

## SUMMARY

# Employee Travel And Local Expense Policy

**Introduction:** Establish internal guidelines that employees must follow in relation to the approval and verification of travel expenses and local expenses arising from business activities and ensure timely monitoring of them.

Our policy applies to all local and national and international travel expenses incurred by any executive, partner of Farmacéuticos Maypo and/or authorized third parties acting on its behalf, which are driven by the following guidelines:

- 1 All local and travel expenses must **be related to the success of the business and business objectives** of the company.
- 2 All local and travel expenses must **be authorized prior** to completion.
- 3 **Forbidden:** Consumption of alcoholic beverages, tickets to shows and sporting or recreational events, expenses without proof, among others.
- 4 Farmacéuticos Maypo does not seek to generate business based on providing food and entertainment to our clients. .
- 5 All local and travel expenses must have **qualified tax vouchers** in accordance with applicable tax legislation.
- 6 **Any attempt to falsify or fraud** relating to reimbursement and/or verification of expenses will be directed to the Compliance Area, in order to determine **the penalties** that apply for each case.

**The main guidelines** set out in this Policy regulate:

- a Limits on expenses related to meals during travel, as well as local and business meals.
- b Air transport services contracted for national and international travel and for the use of land transport in domestic travel.
- c Taxi services and local transportation.



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- d Tolls and parking for work and within working hours.
  - e Fuel required to carry out work activities, applicable to vehicles assigned by the company and maintenance services.

