

## Indemnity (Executive Committee)

Policy Number: ITTFFPIN01 v1

Policy Date: 1 January 2018

### ***Purpose of the Policy***

This policy provides guidelines for Executive Committee members to receive an annual indemnity for their time when representing the ITTF.

### ***Procedures***

The indemnity is calculated on the base of 60 travelling days to events with full board hospitality provided by the host (or 30 traveling days to events with full board hospitality, i.e. World Championships or similar, and 15 traveling days when the host provides accommodation but meals are not included, i.e. Olympic Games as examples).

Each member of the Executive Committee shall receive an annual indemnity of USD3,000.00

The Deputy President shall receive an additional USD3,000.00; due to their higher representation and availability required throughout the year.

In addition to the annual indemnity, Executive Committee members, shall receive USD1,000.00 annually for incidental expenses, such as phone calls, postage, internet, communication, etc. Alternatively, they can be reimbursed quarterly upon presentation of receipts, without prior written approval required for such expenses.

No further expenses can be claimed by Executive Committee members during their official representation of the ITTF, without the prior written approval of the Chief Executive Officer or Chief Financial Officer.

The indemnity, and expense allowance, will be provided in advance during the first quarter of the calendar year, following submission of expense claim form.

## Indemnity (Board of Directors)

Policy Number: ITTFFPIN02 v1

Policy Date: 1 January 2018

### ***Purpose of the Policy***

This policy provides guidelines for Board of Directors members to receive an indemnity for their attendance at the annual Board of Directors Meeting.

### ***Procedures***

The indemnity is calculated on the base of two travelling days, one preparation day, and one day of attendance at the Board of Directors Meeting, as well as attendance at the Annual General Meeting.

Each member of the Board of Directors shall receive an indemnity at a rate of USD50.00/day

No further expenses can be claimed by Board of Directors members during their official representation of the ITTF, except an airfare contribution to attend the annual meeting, in which the ITTF shall provide a 25% reimbursement of the total airfare, based on an economy class airfare.

Any other expenses will only be accepted with the prior written approval of the Chief Executive Officer or Chief Financial Officer.

The indemnity will be provided following attendance at the Board of Directors Meeting, and submission of an expense claim form, which shall include the reimbursement of 25% of the total airfare and the claim of USD250.00 corresponding to the 5 days' indemnity, assuming the BoD member has attended both the AGM and the BoD meetings.

## Indemnity (Committee Chairs & Commissioners)

Policy Number: ITTFFPIN03 v1

Policy Date: 1 January 2018

### ***Purpose of the Policy***

This policy provides guidelines for Committee Chairs & Commissioners to receive an indemnity for their attendance at conferences, seminars and meetings, when requested by and on behalf of the ITTF. The request shall come from the Chief Executive Officer or Secretary General.

### ***Procedures***

The daily indemnity is provided to assist in covering any incidental expenses, such as laundry, meals outside of any official meals provided, minor taxi fares, and any other similar expenses.

Attendance at conferences, seminars and meetings – USD50.00/day

No further expenses can be claimed by Committee Chairs & Commissioners during attendance at the above-mentioned activities, without the prior written approval of the Chief Financial Officer.

The daily indemnity, as detailed above, can be submitted within an expense claim form, and may be claimed following the event. The indemnity commences from the date the Committee Chair or Commissioner arrives at the activity, and is calculated until the date of their departure.

## Indemnity (Employees and Service Providers)

Policy Number: ITTFFPIN04 v1

Policy Date: 1 January 2018

### ***Purpose of the Policy***

This policy provides guidelines for employees and service providers to receive daily indemnity when travelling on behalf of the ITTF.

### ***Procedures***

Employees and service providers are provided the following daily indemnity, based on their official attendance at the following activities:

#### *Competitions*

ITTF World Table Tennis Championships – USD25.00/day

ITTF World Para Table Tennis Championships – USD25.00/day

Olympic Games – USD100.00/day

Paralympic Games – USD100.00/day

Youth Olympic Games – USD100.00/day

#### *Other Activities*

Conferences, Seminars and Meetings – USD50.00/day

It should be noted that indemnities in relation to attendance at *Other Activities* shall only be provided if no meals are provided while in attendance at the *Other Activity*. If travelling as a group of employees and/or service providers, the most senior staff member shall manage the payment of meals, which will be reimbursed accordingly to the most senior staff member.

The daily indemnity is provided to assist in covering any incidental expenses, such as laundry, meals outside of any official meals provided, minor taxi fares, and any other similar expenses.

No further expenses can be claimed by employees or service providers during attendance at the above-mentioned activities, without the prior written approval of the Chief Financial Officer.

The daily indemnity, as detailed above, can be submitted within an expense claim form, and may be claimed following the event. The indemnity commences from the date the employee or service provider arrives at the activity, and is calculated until the date of their departure.