

# Interstate and international travel policy

## 1. Purpose

This policy outlines the guidelines and procedures relating to domestic and international travel. This policy applies to all travel, by any mode of transport, undertaken by staff or other personnel engaged for the purpose of delivering RedR operations.

## 2. Scope

This policy applies to:

- a. All employees, volunteers, contractors and interns/work placements of RedR,
- b. RedR deployees, and
- c. Standby personnel/applicants.

This policy applies to all travel, by any mode of transport, undertaken by staff or other personnel engaged for the purpose of delivering RedR operations.

## 3. Policy Statement

RedR is committed to ensuring all domestic and international travel are aligned with RedR strategic objectives, values and behaviours, code of conduct, and ensuring the safety, health and welfare of staff during the travel.

## 4. Principles

- All travel must be aligned with official business purposes and demonstrate its contribution towards the achievement of RedR's strategic and/or operational objectives.
- In the approval of travel, the following are to be considered:
  - The travel is necessary
  - The cost effective use of RedR funds
  - The travel is approved by the Security Focal Point / Security and Safety Manager if interstate or international.

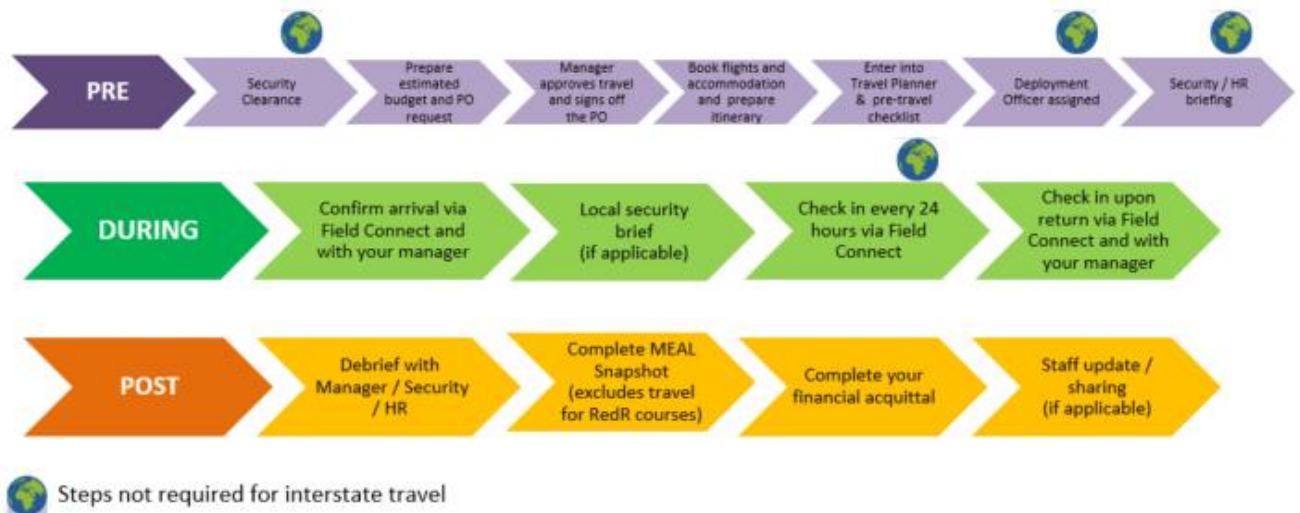
## 5. Procedures

### 5.1 Travel to Dookie

Staff and/or other personnel delivering training/volunteering/participating in Dookie do not need to complete the travel forms as listed in this policy however prior approval must be obtained by their Manager or must be in accordance with the training schedule if you are a trainer. However all travel must be documented with Training Administrator and the allocated Course Coordinator.

## 5.2 Interstate and international travel

The following graphic outlines the key procedures for interstate and international travel. It is the responsibility of the travelling staff member to ensure they complete all the requirements pre, during and post travel.



## 5.3 Safety and security

Working in the international humanitarian context may involve travel to complex and insecure environments, therefore it is crucial that appropriate risk assessments are undertaken with a full understanding of the potential risks, and actions are taken to minimise/mitigate risks whilst travelling and working overseas.

