the total meal expense, provided the daily meal limits are not exceeded. Any additional drinks are to be purchased personally by the employee. No alcohol only expenses are permitted.
- Extravagant expenses will NOT be reimbursed.
- Daily reimbursement limits for meals, including taxes and gratuities, are as follows$125:
  Meal Guideline-
  - Breakfast: $20.00
  - Lunch: $30.00
  - Dinner: $75.00

  If, due to location or other circumstances, daily meal limits are exceeded, the expense is to be explained in the "Comments" section of the expense report for manager approval. Snacks and beverages are included in the limits listed above and need to be expensed as a meal in Concur.
  - Meals purchased and charged to hotel room- detailed receipts is required (if tip not shown on detailed receipt must include signature receipt) are required from the hotel restaurant and need to be included in the expense report.

Section 13.02 Employee Activities

This category includes activities that focus on employees, not customers. Reimbursement is permitted for events that are intended to promote team morale and foster cohesion within a team. Reimbursable expenses include, but are not limited to, those related to holiday parties, annual picnics, or team building events, including the cost to rent the facility, meals, and entertainment. Expenses for each event must be reasonable and approved in advance by the relevant CEO direct report.

Company sponsored activities at an employee's home are not permitted for insurance and liability reasons.

Section 13.03 Customer & Vendor Meals

- Employees will be reimbursed for reasonable, actual meal costs incurred with customers.
- Receipts (both detailed and signature tabs) are required for all meals.
- Attendees must be listed in the expense submission.
- Should be reasonable, customary, not excessive, and commensurate with the relationship.

Section 13.04 Customer & Vendor Entertainment

This category is used for activities or events that are focused on customers or vendors. Entertainment expenses are reimbursable only if they are directly related to Company business.

- Business must actually be conducted either during the entertainment or immediately before or after.
- There must be an expectation that the Company will derive a business benefit from the entertainment (other than goodwill of the person or persons entertained).
- Employees must avoid situations where it might appear that business entertainment is being offered in exchange for a particular business benefit, such as a contract for purchase of services or equipment.
- In order to qualify for reimbursement, employees must be able to prove the business purpose and provide documentation for the amount of each expense, the date, the place of entertainment, and the business relationship of the persons entertained.
- If only Employees are present, the expense should be classified as Employee Activities.

Adult Entertainment is not a reimbursable expense. Regardless of whether this might be an accepted business practice in some countries, Current will not tolerate the use of Company funds at adult entertainment establishments or for adult entertainment provided at some other location.

Article XIV. GIFTS

This section specifies the requirements for processing internal and external gifts using the Current Corporate Travel Card and Concur. Employees must specify each recipient's name and the purpose of the gift on their Expense Report. Cash and cash-like gifts, such as gift cards, are not permitted. If you have any questions about whether a particular gift is taxable, please contact a member of the Accounting or Finance team before purchasing it.

Gifts can only be purchased through the T&E policy by managers. It is expected that gifts processed through T&E will be rare.

Section 14.01 External Gifts

Occasional gifts of tangible personal property for special events are not taxable to the recipient and may be processed through T&E if the value of the gift does not exceed $100. Prior approval from management must be obtained for all external gifts. Judgement should be exercised around the timing of any gifts, particularly where any decisions on doing business with Current are actively being determined by the recipient. Many customers and vendors have policies or restrictions on gift giving, which must be adhered to.

Section 14.02 Gifts Provided to Government Employees

Gifts to officials and employees of the governments of the U.S. and other countries are subject to a variety of laws and regulations limiting the amount and type of such gifts. It is the policy of Current to comply strictly with these laws and regulations. Employees and agents should not give any gifts to, or accept any gifts from, any government employee or official unless there is specific knowledge that they are permissible under Current policies (Company-wide, region and business-specific) and applicable laws and regulations. Questions regarding who qualifies as a government official or employee, or whether particular gifts are permissible, should be directed to company counsel. The definition of "gifts" includes, among other things, payment of T&E expenses on behalf of government employees.

Employees must obtain prior approval from company counsel for any gift to a government official that is not clearly permissible under the guidelines above.

Section 14.03 Internal Gifts (Employees)

Gifts are permitted only for employee births, deaths, or illness. Consult VP Legal Counsel for approval for gifts outside these life events. The value of the gift must not exceed $100. An exception to this limit may be made in the case of a one-time retirement gift, for which the limit is extended to $200. Use of the Applause recognition tool is recommended for all other internal gifts.

