



FCC TRAVEL REGULATIONS

FCC-DC-PRI-04.15_FCC Travel Regulations

Purchasing Department

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Version	Date	Supervisor	Description of the change
3	APRIL 2013	General Services Department	Creation of the document.
4	NOVEMBER 2015	Purchasing Department > Travel	Inclusion of Annex 1. Form amendment.
5	NOVEMBER 2015	Purchasing Department > Travel	Amendment of Annex 1
5	FEBRUARY 2016	Purchasing Department > Travel	Amendment of approvers in Annex 1 and cover
6	AUGUST 2016	Purchasing Department > Travel	NEW TRAVEL PROCEDURE (unpublished)
7	AUGUST 2017	Purchasing Department > Travel	NEW TRAVEL PROCEDURE
8	JUNE 2018	Purchasing Department > Travel	Policy review with inclusion of VIP - STAFF
9	SEPTEMBER 2018	Purchasing Department > Travel	Policy review with VIP changes
10	FEBRUARY 2019	Purchasing Department > Travel	Policy review with Rent a Car changes + New authorisation
11	MAY 2019	Purchasing Department > Travel	Policy review with Renfe changes + Adjustments
12	OCTOBER 2019	Purchasing Department > Travel	Policy review with changes following HR validation
13	APRIL 2020	Purchasing Department > Travel	Policy review with changes following HR validation
14	NOVEMBER 2020	Purchasing Department > Travel	Policy review with amendment of the Approval Flow
15	FEBRUARY 2023	Purchasing Department > Travel	Policy review

1. Purpose

The purpose of this regulation is to unify criteria and standardise the management of the trips of personnel employed in companies belonging to FCC, and to establish the necessary processes.

Travel subject to these regulations is understood as any business trip or transfer of personnel.

The travel expenses incurred under the scope of the current regulations shall be reimbursed when the employee provides the corresponding receipts or proof of payment, within the limits and pursuant to the conditions set forth in each case.

2. Scope of application

The content of these regulation shall apply to all staff employed by FCC companies, regardless of where they carry out their work.

The scope of these regulations covers all companies belonging to FCC. In the event that an FCC company has a more restrictive policy, this policy shall apply.

These regulations are applicable from the date on which they are published and any internal memo referring to these concepts that has been published before the date the regulations are made effective shall be cancelled.

3. Responsibility of staff

In line with FCC's principles of sustainability and digitisation, and to continue with the company's cost reduction policy, all employees are generally required to be aware of minimising the number of trips and, as an alternative, making intensive use of available technological tools (Teams, Webex, Skype, videoconference, phone calls, etc.), only making trips when physical presence is strictly necessary.

In summary, it is the responsibility of employees to:

- Comply with the current travel regulations.
- Travel only when their physical presence is really necessary.
- Rationalise costs, avoiding unnecessary expenses.
- Generally speaking, request for authorisation of the trip through the FCC Travel Portal.
- Obtain the necessary authorisations prior to the trip.
- Settle expenses within the established period.
- Report changes, cancellations, losses of services issued or any other incident to avoid unnecessary costs.

4. Travel application and management procedure

4.1 Travel request

In general, filing a travel request with a minimum notice of 1 month is recommended, with a view to continuing with the company's cost reduction policy.

Depending on the requirements, the following conditions must be respected to minimise expenditure and optimise management:



All travel shall be requested via the Travel Portal, and managed using the online self-reservation tool whenever possible.

4.2 Travel authorisation

All trips shall require authorisation for each and every one of the services requested.

When one of the requested services falls outside the established parameters, the set of travel authorisation process will be subject to section 4.2.2 "Travel that does not meet regulations".

4.2.1 Travel that complies with the Regulations

Travel shall only be authorised by the person's line manager (N+1) via the Travel Portal.

