



III. THE PUBLICIS WAY TO SUPPORT OUR TALENT

6. TRAVEL

WHY?

In a company of our size, with so many business units, we need to establish harmonized standards and procedures to facilitate business required travel and to protect our employees when they travel.

Environmental impacts from Business Travel represent a significant proportion of the company's scope 3 (indirect) carbon emissions. The SBTi (Science Based Targets initiative) has validated Publicis Groupe's carbon reduction targets, which are 50% by 2030 and 90% by 2040, with the ambition to be carbon neutral by 2030 and net zero by 2040. We need to accelerate the actions that will enable the Groupe to reduce its impacts in a sustainable way.

We also recognize the need for cost-effective travel arrangements while ensuring the comfort and well-being of our employees.

FOR WHOM?

All Groupe employees, as well as non-employees (i.e. temporary staff, interview candidates).

WHAT?

This policy outlines Groupe guidelines and expectations for employee travel to ensure efficient, safe, and cost-effective travel arrangements. It also outlines our commitment to promote sustainability in our travel practices to reduce our carbon footprint and align with our Net Zero Climate policy (see Code of Ethics I.7 Net Zero Climate).

Groupe Key Principles

- Travel should only be completed for client facing meetings; exception must be approved by a member of the Groupe Management Committee.
- In our commitment to fight against climate change, alternative options such as remote meetings, video conferences or webinars should be systematically explored as alternatives to minimize the need for travel, especially for one-day business trips.
- For short distances (particularly for domestic trips), employees are strongly encouraged to select train travel over air travel if it is available and feasible.
- In all cases, the most carbon efficient suppliers should be selected.

Groupe Travel Agency

- American Express Global Business Travel (AMEX GBT) is the mandatory Global Travel Management Company of the Groupe. All travel booked through

AMEX GBT and paid by the company must be for business purposes only. Any general question regarding this partner should be addressed to the Global Procurement Travel Team.

- Any air, hotel, car or international rail expenses incurred outside AMEX GBT will not be reimbursed except if properly authorized; one-off occasions can be approved by the Global Procurement Travel Team whilst all ongoing requests to book outside AMEX GBT will have to be approved by the Groupe Secretary General.
- Client contracts should not state that Publicis Groupe employees use their Travel Management Company unless such clauses have been accepted by Publicis Groupe after full review of the duty of care provided by the client and/or their Travel Management Company to our employees. Employees must contact their agency CFO if presented with this situation, including if this is a provision in any existing agreements. The Publicis Groupe Global Travel & Related Services Director should be notified if such request is demanded by clients.

Travel Booking and Authorization

Travel Booking

- For security reasons, it is mandatory that all business travel (air, hotel, car rental and international rail) in markets where AMEX GBT is implemented is booked via AMEX GBT.
- For business continuity purposes, no more than two Key Executives can travel together on the same plane at any time. In addition, no more than one Member of the Directoire, the Directoire+ or the Management Committee shall travel on the same plane at any time, or with one of their direct reports, and there shall be no more than 8 employees of the Groupe on the same plane.

Travel Cost Optimization

- Bookings should be made as far in advance as possible to take advantage of lower fares, preferably at least 7 days before the trip.
- The least expensive fare that meet employees' requirements should be booked.
- Employees must avoid booking flexible tickets unless truly necessary or the cost of the restricted fare plus the change fee is more than the cost of a flexible ticket.
- Preferred vendors must be utilized where possible - vendors should not be selected based on personal preference if cheaper preferred options are available.

Travel Class Selection

- The following basic rules must be respected:
 - Air travel:
 - business class is allowed only for flights over 4 hours. First Class is strictly prohibited,
 - Rail travel: economy/standard class must be utilized for all intra-city travel whilst first/business class can be utilized on inter-city journeys. On Eurostar journeys, Business Premier can be booked.

Business Units may apply stricter policies.

Hotels & Accommodation

- Hotels must be booked through AMEX GBT and below the Publicis Groupe city cap; a list of is available from the Global Procurement Travel Team. Approval will be given to book hotels directly or via third parties only when linked to a meeting or event where organizer has block-booked rooms at a set rate.
- Where possible, hotels and accommodations with high sustainability standards should be utilized, which will be flagged through AMEX GBT.
- For any stays of 14 nights or more, a corporate apartment should be considered. Please contact the Global Procurement Travel Team to enquire about the availability of these.
- For the safety of our employees the use of non-commercial or private homes is strictly prohibited (e.g. Airbnb). Any requests for this type of properties will be strictly reviewed on a case-by-case basis.

Car Rental

Priority is to choose companies using electric vehicle or hybrid cars. Small cars are selected by default except if a team of people travelling together need a larger vehicle.

Bus & minibus with drivers will require specific authorization.

Taxis

Priority is to choose companies having electric vehicle or hybrid fleets. Vehicles should be shared with other employees as much as possible. Where possible, and safe to do so, public transport should be utilized.

Bicycle/e-Bike

The company favors low emission transportation modes wherever it is applicable, but always in safe conditions to ensure employees security.

Travel Authorization

Any request for travel must receive positive email or electronic approval from the employee's named supervisor.

Immigration Support

Business travel may require support to obtain work authorization (i.e. work visa or work permit). Business travel activities permissible with a business visa or with visa-free entry include attending meetings, trainings, or conferences. Productive work or billable activities are not permissible under a business visa and may require the proper work permits to be obtained prior to travel. Please reach out to the Groupe Global Mobility Team for more assistance with obtaining work authorization.

Travel Safety and Security

The geopolitical situation or health issues can lead us to ban some destinations on a temporary basis. Please check [here](#) the list before traveling. It is for the safety and security of our employees.

Travelers must comply with all applicable laws, regulations, and security protocols at their destinations.

Emergency

All business travel must be booked via the Groupe travel booking platform so employees can be reached in case of a specific emergency situation occurring during their travel.

Travel Advances and Per Diem

There must be no travel advances, nor Per diems (Per Diem are set amounts per day for people whilst traveling that receipts are not required for) unless required under local legislation or provided for under the compensation provisions of a Groupe approved Global Mobility program. Any request for exceptions to this must be submitted by the Country CFO to the Publicis Groupe Global Travel & Related Services Director. All per diem exceptions must be approved by the Groupe Secretary General.

WHO?

Business Units & Country CEOs, CFOs and CTOs.

Policy available to the public on the Groupe website.