Article XV. OTHER EXPENSES

Section 15.01 Telephone

Employees should avoid expensive mobile phone roaming charges and local or long-distance charges from hotels. Telephone calls made while traveling other than from Current-provided mobile phone calls must be categorized under the telephone category in Concur. Employees are not permitted to incur mobile phone roaming charges on the Current-provided mobile phone when on vacation except to address important business matters while away.

Section 15.02 Internet or Wi-fi

Employees should limit Internet access fees when possible. Most Current preferred hotels include free Internet in the negotiated rate. If Internet access fees are incurred, they must be categorized under the Internet/ Wi-Fi category in T&E.

Expenses related to virtual or home office telephone and internet are not reimbursable, unless required by local law.

Section 15.03 Parking & Tolls

The Company will reimburse reasonable and necessary parking and toll expenses incurred during business travel.

- Long term airport parking should be the primary location for business travelers to park their cars if traveling more than 5 days. Additional parking days for personal travel (extended parking) should be paid by the employee and not charged to the company.
- Some hotel locations may charge parking fees that will be listed on the hotel invoice and should be itemized on the T&E report.
- Consider parking/valet costs when deciding whether to rent a vehicle. Other transportation sources, such as Uber/Lyft, may be more cost effective.

Section 15.04 Cash Tips and Gratuities

This expense category includes cash expenses for tips. Gratuities for waiters and taxi drivers should be included in the cost of meals and taxis and should not be separated as tips.

Employees should use discretion and tip as they would in their own personal activities – i.e., not too excessive.

Section 15.05 Dry Cleaning / Laundry

Reasonable dry cleaning and laundry expenses will only be reimbursed for employees that are in travel status in excess of five (5) continuous business days.

Article XVI. Virtual Office Expenses

If hired as a 100% virtual employee, Current provides a laptop. Any other items are at the discretion of the employee and may not be company funded, please reach out to your HRM and Manager regarding reimbursement approval for monitors and accessories (keyboard, mouse, etc.).. Requests for ergonomic chairs, printers, additional home-office related equipment, telephone, and wi-fi are not considered reimbursable. Notwithstanding the above, Current shall provide virtual office items that are required by applicable law.

Article XVII. Professional Association Memberships or Licenses

Employees that require professional association memberships or professional licenses to perform their job duties may use the Corporate Travel Card or be reimbursed through the T&E process using the "Professional Association Fee" category. Examples include Bar Association fees, Certified Public Accountant (CPA) or Chartered Accountant (CA) fees, Notary Public fees, and Commercial Driver's License fees. For avoidance of doubt, the membership or license must be clearly required for the performance of your job duties at Current otherwise it is a personal expense. LinkedIn subscriptions are not reimbursable.

Article XVIII. Miscellaneous

This expense category should be used as a last resort when the expense does not fit under any of the other categories in this document. Miscellaneous expenses require an explanation of business purpose for the transaction. This category should not be used for any of the items listed under NONREIMBURSABLE EXPENSES.

Article XIX. EXPENSES REQUIRING ADVANCE OR SPECIAL APPROVAL

The following expenses require advance approval in writing by the approver. Employees must include the approval documentation when submitting required receipts for their Expense Report.

Section 19.01 Family Member Expenses

There may be instances in which the presence of an employee's spouse or family member serves a bona fide business purpose. Documentation should be provided to show details of planned spousal or family member activities. When a spouse or family member is involved in activities involving customers, his or her specific assignment should be documented in writing to avoid taxable personal income.

All family member travel must be approved in writing by CEO if ELT member; otherwise, can be approved by ELT member.

Section 19.02 Combining Company and Personal Travel

Employees may extend a Company business trip to include personal travel. This is permissible provided:

- The primary reason for the trip is business,
- No extra expense (airfare, lodging, rental car, or meals) is incurred by the Company; and
- Personal travel does not interfere with the business objective.

In such instances, both the employee and approving manager must exercise care to avoid the appearance of unnecessary or poorly timed business travel to finance a primarily personal trip. Any expenses related to the personal portion of the trip are not reimbursable.

