INDEPENDENT CONTRACTOR TRAVEL, TRANSPORTATION, ACCOMMODATION AND FLIGHTS

POLICY ON INDEPENDENT CONTRACTOR TRAVEL, TRANSPORTATION, ACCOMMODATION AND FLIGHTS

Record Identifier: ICONIC-CON-TRV-001
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Policy Owner: Iconic Productions Pty Limited
Application: Independent Contractors engaged by Iconic Productions Pty Limited

> **GOVERNING PRINCIPLE:** The CONTRACTOR bears the ordinary costs of conducting their independent business unless the COMPANY is contractually obliged to pay or has expressly authorized specified expenditure in writing. An engagement, travel request, distance traveled, or prior approval does not itself establish a reimbursement entitlement.

1. DEFINITIONS AND INTERPRETATION

1.1 CONTRACTOR: The term **CONTRACTOR** means any individual, sole trader, partnership, incorporated entity, or other legally recognized business entity engaged by the COMPANY pursuant to an independent commercial agreement to provide agreed services, including sales, production, event management, consulting, professional, technical, or other contracted services. Where context requires, the term includes a person duly authorized to act on behalf of the contracting entity, but only within the scope of that authority. The term does not, merely by its use in this Policy, determine the legal employment status of any individual, which is governed by applicable law and the substantive relationship between the parties.

1.2 COMPANY: The term **COMPANY** means Iconic Productions Pty Limited (ABN 58 141 824 599), including its duly authorized officers, executives, and personnel acting within their actual delegated authority for the particular matter. No employee, contractor, Channel Captain, supervisor, related entity, or other person may bind the COMPANY to an expense without the requisite authority.

1.3 Company Funded: The expression **Company Funded** means an identifiable expense, booking, reservation, or service which the COMPANY has expressly agreed in writing, through a person with appropriate delegated authority, to pay directly, procure, subsidize, or reimburse, subject to any stated monetary ceiling, scope, dates, and conditions. Company Funded does not mean that every expense associated with an approved engagement or trip is authorized. Approval of travel and approval of expenditure are separate decisions. An express entitlement under an executed agreement is also governed by that agreement.

1.4 Written Authorization: Written Authorization means an ascertainable approval recorded in an executed agreement, approved statement of work, Company issued authorization, or other written communication from a person with appropriate delegated authority. Silence, assumed consent, historical practice, and verbal assurances not subsequently confirmed in writing do not constitute Written Authorization under this Policy, subject to any superior contractual or legal obligation.

1.5 Interpretation: References to flights, travel, accommodation, transportation, vehicle hire, bookings, and expenses include associated reservations, changes, fees, and incidental charges where the context permits. Singular terms include the plural where appropriate.

2. PURPOSE AND FUNDAMENTAL COMMERCIAL PRINCIPLE

This Policy governs travel, transportation, flights, accommodation, vehicle hire, reservations,

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itineraries, and associated expenditure where a CONTRACTOR travels or proposes to travel in connection with contracted services. The CONTRACTOR is engaged as an independent commercial service provider and is ordinarily responsible for the costs of operating their own business and performing agreed services. There is no automatic entitlement to Company Funded travel, meals, accommodation, fuel, parking, tolls, baggage, insurance, or other expenditure. A distance of 250 kilometers or more, or any other distance, does not independently establish a benefit or entitlement. Where the COMPANY specifically requests physical attendance requiring material travel, it may expressly approve particular expenses in writing, subject to the governing contract. Unless authorized or contractually payable, those expenses remain the CONTRACTOR'S responsibility. This Policy does not itself determine legal contractor status.

3. PRECEDENCE OF EXECUTED CONTRACT

This Policy shall be read together with the applicable executed Independent Contractor Agreement, Sales Commission Agreement, Statement of Work, approved project documents, and written variations. In the event of inconsistency, an executed agreement prevails to the extent of the inconsistency, unless law requires otherwise or the parties subsequently agree to a valid written variation. No employee benefit, wage entitlement, continuing allowance, or reimbursement entitlement arises merely from this Policy.

4. CONTRACTOR RESPONSIBILITY FOR ORDINARY TRAVEL EXPENSES

Unless otherwise expressly agreed in writing, the CONTRACTOR shall arrange, finance, and administer their own travel, including airfares, transportation, fuel, tolls, parking, vehicle costs, rental vehicles, accommodation, meals, refreshments, communications, internet, baggage, travel insurance, booking alterations, and cancellation fees. Such expenses form part of the CONTRACTOR'S own commercial planning, pricing, commission expectations, and taxation affairs. Approval of an engagement, event, meeting, production, location, or physical attendance does not authorize associated expenditure. Expense approval must be separate, express, and recorded in writing.

5. COMPANY REQUESTED AND COMPANY APPROVED TRAVEL

Where the COMPANY specifically requests attendance and elects to fund, reimburse, or directly procure travel or accommodation, the approved expense must be confirmed in writing before it is incurred. The authorization should specify the expenditure category, ceiling, travel dates, destination, accommodation parameters, transportation arrangements, booking method, and restrictions. Approval of accommodation does not authorize airfare, meals, fuel, parking, entertainment, upgrades, or additional nights. Approval of a flight does not authorize accommodation, baggage upgrades, lounge access, or airport transfers. No authorization may be inferred from silence, precedent, another CONTRACTOR'S approval, or the COMPANY'S awareness of proposed travel.