4.2.2. Trip that does not comply with the Regulations

Trip authorisations in this case will be conditioned by the destination of the same:

National and Continental:

It will be carried out as follows:

- FIRST LEVEL: hierarchical superior of the employee (N+1)
- SECOND LEVEL: hierarchical superior of the first level (N+2)

Intercontinental:

It will be carried out as follows:

- FIRST LEVEL: hierarchical superior of the employee (N+1)
- SECOND LEVEL: corresponding line manager of the first level (N+2) and Managing Director of the corresponding Business Area

Trips of two or more people to the same destination:

In the case of two or more employees travelling together, regardless of the destination, **previous** approval must be requested, as follows:

- ✓ Central Services: Managing Director of Administration and Finance and CEO
- ✓ Environmental Services: General Manager of the Business Area and General Manager of Administration and Finance
- ✓ Infrastructures: General Manager of the Business Area and General Manager of Administration and Finance
- ✓ Water: Director of the national or international area and General Manager of the Business Area
- ✓ Cement: HR Manager of the Business Area

These authorisations will not be necessary in the cases of:

- ✓ Expatriation travel
- ✓ Regular weekly travel
- ✓ Group trips/brigades of construction workers in case of emergency
- ✓ Training courses
- ✓ Travel to conduct audits or attend court cases

The authorisations that are regulated in this section 4.2.2 will not be necessary in the cases of:

- ✓ Trips related to emergency situations or safety issues, managed by the Corporate Security Department

5. Means of transport

5.1 Air

1. On business flights, the cabin class will be marked by the flight time:

- a) Flights of less than 6 hours in duration: economy class will always apply.
- b) For flights of 6 or more hours of duration:

b).1 And more than three nights accommodation at the destination: economy class will apply.

b).2 And three nights or less accommodation at destination: business class will apply (which may be with stopover) or direct flight in economy/premium economy, if available.

2. Group of workers on an international assignment:

- a) Flights corresponding to this group will always be in economy class
- b) They must be requested at least 3 months in advance, with the exception of newly booked trips
- c) If the employee travels to destinations with flights lasting more than 6 hours, a direct flight will be offered if there is availability and provided that the fare does not exceed 30% of the fare with a stopover
- d) The employee may transfer some or all of the annual trips to which they are entitled to members of their family unit so that they can visit them in the destination country of their international assignment. This will require express authorisation from the HR Department of the Business Area
- e) If the employee intends to make a trip to a destination that is not the country of origin or destination of their international assignment, express authorisation will be required from the HR Department of the Business Area to cover the cost
- f) If they join the flight at the destination or the flight returning to Spain, an extra checked suitcase will be added, whenever necessary, in addition to hand or cabin luggage, for each family member making the trip
- g) In the case of long-distance flights (longer than 6 hours), descendants in the first degree of consanguinity, under one year of age, will have a cot if available, and for those over one year old, a seat may be requested
- h) Pets: the fare will always be paid by the employee, who shall comply with the regulations of the authorised airline regarding pets. When these regulations are not accepted by the employee and they wish to fly with another company that suits their preferences, they must assume the difference in fare that applies to the flight
- i) For reasons of medical urgency or death of a family member, the employee or family member may request a priority flight, with it being the responsibility of the employee to justify said emergency to the corresponding authoriser

3. Employees or the spouse or common-law partner registered in the registry, and descendants in the first degree of consanguinity of the worker who are more than 12 weeks pregnant, will fly business class on flights of more than 2 hours of duration, providing the due medical certificate and liability exemption, with it being possible to change the date or time of the flight to adapt it to the best availability – Standard Form included in ANNEX 1.

USE AND MANAGEMENT OF LOYALTY CARDS

- It is not allowed to condition the preference of a flight if the traveller has a loyalty card.

CANCELLATION, CHANGE AND NO SHOW OF FLIGHTS ISSUED

- In the event of a flight change, it will be necessary to justify the reason for the change in writing to the travel agency.
- If a trip is cancelled after the tickets are issued, the traveller (or applicant) is responsible for notifying the travel agency of the cancellation of the trip before the departure date. This will ensure that tickets are refunded, where possible, or changed and used for future trips on the same airline, if they are non-refundable.
- A reason must be provided for missing the flight.

