

1. Introduction

Autocraft Solutions Group is committed to the health, safety, and wellbeing of its employees and has a duty of care whether they are working in the UK and/or need to travel abroad as part of their role.

Overseas travel should be managed appropriately in order for the Company to demonstrate that it has done all that is reasonably practicable to minimise/mitigate any reasonably foreseeable accident and risk to health and safety during overseas travel.

Management of overseas travel includes (and may not be limited to):

- Necessary and relevant due diligence.
- Necessary and relevant documentation.
- Travel authorisation and booking/s.
- Accommodation booking/s (if applicable).
- Transport in destination country.
- Travel expenses and foreign currency.

The Company also recognises that it may be challenging to set absolute limits for every eventuality, and every occasion or circumstance. However, it is Management's responsibility to ensure that business costs are controlled, and that overseas expenses cannot be deemed to be inappropriate and/or extravagant.

As with domestic expenses, the Company will reimburse genuine, approved, and reasonable expenditure incurred in undertaking Company duties. Guidelines will enable controlled reimbursement to take place and indicate the evidence and authorisation required. Details can be found in the Expenses section of this policy.

Where an employee is in receipt of a Company credit card, the Company credit card must be used for expenses purposes; the employee should not use their own credit card.

Expenditure made inappropriately and/or without the appropriate authorisation will not be reimbursed.

This policy is non-contractual and may be reviewed at any time without notice; any changes will be communicated as appropriate.

2. Scope

This policy applies to all employees of Autocraft Solutions Group whose contract of employment is directly with Autocraft Solutions Group. For clarity:

- this policy does not apply to those who work overseas on Autocraft Solutions Group business on a third-party contract of employment.
- elements of this policy may not apply to employees of Autocraft Solutions Group, employed on an Autocraft Solutions Group contract of employment, and based outside of the UK. For any such employees, arrangements will be agreed on an individual basis.

3. Aims

This policy aims to set out the processes and responsibilities, including health and safety, for managing work-related international travel. It also aims to provide guidance for those who may need to travel internationally as part of their role and/or are part of the processes which form the management framework.

4. Responsibilities

The Company is responsible for:

- Ensuring that staff are equipped to assess and manage the risks associated with any travel that they plan to undertake on behalf of the Company.
- Ensuring that those who travel on behalf of the company have access to assistance in the event of an incident affecting them or their travel plans.
- Determining the level of risk associated with international travel that is acceptable to the Company. The Company will adopt the same line as the Foreign Office and follow Foreign Office advice.
- Having in place appropriate travel and other insurance policies. Copies are available from Reception at ADS, Human Resources for other sites, and are available upon request.
- Taking the lead on communications with press/media arising out of a serious incident which may attract any media attention.

Human Resources is responsible for:

- Ensuring that occupational health advice (if applicable) with respect to overseas travel is available to Managers/Health and Safety, in respect of travellers who may not be fit to travel. Human Resources will manage the Occupational Health referral process.
- The implementation of this policy and associated documentation.

Line Managers are responsible for:

- Ensuring as far as reasonably practicable that individual travellers have sufficiently researched, risk assessed, and planned for the environment they are travelling to and the conditions that they might reasonably be expected to encounter.
- Ensuring travel is approved and risk-assessed from a Health and Safety perspective, and that any risk mitigation in place is suitable and sufficient. Travel should **NOT** be agreed where they do not reasonably believe this to be the case.
- Ensuring that they have the correct level of authorisation for the travel.

