

1 Purpose

This document sets out International Associates's policy concerning using all forms of transport for work purposes. The policy applies to all employees and contractors who use any transportation while conducting the company's business.

The policy does not apply to an employee's commute to/ from home and their usual place of work, as specified in the employee's contract.

2 Policy Statement

International Associates is committed to complying with its duties under Health and Safety and other relevant legislation with regard to the use of vehicles at work and recognizes that there are specific risks to employees who are driving on behalf of the company, visitors, clients, staff and members of the public present in locations where vehicles are in use.

The policy's objective is to identify and minimize those risks and encourage the safe use of transport.

Where applicable, all personnel shall be responsible for completing Journey management plans where appropriate for each trip.

Employees should travel and be accommodated in safety and reasonable comfort.

Immunization and health information should be considered and checked for all Countries. Up-to-the-minute travel advice is available and should be checked before departure from local government bodies, e.g., UK foreign office.

The employee is responsible for checking the validity of their passport, noting that most countries require a minimum validity of 6 months remaining on the passport. The employee will be responsible for obtaining a new passport unless the company employs the staff member in a permanent overseas role.

Breach of the policy intended to defraud or which incurs unnecessary and unapproved costs may be subject to disciplinary procedures.

2.1. Economy Class Preference:

Employees are expected to book and use economy class for air travel, both domestic and international, whenever feasible and reasonable. Economy class is the default travel class for flights.

2.2. Exceptions:

a. In cases where the travel duration exceeds [8] hours (one way) or [12] hours (round trip), employees may request an upgrade to a higher class (e.g., premium economy or business class) for long-haul flights to ensure well-being and productivity.

b. Exceptional circumstances, such as medical needs, disability, or specific client requirements, may warrant upgrades to a higher class of travel. Such exceptions must be approved by the country manager in advance.

2.3. Cost Consideration:

When considering an upgrade to a higher class, employees are expected to weigh the additional cost against the benefits, such as reduced travel fatigue or increased productivity. The company encourages responsible cost management.

2.4. Advance Approval:

Any request for an upgrade to a higher class must be submitted in writing for approval at least [10] days in advance of the travel date.

Requests for advance expenses may be made to the Country Manager for consideration.

2.5. Frequent Flyer Miles and Upgrades:

Employees are encouraged to utilize frequent flyer miles or loyalty program points for upgrades when available without additional cost to the company. Employees are responsible for managing their personal loyalty program accounts.

2.6. Responsibility

It is the responsibility of the employee and the respective department head or supervisor to ensure compliance with this policy clause.

2.7. Documentation / Receipts

All travel expenses, including upgrades, must be appropriately documented and submitted following the company's expense reimbursement and claim process at the month-end. Claims without the appropriate receipted evidence may be rejected.

Claims for reimbursement should be made as soon as possible and, in any case, not later than four weeks after the expenditure has been incurred.

3 Insurance

International Associates will maintain sufficient travel insurance cover for all staff personnel whilst travelling on company business.

4 Health and Safety

Our travel policy is aligned with the overall company commitment to Health and Safety; therefore, whilst travelling, all staff and contractors shall follow the local legislation in terms of following road usage legislation and shall also ensure that travel times and distances are not excessive when considering the length of the total working day.

Overnight stops and breaks shall be taken.

5 Sustainable Travel Choices

International Associates is committed to the environment, and the following framework should be followed when deciding how to travel for a particular journey. (Refer to the IA-POL04-5 Environmental Policy)

- Reduce overall business travel through technology.
- Reduce money spent on travel (including staff time)
- Increase productivity of the workforce
- Reduce emissions related to business-related travel

The mode of travel should be the most cost-effective and consistent with the business needs.

The class of travel, claiming of expenses, size of hire cars, etc., shall be controlled in accordance with the applicable Operating Procedure document.

Employees will be reimbursed for the actual travel and associated expenses incurred solely and necessarily in performing their duties. Expenditure should be kept to the minimum, consistent with the effective work performance on behalf of International Associates.

Employees should neither gain nor lose financially with regard to expenditure and reimbursement on business travel arrangements.

Wherever possible, and subject to business needs, travel reservations should be made in time to take advantage of cheaper fares or accommodation (e.g. off-peak, Apex).



Martin Coles

Operations Director of International Associates Limited

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