6. COMPANY DIRECT BOOKING

Where the COMPANY directly procures and pays for an approved booking, it may select the supplier, booking class, reasonable itinerary, accommodation, vehicle category, and expenditure ceiling, taking account of availability, safety, operational needs, and commercial reasonableness. Such administrative coordination does not itself create a continuing benefit or change the legal relationship. The CONTRACTOR shall promptly identify any material safety, legal, or practical impediment to using a proposed booking. A Company Funded reservation must not be unilaterally canceled, transferred, extended, upgraded, or altered at the COMPANY'S expense without Written Authorization.

7. CONTRACTOR INITIATED CHANGES

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Additional costs resulting from a CONTRACTOR'S personal preference or convenience in changing an approved itinerary, flight, accommodation, vehicle, date, carrier, or seating arrangement remain the CONTRACTOR'S responsibility unless otherwise authorized in advance. Where an unauthorized change causes a substantiated loss, the COMPANY reserves any lawful contractual right of recovery. No deduction from commissions, fees, or other amounts may be made unless permitted by the applicable agreement and law.

8. PERSONAL INFORMATION AND DISCLOSURE

To arrange approved travel, the COMPANY may need to disclose necessary personal information to airlines, accommodation providers, vehicle rental organizations, booking platforms, insurers, payment processors, governmental authorities, and professional advisers. Such information shall be handled in accordance with applicable privacy obligations and Company policies. The CONTRACTOR shall supply accurate information reasonably necessary for reservations and promptly report material changes or errors.

9. THIRD PARTY SUPPLIERS AND LIMITATION OF RESPONSIBILITY

Airlines, hotels, serviced apartments, accommodation hosts, vehicle rental providers, and other travel businesses are independent suppliers subject to their own lawful terms. The COMPANY does not warrant uninterrupted supplier performance or freedom from delays, cancellations, overbooking, mechanical problems, adverse weather, industrial action, or governmental restrictions. To the maximum extent permitted by law, the COMPANY is not responsible for losses arising from independent supplier acts or failures outside its reasonable control. Nothing excludes or restricts statutory guarantees, remedies, duties, or liabilities that cannot lawfully be excluded or restricted.

10. TRAVEL INSURANCE

Unless expressly agreed otherwise in writing, the CONTRACTOR is responsible for assessing and maintaining appropriate or contractually required travel, business, vehicle, public liability, professional indemnity, and other relevant insurance. Company payment of a flight, accommodation booking, or transportation expense does not establish that the CONTRACTOR is insured by the COMPANY for every associated risk.

11. FLIGHTS

Flights not expressly approved for Company funding must be arranged and paid for by the CONTRACTOR. Where approved, the COMPANY may procure the ticket directly or specify a monetary ceiling. Additional baggage, seat selection, upgrades, lounge access, priority boarding, meals, and alterations remain the CONTRACTOR'S expense unless specifically authorized. The CONTRACTOR must comply with airline arrival times, documentation requirements, and lawful conditions of carriage. If the CONTRACTOR misses a Company Funded flight for a reason reasonably within their control, the COMPANY is not obliged to purchase a replacement flight or fund consequential expenses.

12. ACCOMMODATION

Unless expressly approved for Company funding, accommodation must be arranged and paid for by the CONTRACTOR. Approval may specify a property, platform, nightly limit, number of nights, room category, location, and total ceiling. Unauthorized extra nights, upgrades, minibar charges, entertainment, room service, attributable damage, smoking or cleaning charges, late checkout, and personal guests are the CONTRACTOR'S responsibility. A provider may require the CONTRACTOR'S personal payment card as security for incidentals. If an approved room charge that the COMPANY agreed to pay directly is charged to the CONTRACTOR, the CONTRACTOR must promptly notify the COMPANY and provide documentary evidence. Any reimbursement shall be confined to approved expenditure actually and reasonably incurred.

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13. FAMILY MEMBERS, FRIENDS AND OTHER PERSONS

A Company Funded reservation is for the named CONTRACTOR unless the COMPANY expressly authorizes another person in writing. The CONTRACTOR shall not add, substitute, accommodate, or transport unauthorized persons in a way that creates additional Company costs, contractual exposure, insurance exposure, or risk. Companions traveling separately at the CONTRACTOR'S expense remain outside the COMPANY'S financial responsibility, subject to nonexcludable legal obligations. No unauthorized person may occupy Company Funded accommodation or drive a Company Funded rental vehicle contrary to supplier conditions or Company authorization.

14. STAYING WITH FAMILY OR FRIENDS

Where the CONTRACTOR voluntarily stays with family, friends, or another private host instead of using accommodation otherwise approved by the COMPANY, no cash substitute, allowance, credit, or compensatory entitlement arises unless expressly agreed in writing. The CONTRACTOR should disclose this intention before a Company Funded reservation is made. If the CONTRACTOR knowingly causes avoidable nonrefundable booking expenditure by concealing an intention not to use the reservation, the COMPANY reserves its lawful contractual remedies.

