

TRAVEL POLICY

March 15, 2020

All domestic and international travel requires ELT approval except domestic travel in Japan requires only CoorsTek KK BMT approval. Domestic travel is defined as a visit to any plant or location that is outside your assigned work location. Travel between locations in Golden, Colorado does not require approval.

Examples of domestic travel:

- Golden, Colorado to Grand Junction, Colorado
- Lauf, Germany to Moenchengladbach, Germany

Examples of international travel:

- Moenchengladbach, Germany to Uden, Netherlands
- United States to Canada

The policy issued as of March 15, 2020 supersedes any prior guidance issued and is subject to change.