Staff are required to obtain security clearance from the Safety Focal point / Safety and Security Manager prior to departure and receive a security briefing regarding protocols and procedures in case of an emergency or incident.

Travellers must register themselves on DFAT's Smart Traveller: ([www.smartraveller.gov.au](http://www.smartraveller.gov.au))

Travellers are responsible for reporting security incidents during their trip as per the RedR Incident Reporting Procedures.

## 5.4 Informed consent

Each traveller must consent to travel, which must in turn be based on accurate and realistic information about the context into which they are travelling, including being informed of risks. Travellers must take responsibility throughout the travel duration and any questions with regards to this can be asked to RedR management or the Security Focal point. Travellers are encouraged to speak to their manager in cases the traveller decides to opt out of the travel.

## 5.5 Health and wellbeing

Staff members are encouraged to take precautions to monitor their health and wellbeing prior to their travel, during travel and post-travel.

Vaccination - Travellers are required to obtain recommended vaccinations for each destination country that they are visiting. Travellers should obtain such vaccinations as soon as their proposed travel is planned to ensure adequate time for vaccinations to be effective. Travel Doctor TMVC, Level 2, 393 Little Bourke St, Melbourne, 03 9602 57 88, [melbourne@traveldoctor.com.au](mailto:melbourne@traveldoctor.com.au)

Psychosocial - For confidential psychosocial support, staff access Employee Assistance Program (EAP) by contacting Mandala Foundation, Suite 7, Level 4, 169-171 Victoria Parade, Fitzroy, Victoria, 03 9005 0808, [screen@mandalafoundation.org.au](mailto:screen@mandalafoundation.org.au)

Rest & Rejuvenation - Time in lieu may be allocated for extensive travel or time away, NB TOIL policy in Staff Terms and Conditions handbook.

## **5.6 Conduct while travelling**

All Travellers are to observe the RedR Code of Conduct and should remain alert to the current security context and follow safety and security procedures, routes, travel restrictions and curfews, “no-go areas” or other restrictions.

## **5.7 Insurance**

All traveling staff are encouraged to be familiar with the Corporate Travel policy and understand any restrictions and limitations of the travel policy. Any pre-existing injuries or illness which may impact their ability to travel are encouraged to be discussed with HR.

Staff who are extending travel dates for purposes outside work are to purchase their own insurance. The onus is on staff to make individual enquiries in these circumstances.

## **5.8 Dependents**

RedR accepts that in exceptional circumstances, travellers may bring dependents on assignment if necessary but they are fully responsible for any duty of care, costs for dependents, must arrange insurance for dependents and provide evidence of this. In the case of a child, travellers will need to arrange appropriate child care and provide details to RedR before travel. In all cases the name, date of birth, passport number, age and nationality of the dependents need to be noted with HR so RedR is aware of who is travelling. In high or extreme risk areas, RedR reserves the right to refuse permission for dependents to travel, or select an alternative traveller from RedR.

In all circumstances, travelling with dependents must be cleared by the Security and Safety focal point, HR and CEO.

## **5.9 Feedback and reporting**

Upon return of the travel, the completion of reporting and/or feedback is essential to promote ongoing learning and improvement processes.

## **6. Related policy and documents**

- RedR Travel Policy & Guidelines (Finance)
- RedR Code of Conduct
- RedR Values and Behaviours

## 7. External Resources

Travel Doctor TMVC, Level 2, 393 Little Bourke St, Melbourne, 03 9602 57 88, [melbourne@traveldoctor.com.au](mailto:melbourne@traveldoctor.com.au)

Employee Assistance Program (EAP) by contacting Mandala Foundation, Suite 7, Level 4, 169-171 Victoria Parade, Fitzroy, Victoria, 03 9005 0808, [screen@mandalafoundation.org.au](mailto:screen@mandalafoundation.org.au)

## 8. Document control

<b>Reviewed by:</b>	P&C Director
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