

Normative internal legislation	Group Vehicle Fleet Management Policy
Name of the process	Transport management
Approving company	AB Ignitis grupė
Owner – division	Group Asset Management and Administration
Approving person / body	Board of AB Ignitis grupė
Date of approval, decision No.	Coincides with the date of approval

GROUP VEHICLE FLEET MANAGEMENT POLICY

1. PURPOSE AND SCOPE OF APPLICATION

1.1. The purpose of the Policy is to establish the general principles of the **Group's** vehicle fleet management, to define the main provisions to be followed by the **Group's companies** in their activities while managing their vehicle fleets and implementing strategic goals.

1.2. **Vehicles** are used and managed in the Group's companies in accordance with the principles of transparency, efficiency and cost savings.

1.3. The provisions of the Policy regulating the mobility programme shall apply only to the companies of the Lithuanian Group. Other provisions of the Policy shall apply to all Group companies.

2. TERMS

Vehicle Classes	Vehicle groups identified according to the market classification provided on the website of UAB Autotyrimai (LT – http://www.autotyrimai.lt/klasifikacija/ , EN – http://www.balticautoresearch.com/classification/).
Mobile Employee	Employee who does not have a permanent workplace at the Company's office premises and works most of the time using the Vehicle.
On-Call Employee	Employee who is entitled to keep an Official Vehicle at home outside working hours in order to be able to go to work promptly at any time of the day in the event of an accident or incident.
IG	Position level in the employee structure of the Group companies.
TVS	Vehicle monitoring and control – command system.
ECO Driving	A modern, responsible and rational driving style, when driving the vehicle by taking into account the dynamics of traffic flow, but also safely, conserving the vehicle while also using less Fuel.
Fuel	Liquid combustible substances in internal combustion engines (petrol, diesel, liquefied petroleum gas, etc.) and electricity used to charge electric motors.
Polluting Fuels	Gasoline, diesel, liquefied petroleum gas.
Mobility Programme	A measure to ensure an employee's eco-friendly mode of travel (mobility) in place of an Official Vehicle. The measures of the Mobility Programme shall be set out in this Policy and the Guidelines for the Implementation of the Policy.

Other terms and abbreviations shall be understood as defined in the Glossary of Terms.

3. GROUP VEHICLE MANAGEMENT OBJECTIVES

3.1. In order to meet the Group's GHG reduction targets, including the goal of achieving a zero GHG emissions balance by 2050, to take measures and actions to ensure (compared to 2020):

3.1.1. to reduce GHG emissions from the Group's consumption of Polluting Fuels by 42 percent by 2030 (inclusive).

3.1.2. to achieve a zero GHG emissions balance by 2050.

3.2. Companies must implement measures to reduce the consumption of Polluting Fuels by Vehicles fuelled with Polluting Fuels:

3.2.1. to increase the number of electric vehicles in the fleet of Official Vehicles;

3.2.2. to implement programmes that calculate the routes requiring the lowest fuel consumption, to seek to reduce repetitive trips (during the performance of tasks, when traveling to customers), to promote the use of video conferencing equipment and thus to reduce the number of outgoing meetings;

3.2.3. to not limited the mileage of Electric vehicles used in business activities. to review the annual mileage limits for Vehicles fuelled with Polluting Fuels at least once every two years;

3.2.4. to encourage Employees to choose electric vehicles in the fleet of **shared Official vehicles** more often than Vehicles running on Polluting Fuels;

3.2.5. to organise **ECO Driving** training for vehicle drivers (Employees) at least once a year;

3.2.6. to install TVS system assistance in the Official Vehicles to perform ECO Driving monitoring;

3.2.7. to reduce the fleets of Official Vehicles in the Group companies assigned to the Employees, to encourage the Employees to use the fleets of shared Official Vehicles, taxis and car sharing services, to ride bicycles, electric scooters, to use public transport, trains;

3.2.8. to encourage Employees to go to the workplace together, to install computer or smart phone applications for the administration of transportation;

3.2.9. to encourage Group managers with motivational Official Vehicles to phase them out when choosing alternatives to the Mobility Programme.

3.3. The aim is that by the end of 2024, the **Key Executives**, to whom the Official Vehicles shall be assigned in accordance with the Vehicle Assignment Principles, would be assigned with clean (electric) Official Vehicles.

4. PRINCIPLES FOR THE ACQUISITION AND ASSIGNMENT OF GROUP VEHICLES

4.1. **Acquisition of Vehicles.** When purchasing Vehicle Rental Services or Vehicles, the Companies must promote fair competition, apply non-discriminatory requirements to suppliers, brands and models, and seek to obtain these services/goods on the most advantageous terms.

4.2. It is recommended not to use the Vehicles of the prestigious sector determined according to the Transport Classification in the activities of the Group companies.