The traveller is responsible for:

- Researching the destination(s) to which approval is sought.
- Completing the Autocraft Solutions Group Overseas Working Risk Assessment/Profiling Tool – available on the intranet.
- Completing the Autocraft Solutions Group Sanctioned Countries Travel Insurance Questionnaire - available on the intranet.
- Completing the Overseas Travel Authorisation Form - available on the intranet.
- Ensuring that all details that they provide in conjunction with the travel, including but not limited to, next-of-kin details and contacts, medical information etc. are accurate and up to date, and agreeing that they may be shared with insurers and other relevant parties in case of need.
- Arranging any vaccinations that may be required for travel. Reimbursement for required vaccinations may be claimed through the expenses process (Personal Expenses F1246B, available on the intranet).
- Ensuring that all travel documentation is valid – **be aware that for some countries a passport should be no more than 10 years old (this situation can arise when new passports are issued before expiry of the old one).**
- Arranging any required Visas.
- Ensuring that they have a valid GHIC Card.
- Requesting foreign currency within appropriate timeframes – Foreign Currency Request Form available on the intranet.

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- Agreeing, in advance of travel, methods and frequency of communication. This may be via means such as regular email contact, phone call or text etc. as appropriate.
- Complying with any other relevant related policies (For example, general expenses, anti-corruption etc – available on the intranet).
- If a Company credit card holder, the traveller should notify the card provider’s customer service team and inform them of the travel to minimise the risk of the card provider suspecting fraudulent activity and blocking the card.
- Not take any unnecessary risks when travelling on Company business.
- Confirming their wellbeing to the Company as soon as practicably possible if contacted to verify safety in the event of an incident.
- Adhering to Government Foreign, Commonwealth and Development Office (FCDO) travel guidance.
- Advising their Line Manager if for any reason they feel they do not feel comfortable travelling abroad.
- Ensuring that they understand what expenses will and will not be paid if ‘tagging on’ a period of annual leave to and existing business trip.

5. Risk Assessment and Health & Safety

The Company has a duty of care to ensure the health, safety and wellbeing of all staff travelling on Company business, as well as safeguarding the communities we work with, and any 3rd parties we engage as part of work activities. It is therefore essential that all responsible parties give appropriate due diligence to writing and authorising risk assessments for international travel. Risk Assessment/Profiling Tool available on the intranet.

The risk assessment should be seen as an essential planning tool that aims to address potential events which may negatively impact individuals, property and/or the environment. The individual writing the risk assessment should be competent to do so and/or seek competent advice and guidance from the Health and Safety department. The risk assessment should sufficiently address a range of hazards and needs commensurate with the risk level, including (but not limited to):

- Transport arrangements.
- Accommodation safety.
- The environment (political, social, natural etc.).
- Emergency arrangements.
- Personal safety and security.
- The work activity being undertaken (including any hazardous sampling or equipment).
- The individual traveller(s) personal circumstances including their health/welfare/any declared medical conditions or disabilities (including any reasonable adjustments required to aid participation), experience and competence.

Note the following:

- All international travel for Company business purposes requires a suitable and sufficient risk assessment to be conducted. International travel must not be authorised without this being completed.
- The risk assessment must be approved by the appropriate level of management (Board member or delegate) and will be required to be submitted in advance of any bookings made.
- The risk assessment should be completed by the traveller following appropriate research of the destination country and the work tasks to be undertaken. See below for sources of information (the list is not exhaustive).
- If multiple people are travelling, it is permissible for only one person to write the risk assessment, but it must be shared with all travellers prior to approval being sought.
- Where a country is visited more than once, an existing risk assessment can be reviewed and used.

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Sources of Advice and Support for a risk assessment

- The Foreign Commonwealth and Development Office (FCDO) website. www.gov.uk/government/organisations/foreign-commonwealth-development-office
- The NHS website. www.nhs.uk
- The company Insurance provider – AIG Policy 0010626567
- The Health and Safety team.
- Colleagues who have travelled to the same country/region before.
- World Health Organisation. www.who.int
- Centre for Disease Control and Prevention. www.cdc.gov

6. Guidance for LGBTQ+ Travellers

Public attitudes in some countries towards LGBT+ communities and issues are unfortunately less tolerant than in the UK. For example, in Russia, there have been reports of harassment, threats, and acts of violence towards the LGBT+ community. There are no laws that exist in Russia currently to protect LGBT+ people from discrimination on the grounds of sexuality and/or gender identity.

