

TRAVEL POLICY

July 7, 2020

All international travel and any **overnight** business travel must be approved by an ELT member. CoorsTek KK must also obtain approval from the CoorsTek KK BMT.

Regional same day business travel may be approved by the Regional Vice President or Tier One Functional Leader. Regional travel is defined as travel within the United States, Canada, Europe, Japan, Korea, etc.

Examples of regional, same day travel requiring Regional Vice President approval:

- Lauf, Germany to Moenchengladbach, Germany
- Moenchengladbach, Germany to Uden, Netherlands (within Europe)

Travel NOT requiring approval:

- Travel between locations in Golden, Colorado
 - As of Thursday 3/12/2020

This updated travel policy applies to all CoorsTek global locations effective July 7, 2020. The policy supersedes any prior guidance issued and is subject to change.

**Intent of Travel Policy: International and/or overnight travel anywhere requires ELT approval. Exception: International day travel within your region (as in day travel in Europe across borders) is allowed.*