

## Travel Policy

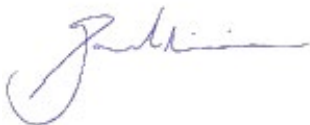
Pilbara Ports’ Travel Policy outlines the fundamental principles that apply to any person undertaking travel, directly or indirectly, paid for by Pilbara Ports. The below principles form the basis of this policy:

<p>All travel is approved in line with the <b>Corporate Delegations Manual and business rules.</b></p>	<p>Business travel should <b>only be undertaken</b> when a suitable business need exists, and alternatives to physical travel (e.g. teleconferencing) are unsuitable.</p>	<p>Pilbara Ports covers reasonable costs associated with business travel including accommodation, meals and/or allowances.</p>
<p>The safety risk associated with travel must always be considered. Itineraries must be planned in accordance with Pilbara Ports’ fatigue management procedures.</p>	<p>Pilbara Ports will align its travel procedures with State Government policies.</p>	

Pilbara Ports Travel Procedure details the specific elements and considerations that support safe, and economical travel arrangements, including specific requirements for travel approvals and reporting.

The Executive General Manager Safety, People, and Environment is responsible for the implementation of this policy. All Pilbara Ports Leaders are accountable for upholding the Policy.

**This policy was approved on 26 August 2024.**



**Samuel McSkimming**  
 Chief Executive Officer  
 26 August 2024



**Karlie Mucjanko**  
 Chair  
 26 August 2024