LGBT+ travellers can find out relevant information on the country they are travelling to, to see if local laws and customs are broadly equivalent to the UK or not by checking the FCDO Travel Advice webpage and then selecting the 'Local Laws and Customs' section. www.gov.uk/government/organisations/foreign-commonwealth-development-office

Other useful sources of information are:

- Stonewall – country specific information about legal and social situations in each country. www.stonewall.org.uk
- Rainbow Europe Information on the legal situation for LGBT+ people in Europe. <https://rainbow-europe.org>
- GOV.UK LGBT+ Foreign Travel Guidance from the UK Government. www.gov.uk/guidance/advice-and-support-for-lgbt-people
- International Lesbian, Gay, Bisexual, Trans, and Inter-sex Association. Information on the legal and social situation for LGBT+ people globally. <https://ilga.org>
- Equaldex: LGBT+ knowledge base created by the LGBT+ community. www.equaldex.com

The risk profiling tool (available on the intranet) must be completed, paying close attention to the 'Local Laws and Customs' section, to determine if the destination you are travelling to is regarded as medium or high risk. Relevant information must be included in the risk assessment.

7. Dynamic Risk Assessments

Dynamic risk assessments are assessments which are completed during travel to take into account changing circumstances and conditions. A dynamic risk assessment may be required in some circumstance to allow flexibility. However, this should not replace adequate contingency planning, and it should not introduce completely new activities which have not been given prior approval without consultation with the person who has approved the travel.

Travellers already in a country where the personal security risks subsequently increase and the UK Government consequently advises against travel, should contact the Insurance company via the details given ahead of travel and/or the British (or own national) Embassy for advice. The company insurance policy remains valid in these circumstances.

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8. Anti-bribery & Corruption

Employees and associated persons conducting business on behalf of the Company outside of the UK may be at greater risk of being exposed to bribery or unethical business conduct than UK-based employees. Employees and associated persons have a duty to our organisation to be extra vigilant when conducting international business.

Employees and associated persons are required to cooperate with our risk management procedures and to report suspicions of bribery to their Line Manager. While any suspicious circumstances should be reported, employees and associated persons are required particularly to pay attention to, and to report:

- close family, personal, or business ties that a prospective agent, representative, or joint-venture partner may have with government or corporate officials, directors, or employees.
- any known history of corruption in the country in which the business is being undertaken.
- any requests for cash payments
- requests for unusual payment arrangements - for example via a third party.
- requests for reimbursements of unsubstantiated or unusual expenses.
- a lack of standard invoices and standard financial practices.

If an employee or associated person is in any doubt as to whether or not a potential act constitutes bribery, the matter should be referred in the first instance to their Line Manager.

9. Transportation

All bookings for overseas travel, including tickets for transportation, hotel reservations and any other reservations will be made by the Company prior to departure.

When planning transportation for travelling abroad on Company business, it is important to ensure as far as reasonably practicable that the most appropriate method of transportation is arranged. This section provides information (guidance and signposting as appropriate) on the various types of transportation that are likely to be used.

Driving & Road Safety

Whether or not you are in receipt of a Company vehicle, and whether or not you will be driving abroad, you should refamiliarise yourself with the Company Car Policy and related documentation (available on the intranet, the policy section of the website, or from Human Resource), ensuring that all associated required forms have been completed. It is a requirement that you comply with this policy, and if driving your own vehicle have appropriate insurances, plus breakdown cover and Green Card (if required) in place.

If you are going to be driving abroad, it is your responsibility to familiarise yourself with any local laws and regulations and use the risk profiling tool to assess any risk prior to travel.

Hire Vehicles

As far as reasonably practicable, all required hire vehicles should be authorised and hired as part of the travel booking process prior to leaving the UK. All hire vehicles should be hired from reputable providers.

