

## 1. Travel Policy

## 2. Values Statement

RedR Australia (“RedR”) is guided by its values of accountability, integrity, empathy, and collaboration. All travel (domestic and international) organised through RedR Australia will ensure value for money and be compliant with all our external obligations.

## 3. Purpose

The RedR Travel Policy has been developed to guide the use of travel and accommodation to ensure that RedR resources are managed with integrity and diligence. This policy aims to outline and ensure travel and accommodation is safe, timely and fit for purpose in supporting RedR operations.

## 4. Scope

This Policy applies to everyone who travels on behalf of RedR on pre-approved RedR business. RedR travellers and authorising officers are expected to always exercise prudent business judgement when booking, authorising, and undertaking travel.

## 5. Policy Statement and Principles

RedR Australia is committed to its mission to bring maximum assistance to people in humanitarian need arising from disasters and emergencies. Part of that commitment is the wise use of resources for travel and accommodation associated with all aspects of mobilising that help, including preparation and administration of personnel. The philosophy is to seek to provide reasonable and comfortable travel arrangements, allowing that these terms are subjective.

## 6. Procedures

### Method of Transport

Considerations for road travel may include the preferred use of hire vehicles, or possibly a private vehicle when associated specified costs of delivering a RedR service will be met by RedR. Staff and/or other personnel delivering training will be reimbursed for the expense of travel to the training course.

Train travel is to be considered and used when a viable option.

The preference of RedR Australia is that air travel is economy class unless approved due to organisational needs. RedR aims to have the traveller complete a safe and timely journey to enable him or her to be effective in the undertaking of the particular task. Where possible, for long haul flights, the preference is for an additional night of accommodation to be taken to allow for adequate rest prior to the commencement of work duties if travelling economy class.

### Accommodation

Accommodation arrangements are aimed to reflect principles of security, hygiene, access to reasonable public transport, and generally acceptable communication capability.

Within Australia, using the favoured star system of grading, RedR would normally seek to engage 3-star accommodation facilities. With exceptions, this objective applies internationally also.

In regions or cities hit by disaster or emergencies, the opportunity to be selective with accommodation may be compromised, but the principles behind bookings should try to reflect the principles shown above.

Where possible, all bookings must be made through the corporate travel partner Corporate Traveller.

The process for booking travel is included in the Travel Process for RedR Australia. All private expenses must be paid for by the traveller.

## **Safety and Security**

Working in the humanitarian context may involve travel to complex and insecure environments. Risk assessments are undertaken as per the Risk Management Policy, and staff are required to obtain security clearance and briefing from the Risk, Safety and Security Manager prior to departure. Travellers are responsible for reporting security incidents during their trip as per the RedR Incident Reporting Procedures.

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 Risk, Safety and Security manager. Travellers are encouraged to speak to their manager in cases where the traveller(s) decides to opt out of the travel.

## **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 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. The preferred supplier of vaccinations is:

Travel Doctor TMVC  
Level 2, 393 Little Bourke Street  
Melbourne  
(03) 9602 5788  
[Melbourne@traveldoctor.com.au](mailto:Melbourne@traveldoctor.com.au)

For confidential psychosocial support, the preferred supplier is:

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

## **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.

## **Insurance**

All travelling staff are required to be familiar with the insurance policy and understand any restrictions or limitations. Any pre-existing injuries or illnesses which may impact the ability to travel should be discussed with People and Capability prior to travel. Staff who are extending travel dates for purposes outside of work are to purchase their own insurance. The onus is on staff to make individual enquiries in these circumstances.

## **Dependants**

RedR accepts that in exceptional circumstances, travellers may bring dependants on assignment if necessary, however they are fully responsible for any duty of care, costs for

dependants and must arrange insurance for dependants and provide evidence of this Prior to departure. In the case of a child, travellers will need to arrange appropriate childcare and provide details to RedR before travel. In all cases, the name, date of birth, passport number, age and nationality of the dependants need to be noted with People and Capability so RedR is aware of who is travelling. In high or extreme risk areas, RedR reserves the right to refuse permission for dependants to travel or select an alternate traveller from RedR. In all circumstances, travelling with dependants must be cleared by the Risk, Safety and Security Manager, People and Capability, and the CEO.

