



# Global Travel Policy

Risk Owner	Global People Director
Approver	International Board - June 2023
Review Date	June 2026

## 1 Purpose and Scope of Policy

This Global Travel Policy outlines what is expected of everyone who travels or approves travel or organises travel on behalf of World Animal Protection. It does not form part of an employee's terms and conditions of employment and may be subject to change in consultation with our recognised or agreed employee representative bodies.

### 1.1 Scope of policy

- It applies to all employees, agency workers, consultants, self-employed contractors, volunteers and trustees within World Animal Protection Group Offices whilst ensuring compliance with local corporate law/regulations.
- It is acknowledged that Affiliates will have their own robust policies monitored by their respective independent boards and regulators. However, they are welcome to adopt in part or whole this policy.

### 1.2 Principles

All travel and expenditure decisions should be made in the best interests of the World Animal Protection and in consideration of other, relevant policies (such as the Code of Conduct, Anti-bribery and Corruption and Expenses policies, etc. and in accordance with corporate social responsibility principles). This includes the decision to travel and the means and cost of the travel.

## 2 Introduction

This Travel Policy explains the general rules for international and domestic travel conducted on behalf of World Animal Protection. It is designed to ensure that travel carried out on behalf of World Animal Protection is safe, cost-effective and considers the travellers' wellbeing. It covers general planning, preparation for and undertaking of travel but does not primarily cover booking or payment for travel - these are covered by local travel policies and agreements with travel service providers (including accommodation and other types of expenditure relating to travel).

This Travel Policy should be read in conjunction with other World Animal Protection policies (such as those mentioned above) and with relevant travel procedures that apply to your country office. These working together help us:

- Manage our traveller's safety and ensure their wellbeing

- Promote fairness in business travel
- Save time on manual tasks
- Ensure resources are used in line with our mission

Failure to comply with the travel policy, other World Animal Protection policies, procedures and the terms & conditions of employment may result in action under the relevant disciplinary procedure in the appropriate location or, for non-employees, reassessment of your ongoing relationship with World Animal Protection.

## 3 Organisational Roles and Responsibilities

### 3.1 World Animal Protection

- Ensuring that you are aware of and have access to reliable sources for advice and information on the safety, security and practicality relevant to your travel plans.
- Ensuring that you have access to a reliable travel management company and/or online tools for the purposes of booking parts of your trip (flights, trains, accommodation, cars, etc.)
- Providing adequate and appropriate business travel insurance cover against all reasonable risks and a 24-hour point of contact for emergencies.
- Reimbursing you for the cost of all obligatory and advisable preventive health measures for your business travel, such as vaccination, mosquito nets, etc.
- Providing you with necessary training, materials and equipment appropriate to your travel plans.
- Ensuring that we have a system in place that supports your safety and welfare during your trip, including regular welfare check-ins, access to emergency contacts and access to professional support in an emergency.

### 3.2 Global Leadership Team & Senior Leadership Team

- Ensuring that our Travel Policy is implemented throughout the organisation.
- Ensuring that any concerns or allegations of breaches are promptly investigated and reported in accordance with section 7 of this policy.
- Ensuring that employees and line managers receive training and support in issues related to travel, such as risk management, wellbeing, health and safety, equity, diversity & inclusion and safeguarding.
- Leading by example through their own good conduct and behaviour, including with regards to their own business-related travel decisions.

### 3.4 Line Managers

- Ensuring that they only authorise travel plans when they are reasonably satisfied that they are necessary, cost-effective, safe, secure and practical.
- Leading by example through their own good conduct and behaviour, including with regards to their own business-related travel decisions.
- Ensuring that this Travel Policy is implemented throughout their team.
- Promptly reporting any concerns or allegations received in accordance with section 7 of this policy.

- Providing clarification on organisational expectations in relation to travel.

### 3.5 People Team

- Supporting leadership and line managers in implementing this Travel Policy.
- Providing support, training and clarification to line managers and employees on organisational expectations in relation to this Travel Policy.

### 3.6 Employees, Agency Workers, Consultants, Self Employed Contractors, Volunteers and Trustees

- Upholding this Travel Policy and following local travel processes as set out by their relevant offices.
- Asking for clarification on aspects of the Travel Policy that are unclear before carrying out any business-related travel or making any travel arrangements.
- Reporting any breaches of this Travel Policy in accordance with section 7.
- Using and following the advice given by organisationally recommended sources when planning and undertaking travel for World Animal Protection.
- Behaving responsibly when travelling for World Animal Protection and not behaving in a way that might put you or others in danger.
- Declaring any health, medical or other issues which – if declared – would prevent them from travelling.
- Ensuring that they are fit to travel and have taken all appropriate preventive health measures (such as recommended travel vaccinations in time for their travel date) and abide by the recommendations of their local government authorities and local medical practitioners (such as GPs, travel medical practitioners, etc.)).
- Looking after materials and equipment that World Animal Protection may provide for their trip.
- Following agreed check-in procedures and providing personal and emergency contact details for use during the trip.
- Considering whether any behaviours are culturally appropriate for the travel location.