Rail Travel

If you are going to be travelling by rail when abroad, as far as reasonably practicable, tickets should be purchased prior to leaving the UK. You should familiarise yourself with rail travel processes and requirements in the country you are visiting and use the risk profiling tool to assess any risk prior to travel.

As a general rule, standard class tickets should be booked. The Company may exercise discretion in certain circumstances.

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Air Travel

As a general rule Business Class travel will only be considered for long-haul destinations. In all other circumstances standard class tickets should be booked. The Company may exercise discretion in certain circumstances.

It is the traveller’s responsibility to ensure that they check and comply with all legislative requirements relating to airline safety regulations, luggage limits, carriage limits, import & export of dangerous and/or restricted goods, controlled articles and equipment, computer software etc.

The Company will not be responsible for any costs imposed/incurred for any infringements of the above.

The effects of jetlag should be considered when planning overseas visits and subsequent work and be included as part of the risk assessment prior to travel.

10. Travel Booking Process

Following completion of due diligence and risk assessment on destination, a Travel Booking Authorisation Form (available on the intranet) needs to be completed. Once authorised, travel requirements may then be booked.

The traveller is responsible for making all bookings, and collating copies of all relevant documentation. Copies of itinerary documentation should be passed to Human Resources for file. A copy of the Risk Assessment/Profiling Tool should also be passed to Health & Safety.

11. Tagging on holidays

Consideration will be given to those who may want to ‘tag on’ annual leave to an existing business trip. On such occasions:

- The period of annual leave must be authorised and processed under usual leave booking processes.
- The ‘tagging on’ must be authorised by an Executive Director.

When immediately following a business trip with a period of annual leave in the same country, there are some expenses that the Company will still be responsible for, and others that are the responsibility of the individual. Any expenses that the Company retain responsibility for, are in respect of the employed individual only, and not for any other travellers that may be joining the employee for the period of annual leave.

The Company will retain responsibility for:

- Return flight for the individual only. **Note: the return flight will only be paid for in full if the cost is the same as if the individual had returned to the UK immediately after the business trip. Any difference in cost will be the responsibility of the individual. If the amount is less that the Company would have paid the cost benefit is retained by the company.**
- Accommodation and associated trip expenses for the business part of the trip only.
- Appropriate insurances for the individual for the business part of the trip only.

The individual is responsible for:

- Any transport cost (other than the return flight as above) for self for the period of annual leave.
- Any relevant insurance costs for self for the period of annual leave.
- Any transport costs for any other person/s who may be joining the individual for the period of annual leave.
- Any accommodation and associated expenses for self and for any other person/s that may be joining the individual for the period of annual leave.

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This list may not be exhaustive.

12. Pay & Overtime Whilst Working Away from Home.

You will be paid for your normal shift, and anything worked over and above those eight hours will be paid at your normal overtime rate (if overtime is part of your contract). This would also be the case should you be required to work the weekend. For example:

- Should you work 9am to 6pm, your normal eight hours would be 9am to 5.30pm with half an hour's lunch – in this example you would receive half an hour's overtime.

You will not be paid for time spent outside of your normal working hours/overtime arrangement. For example, you will not be paid for social time, dining out with colleagues etc.

Payment for time spent outside of normal working hours for the entertainment of suppliers and/or customers, or to attend awards dinner engagements is discretionary and will be decided on a case-by-case basis and authorised in advance.

13. Expenses

General

Whether working domestically in the UK or abroad, the same existing process should be used for the claiming of expenses. Personal Expenses F1246B, available on the intranet.

Supporting Evidence

An expense claim must be supported by original receipts, invoices, or similar proof of payment. Credit card items should be accompanied by an itemised receipt giving details of VAT numbers and amounts. Expenses claim forms are available on the intranet. Check form available.

Company Credit Cards

Where an employee has a Company credit card, this **must** be used; personal credit cards should only be used in emergency situations.

