

Spain Team Member Incentive Trip Program

Effective Date: January 1, 2022

PROGRAM OBJECTIVE:

As a way to promote communication, build a stronger team and enhance company knowledge, Girbau North America created an interactive program for its employees. Annually, a Girbau North America team member and a guest will be offered a five (5) day trip to visit our parent company, Girbau S.A. GNA feels that it is important for our team members to see the origin of our company and encounter the Spanish culture.

PROGRAM ELIGIBILITY REQUIREMENTS:

- Team member status: Must work 30+ hours per week
- Eligibility is based on seniority
- 1 Trip per team member (or per family if spouse is employed with GNA)
- Available to Girbau North America and Continental Girbau West team members

PROGRAM DETAILS:

Allowable Travel Dates:

Travel dates must be in the spring or fall of the year and must coincide with GNA President's GSA travel dates. Travel should be scheduled 8 weeks prior to departure date.

Trip Length:

Five (5) days. Day 1 begins when the participants arrive in Spain. The time the employee is away from the employee's normal work schedule for the five (5) days will be provided as additional PTO and will not impact the team member's current amount of available PTO. Extensions beyond five (5) days will be the expense of the trip participants and any time away from the team members normal work schedule will require the use of available PTO.

Airfare:

GNA will coordinate coach airline travel for the trip participants' at the most affordable fare. Cost of airfare for the team member's guest will be included in the team member's taxable wages for the year in accordance with applicable state laws.

Airport Transfers:

Transfers to and from VIC will be coordinated by GSA/GNA. Transfers to/from the airport if staying in Barcelona will be a covered expense, however will need to be coordinated by the trip participants. Expenses for to/from airport transportation not coordinated by GSA/GNA should be submitted on an expense report with substantiating receipts.

Passports:

Passports are required for international travel. If a trip participant (employee or guest) does not have a passport, GNA will cover the cost of the passport for the participant. Cost of passport for

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the team member's guest will be included in the team member's taxable wages for the year in accordance with applicable state laws.

Lodging:

Hotel accommodations in Spain for the five (5) day period will be coordinated by GSA/GNA. Hotel expenses through day (5) will be covered by the company. Hotel accommodations beyond day (5) will be the responsibility of the trip participants to coordinate and will be at the expense of the trip participants. Day 1 begins when the participants arrive in Spain.

Meals:

GNA will reimburse for reasonable meal expenses for the trip participants while in Spain for the five (5) day period. Expenses for meals should be submitted on an expense report with substantiating receipts.

Excursions:

All excursions (tours, events, etc.) that the trip participants choose to participate in will be at the expense of the trip participants.

**Any deviation from above guidelines must have prior written approval from GNA President

Program may be modified, suspended or cancelled at the sole discretion of Girbau North America.

TEAM MEMBER ACKNOWLEDGEMENT

Based upon the foregoing and in further consideration of the trip for which he/she has qualified, Team Member does hereby acknowledge the following:

1. The trip and the time spent on the trip is outside of Team Member's regular working hours.
2. The participation by Team Member in the trip in question is voluntary on his/her part.
3. Team Member acknowledges he/she is not entitled to receive overtime compensation while on the trip and for hours spent on the trip therefore waives any claim to overtime compensation for hours spent on the trip to Spain.
4. It is acknowledged that the trip that the Team Member has been awarded constitutes additional PTO over and above that which he/she is entitled under the normal terms of his/her employment at Girbau North America.
5. All expenses outside of the aforementioned company paid expenses shall be the sole responsibility of the Team Member.
6. Expenses paid for by Girbau North America for the Team Member's guest will be included as taxable income on the Team Member's W-2 for the year in which the trip occurred.

Team Member Printed Name

Date:

TEAM MEMBER SIGNATURE



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