## Feedback and Reporting

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

## 7. Roles and Responsibilities

### RedR Traveller

- Complete required travel form and send to P&C and Finance.
- Receive clearance from RSS.
- Ensure knowledge of insurance.
- Always ensure compliance with the Code of Conduct.
- Obtain recommended vaccinations (when travelling overseas).

### People and Capabilities / Finance

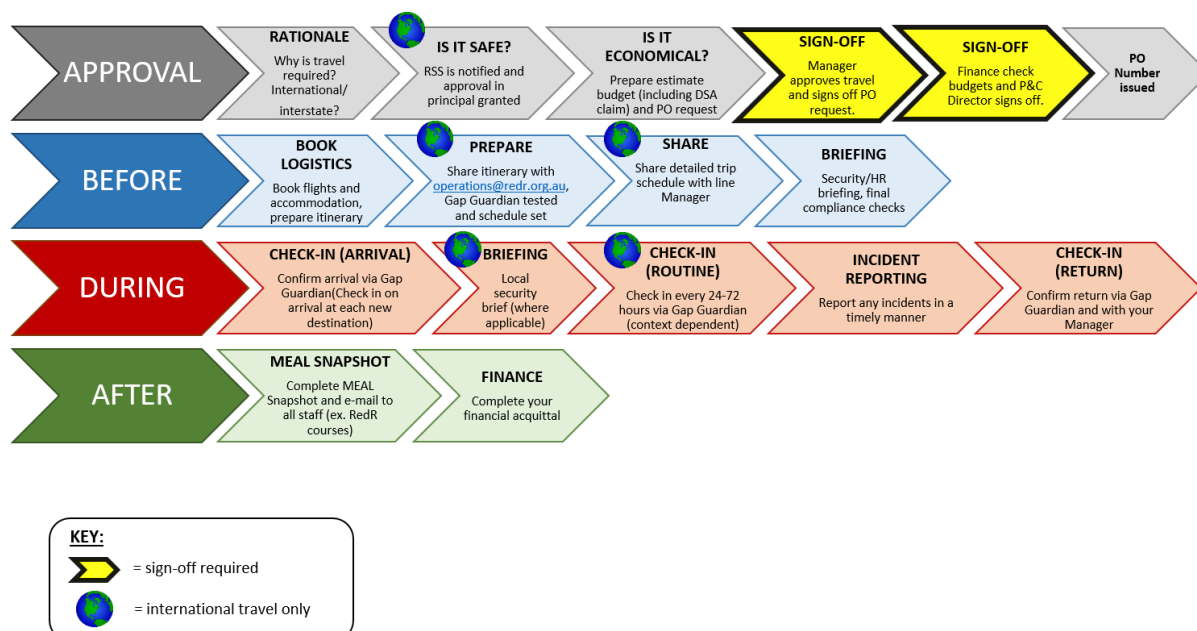
- Ensure all appropriate documentation is received and filed.

### RSS

- Provide briefings to all travellers in line with the Risk Management Policy.

## 8. Flow Chart

The below information is the flow chart associated with the Travel Process.



## 9. Definitions

**Per Diem** An allowance or payment made for each day

Travel Policy

Version 2.0

Next Review Date: July 2026

**Traveller** A person travelling from one place to another

---

## 10. Related Policies and Documents

Travel Process for RedR Australia staff  
RedR Code of Conduct  
RedR Values  
RedR Incident Reporting Policy  
RedR Risk Management Policy

## 11. Document Control

<b>Reviewed by:</b>	P&C Manager
<b>Approved by:</b>	CEO
<b>Review date:</b>	July 2023
<b>Next review:</b>	July 2026
<b>Distribution:</b>	Internal only
<b>Version number</b>	2.0