

żabka

Travel Policy



Żabka Polska sp. z o.o.

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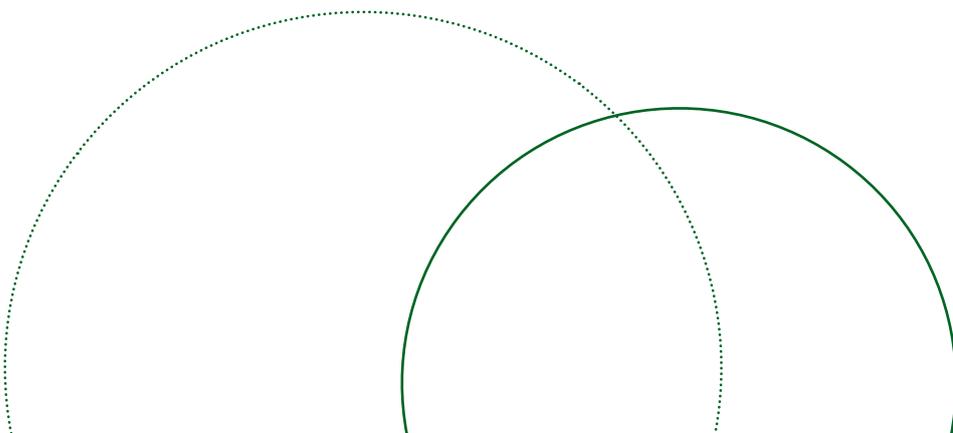
| Introduction

At Żabka Polska, our mission is based on four key values: responsibility, openness, credibility and ambition. These underpin all the business processes, attitudes and behaviours that shape our organisational culture. Concern for the natural environment is central to the responsibility we take for our actions. It is key to our business and social credibility, and expresses our openness to new solutions that reduce our environmental impact. It is also the focus for our ambitious climate goals.

The means of transport used in the performance of professional duties has a significant impact on the environment, mainly through the emission of Greenhouse Gas into the atmosphere. The basic mobility principles contained in this document have been developed to facilitate management decisions on the means of transport we use in an informed manner and in line with Żabka Polska's stated business and non-financial ambitions.

| Art. 1. Subject and scope of the policy

- 1.1.** The Travel Policy of Żabka Polska sets out the general principles of mobility covering the Company's Employees and Associates. It also provide direction for Fleet management to support Żabka Polska's decarbonisation and other goals. The scope of possible actions relating to Mobility and Fleet depends on their potential for implementation, taking into account external and internal conditions including the available infrastructure, the technical and technological conditions for the application of innovative solutions and organisational readiness.
- 1.2.** The object of this policy is to set out Żabka Polska's expectations around activities and behaviour related to travel undertaken in the course of professional duties. It also aims to promote a responsible and pro-environmental approach to the use of available modes of passenger transport (individual and group) as and when the technical, social and economic potential arises for their use.
- 1.3.** Żabka Polska's efforts to minimise its negative impact on the environment are reflected in the establishment of a number of benefits for Employees and Associates to encourage more ecological choices. These solutions are set out in the relevant documents covering Employee/Associate benefits, which will be updated periodically.



Art. 2. Purpose of the policy

- 2.1.** The objectives of this policy result from the Company's Responsibility Strategy, which has the purpose of promoting sustainable development for the benefit of the planet. As part of its commitment, Żabka Polska focuses on actions aimed at protecting the climate, in particular minimising the Company's carbon footprint.
- 2.2.** It is impossible to achieve our adopted targets and commitments without making conscious choices every day in line with Żabka Polska's ambitions and values. The use of our own Fleet and how we travel are important elements of Żabka Polska's commitment to involve every Employee and Associate in achieving our adopted goals around reducing Greenhouse Gas emissions into the atmosphere.
- 2.3.** The Company is also committed to complying with applicable regulations on Greenhouse Gas emissions, transportation and mobility, and to being perceived as a responsible business partner by all stakeholders, including the public.
- 2.4.** Compliance with this policy is intended to benefit not only the environment, but also the Company and all its Employees and Associates.

Art. 3. Key definitions and abbreviations

- 3.1. Responsibility Strategy** Żabka Polska's strategic document, adopted in 2021, which sets out the Company's ambitions, development directions and goals in the area of environmental, social and corporate governance (ESG) responsibility;
- 3.2. Greenhouse Gas** The gaseous components of the atmosphere, both natural and anthropogenic, which prevent infrared radiation from escaping from the Earth, resulting in increased temperatures at the Earth's surface. Greenhouse gases include, among others, carbon dioxide (CO₂), methane (CH₄), nitrous oxide (N₂O), hydrofluorocarbons (HFCs), perfluorocarbons (PFCs), sulphur hexafluoride (SF₆);
- 3.3. Scope 1** Greenhouse Gas emissions from own operations, in accordance with the international GHG Protocol Corporate Accounting and Reporting standard. Among others, sources include refrigerants leakage and the consumption of natural gas, fuel for our own vehicles and diesel fuel;
- 3.4. Scope 2** Greenhouse Gas emissions from the consumption of electricity in the Company's own operations, in accordance with the international GHG Protocol Corporate Accounting and Reporting standard (e.g. in offices, logistics centres and production plants);
- 3.5. Fleet** set of vehicles (cars, bicycles, scooters and others) used for transportation by Żabka Polska Employees and Associates;
- 3.6. Zero / low-emission modes of transportation** vehicles, including hybrids, that use alternative fuels to petroleum or petroleum-derived fuels, such as electricity, hydrogen and biofuels, as well as all engineless means of transport such as scooters, bicycles, etc.;