## 4 Values and Behaviours

At World Animal Protection everything we do is guided by our values and behaviours and these form part of the Travel Policy:

- Global – We make decisions and act with a global mindset.
- Diverse and Inclusive – We actively encourage and promote diversity, ensure all voices are heard and are committed to equal opportunities for all.
- Collaborative – We work together and co-create to achieve change at scale.
- Agile – We make change happen in a fast-moving world.
- Growing People – We continually learn and develop.
- Accountable – We are role models. We take responsibility for our actions and encourage others to do the same.
- Courageous – We push boundaries, take risks and set ambitious targets.

## 5 What World Animal Protection Expects?

We, World Animal Protection, have a duty of care towards all travellers within the scope of this Policy and we consider your safety, security and well-being to be of paramount importance. Compliance with this Policy will enable us to manage and minimise the risk to you and the liability of the organisation, our boards, senior leadership and managers.

### 5.1 Travel Planning and Approval

- You will only travel when it is necessary to fulfil your role and when it contributes demonstrably and significantly to advancing World Animal Protection's strategic objectives.
- You are expected to consider the cost and environmental impact of your proposed travel. As travel accounts for a significant proportion of World Animal Protection's carbon emissions, you can contribute to reducing these emissions by considering alternatives that would fit the purpose without an actual trip taking place. You will be asked by your travel approver to demonstrate that you have reviewed all alternative options to travel.
- You will follow your local office's approval process for international travel; and you will follow local procedures for domestic travel.
- You will not be required by World Animal Protection to travel into highly unstable and unpredictable environments, unless critical for organisational purposes. If this is the case, World Animal Protection will support you in undertaking an appropriate risk assessment and getting you access to specialised travel and risk advisories. Your manager will contact the Governance and Legal Services team to ascertain whether such travel requires approval from the relevant Board.
- You will not be asked to travel to areas where you feel that the risk to your personal safety and security is unacceptable to you.
- You will not travel against either:
  - the advice of your national government (usually a Foreign Office Department), or
  - that of your relevant World Animal Protection country office, or
  - the advice from your travel insurance provider, or
  - medical advice pertinent to your individual health and wellbeing.
- If you have any health issues likely to impact on your travel you should let your manager know so that an appropriate risk assessment can be carried out.

### 5.2 Travel Booking

- You will use your local office's designated or preferred travel management company (TMC) or online tool for booking your travel (including flights, trains, accommodation, transfers (where available), etc.), unless your manager and the your office's travel manager have agreed on an alternative method of booking in advance. You will always book your flights on Economy class, routing as directly as possible with flight transfers selected on the grounds of cost and time efficiency, not individual flight leg length. Where there are medical grounds for requiring an alternative class of travel, your line manager will work with your local People/HR Team to set up a referral for occupational health

assessment that will assist in the decision-making process. This process must take place before any different travel class is booked.

- You will book flights as soon as practicable following the full approval for the travel from your manager and/or budget holding manager. The expectation is at least 14 days (for long-haul flights over 8 hours) and 7 days (for short-haul flights) prior to your planned travel date.
- You are encouraged to consider flexible and/or refundable options when booking more than 30 days in advance and/or when there is a risk for the trip not taking place (for example in case of pending visa issues, medical considerations, dynamic work assignments or team requirements, etc.)
- To minimise administrative or booking fees, it is recommended that you book your accommodation and other parts of your travel (train, transfer, etc.) at the same time as your flights – unless this is arranged by a local country office or third party separately (for example for team events or conferences).
- You may use your private loyalty cards/airline award scheme or air mile schemes as part of your travel booking (flights, accommodations, etc.) with the following limitations:
  - You are not allowed to select your flight or accommodation based only on the use of personal loyalty cards – as per section 1.2 making cost-effective choices must be your overriding principle.
  - You may use your private loyalty scheme points for upgrades, services and other offers at your convenience (for example: cabin upgrades, seat upgrades, in-flight services, use of lounges, free wi-fi, etc.), however we will not reimburse to you the equivalent cost of any such upgrades, services or extras that you choose to use your points on.
- You will, to help us safeguard your wellbeing and health, observe the following long-haul flight rules (long haul here means more than 8 hours):
  - To allow for rest and recovery, it is advised that you do not undertake any planned work activity within the first 24 hours following a long-haul flight.
  - You will plan your travel itinerary with this recovery period in mind (choose your flight and accommodation dates and times accordingly).
- You may claim, in agreement with your manager, TOIL (time off in lieu) regardless of grade, if your flight is on a weekend or non-working day (Saturday, Sunday or other public/bank holidays that you would not normally work on).