LUGGAGE

- The ticket will include a suitcase whenever necessary, in addition to hand or cabin luggage.

EXCEPTIONS

- In the case of serious medical problems, the corresponding certificate must be provided to the corresponding HR Department, which, if applicable, will authorise the exception.
- An emergency seat is not allowed unless there is an exception.
- Waiting lists: not allowed, they will only be managed in very exceptional cases.

5.2 Train

In line with the sustainability principles of the FCC Group, when the duration of the train journey is less than 2.5 hours, the Travel Department will recommend the use of this means of transport, with the authorisation to use the plane corresponding to the hierarchical superior (N+1) of the employee.

In all other cases, the new railway operators, including low-cost companies, are available to workers, with their use being recommended.

Trips must always be made in economy class, excluding Business class, with some exceptions, as well as extra services.

5.3 Vehicle hire

Vehicle rental service is exclusively for business trips, from Monday to Friday, unless the vehicle is required on weekends for production reasons, in which case the authorisation of the hierarchical superior of the worker (N+1) and that of their hierarchical superior (N+2) is required.

The types of authorised vehicles are class C and D with up to 5 seats with unlimited mileage.

In line with the FCC sustainability principles, the use of hybrid vehicles is recommended whenever they are available.

The service does not include GPS, other than for exceptions to be assessed in each situation.

Cargo vans, vehicles with more than 5 seats, as well as special vehicles, will be managed according to the needs.

For long-term rental needs, such as:

- Replacement due to breakdown of rental vehicles.
- Frequent weekly trips to projects.
- Pending vehicle delivery periods.

This must be reported to the corporate Vehicle Department to be managed.

The vehicle must be returned with a full tank to avoid the resulting extra cost.

The employee will be responsible for any violations of traffic regulations, their consequences, and the payment of any fines that may arise. Likewise, they are obliged to drive safely and responsibly.

5.4 Travel using a private vehicle

The use of private vehicles for long-distance trips shall be avoided whenever possible; these refer to trips exceeding 200 km. The person proposing or authorising the trip shall use common sense when handling requests involving the exceptional use of private vehicles, depending on the circumstances in question (absence of alternative means of group transport, schedules, nature of the tasks to be performed, etc.). In this case, the Travel Portal shall not be used and the Purchasing department will not be involved. The reason for the trip must be included in the corresponding request accordingly.

Furthermore, any travel using a private vehicle will not be covered by the travel insurance policy taken out by the travel agency or the FCC method of payment.

5.5 Local Travel, Taxi Service or similar.

Whenever there is such a service in the corresponding city, the corporate travel service negotiated by FCC shall be used at all times.

6. Accommodation

FCC has a Preferred Hotels Programme with special accommodation rates and conditions in the locations most frequented by travellers. These hotels satisfy the necessary requirements to ensure travellers have an enjoyable stay.

Whenever possible, FCC travellers must stay at hotels in the Preferred Hotel Programme, which can be consulted on the FCC Travel Portal. Justified exceptions must be communicated to FCC Travel: attendance at conventions, fairs or courses, etc.

If there are no Preferred Hotels or Preferred use chains, the booking will be made in hotels with characteristics and prices similar to those agreed.

Whenever possible, the accommodation will include the following services: accommodation and breakfast, in a double room for single use.

If a hotel reservation is cancelled, the employee travelling (or employee submitting the travel request) responsible for notifying the agency of the cancellation before the date of arrival.

For long-term stays (approximately more than 20 nights), prearranged apartments will be used instead of a hotel, provided there is availability.

The Business Areas shall inform FCC Travel of new requirements when they are awarded new contracts in locations where negotiations have not taken place with any accommodations, with a view to negotiating with them in collaboration with the Purchasing Department.

7. Corporate Security Department

The Travel Department will follow the recommendations and guidelines set by the FCC Corporate Security Department to guarantee the safety of travellers.

