

<b>Document Title:</b>	Global Travel Authorities Policy
<b>Document Reference:</b>	HR_003_TravelAuthorities.doc
<b>Document Number:</b>	003
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<b>Version:</b>	7.0
<b>Date last saved:</b>	21/06/23

### **DISTRIBUTION LIST:**

**Leadership levels 3 to 5 (accountability for ensuring alignment across teams)**

**Intranet (for communication)**

**Human Resources (HR) and Finance Business Partners**

### 1. Purpose

Authorisation and framework for all business-related travel booking. This policy is applicable to all Colart employees together with any non-Colart individuals whose travel is to be funded by Colart.

This policy is purely about business travel booking; you must refer to your local expenses policy for information on that subject.

### 2. Principles

The following principles have been considered in determining this policy:

- 2.1. To provide a simple and common approach for the authorisation of business travel.
- 2.2. Concern for the welfare and safety of employees travelling on behalf of the Company.
- 2.3. A requirement to balance the needs of both the Company and employees in a fair and consistent way.
- 2.4. Concern for considering whether the journey is necessary, so keeping possible business travel to a minimum.
- 2.5. Consideration for whether alternate means of communication such as telephone, email or video-conferencing be used.
- 2.6. To underline the importance of controlling travel costs within Colart.
- 2.7. To ensure an employee is not out-of-pocket as a result of business travel.
- 2.8. Business expenses should be incurred and claimed in line with the expense policy.
- 2.9. Scope 3 emissions make up 93% of all Colart emissions, so knowing business travel is included in Scope 3, all business travel must be assessed so that emissions can be tracked and recorded.

### 3. Authorisation

- 3.1. Aligned to the Colart commitment to carbon neutrality, we need to know the emissions resulting from any business travel.
- 3.2. All business travel therefore must be authorised in advance via the [travel impact assessment](#) workflow.
- 3.3. Authorisation relates to **all** local and foreign travel whether by car, train, plane or public transport.
- 3.4. When completing the Travel\_Impact Assessment, the following points should be considered:-
  - 3.4.1. Alternatives to travel such as in person: video/ web/ audio conferencing
  - 3.4.2. Taking the most sustainable form of transport and class of transport
  - 3.4.3. If the journey requires the use of a car, adopting car-sharing where possible
  - 3.4.4. Not using flights for domestic travel
- 3.5. All travel should be captured in the workflow as, in the future, Colart will be introducing carbon budgets by department.

### 4. Public Transport

#### 4.1 Booking procedure

- 4.2.1 Please refer to section 6.2 for booking procedure.
- 4.2.2 For best fares, you should book travel well in advance.

#### 4.2 Class of travel

- 4.2.1 All local and foreign train journeys in Europe must be booked as 2<sup>nd</sup> class regardless of the length of the journey.

4.2.2 The only exception to this rule is that Leadership Level 4 and 5 (the GLT) may book first class travel by train provided that the total journey by rail (including changes) is 3 hours or more.

## 5. Road Travel

5.1 When public transport is expensive or impractical and other means of transportation are unavailable, it is possible to undertake business travel by car. All car hire must be authorised in advance by at least a Leadership Level 3 Line Director.

### 5.2. Booking Procedure

5.2.1. Where a company vehicle is not available, a rental vehicle may be booked provided:-

- In the first instance, if available, a company vehicle should be used.
- The use of a rented car is justified as a business need and not a matter of personal convenience and advance authorisation has been sought by at least a Leadership Level 3 Line Director.
- The rental car of a suitable size is selected with consideration given to number of employees travelling, journey time and distance. Any exceptions must be authorised in advance by at least a Leadership Level 3 Line Director. If you are not clear about what constitutes as “suitable”, please discuss this matter with your Line Manager in advance of making the booking.
- The rental car must be refuelled prior to returning in order to avoid excessive charges from the hiring company.
- All original supporting documents including inspection of vehicle must be retained.
- Third party liability insurance is taken out as a minimum.

### 5.3. Personal Vehicles

5.3.1. Personal vehicles are only allowed to be used for business reasons when the following documents have been provided to HR and recorded for reference:

- Copy of a current driver license or permit to drive.
- Copy of proof of ownership for the vehicle, e.g. a registration certificate in the UK.
- Copy of insurance details indicating that the car is insured to be used for business purposes.

