

FOREIGN TRAVEL POLICY

Title: Foreign Travel Policy

Abstract: This document establishes the Company’s Foreign Travel Policy and outlines the requirements and duty of the Employee and Company.

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AMENDMENT RECORD

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Foreign Travel Policy

Policy Statement

This document establishes the Company's Foreign Travel Policy and outlines the requirements and duty of the Employee and Company.

On occasion it may be necessary for staff to travel abroad as part of their job. Irrespective of the reason or position in the company, our policy is to safeguard, as far as reasonably practical, the health, safety and welfare of these employees. We aim to do this by insisting that an assessment is made of the potential health, safety, welfare including security risks, before travel to a particular country.

Legal Position

The destinations for business travel have become wider and during the last few years the level of terrorism, crime and health risks has increased. For the purpose of health and safety legislation, travelling abroad is covered by the provisions of the Health & Safety at Work etc, Act 1974. This means that it is necessary to carry out an assessment of the potential risks which the employee may face. The level of this will vary from country to country and job to job, but will include assessing the risks of travel to a particular country and what safety precautions may need to be taken before, on and following arrival.

Procedures

In order to minimise risks, we require that the Company's "Foreign Travel Risk Assessment Checklist" is used as the basis for planning each trip. This will ensure that as far as reasonably practical, all key elements of the trip have been thought out in advance. When planning a trip we expect the employee to adopt the following minimum procedures once the countries to be visited have been identified:

1. The Foreign and Commonwealth Office website (<https://www.gov.uk/foreign-travel-advice>) should be checked to ensure that no travel restrictions have been placed on the intended destination(s). If travel to the particular country is not allowed or recommended, the trip should be postponed and business dealt with in an alternative way
2. The travel agent or Embassy/Consulate of the country planning the visit should be contacted to check for any entry requirements concerning passport, visa or work permit
3. The World Health Organisation or the airline should be checked for any health risks and any recommended inoculations or medication

Employee's Duty

We expect all our employees to co-operate with us regarding any measures and procedures which we introduce to reduce the risks that are associated with foreign travel.

1. On completion of the Foreign Travel Checklist it should be signed by the employee and handed to the Health & Safety Officer before travelling
2. During travel employees are expected to exercise all reasonable care for their health and safety and to abide by the local laws and customs of the country being visited