

# WORKING OVERSEAS INTERNATIONAL TRAVEL POLICY

Global Skills Ledger (GSL) Limited is committed to developing increasingly global perspectives and international reach over the coming years, through the development of transnational partnerships and international enterprise. Whilst acknowledging the expense, environmental impact and inherent risks associated with international travel, it is recognised that face-to-face contact with partners, agencies and potential clients overseas is an essential part of developing and maintaining the relationships that will enable Global Skills Ledger Limited to achieve its internationalisation aims.

Many employees will work overseas in the course of the Company's business. Most of this work is similar to work in the UK and may be no more hazardous. Wherever an employee may be working, the Company has a duty of care to that employee, hence the existing guidance and policies on work practices and procedures should be used in conjunction with this document.

## THE COMPANY IS COMMITTED TO ENSURING THAT

- International travel is undertaken only where essential and with clearly defined expected outcomes.
- The safety and well-being of the employee(s) travelling overseas is of paramount importance.

### 1. POLICY AIMS AND OBJECTIVES

- I. The aim of this policy is to consider the health, safety and security implications of all work related travel and to put in place procedures which control and minimise any risks associated with working and travelling abroad.
- II. Planning for and adapting to the risks of travelling and working away from the UK are key to ensuring the safety and security of those working overseas.
- III. This policy sets out measures to help protect the health, safety and welfare of the employee working outside the UK, introduces controls to ensure that the trip is in line with the organisations aims and is an effective use of the Company's resources.

### 2. SCOPE OF POLICY

- I. This policy applies to all employees and representatives who are required to travel outside the United Kingdom on Company business. It provides essential guidance to employees planning an overseas visit.
- II. The Company is committed to applying these procedures in a fair and consistent manner. Timely completion of the **International Travel Authorisation and Risk Assessment form** will ensure that itineraries can be planned to maximise the benefit for the Company as a whole and that essential safeguards are in place to minimise any personal risk to individuals travelling.

### 3. INTERNATIONAL TRAVEL AUTHORISATION AND RISK ASSESSMENT

- I. All international travel / working overseas must be authorised in advance of travel by the Chief Executive Officer.
- II. The Company reserves the right to restrict, deny, or postpone any international travel or activity for any reason at any time.
- III. To ensure that international travel is properly authorised, all staff must follow the International Travel Authorisation and Risk Assessment Process set out within this policy.
- IV. Staff or representatives who do not follow this policy will bear full responsibility for any liability resulting from their travel.
- V. Not adhering to this policy or the International Travel Authorisation and Risk Assessment Process will be treated as a disciplinary matter and dealt with under the Company's Disciplinary Policy and Processes.
- VI. The International Travel Authorisation and Risk Assessment form takes into account advice from the Foreign, Commonwealth and Development Office (FCDO) and the Company insurers. It is incumbent on the employee intending to travel to review the associated travel risks and to adhere to any risk-reducing actions that may be agreed or implemented.

### 4. THE INTERNATIONAL TRAVEL AUTHORISATION AND RISK ASSESSMENT PROCESS

- I. All employees must fully complete an International Travel Authorisation and Risk Assessment form before travelling. This form must be reviewed and authorised by the Chief Executive Officer.
- II. Where the international travel involves repeated trips to the same country, an updated International Travel Authorisation and Risk Assessment form must still be submitted, reviewed and authorised by the Chief Executive Officer before each trip.
- III. The employee(s) will receive a copy of the signed and authorised International Travel Authorisation and Risk Assessment form back. On receipt of the signed copy, employees should print this and take it with them on their international trip as it contains essential emergency information that may be needed.
- IV. A copy of the signed International Travel Authorisation and Risk Assessment form will be filed in the relevant country file for use when required.

Should it be necessary for the Company to provide consulate, emergency, security and rescue agencies with the full details of any member of staff working overseas, the Company holds a completed International Personal Details Form. This contains personal information such as emergency contact details, a scanned copy of passport(s), a photograph and more. This information is designed to assist consulate/embassy, security and rescue organisations with locating and evacuating employees.

- V. It is the responsibility of the employee to ensure that the **International Personal Details** form is accurately completed with current information.

- VI. Members of staff should check their own International Personal Details form content at least quarterly and amend it as necessary. Should any details change for example the home address, or a new passport or there has been a significant change in appearance, the International Personal Details form must be updated immediately.
- VII. The Company will keep the completed International Personal Details forms securely in individual personnel files. A copy of the International Personal Details form can be requested and kept by the individual concerned.

## **5. COUNTRY ORIENTATION**

The Company works with organisations and people from diverse cultures in many different countries. These differences need to be celebrated and wholly respected.

- I. All international activities involving Company staff or its representatives must include a pre-departure orientation for all participants. Although face-to-face orientation is ideal, orientation materials in written and electronic formats can be used instead.
- II. The minimum requirement for the pre-departure orientation must include a discussion of appropriate and expected behaviour for participants; potential social, political, economic and legal risks involved in the experience; and emergency procedures in case of individual or group incidents.
- III. All staff and representatives will be subject to the laws and customs of the locations they visit. The Company is not responsible for the violation of any laws or customs by its staff or representatives.