5.3.2. Having seen the above details, HR will confirm authorisation to the appropriate line manager.

5.3.3. Reimbursement of cost associated with personal cars is subject to rules on allowable expenses – this information is available within the expense policy for each respective Global unit.

### 5.4 Motoring Offenses

The Company will not support and will not be seen to support any illegal activity. In this context any fines or fixed charges etc. incurred by any employee for any traffic offence, for, but not limited to speeding, parking, etc. will NOT be reimbursed by the Company.

## 6. Taxis

6.1. The use of taxis should be avoided unless alternatives are not available or are impractical or travel is at unsocial hours.

6.2. The use of cost-effective public transport or airport/hotel courtesy buses is encouraged whenever possible.

For London Hub employees: if three or more people are travelling from the office to Heathrow, a taxi is more cost effective; otherwise public transport (e.g. Heathrow Express) must be used.

- 6.3. In the case of late working, the Company will cover costs of taxis to return home, subject to the following conditions:
- The employee is required to work until at least close to midnight and the late working has been authorised in advance
  - Late working is on an occasional basis only and is neither regular nor frequent i.e.
    - not a predictable pattern e.g. every Friday night
    - no more than 20 occasions per year
    - it would not be reasonable to expect the employee to use public transport

## 7. Air Travel

### 7.1. Authorisation

7.1.1. Authorisation from a GLT member is required for the following:-

- Exceptions to the travel class rules
- 'Open' or flexible tickets

7.1.2. Excess baggage caused by the necessity to carry items for business reasons must be authorised by at least a Leadership Level 3 Line Director in advance. Costs associated with excess baggage for personal reasons will be the traveller's liability.

### 7.2. Booking Procedure

7.2.1. Where available it is mandatory to use the appointed online travel provider or the local recommended travel agency for booking all travel. Contact your travel organiser or local HR department for details.

7.2.2. Plan travel well in advance with as much certainty as possible – this will ensure the best priced and promotional fares are obtained.

7.2.3. A preferred airline may **not** be requested unless that carrier is the lowest cost option.

7.2.4. Investigate a change of itinerary or flying indirect as a cost-effective alternative.

7.2.5. Investigate whether rail or ferry travel provides a more cost-effective form of travel, providing the time taken to travel is not excessively beyond the total travelling time by air.

7.2.6. Book fixed tickets and utilise Apex fares wherever possible to reduce costs.

7.2.7. Whilst frequent flyer programme benefits may be retained, participation in these programmes should not result in any incremental costs to Colart and the company will not be responsible for any tax liability associated with the use of these benefits.

7.2.8. Cancelled or unused tickets must be notified to ensure a credit is issued.

### 7.3. Class of Travel

7.3.1. *First Class* – the level of travel is **not** permitted at any level unless you have been upgraded by the airline at no additional cost.

7.3.2. *Business Class* – GLT Leadership Level 4 and 5 for flights of 4 hours or more.

7.3.3. *Premium Economy* – Leadership Level 3 for flights of 4 hours or more.

7.3.4. *Tourist or Economy Class* – for all other travel booked that does not fall into the categories above.

7.3.5. If Premium Economy is not available as identified above, then Economy class must be booked.

7.3.6. Employees for whom travel is a fundamental requirement of their job i.e.

International Sales Managers, may book Business Class for long haul travel of

more than 6 hours providing the fare is equivalent to the cost of Premium Economy and the authorisation rules have been met.

- 7.3.7. "Trading down" of travel tickets i.e. travelling by a lower class in order to claim an extra ticket for a guest is not permitted and is considered to be a serious offence.
- 7.3.8. "Trading up" of travel tickets may **only** be made if a higher class of ticket is available with no additional cost or travel time.
- 7.3.9. You have the option to book a flight in a class above your permitted level if you can prove that the cost is less than the most cost effective, sensible route in your permitted class. This is only allowed if it does not breach our 3 rules of simplicity, cost control and transparency.
- 7.3.10. No more than two Leadership level 2, 3 or 4 should travel together on any long-haul flights.
- 7.3.11. Employees who travel abroad on business and stay extra days on their own time (e.g. holiday or weekend) must pay any difference in the fare price. If the cost of travel works out cheaper, employees will not be reimbursed the difference.

