

## Interview Reimbursement Policy

Our company is dedicated to reimbursing potential candidates for expenses incurred during the interview process. This policy establishes guidelines and procedures to ensure a fair and consistent approach to managing interview-related cost.

### Eligible expenses

#### Transportation

**Mileage:** When driving a personal vehicle to the 2nd round interview, reimbursement is available if the one-way distance between the residence and the interview location is greater than 80 kilometers (50 miles) but less than 240 kilometers (150 miles). In Germany, all driving expenses are reimbursed according to German law; therefore, no mileage limits will be imposed on reimbursements.

**Train:** A round-trip 2nd class train ticket will be reimbursed for international and regional train transportation if the distance is greater than 80 kilometers (50 miles).

**Taxi:** Taxi services to and from the interview location, hotel, and public transport will be reimbursed if you are required to travel over the mileage mentioned above.

#### Flying:

If you are required to fly, reimbursement will be provided for a round-trip economy flight.

#### Accommodation:

If necessary, we will reimburse one night's stay in a standard/single room at a hotel. If an additional night is needed, it can be provided with manager approval.

#### Airport or train station parking:

Reimbursement is allowed for economy parking if it is less expensive than a taxi or public transport.

**Exclusions:** Meals, Alcoholic beverages, expenses for companions or family members, intercity or metro subway travel, personal expenses unrelated to the interview process

*\* Reimbursement amount will be in accordance with the countries standard mileage rate and detailed mileage information including PDF of map and mileage will be required. Mileage reimbursement does not include costs for gasoline, rental cars, tolls or any other driving expenses.*

### Submission Process

Reimbursement instructions will be provided to you as part of the second-round interview confirmation email. You must submit all relevant receipts and documentation within 15 days of your interview date. If you cannot afford travel expenses, your Talent Acquisition Partner (TAP) can arrange your travel as a guest through our travel portal. Please reach out to them directly if you need support.

### Payment

Reimbursement claims will be processed and paid out within 30 days from the date of submission in accordance with our accounting policies.

### Queries

For any questions regarding the status and expected timing of reimbursements, please contact [Global\\_TA\\_Ops@orsted.com](mailto:Global_TA_Ops@orsted.com). For policy-related inquiries, reach out to your TAP.