

Subject: Important Update on Travel Policy for All Prevost Corporate Employees (Prevost USA & Canadian entities)
Date: Saturday, April 8, 2023 at 9:44:19 PM Eastern Daylight Time
From: Lizette Leon
Attachments: Prevost Travel and Meeting Policy.pdf

Dear all Prevost Corporate Employees,

We hope you're doing well. We are writing to announce an essential change in our corporate travel policy, which **will come into effect on May 1st, 2023**. We have revised our approach to align with Volvo Group North America (VGNA) policy while also considering the specific needs of our local business.

The new travel policy aims to ensure the safety and well-being of our employees while on business trips and optimize our travel-related expenses. This policy applies to all Prevost USA and Canadian entity corporate employees, including those who travel domestically or internationally for business purposes.

We understand that any policy change can be challenging, but we believe that this change will bring about positive outcomes in the long run. We have attached a copy of the revised policy document to ensure that all our employees are well-informed about the new policy. Please take the time to read it carefully because it contains essential information on travel-related expenses, accommodations, and other relevant details.

If you have any questions or concerns about the new policy, please reach out to your respective HR representative or Regional Commercial Director. They will be happy to help you and give you more information.

We thank you for your continued support and cooperation in this matter, and we look forward to working with you as we implement this new policy.

Best regards,

[Your Name]

[Your Title]