## 7.5. Other

### 7.5.1. Loss of luggage

- Any loss of luggage in airports or in transit must be immediately reported to local authorities and documentation evidencing this must be obtained.
- Local authorities must be pressed for action.
- Upon return, any losses must be reported to the appropriate line manager.

## 8. Accommodation

### 8.1 Overnight accommodation

- 8.1.1 All hotel accommodation (other than where included in a conference package) must be booked within the price limits i.e. cost per night, specified by country as illustrated in Appendix I.
- 8.1.2 Effort must be made to select only those hotels where a corporate rate has been negotiated.
- 8.1.3 Payment for the cost of the room (including breakfast and local tax where applicable) unless settled directly by Colart, must be paid upon checking out. Reimbursement of these costs is subject to rules on allowable expenses – this information is available within the Travel and Expense policy for each respective Global unit.
- 8.1.4 When it is necessary to cancel a reservation, a 'cancellation reference' should be obtained as evidence of the cancellation. 'No show' charges where evidence of a cancellation has not been obtained are not reimbursable by Colart and the traveller will be held responsible for these costs unless approved by the line manager.
- 8.1.5 The stay should not start more than one night before the business meeting and not end more than one night after the business meeting. Hotels stays in excess of this will not be reimbursed by Colart unless pre-authorized by a GLT member.
- 8.1.6 Employees who travel abroad on business and stay extra days on their own time (e.g. holiday or weekend) must pay all other hotel costs and expenses incurred.

## 9. Subsistence

- 9.1. As identified, a key principle is to ensure employees are not left out of pocket as a result of business demands.
- 9.2. Any meal expenses should be both directly linked to business activity or business travel and be reasonable, using a common-sense approach.
- 9.3. If you are not clear about what constitutes “reasonable”, please discuss this matter with your line manager in advance of incurring the expense.
- 9.4. Further details and information is available within the Expense Policy for each respective Global unit.

## 10. Health and Safety for Travellers

### 10.1. Before Travel

It is wise to research information about the country you are visiting. For example, it is helpful to obtain details about medical facilities, climate, cultural behaviour and political issues and to record all relevant emergency telephone numbers and addresses, including that of the embassy or consulate in your country of destination. The Foreign and Commonwealth Office website will assist with this <https://www.gov.uk/foreign-travel-advice>.

You should also familiarise yourself with the health hazards you may face in the country you will be visiting. These health hazards will of course vary according to your destination, the duration of your stay, the time of year and where you are staying.

Having identified the hazards, you can then protect yourself: e.g. by having appropriate vaccinations and taking anti-malarial medication as appropriate.

It is also advisable to take sufficient supplies of your usual medicines and dental, eyecare, skin care and personal hygiene products, as these may not be readily available at your destination.

An understanding of the climate in the country to be visited at the time of year you are visiting will also help you select appropriate clothing and footwear. It is also sensible to take a spare pair of prescription glasses.

It is advisable to prepare a written record of your medical conditions, your usual medicines, and any specific emergency treatments you may need, and to carry this with you at all times in case of emergency.

### 10.2. Health advice

Unless you advise otherwise, HR will assume that there are no health or other reasons why you should not travel or work abroad. If you have any health concerns, you should arrange to have a health check with your GP/specialist before you travel. You should also discuss any concerns you may have with your manager and HR.

It is recommended that you contact a travel immunisation clinic well in advance of your departure, to allow time for any vaccinations you may need if there are entry requirements for the countries you are planning to visit.

### 10.3. High risk travellers

Individuals are considered ‘high risk travellers’ if:

- They are visiting the Tropics, South East Asia, India, the Far East or South and Central America;
- their journey is considered to be 'long haul', that is more than 8 hours long;
- their destination differs significantly from their home in terms of climate or altitude;
- they are suffering from heart disease, diabetes, kidney/liver disease, bronchitis/asthma, epilepsy, an autoimmune disorder, or have a history of cerebrovascular accident (stroke);
- they have poor sight or impaired hearing;
- they are pregnant;

Notes:

- If you have recently been treated for an ear condition, you should wait at least two weeks for symptoms to settle down before flying.
- If you have recently undergone chest or abdominal surgery, you should not fly before checking with your GP or specialist.

