

## SECTION 4: POLICIES

### 4.17 TRAVEL POLICY AND RISK ASSESSMENT

#### 1. INTRODUCTION

- 1.1. Virtus is committed to protecting the safety of its staff and officers when traveling for business purposes.
- 1.2. Virtus offers all its staff and officers business travel insurance where travel is made wholly for the organization.
- 1.3. Whilst travelling can never be risk-free, this policy explains good practice guidelines that all staff and officers should follow.
- 1.4. Before confirming travel, the attached risk assessment should be completed for each journey.
- 1.5. The policy was agreed on 7th December 2015 by the Virtus Governing Board.

#### 2. GOOD PRACTICE

- 2.1. Ensure Virtus, together with friends or family have a copy of your itinerary and travel plans.
- 2.2. Pack suitably for your destination leaving expensive jewelry, unnecessary credit/debit cards and electronic devices at home. Be aware that some items may cause offence in some countries.
- 2.3. Some banks require notification that a card is likely to be used abroad. Contact your bank before leaving to advise them of your destination to avoid a card being declined or blocked.
- 2.4. As Virtus is registered in the UK, under UK Health & Safety at Work Act, you must take reasonable care for your health and safety. You should ensure you are fit to undertake the journey in question and consult a doctor first if there is any doubt. Any pre-existing health conditions may need to be reported to the Virtus insurance company.

#### 3. TRAVEL INSURANCE

- 3.1. Virtus provides travel insurance for all officers undertaking travel on behalf of the organization.
- 3.2. Before travelling ensure you have a copy of the schedule (available from the Virtus office) and note any exclusions.

#### 4. HOTELS

- 4.1. Where possible ensure you know which hotel you are using before you arrive. Take time to study fire instructions and note the exits. Always use the hotel safe for valuables, and keep doors locked at all times.
- 4.2. Always try to be accommodated on the 2nd floor or higher.
- 4.3. Always use the hotel safe to store valuables, money and where possible, electronic equipment.

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#### 5. TRAVEL

- 5.1. Flights and other travel should always be booked through Virtus' travel partner – WGT Travel (email: info@wgtsport.com). Travel requests should be submitted as early as possible to take advantage of cheaper costs.
- 5.2. Arrange for your host to meet you from the airport. Where this is not possible, use a licensed taxi company. Do not use unlicensed taxis and travel in groups whenever possible. Always try to agree the fee upfront.
- 5.3. If renting a car, ensure you use a reputable company and try to book in advance if possible. Be aware of local driving law and ensure you carry your driving license. Keep doors locked and do not pick up hitchhikers.
- 5.4. To minimise risk, it is advisable that senior officers/staff should not travel together, for example:
  - President and Vice President
  - More than 50% of the Governing Board
  - Executive Director and more than 1 other senior member of staff
  - Executive Director and President

#### 6. ELECTRONICS

- 6.1. Where possible, ensure laptops and smartphones are backed up before travelling and delete any personal/non-vital data.
- 6.2. Telephone/internet calls made while travelling on business should be minimized in quantity and cost. Where possible, officers should use WIFI or purchase a local SIM card.
- 6.3. Turn off international roaming and voicemail unless you understand the charges associated with international data use.
- 6.4. Take note of you mobile phone provider contact details and the IMAE number of your phone.
- 6.5. Be aware that WIFI may not be as secure as at home so avoid banking websites and other secure sites.

#### 7. LOST BAGGAGE

- 7.1. Responsibility for retrieving and/or compensating for lost baggage lies with the airlines. Where baggage is delayed or permanently lost then Virtus insurance may cover the loss.

#### 8. RISK ASSESSMENT

- 8.1. Before travelling, authorization must be received from the Executive Director. **Travelling without prior approval means officers are doing so at their own risk and will not be covered by Virtus insurance.**
- 8.2. A risk assessment should be completed for every trip and may be requested by the Executive Director.
- 8.3. Where it is felt that risks are too great, authorization for travel may be withheld. Ensure all travel is authorized before confirming travel bookings etc.

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#### 9. TRAVEL RISK ASSESSMENT

Virtus officers travelling on Virtus insurance/in an Virtus capacity should complete the attached risk assessment before confirming flights etc. *Note: If you choose to travel without authorisation then you will be travelling at your own risk and without insurance*

2	City/Countries to be visited:					
3	Date of Departure:		Date of Return:			
4	Hotel Name/Address (if known):		Hotel Contact details:			
5	Purpose of Visit:					
6	Host Name and Contact details):					
7	Flight details:	Date:	Time:	From:	To:	Flight No:
		Date:	Time:	From:	To:	Flight No:
		Date:	Time:	From:	To:	Flight No:
		Date:	Time:	From:	To:	Flight No:
		Date:	Time:	From:	To:	Flight No:
		Date:	Time:	From:	To:	Flight No:
8	Your contact details whilst travelling:		Email:	Landline:	Mobile Phone:	
9	Name/Relationship of next of kin:		Email:	Landline:	Mobile Phone:	
10	Have you travelled to this country before? YES/NO					
11	Do you have extensive knowledge of the country you are visiting (gained from residence, citizenship or work experience there)? YES/NO					
12	Do you have any known health concerns/recent illnesses that may affect your health whilst travelling? (if yes, please provide details) YES/NO					
13	Do you hold a valid passport and any VISA's required by your destination? YES/NO					
14	Does the Virtus travel policy include any restrictions for your proposed destination? YES/NO					

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#### Risk Assessment

Please visit [www.gov.uk/foreign-travel-advice](http://www.gov.uk/foreign-travel-advice) and <http://travelhealthpro.org.uk/country-information/> and select the country you are visiting.

Please complete the following information based on the current advice:

	LEVEL OF RISK LOW/MEDIUM/HIGH	MITIGATION MEASURES
TERRORISM		
LOCAL LAWS		
CRIME		
ENTRY REQUIREMENTS		
HEALTH		
NATURAL DISASTERS		
MONEY		
KIDNAPPING		
CORRUPTION		
CIVIL UNREST		
CLIMATE CONDITIONS		
OVERALL		

#### Vaccinations

13. Please confirm any vaccinations that are needed:

Vaccine:	Date Administered:
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