

Directors Travel Policy

The following policy relating to Directors' travel, other than to routine or scheduled Board and Board Committee meetings, is proposed for endorsement.

Non Executive Directors (NED) on occasions may be required to travel on company matters other than routine travel to attend Board meetings or events for which the Company has issued specific invitations. While costs of all travel by NED's need to be borne in mind, this policy applies to exceptional travel requirements.

All travel by a Director or the Chief Executive Officer is to be budgeted in advance for the following year. A travel plan for every quarter in advance needs to be brought to the Board for approval. All travel by Director or Managing Director to have prior approval by the Board and if enough time does not exist, then interim approval has to be obtained from the Chairman and formal approval at the next Board meeting.

- Best use is to be made of approved travel to further NED's knowledge of Company business and an appropriate report, either written or verbal, is to be provided on the outcomes to the Board and if appropriate to the Managing Director.
- Private business is not to be included in itineraries without this being approved beforehand and costs apportioned and paid.
- Partner travel at company expense will only be approved in exceptional circumstances and where necessary to support company objectives or standing.
- Directors, in agreeing to travel, agree to comply with Company Travel Policy ('SAI Global Expense Policy and Travel and Expense Procedures'), including entitlements to class of travel and expenses.