Card holders should notify the card provider's customer service team and inform them of the travel to minimise the risk of the card provider suspecting fraudulent activity and blocking the card.

Types of Expenditure

Subsistence Expenses

In general, payments by an employer for an employee's accommodation and subsistence when staying away from home overnight on business are not taxed. Allowable expenses can include the cost of a meal, the cost of a reasonable level of refreshments (both alcoholic and non-alcoholic) with the meal and refreshments such as tea, coffee or soft drinks taken between meals. When travelling and working abroad on Company business, if breakfast and evening meal are not booked as part of a package prior to leaving the UK, then the guideline below should be followed.

Guidelines for subsistence expenses whilst working away from home are:

- Beverages, meals etc. without receipt up to a value of £10 (or equivalent currency)

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- Evening meal with a receipt up to the value of £35 (or equivalent currency). It is important where possible to obtain a receipt; management discretion may be made depending on circumstances.

Overnight Incidental Expenses

When staying away from home overnight on business, it is recognised that employees will be likely to incur some expenses. Provided a commonsense attitude prevails then reasonable expenses will be reimbursed on return to work via the usual expenses claim process. Incidental expenses include things like newspapers, laundry, telephone calls.

Guidelines for incidental expenses whilst working away from home are (in accordance with HMRC guidelines):

- £10 per night for overnight stays outside the UK

Business Entertainment

Every claim for business entertainment must show the business purpose and name of Company of person entertained. (Please refer to the Company Anti-bribery & Corruption Policy available on the intranet). Receipts must be provided. The Company will reimburse all reasonable business entertainment of customers outside the Company.

Overseas, Air, & Rail Travel

All bookings for overseas travel, including tickets for transportation, hotel reservations and any other reservations will be made by the Company prior to departure.

Business Travel Insurance

The company has cover in place for all employees who travel outside of the UK on company business, it is your responsibility to ensure that you have a copy of the current policy and all contact details prior to travel. Current Policy – AIG 0010626675. An Assistance Card is also available to print from the intranet. CHECK THIS OUT – double check

Foreign Currency

If foreign currency is required from the Company, a minimum of three working days (for Euros) is required for the currency to be ordered. The lead time required for currency is dependent on the currency required. A Foreign Currency Request Form (available on the intranet) should be completed and submitted to Dave Hodgson in Finance.

Mileage Expenses

If you are using your own vehicle for business travel, it is your responsibility to have the appropriate insurance in place. Please make all the relevant checks/enquiries with your own Car Insurance provider and ensure that your own policy covers you for business travel.

Whilst mileage expenses may be claimed for journeys to/from airport and railway station locations, they may not be claimed for mileage incurred whilst driving abroad, as this would be covered by any claim for fuel costs if applicable.

Mileage rates where applicable will be paid in accordance with HMRC guidelines current at the time. Details of applicable rates can be found on the HMRC website: www.gov.uk/government/publications/rates-and-allowances-travel-mileage-and-fuel-allowances/travel-mileage-and-fuel-rates-and-allowances

14. Other Useful Sources of Information

- Association for Safe International Road Travel – www.asirt.org
- Travel Aware – www.travelaware.campagne.gov.uk
- UK Government: Foreign Travel Advice – www.gov.uk/foreign-travel-advice
- World Travel Guide – www.worldtravelguide.net

15. Monitoring and Review

This policy will be regularly reviewed to ensure its effectiveness. Reviewing and updating of this policy may be done at any time without notice. Any changes will be communicated as appropriate.

16. Compliance

Any breach of this policy will be subject to investigation and may lead to disciplinary action being taken in accordance with our disciplinary procedure. Proven allegations may be subject to disciplinary sanction up to and including summary dismissal. As breaches of this policy may also constitute a criminal offence, disclosure will also be made to the relevant legal bodies as appropriate.

Document History

Rev	Section	Revision Detail	Author	Approver	Issue Date
1	All	New Policy	T Pugh	B Barr	19 July 2024