15. RENTAL AND HIRE VEHICLES

The CONTRACTOR must not hire a vehicle in the COMPANY'S name or at its expense without Written Authorization. Approved vehicle use must comply with supplier terms, licensing conditions, and road laws. Fines, infringements, unauthorized drivers, upgrades, personal use charges, and avoidable damage attributable to the CONTRACTOR remain their responsibility to the extent permitted by law and contract. No other person may drive a Company Funded vehicle unless permitted by the supplier and, where required, expressly authorized by the COMPANY.

16. MEALS, INCIDENTALS AND PERSONAL EXPENDITURE

Meals, beverages, refreshments, entertainment, personal purchases, laundry, minibar expenses, communications, gratuities, and incidental charges remain the CONTRACTOR'S responsibility unless expressly approved in writing. Company requested travel does not itself create a per diem, meal allowance, or reimbursement entitlement.

17. RECEIPTS, TAX INVOICES AND EVIDENTIARY REQUIREMENTS

Where reimbursement is authorized, the CONTRACTOR must provide an itemized receipt, a tax invoice where applicable, proof of payment, and other reasonable supporting evidence. The expense must correspond to the written approval and any monetary ceiling. A variation should be approved before additional expenditure, except where immediate action is reasonably necessary for health or safety and prior approval is impracticable. Submission of an invoice or receipt does not create reimbursement rights for otherwise unauthorized expenditure.

18. CANCELLATIONS, FAILURE TO ATTEND AND AVOIDABLE LOSS

The CONTRACTOR must promptly notify the COMPANY of cancellation, nonattendance, or circumstances making an approved booking unusable. Where events are outside the CONTRACTOR'S reasonable control, the parties should cooperate in seeking refunds, credits, transfers, insurance recovery, and other reasonable mitigation. For substantiated loss caused by deliberate conduct, unauthorized changes, or failures reasonably within the CONTRACTOR'S control, the COMPANY reserves lawful contractual recovery rights. Any setoff, withholding, or adjustment must comply with the governing agreement and applicable law.

19. NO AUTHORITY TO INCUR COMPANY EXPENDITURE

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Unless expressly authorized in writing, the CONTRACTOR may not incur expenditure, establish credit, make reservations, enter contracts, or create liabilities in the COMPANY'S name. An unauthorized assertion of authority does not, merely because it concerns Company business, establish authority to bind the COMPANY, subject to applicable law.

20. CONTRACTOR AUTONOMY AND OPERATIONAL REQUIREMENTS

This Policy does not confer general control over the CONTRACTOR'S independent business or manner of performing services beyond lawful and contractual project, safety, venue, client, and deliverable requirements. Specifying event times, production locations, meetings, call times, security requirements, or outcomes must be understood in the context of the actual legal and practical relationship. Such requirements do not conclusively establish either contractor or employee status. The CONTRACTOR remains responsible for organizing their business affairs to meet agreed obligations.

21. CALL SHEETS, PROJECT INSTRUCTIONS AND EVENT DOCUMENTATION

Where the COMPANY issues call sheets, itineraries, production schedules, venue requirements, safety directions, or project documentation for a production, LEEP event, filming assignment, or client engagement, the CONTRACTOR must familiarize themselves with applicable contractual, logistical, safety, and legal requirements. Such documents do not themselves create Company Funded travel or reimbursement entitlements.

22. NO IMPLIED OR CONTINUING ENTITLEMENT

A particular Company payment, reimbursement, booking, subsidy, or upgrade is limited to the approved circumstance and does not establish a continuing entitlement, precedent, or contractual variation. Each proposed Company Funded expense requires separate Written Authorization unless the executed agreement expressly establishes an enduring arrangement.

23. TAXATION AND BUSINESS RECORDS

The CONTRACTOR is responsible for their own taxation affairs, accounting treatment, business records, deductions, GST obligations where applicable, and professional advice. The COMPANY does not warrant that any travel, accommodation, vehicle, meal, insurance, or incidental expense will be deductible. Independent accounting or taxation advice should be obtained where appropriate.

24. COMPLIANCE AND INTERPRETATION

The CONTRACTOR must read the applicable agreement, this Policy, relevant project documentation, and supplier terms. Where the existence or extent of expense approval is uncertain, the CONTRACTOR must obtain Written Authorization before incurring the expense. Silence is not approval, assumption is not authorization, and commercial convenience does not establish Company liability.

> **MANDATORY EXPENSE CONTROL:** The CONTRACTOR pays the ordinary costs of conducting their independent business unless the COMPANY is bound by the governing agreement or has expressly authorized the specific expense in writing. Approval of one expense does not authorize any other expense.

25. RESERVATION OF RIGHTS

Nothing in this Policy waives or diminishes contractual, statutory, equitable, or common law rights available to either party. Where a provision is unlawful or unenforceable, it shall be construed or

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severed to the minimum extent necessary, with remaining provisions continuing insofar as legally permissible.

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