4.3. The acquisition of Vehicles must be carried out in accordance with the recommendations of the Transport Management Functional Division of the Group. Company Vehicles must comply with the applicable safety requirements, be in good technical condition, have measures to ensure driving safety, and not endanger the health and life of Employees and the public.

4.4. **Assignment of the Vehicle.** Vehicles must be allocated to the Employees of the Group companies in accordance with the principles set out in Annex 1 to the Policy.

4.5. IG13 and above executives (excluding Key executives) and in other exceptional cases provided for in this Policy may be awarded the mobility measure of the **Mobility Programme** in accordance with the principles set out in Annex 1 to the Policy. The measures of the Mobility Programme are focused on the ecological way of traveling of Employees:

4.5.1. the purchase of electric vehicles or non-polluting vehicles is encouraged, to which the Group companies contribute by providing monthly monetary compensation;

4.5.2. the use of car-sharing and taxi services, to which the Group's companies contribute, is encouraged by allocating a monthly limit to the use of these services at the Company's expense.

4.6. **Conclusion of Agreement on Use** of the **Personal Vehicles**. In the event of use, all operating costs of the Personal Vehicle, excluding Fuel, shall be borne by the Employee. The company shall reimburse the costs of Fuel according to the set mileage limit and the approved official average fuel consumption of the vehicle per 100 kilometres; for Polluting Fuels – up to a maximum of 8 l/100 km (the Polluting Fuel consumption rates of vehicles set in the Vehicle-Use Agreements concluded before the entry into force of this Policy shall not be changed, they shall not be subject to a limitation (up to 8 l/100 km)).

4.7. Vehicle-Use Agreements may be concluded with Employees who work in power plants that are difficult to reach by public transport, with Employees who may be called to the workplace at any time during non-working hours (in case of accidents/incidents), as well as with Employees going on secondments or training (which take place in another city), or when the use of the Vehicle is justified by assessing its availability for work functions and in exceptional cases:

4.7.1. when hiring an employee who is difficult to attract from the labour market to perform critical job functions. In such cases, the signing of the Vehicle-Use Agreement with the Employees requires the justification of the need for the Vehicle-Use Agreement and the approval of the Head of the People and Culture Function and the Head of the Asset Management and Administration Function;

4.7.2. when the Employee's workplace is transferred from one city to another due to changes in the Company and as a result the Employee's working conditions deteriorate due to the extended trip

to the workplace, when his/her arrival at the workplace cannot be ensured by the Company's transport. The signing of the Vehicle-Use Agreement with Employees requires the approval of the Head of the People and Culture Function and the Head of the Asset Management and Administration Function.

5. VEHICLE ADMINISTRATION

5.1. When managing their Vehicle fleets, companies must:

5.1.1. encourage employees to develop safe driving skills and a culture of conserving Vehicles and the environment;

5.1.2. ensure that the Employee compensates the Company for the damage caused by his/her own fault, which has occurred due to the use of the Vehicle, damage to its condition and/or defects in its equipment;

5.1.3. ensure that the Vehicles are used for their intended purpose and for the purposes set out in this Policy. Company transportation may not be confused with personal property used for personal gain or for the benefit of a third party. The use of the Company's transport for personal purposes shall be possible only in the cases and in accordance with the procedure established by the Policy;

5.1.4. ensure that the Company's Vehicle usage data (on managed Vehicles, Vehicle Mileage, Fuel consumption) is provided to the Group's division responsible for transport management on a quarterly basis.

6. REVIEW AND UPDATE OF THE POLICY

6.1. The Group's Asset Management and Administration Function shall be responsible for reviewing and initiating updates to the Policy.

6.2. The Policy and the internal legal acts implementing it must be in line with the strategic goals of the Group, ensure compliance with laws, by-laws and/or contractual obligations.

7. FINAL PROVISIONS

7.1. This Policy shall be approved by the Board of AB Ignitis grupė.

7.2. The Head of the Asset Management and Administration Function shall control the implementation of the Group's Vehicle Management Principles, shall approve the Guidelines for the Implementation of the Policy, and shall set the rules for the use of Vehicles.