### 5.3 While Travelling

- You will, where possible and practicable, utilise public transport for transfers between the airport/railway station and accommodation/venue, taking into consideration cost, time and personal safety. You will seek advice from your local TMC and duty of care provider about the most practical and safe options available for overseas onwards transfers, and where possible, you will pre-book these as part of your travel itinerary.
- You will seek advice from your local TMC and follow your local office's process about visa requirements for your itinerary. World Animal Protection country offices will be able to provide you visa invitation letters when you are travelling to these locations for work purposes.

- You will read and follow your country office's finance and expense policies about subsistence (food, drink, etc.) and other costs that you may incur as part of your trip.
- If you are travelling to a country where World Animal Protection has an office you are encouraged to ask for information and assistance from the relevant office in relation to your travel and stay in the country. Their support can include assisting with travel arrangements, recommending accommodation and other trusted suppliers, giving you advice on local safety and security measures and on cultural and social matters that might be relevant at the time of your travel. If appropriate, they can book these local services via their trusted suppliers for your trip – in this case you don't have to book via your office's TMC.
- You may wish to combine business and personal travel/holiday. This is acceptable where the cost World Animal Protection is paying is not increased because of the extension or when you undertake to pay the resulting difference (see below).
- You will obtain approval and book time off if you are planning to combine personal or holiday travel with your business travel. When considering or approving combined plans, factors such as the impact on World Animal Protection's reputation and business needs, must be considered by you and your manager
- You will cover all additional costs attributable to your personal or holiday travel attached to a work trip (for example differences in flight costs, additional accommodation, etc.). As your business travel insurance does the private part of your trip it is highly recommended that you have in place, before your departure date, private travel insurance covering the private portion(s) of your trip.
- You may wish to travel with a companion when visiting a business location (spouse, partner, family member or friend). This is acceptable provided the companion does not travel or use any other travel-related services (accommodation, transport, subsistence, etc.) at World Animal Protection's expense. This applies to companions who are also World Animal Protection employees but the trip is not directly related to their work. The companion's travel must be invoiced separately and paid for privately (you will have to contact your local TMC to arrange this prior to the booking taking place) and they will need to purchase their own insurance for the trip as they will not be covered by World Animal Protection's cover. World Animal Protection will not issue visa invitations to travelling companions.
- You might have to travel with support staff due to a declared disability – in these instances the funding for travel of the support staff will be considered under reasonable adjustments or equivalent under local equality and disability legislations. Each request will be judged on a case-by-case basis and only declined if the cost was deemed to be prohibitive.

## 6 Health & Safety

- You will comply with all health, safety and security requirements whilst travelling on World Animal Protection business.
- You will not behave in a way that puts yourself, colleagues, or others at risk.
- You will carry out risk assessments where required by the travel process relevant to your local country office, and act reasonably by implementing any mitigations identified in the assessment.

- You will not work whilst intoxicated or use or be in possession of illegal substances during your trip.

## 7 Reporting Breaches

If you become aware of potential breaches of this Travel Policy then you should report these to either your line manager or HR Business Partner. Any potential breaches by a trustee should be reported to the Director of Legal and Governance in the first instance.

World Animal Protection is committed to protecting the rights of individuals who report issues, ask questions about our organisational practice or who cooperate in an investigation into a breach of this Travel Policy.

Will we do all we reasonably can to consider any report in confidence, but with some instances of needing to disclose the details to the person accused of breaching this policy.

Reports of breaches will be dealt with under the Disciplinary Policy.

## 8 Review and Approval

This Policy will be subject to routine operational monitoring with a formal substantive review every 3 years. Any amendments to this Policy will be that will be submitted to the People and Culture Committee for approval and may require the onward approval of the International Board.

Version Control:

Version	Amendments	Approved by	Date
3.0	Review and updated policy (last review: 2015)	International Board	16/06/2023
3.1	Minor amendments in phrasing following GLT, SLT, HR and Legal & Governance review	Global People Director	26/04/2023