8. Incidents during trips

For any incident that arises before/during/after the trip, the corporate travel agency should be informed as soon as possible. For those incidents outside working hours, the emergency service of the travel agency must be contacted.

Signed:

Purchasing Department Manager

ANNEX 1

Pregnancy Exemption Statement

I, *name of the employee* with DNI/Passport number _____ providing my services at _____ [employing FCC Group company] on an international assignment in _____ and _____, *lady's name*, with DNI / Passport number _____, hereby declare that we exempt the company _____ [employing FCC Group company], Fomento de Construcciones y Contratas, SA (regarding those actions that must be carried out related to the preparation and management of the requested trip) and the legal representatives of both, as well as any of their employees, from all legal, civil or criminal liability or of any other order, in relation to any complication or incident that may arise from the pregnancy during the trip from *City of expatriation-city of origin* or vice versa. Consequently, we waive the exercise of any judicial or administrative action that could correspond to us in relation to the requirement of said liability.

For these purposes, a medical-obstetric certificate dated _____ has been submitted by _____ to _____ [employer Group company] that does not advise against making the trip planned for _____, that is not older than (one week) with respect to the travel date.

In _____, on _____, for the corresponding legal effects.

*In the event that the pregnant woman is a person over whom parental authority/guardianship/or similar figure is held, this statement should be signed by the parents/guardians or any other similar figure, as well as the pregnant woman herself.

Signature of the employee

Signature of the pregnant woman,

and if applicable, signature of the person who holds parental authority/guardianship/or similar figure

[The employing FCC Group company], as data controller, informs you that the data provided in this document (identification data, pregnancy data, and medical-obstetric certificate) will be processed in order to verify that there is no medical circumstance that discourages the pregnant person from making the requested trip. This processing is based on the consent of the data owners. The data provided will be kept for the period during which legal responsibilities arising from the data processing described may arise. If the requested data is not provided, the pregnant person's trip will not be processed. You may exercise the rights of access, rectification, deletion and portability of your data, limitation, opposition to processing or, withdraw the consent freely given by sending a request with the reference "Data Protection" to the following address: Dpto. Seguridad de la Información, Federico Salmón, 13 - 28016 Madrid (Spain) or to protecciondedatos@fcc.es. Likewise, if you consider that your request has not been duly addressed, you may file a claim with the FCC DPO and, ultimately, through www.aepd.es.

Pregnancy Exemption Statement

I, name of the worker, with DNI / Passport number _____, and expatriate employee in _____, hereby declare that I exempt the company _____ [employing FCC Group company] _____, Fomento de Construcciones y Contratas, SA (regarding those actions that must be carried out related to the preparation and management of the requested trip) and the legal representatives

of both, as well as any of their employees, from all legal, civil or criminal liability, or of any other order in relation to any complication or incident that may arise as a result of my pregnancy during the trip from *City of expatriation- city of origin* or vice versa. Consequently, I waive the exercise of any judicial or administrative action that could correspond in relation to the requirement of said liability.

For these purposes, a medical-obstetric certificate dated _____ has been submitted by _____ to _____ [employer Group company] that does not advise against making the trip planned for _____, that is not older than (one week) with respect to the travel date.

In _____, on _____, for the corresponding legal effects.

[The employing FCC Group company], as data controller, informs you that the data provided in this document (identification data, pregnancy data, and medical-obstetric certificate) will be processed in order to verify that there is no medical circumstance that discourages making the requested trip. This processing is based on the consent. The data provided will be kept for the period during which legal responsibilities arising from the data processing described may arise. If the requested data is not provided, the pregnant person's trip will not be processed. You may exercise the rights of access, rectification, deletion and portability of your data, limitation, opposition to processing or, withdraw the consent freely given by sending a request with the reference "Data Protection" to the following address: Dpto. Seguridad de la Información, Federico Salmón, 13 - 28016 Madrid (Spain) or to protecciondedatos@fcc.es. Likewise, if you consider that your request has not been duly addressed, you may file a claim with the FCC DPO and, ultimately, through www.aepd.es.

Employee's signature