Section 19.03 Special Approval Required

- Loss or damage to personal belongings. These should be recovered from insurance.
- Theft or loss of cash or tickets. These should be recovered from insurance.
- Lost or missing receipts. Complete the Missing Receipt Affidavit within SAP Concur.

Article XX. NON-REIMBURSABLE EXPENSES

****Any expenses listed below charged on a company card are required to be paid back to the Company. Need to be marked as personal expense in Expense Type when submitting an expense report.***

- Membership initiation fees, assessments, and dues for membership in private clubs (e.g., country clubs, dining clubs), airline, hotel, rental vehicle, or frequent flyer clubs. airline lounges, etc. are not allowable for reimbursement.
- Except as provided for in this policy, Airport Security or Immigration Fast Lane Memberships

Expenses related to expedited airport security or immigration fast lane programs are voluntary and are not reimbursable unless considered a high- frequency traveler. This includes programs offered by the U.S. Government such as TSA Precheck and Global Entry.• Storage units, boxes or other paid off-site locations for holding company goods or materials.

- Business Use of Personal or Chartered Aircraft.
- Charitable & Political Contributions, donations or sponsorships to Charities and Non- Profit Organizations cannot be submitted through T&E. This applies to both personal and business contributions, donations, and sponsorships.
- Costs incurred for child or pet care while on normal business travel.
- Tuition reimbursement submitted through separate policy.
- Tickets bought outside the Concur / Direct Travel process to avoid adhering to the Policy.
  - 3rd party hotel bookings (examples- Trivago, Booking.com, Priceline, etc). Hotels are required to be booked thru Concur/Direct Travel process.
- Incremental costs of double-occupancy over single-occupancy rates for a spouse, family member, or other guests unless in connection with a Company event where Current has agreed to pay guest- related travel expenses.
- Minibar expenses.

- Hotel charges associated with cancellation, where reasonably prudent actions were not taken to avoid such charges.
- Parking tickets or other fines for traffic violations.
- Roadside assistance or auto club memberships.
- Personal credit card fees (except for ATM or foreign exchange fees if the Current Corporate Travel Card is not accepted).
- Personal reading materials and entertainment or recreation items (e.g., newspapers, magazines, books, movies).
- Personal expenses incurred in employees' absence (e.g., lawn care, snow removal).
- Membership in health clubs and associated fees (except for fees charged by hotels for use of fitness center by hotel guests).
- Lost airline ticket application fees.
- Travel cancellation and change fees if charges are not the result of a business required change in the trip.
- In-room movies during hotel stays or charges for in-flight entertainment on airlines.
- Charges for barbershops, beauty salons, massages, shoeshine or similar items.
- Purchase of clothing.
- Medicines (except for preventative medicines, immunizations, anti-malaria supplies, or medical exams required for travel to specific areas by another Current policy or governmental agency recommendation).
- Adult entertainment.

Article XXI. COMPANY PAYABLE EXPENSES THAT MAY NOT BE SUBMITTED THROUGH T&E

The following business expenses should be purchased through the business' respective IT support (expect monitors, keyboards, and mouses, etc.), sourcing, and/or accounts payable process.
These items cannot be submitted through T&E:

- Meeting facility expenses (e.g., facility rental, flower arrangements)
- Travel insurance
- Employee education (e.g. tuition reimbursement) and training fees
- Books and publications (business use only)
- Equipment rental
- Office utilities
- Remote office / home office telecom (telephone or internet)
- Business memberships
- Shop supplies (e.g. supplies for manufacturing or service shops)
- Purchase of service or installation materials (e.g., accessories, tools, fasteners, etc.)
- Entertainment facilities
- Office supplies
- Computers, tablets, mobile phones, and other mobile devices
- Computer or mobile device software / apps and accessories
- Capitalized items such as equipment or office furniture

Article XXII. IMPROPER PAYMENTS

An improper payment to gain advantage in any situation is never acceptable and exposes you and Current to possible criminal prosecution. Current expressly prohibits improper payments in all business dealings, in every country around the world, with both governments and the private sector.

There are three core aspects of the Improper Payments policy:
1. Prohibition of bribery of any kind,
2. Maintenance of reasonable internal controls aimed at preventing and detecting bribery offenses, and
3. Maintenance of accurate books and records that represent company transactions fairly and in reasonable detail.