- 3.7. Mobility** the ability of Employees and Associates to travel as part of their job duties, using the solutions available at Żabka Polska;
- 3.8. Żabka Polska, Company** Żabka Polska sp. z o.o.;
- 3.9. Employees** all persons employed at Żabka Polska under an employment relationship, regardless of the type of employment contract and working hours;
- 3.10. Associates** persons providing services to Żabka Polska or performing other services on the basis of cooperative agreements (i.e. a civil law contract, including a contract for the provision of services, a contract of mandate or a contract for specific work) or relevant powers of attorney.

| Art. 4. What are the general principles of mobility?

Mobility rules currently in force

- 4.1.** When planning our work, and attendance at meetings or conferences, we first take into account the potential for participating remotely, in accordance with the applicable rules.
- 4.2.** When planning a business trip, we choose organised transportation, including public transport, car sharing with other travellers and **zero/low-carbon modes of transportation** (e.g. hybrid car) whenever possible. We only use high-carbon means of transportation (e.g. a conventionally-powered car) if it is absolutely necessary and **we have no option** to choose a low-carbon means of transportation.
- 4.3.** We use **organised / group transportation** to support access to places where we provide work or services. We also support the use of alternative vehicles, such as bicycles and scooters, and encourage coming to work on foot where possible.
- 4.4.** We promote **environmentally friendly and safe car driving** and other modes of transportation.
- 4.5.** We continuously seek more environmentally friendly solutions and innovations to support the implementation of this policy.
- 4.6.** We identify and implement solutions, including benefits, to motivate more environmentally friendly and informed mobility choices.
- 4.7.** We encourage all Employees and Associates to act as ambassadors of change in their business areas for more environmentally friendly mobility solutions and behaviours.

Mobility principles that are our goal and aspiration

- 4.8.** In the long term, we will seek opportunities for the practical application of **alternative mobility or propulsion solutions**, including electric and hybrid. This depends on emerging solutions, their availability and their environmental and financial efficiency. By testing and then, as part of the annual replacement of vehicles in use, implementing proven solutions, we will aim to minimise Greenhouse gas emissions.
- 4.9.** Within emerging technical, economic and social opportunities, we will seek to **develop and increase the availability** within our infrastructure of electric vehicle charging infrastructure and parking for other low and zero-emission modes of transportation (such as bicycles and scooters).

Art. 5. What do we promote in relation to mobility?

5.1. Awareness

All Żabka Polska Employees and Associates should be aware of the importance of environmental issues in their everyday mobility choices. We encourage them to follow all internal communications related to environmental issues and to actively participate in any pro-environmental actions and initiatives organised within Żabka Polska.

5.2. Rationality

When planning a trip, we take into account the business case and financial and environmental costs. Every business trip should have its own rational justification and be the result of a reasonable calculation in terms of the available transportation options, the length of stay and the optimal use of the time involved to get as much business done as possible in one go.

5.3. Informed choices

When travelling, including to and from the workplace, let us choose wisely:

- On foot, by bicycle or scooter - this kind of transport will not only improve our fitness, but will also keep our planet in good shape.
- We should whenever possible choose rail transport, especially instead of air travel for short distances. Travelling by train is low-emission and enables us to work while travelling.



- Travelling by public transport supports the reduction of Greenhouse Gas emissions as well as saving time lost in traffic jams when travelling by car.
- Let us choose the most appropriate means of transportation for us and our destination, taking into account environmental factors. Let's also ensure we use the seats in the cars efficiently. If possible, support carpooling, saving money and counteracting harmful smog while reducing the carbon footprint generated.

I Art. 6. What do we not accept in relation to mobility?

6.1. Careless decisions

We recognise that travel plans can change quickly and not everything can be anticipated in advance. However, we must take care to make informed choices. As a rule of thumb, let's not organise a flight to another city for an hour-long meeting that can be conducted online, or travel in several cars in the same direction without considering the possibility of carpooling.

6.2. Road egoism

Let us strive to set a good example and respond positively to the proposal of carpooling by sharing the space of your means of transportation.

I Art. 7. Policy review and update

7.1. The Rewards Manager is responsible for overseeing the operational application of this document, in cooperation with the relevant units across the Business.

7.2. The Rewards Manager reviews and updates the policy at least once a year, taking into account business priorities and applicable regulations after consultation with the relevant Business units.

I Art. 8. Final provisions

8.1. The Travel Policy was adopted by the Management Board of Żabka Polska on 31.03.2023.

8.2. The Travel Policy enters into force on 31.03.2023.