#### 10.4 Deep vein thrombosis (DVTs)

DVTs are blood clots that typically occur in the lower legs which can break off and travel to the lungs where they pose a significant health risk. They have been associated with long haul flights as there is the risk of a clot forming due to travellers being sedentary for long periods coupled with the potential of dehydration which can be exacerbated by alcohol and other diuretics such as tea and coffee.

Precautions include: ensuring you are as active and mobile as possible, staying hydrated during the trip and considering the use of compression socks which are available from pharmacies or online. If you experience leg or chest pain or breathlessness during or following a journey, then seek medical advice or visit an accident and emergency department in a hospital.

#### 10.5 Insurance and emergencies

You should take insurance details and emergency contact numbers with you so that you can obtain professional help promptly if a problem arises. It is advisable to ensure that your host also has these numbers.

#### 10.6 Health and safety whilst working abroad

Whilst abroad, you may encounter unfamiliar work situations or activities. This unfamiliarity may place you at increased risk of accident or injury. You may also find that locals have a different perception of risk and what might be considered unsafe in the UK appears to be acceptable. Be careful not to be lured into situations which put you at risk.

Colart has adopted a risk assessment approach to the identification and control of hazards arising from work activities. You are responsible for ensuring that the hazards and risks associated with your travel and work are assessed by you and that adequate precautions are taken (please refer to Appendix 3 for travel advice checklist).

Whilst you are abroad, you should not undertake work activities unless you are confident that all necessary controls are in place and you should ask for further information if you have any concerns and not feel pressured into undertaken unsafe activities.

### 10.7 Accidents

Accidents abroad are the major cause of serious injury and death to travellers during their business and leisure activities. To reduce the risk of accidents whilst you are abroad:

- always wear a seatbelt or use other safety equipment (e.g. hi-visibility clothing) where provided.
- never dive into water where you are not able to determine its depth and any underwater obstructions.
- check the safety arrangements when taking part in potentially dangerous activities e.g. sporting activities.
- if in doubt about any aspect of your safety, stop and reconsider what you are doing – do not feel that you have to follow the actions of others.

### 10.8 Personal Safety

When travelling, it is important to pay attention to your personal safety – for example:

- Make safe arrangements for travel, including collection from the airport, station or port.
- Avoid visiting dangerous areas, and do not make yourself conspicuous as a wealthy visitor.
- It is best to behave in a low-key manner and blend into the background.
- Drive with windows and doors locked, choose busy, well-lit routes and avoid consulting a map in the street.
- While driving or in any other situation where you feel threatened, find somewhere well-lit and populated where you can find someone in authority who will be able to assist you.
- If using public transport, stay with other passengers.
- Going out at night invariably presents special problems in a foreign environment – it is always safer to be accompanied by a local resident who knows and understands the local scene.
- Never resist violent theft.

Further advice on personal safety can be obtained from your Embassy or Consulate in the country you will be visiting.

### 10.9 Hazards in Recreational Waters

You should avoid swimming or bathing in any recreational waters unless you know them to be safe. Potential hazards include strong currents, underwater obstructions and traps, infectious diseases, bites and stings.

### 10.10 Travel packs

You are advised to carry a small kit of first aid and medical supplies, especially if you will be travelling in rural areas or in countries where the sterility of emergency equipment cannot be assured. Where appropriate, it is advisable to have a first aid pack for the car and another one for your residence which should include:

- High factor sun block cream
- Water purification tablets
- Insect repellent
- Insect bite treatment
- Oral rehydration salts
- Painkillers
- Anti-diarrhoea preparations
- Sterile needles and syringes

Additional items may be added to the basic kit, according to your destination, individual needs and the duration of your visit. Basic travel packs are available from major travel shops or pharmacies.