7.3. The Policy shall be made public.

8. ANNEXES

Annex 1. Principles for the Assignment of Vehicles and Mobility Programme Measures

Principles for the Assignment of Vehicles and Mobility Programme Measures

	Work Vehicles				Measures of the mobility programme			Exceptional cases for the assignment of a mobility programme measure	Exceptional cases for the Vehicle assignment
Users	Key executives (Company board members, General Managers of ESO , Ignitis gamyba , Ignitis , Ignitis renewables) and General Managers of Ignitis Latvia SIA, Ignitis Polska Sp. z o.o.)	Executives at IG13 and above who, prior to the entry into force of this Policy, were assigned Official Vehicles (excluding Key Executives) who did not opt for the Mobility Programme measures	Employees Mobile and other Employees	Employees who are not provided with an Official Vehicle. Use the fleet of Shared Official Vehicles	Executives of level IG17 and above and General Managers of other ¹ companies (excluding Key Executives)	Executives of level IG15-16 for whom the Official Vehicle has been assigned prior to the effective date of this Policy	Executives of level IG13-14 for whom the Official Vehicle has been assigned prior to the effective date of this Policy	all Employees	all Employees
Principle of assignment	Work tool and part of the motivational package	Work tool and part of the motivational package	Work tool ²	Work tool	Part of the motivational package	Part of the motivational package	Part of the motivational package	Part of the motivational package	Work tool and part of the motivational package
Basis for assignment	This Policy	This Policy	Decision making in the Company	–	Decision making in the Company	Decision making in the Company	Decision making in the Company	Decision of the Group Organisational Development Manager	Decision of the Group Organisational Development Manager
Vehicle assignment period	For an indefinite period	Until the selection of the Mobility Programme, but not longer than until the end of the Vehicle Lease Agreements concluded by the Group Companies and Service Providers (2023-2024), which were concluded before the entry into force of this Policy.	Indefinitely, as long as there is a need to use the vehicle 3-4 times a week (when using the vehicle full time) ³	–	For an indefinite period	Until the end of the employment relationship. Newly recruited executives shall not be entitled to this compensation, except in exceptional cases where a decision by the Group's Head of Organisational Development is required.	Until the end of the employment relationship. Newly recruited executives shall not be entitled to this compensation, except in exceptional cases where a decision by the Group's Head of Organisational Development is required.	Prior to a separate decision not to assign	Prior to a separate decision not to assign
Mobility Programme alternatives (A, B, C)⁴	–	–	–	–	A. The purchase of electric vehicles is encouraged. B. The purchase of non-polluting vehicles is encouraged. C. A limit is assigned to the use of car sharing and taxi services.				
Vehicle class	Not higher than DE1 (medium and large vehicles) or not higher than I2a (compact and medium SUVs)	Not higher than DE1 (medium and large vehicles)	Not higher than C1 (compact vehicles) or a category that ensures quality performance of work functions	Not higher than C1 (compact vehicles) or a category that ensures quality performance of work functions	Unlimited	Unlimited	Unlimited	Unlimited	Not higher than DE1 (medium and large vehicles) or not higher than I2a (compact and medium SUVs)
Configuration	Supplemented configuration	Standard configuration	Standard configuration	Standard configuration	Unlimited	Unlimited	Unlimited	Unlimited	Standard configuration
Vehicle description/requirements for the vehicle	<ul style="list-style-type: none"> No older than 5 years old. Engine (from 2024) – electric. Transmission – two or all-wheel drive. 	As it was before the entry into force of this Policy	<ul style="list-style-type: none"> No older than 10 years old. Engine – hybrid, electric, petrol, in 	<ul style="list-style-type: none"> No older than 10 years old. Engine – hybrid, electric, petrol, in 	<ul style="list-style-type: none"> A (electric vehicle): Owner/manager – employee. Age – unlimited. Engine – electric. 	<ul style="list-style-type: none"> A (electric vehicle): Owner/manager – employee. Age – unlimited. Engine – electric. 	<ul style="list-style-type: none"> A (electric vehicle): Owner/manager – employee. Age – unlimited. Engine – electric. 	<ul style="list-style-type: none"> A (electric vehicle): Owner/manager – employee. Age – unlimited. Engine – electric. 	<ul style="list-style-type: none"> No older than 5 years old. Engine – hybrid, electric, petrol, in

¹ General Managers of [TV](#), [GO](#), [EMA](#) below IG17 level.

² Prior to assignment, it is necessary to assess whether the Employee is unable to use the Shared Official Vehicles.

³ If the analysis of the quarterly mileage of the Official Vehicle reveals that the use of the Official Vehicle is lower and does not reach the specified frequency, such Official Vehicle may be transferred to the fleet of Shared Official Vehicles.

⁴ The mobility measures chosen (A or B or C) may be abandoned at any time and an alternative may be used. Executives who do not choose any of the alternatives offered by the Mobility Programme shall not receive compensation.