## **6. HEALTH MATTERS**

- I. The Company will ensure, as far as reasonably practicable, that employees travelling on Company business take advice on the potential health risk associated with travel.
- II. The Company must be satisfied that the employee is medically fit for travel, complies with any health standards laid down for entry and have had any required vaccinations and inoculations.
- III. Advice concerning inoculation and other requirements of certain overseas travel such as validity of passports, visas, regulations and FCDO status of the anticipated destination should be obtained by the employee at the outset of planning a journey.
- IV. Any employee who is required to travel on any work related matter should not do so if their GP has advised against this.
- V. Any employee who is concerned about their ability to travel should seek their GP advice before travelling.
- VI. Some diseases acquired overseas become apparent only after an employee returns to the UK. It is particularly important for an employee to see their GP to have investigations into any feverish or diarrhoeal illnesses that develop for up to three months after a trip.

## 7. PERSONAL SAFETY AND BEHAVIOUR

- I. It is the duty of every individual proposing to travel and work abroad to give serious consideration to their own health and safety and to that of others they may affect by their actions and participation.
- II. In addition to following the duties set out for them in this safety notice, every individual has a responsibility to conduct themselves in a proper manner and, where necessary, in accordance to the local conditions they will encounter. They must also co-operate with the Company in the execution of its responsibilities.
- III. Employees engaged in working overseas must, at all times and without exception, behave in a professional manner and adhere to the Company Policies and Employee Handbook.
- IV. Failure to adhere to Company Policies and the Employee Handbook will be dealt with according to the Disciplinary Policy and associated processes.

## 8. EXPENSES

- I. Expense claims and reimbursements for all working overseas / international travel are detailed in the Expenses Policy. This includes: airport parking, flights, transfers, hotels, subsistence etc.
- II. Payments of expenses incurred overseas must be in line with the Expenses Policy and correctly claimed through the Company Expenses process.
- III. Employees are reminded that false claims for expenses could result in disciplinary proceedings as outlined in the Company Handbook and will be dealt with according to the Disciplinary Policy and associated processes.

## 9. TIME OFF IN LIEU (TOIL)

For employed status employees working UK weekends or English Public / Bank holidays whilst working overseas on Company business, the Company will allow TOIL.

- I. For the purposes of clarity, TOIL calculations include :
  - a. actual travel time (UK travel to an airport, plus check in time, plus flight and any transit time) where it occurs during a UK weekend or English Public/Bank Holiday.
- II. TOIL calculations do not include non-working time in any country, including the UK.
- III. TOIL will not exceed the number of weekend days actually worked. It is the responsibility of the employee to provide evidence to support any claim for TOIL and claims must be made in writing to and authorised by the Chief Executive Officer.
- IV. There is no option to be paid instead of taking TOIL unless in exceptional circumstances and authorised in writing by the Chief Executive Officer.
- V. Where any claim for TOIL has been authorised in writing by the Managing Director, the employee's holiday record will be updated to include the authorised TOIL days.
- VI. TOIL will not apply to consultants, agents or external representatives of the Company.

- VII. TOIL cannot be carried over into the next calendar year. Employees who have not taken due TOIL before the 31<sup>st</sup> December will lose it, unless permission has been given by the Chief Executive Officer to carry it over.
- VIII. TOIL calculations will have any eligible Recovery Time deducted where the Recovery Time falls within a normal working week (ie Monday to Friday).

## 10. RECOVERY TIME

It is important that staff allow enough time to recover from working overseas and international travel. Not just because of the physical and mental effects of the demanding work, but also because of the need for the body clock to readjust from working in a different time zone.

- I. Recovery Time is the time between arriving back in the UK and the day an employee returns to work.
- II. Weekends and English Public /Bank holidays are included as Recovery Time.
- III. For the purposes of Recovery Time, return to the UK is the time the flight lands or the train arrives back in the UK at its final destination.
- IV. **For international trips involving between 3 to 5 UK working days overseas:** If international travel ends within 24 hours of the next normal UK based working day, the employee should take what would be the first day back to work as recovery time.
  - a. For example:
    - i. If return to the UK occurred before midnight on Saturday and the first day back to work was the Monday, Recovery Time would not be permissible.
    - ii. If return to the UK occurred on the Sunday and the first day back to work would have been the following Monday, Recovery Time would be permissible. Therefore the employee would return to work on the Tuesday instead of the Monday.
- V. **For international trips involving more than 5 UK working days overseas:** If international travel ends within 48 hours of the next normal UK based working day, the employee should they have two days recovery time before returning to work.
  - a. For example:
    - i. If return to the UK occurred on a Friday and the first day back to work would have been the Monday, Recovery Time would not be permissible.
    - ii. If return to the UK occurred on the Saturday and the first day back to work would have been the Monday, the employee must take the Monday off as Recovery Time, therefore returning to work on the Tuesday.
    - iii. If return to the UK occurred on the Sunday and the first day back to work would have been the Monday, the employee must take the Monday and Tuesday off as Recovery Time, returning to work on the Wednesday.
- VI. Recovery Time that falls within a normal working week (ie Monday to Friday) will be counted as TOIL and therefore deducted from any accrued TOIL.
- VII. Recovery Time will not apply to consultants or external representatives of Global Skills Ledger Limited.

## **11. POLICY CHANGES**

This policy does not form part of an individual's contract of employment and may be amended from time to time.