Travel Policy

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Document Information

MRMS ID:	HR-POL-003
Tier:	Tier 1
Department:	Human Resources
Document type:	Policy
Service line:	General
Location:	Global
Current revision:	0.0
Reason for revision:	Yearly review with no changes and remains aligned with the strategic direction
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Reviewed by:	Alex Munro on 15 January 2026
Authorized by:	Duco de Haan on 16 January 2026
Document owner:	Corporate HSEQ Director
Document description:	This policy outlines the top management approach to managing domestic and international travel for all MR Group employees, ensuring safety, compliance, and responsible expenditure of company resources.

Version history:

Revision	Reason for revision	Authorized by	Date
0.0	New document	Duco de Haan	6 Oct 2024
0.0	Reviewed for 2025 following the MRM – No changes	Duco de Haan	20 Jan 2025
0.0	Yearly review with no changes and remains aligned with the strategic direction	Duco de Haan	16 Jan 2026

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Policy

MR Group is fully committed to ensuring a travel policy that emphasizes MR Groups travellers safety, cost efficiency, compliance, sustainability, and fairness. These key principles underpin the company's approach to business travel:

- Ensuring MR Groups travellers Safety: The company places the highest priority on the safety and security of its employees during business travel. This includes selecting reputable airlines, secure accommodations, and ensuring that destinations are safe. MR Group commits to providing full support in the event of emergencies, offering resources such as travel insurance and emergency contact protocols to manage unforeseen situations effectively.
- Encouraging Compliance: The company enforces strict adherence to its travel policies and procedures. This includes a clear approval process for all travel plans, thorough monitoring of travel-related expenditures, and a structured reimbursement process to ensure that claims are submitted and processed correctly. MR Group's commitment to compliance ensures consistency and financial accountability across all business travel.
- Supporting Sustainability: As part of its corporate responsibility, MR Group is committed to reducing the environmental impact of business travel. By encouraging virtual meetings and minimizing unnecessary trips, the company strives to reduce its carbon footprint. Where travel is unavoidable, MR Group promotes the use of sustainable options, such as eco-friendly transportation and accommodations.
- Fostering Transparency and Fairness: MR Group ensures that its travel policy is applied fairly and consistently across all levels of the organization. Employees are provided with transparent guidelines on what constitutes reimbursable and non-reimbursable expenses, ensuring clarity and fairness in the reimbursement process. This approach fosters trust and ensures that all employees understand and adhere to the policy uniformly.
- Promoting Cost Efficiency: MR Group takes responsibility for ensuring that business travel expenses are controlled and kept within budgetary constraints. The travel policy reflects the company's financial goals, with a focus on booking economy class flights, negotiating favourable rates with service providers, and using corporate travel agreements where possible. This ensures that employees have access to cost-effective travel arrangements without compromising quality or safety.

By adhering to these principles, MR Group promotes a balanced approach to business travel, ensuring that employee well-being, financial prudence, and corporate responsibility are maintained at all times.

Authorized by

Duco de Haan, MR Group

Chief Executive Officer



16 January 2026

MR Group Holding Pte Ltd

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