	<ul style="list-style-type: none"> Battery capacity (when purchasing electric vehicles) – not less than 77 kWh. 		<p>exceptional cases – diesel⁵.</p> <ul style="list-style-type: none"> Transmission – according to the nature of the work. Body type – according to the nature of the work. 	<p>exceptional cases – diesel⁶.</p> <ul style="list-style-type: none"> Transmission – according to the nature of the work. Body type – according to the nature of the work. 	<p>B (non-polluting vehicle):</p> <ul style="list-style-type: none"> Owner/manager – employee. Age – 1 January 2014 or later. Engine – powered solely by petrol, gas (natural or liquefied), ethanol or, in addition to petrol, gas (natural or liquefied), ethanol, electricity as well as electricity in addition to diesel (diesel without electricity is an unsuitable type of fuel). Engine CO₂ emissions – up to 130 g/km (according to WLTP methodology – field V7 must be completed in the registration certificate). 	<p>B (non-polluting vehicle):</p> <ul style="list-style-type: none"> Owner/manager – employee. Age – 1 January 2014 or later. Engine – powered solely by petrol, gas (natural or liquefied), ethanol or, in addition to petrol, gas (natural or liquefied), ethanol, electricity as well as electricity in addition to diesel (diesel without electricity is an unsuitable type of fuel). Engine CO₂ emissions – up to 130 g/km (according to WLTP methodology – field V7 must be completed in the registration certificate). 	<p>B (non-polluting vehicle):</p> <ul style="list-style-type: none"> Owner/manager – employee. Age – 1 January 2014 or later. Engine – powered solely by petrol, gas (natural or liquefied), ethanol or, in addition to petrol, gas (natural or liquefied), ethanol, electricity as well as electricity in addition to diesel (diesel without electricity is an unsuitable type of fuel). Engine CO₂ emissions – up to 130 g/km (according to WLTP methodology – field V7 must be completed in the registration certificate). 	<p>B (non-polluting vehicle):</p> <ul style="list-style-type: none"> Owner/manager – employee. Age – 1 January 2014 or later. Engine – powered solely by petrol, gas (natural or liquefied), ethanol or, in addition to petrol, gas (natural or liquefied), ethanol, electricity as well as electricity in addition to diesel (diesel without electricity is an unsuitable type of fuel). Engine CO₂ emissions – up to 130 g/km (according to WLTP methodology – field V7 must be completed in the registration certificate). 	<p>exceptional cases – diesel⁷.</p> <ul style="list-style-type: none"> Transmission – two-wheel drive.
Personal use	Allowed	Allowed/ Allowed under a signed Vehicle Lease Agreement (as intended prior to the effective date of this Policy)	Prohibited	Prohibited	–	–	–	–	Decision on the permit is made at the time of assigning the Vehicle
Returning home with the Official Vehicle	Allowed	Allowed	Allowed for On-Call Employees ⁸ . For others, in exceptional cases when necessary for the performance of work functions ⁹	Allowed for On-Call Employees ⁸ . For others, in exceptional cases when necessary for the performance of work function ⁹	–	–	–	–	Allowed
Mileage limit¹⁰	Not more than 49,500 ¹¹ km per year	Not more than 38,500 ¹¹ km (General Managers of Companies, ESO, Ignitis gamyba, Ignitis Board Members and Non-Board Members of the Company (HLD)) and 22,000 ¹¹ km per year (other)	Determined by assessing the need for quality performance of work functions	Unlimited	Not more than 22,000 ¹¹ km per year	Not more than 11,000 ¹² km per year	No more than 11,000 ¹² km per year	The decision on the amount of the mileage limit shall be made instead of the compensation at the time of the assignment of the Official Vehicle	No more than 22,000 ¹¹ km per year

⁵ Diesel-powered Official Vehicles may be used in the operations of companies when there are no vehicles powered by other fuels on the market that meet the needs of other Group companies.

⁶ Diesel-powered Official Vehicles may be used in the operations of companies when there are no vehicles powered by other fuels on the market that meet the needs of other Group companies.

⁷ Diesel-powered Official Vehicles may be used in the operations of companies when there are no vehicles powered by other fuels on the market that meet the needs of other Group companies.

⁸ For on-call employees who, for the performance of their work functions, need an Official Vehicle due to the equipment required for the performance of the work function, the urgency of the passage or the elimination of an accident, or it is necessary to come to the place of work (or accident/incident) outside working hours at least 1-2 times in a quarter of the year.

⁹ The vehicle can be used to return home in case of scheduled work, when it is necessary to come to work outside working hours, in case of emergencies, for other objective reasons.

¹⁰ Mileage limits are set only for Official Vehicles powered by Polluting Fuels (petrol, diesel, LPG) and when signing the [Vehicle-Use Agreements](#) or, when granting compensation, instead of the Official Vehicle, mileage limits are set. There is no limit to the mileage of electric vehicles used by companies and shared Official Vehicles.

¹¹ At the decision of the General Manager, the mileage limit may be increased after assessing the need to perform the work functions or the distance from the place of residence to the work place.

¹² By decision of the General Manager, the mileage limit may be increased by estimating the distance of the place of residence from the place of work only in cases where the place of work is at least 30 km away from the place of residence (calculated in one direction). The allocation of Polluting Fuels may be terminated by decision of the Group Asset Management and Administration Function.