Improper payments should not be confused with reasonable and limited expenditures for gifts, business entertainment, customer travel, and living expenses directly related to the promotion of products or services, or the execution of a contract.

Make sure to comply with all applicable anti-bribery laws in the countries in which your business may operate. Before giving a gift, engaging in customer entertainment, or reimbursing customer travel expenses, make sure to understand the applicable legal requirements, the customer's own rules and Current corporate and business guidelines including the Current Way and the Travel and Living Policy.

Remember that gifts and entertainment of government officials and government employees are highly regulated and often prohibited. Do not provide such gifts and entertainment unless you have determined you are permitted to do so by applicable laws and regulations. Any request should be escalated to your immediate Leader in the first instance then final request should be sent to the Chief Financial Officer and Compliance Counsel for approval.

Only make T&E reimbursements for bona fide expenses that are directly related to the promotion of products or services or the execution of a contract, and which comply with customer rules.

As a rule, Current will not make political contributions. Do not make any direct or indirect federal political contributions on behalf of Current. If you have any questions or requests for exceptions, you must contact the Chief Financial Officer and secure Compliance Counsel approval.

When engaging in personal volunteer campaign activity, do not use stationery or other company assets that identify Current and make sure to pre-clear any other use of company resources. Before making any political contributions from personal funds, determine whether any "pay-to-play" laws are implicated (special restrictions imposed by local jurisdictions on the making or solicitation of political contributions by entities that are doing business with that jurisdiction).

Make and keep books, records, and accounts which in reasonable detail accurately and fairly reflect the transactions and dispositions of company assets. In practice, the law requires accuracy in accounting and other business records that reflect the economic events and activities of the company without regard to materiality. Maintain documents reflecting any payment or gift, or the authorization of the payment of any money or the giving of anything of value, to a government official.

Employees who violate Current's policies are subject to disciplinary action up to and including termination of employment. In addition, if laws are violated, employees or the Company may be subject to criminal penalties or civil sanctions (damage awards or fines). Current could also lose government contracting privileges and export privileges.

Article XXIII. REIMBURSEMENT OF PERSONAL EXPENSES

Employees who have submitted personal expense items should reimburse the Company within one week of submitting an expense report. Payment can be made by a personal check. A reminder will be sent out at the end of each month informing individual travelers of outstanding debt to the Company.

Check: Send a check for the full amount in USD only made out to Current Lighting Solutions to: BOFA Lockbox Services, Lockbox 402084, College Park, GA 330349, USA and send a copy of the check via email to travel.admin@currentlighting.com.

Article XXIV. SCHEDULE I – EXTENDED WORK ASSIGNMENTS OUT OF HOME LOCATION

Traveling for work outside an employee's home country or U.S. state may trigger payroll taxes in the jurisdiction where work is performed. The tax rules vary greatly around the world and can depend on the number of days worked in a particular jurisdiction or the type of services performed. You must contact your HRM to determine if there are any tax implications for your extended assignment.

Section 24.01 Travel to Another Country

The Company refers to employees who spend short periods of time working outside the country where they are normally based as short-term business travelers. The Company utilizes information from the employee's Expense Report and/or time sheet to identify those whose assignments outside their primary work countries may trigger incremental tax obligations. Please contact your HRM to determine how this might impact your individual income tax withholding.

Section 24.02 Travel to Another State (U.S. Only)

Most U.S. states tax residents on all income, wherever it is earned, and tax non-residents only on income earned while working within their borders. Employees who travel on Company business within the United States may have tax obligations in more than one state because of these tax laws. The Company uses Expense Report data to determine when employees are working away from their primary work location and outside their residence state to update payroll tax reporting and/or withholding for the correct state. To determine if an employee's assignment will qualify, please contact your HRM.

Article XXV. SCHEDULE II – TRAVEL INSURANCE, EMERGENCY ASSISTANCE AND ACCIDENTS

For emergency assistance, please contact 911 or the destination country's equivalent. Once the proper local authorities have been contacted, employees must contact their HRM.

Article XXVI. SCHEDULE III – INTERNATIONAL TRAVEL SECURITY RISKS

Notification to HRM and Manager prior to travel to Level 2 countries with the following exceptions: Western European countries, China (with the exception of Xinjiang and Tibet), and Mexico (with the exception of the following areas: Tijuana, Acuna and Monterrey).