## 11. **Miscellaneous**

### 11.1. Passports and Visas

- 11.1.1 Travellers are responsible for their own passport requirements. Costs associated with the issue/renewal of passports must be borne personally and are not reclaimable from the Company.
- 11.1.2 In the case of employees who travel frequently on business (e.g. GLT and International Sales), they may need to apply more frequently for a new passport, due to passport becoming full with visas/stamps; in this case the company will reimburse the cost.
- 11.1.3 If a second passport is necessary for business travel, authorisation is required from a GLT member and the costs for this will be borne by the company.
- 11.1.4 Travellers are responsible for their own visa requirements; however, facilities may be available for the issue of business visas in your business unit; please check with local HR or your travel organiser.
- 11.1.5 Cost for visas and inoculations necessary for business travel will be borne by the Company and must be authorised in advance by the line manager.

### 11.2. Travel Insurance

- 11.2.1 Travel insurance for all business travel is organised by Colart. More information regarding the policy is available from your local HR department or travel organiser.
- 11.2.2 If you extend your business travel to include some annual leave, you will not be automatically covered under the company business travel insurance.

11.2.3 Different procedures are in place for contractors who undertake business travel on behalf of Colart, so they should contact HR before travel.

## 12. Compliance

Failure to comply with the governance structure for both the authorisation of travel and related business expenses is unacceptable to the Company and will be dealt with in accordance with the disciplinary procedure. Any fraudulent behaviour in relation to this policy will be classed as Gross Misconduct.

## 13. Issue Management Process

If application of this policy leads to an issue within the business, it should first be referred on a local basis to HR or the relevant Leadership Level 3. If an issue still exists, it should be referred to the Chief People Officer for final resolution.

## APPENDIX I

**Hotel Rates**

The following information should be used as a guide when booking a hotel during a business trip. These rates are the average cost of one room night in a 3 – 4 star hotel

**All prices in £ GBP**

<b>China</b>	Beijing	<b>100</b>
	Shanghai	<b>105</b>
	Tianjin	<b>100</b>
<b>France</b>	Le Mans	<b>100</b>
	Paris	<b>150</b>
<b>Germany</b>	Frankfurt	<b>105</b>
<b>Holland</b>	Amsterdam	<b>150</b>
<b>Italy</b>	Milan	<b>105</b>
<b>Japan</b>	Tokyo	<b>140</b>
<b>Spain</b>	Madrid	<b>110</b>
<b>Sweden</b>	Helsingborg	<b>110</b> (near Hoganas)
	Stockholm	<b>150</b>
<b>UK</b>	London	<b>160</b>
	Kidderminster	<b>80</b>
<b>United States</b>	New York	<b>150</b>
	Piscataway	<b>130</b>

### APPENDIX 2: TRAVEL BOOKING PROCESS



### APPENDIX 3

#### Travellers Checklist

#	Topic	Issue	Yes	No*	N/A
1	Before travelling	Have you researched the country you are visiting to establish if there are any local issues or risks? Travel advice information can be found on the following website: <a href="http://www.gov.uk/foreign-travel-advice">www.gov.uk/foreign-travel-advice</a>  Have you completed the travel impact workflow <a href="https://workflows.colart.com/sustainability/travel-impact-assessment/">https://workflows.colart.com/sustainability/travel-impact-assessment/</a>			
2	Health advice	Have you taken health advice about the trip or location you are travelling to? Immunisation and health information can be obtained from: <a href="http://www.travelhealthpro.org.uk">www.travelhealthpro.org.uk</a>			
3	High risk traveller	Have you discussed with your manager that you might be a high risk traveller?			
4	Deep vein thrombosis (DVTs)	Do you understand how DVT's occur, the symptoms and the sensible precautions to take?			
5	Insurance and emergencies	Have you arranged adequate insurance and planned for emergencies?			
6	Health and safety whilst working abroad	Do you understand that perception of risk may be different in other cultures and that you should still identify hazards and assess risk?			
7	Accidents	Do you recognise that normal safety precautions should still be taken e.g. use of seat belts, undertaking high risk activities?			
8	Personal safety	Have you considered the factors which might impact on your personal safety?			
9	Hazards in water	Have you considered that there are hazards associated with activities in open water?			
10	Travel packs	In your planning have you considered basic safety items or a travel pack?			

\* If a 'No' response is given then please discuss the issue with your line manager who will be able to advise.

## APPENDIX 4

### Tactical advice in the event of a terrorist attack

Although it is impossible to predict where and when the next terrorist incident may occur, there are measures individuals can take to reduce the risk of becoming involved, as well as strategies to assist recovery efforts in the event of an attack.

#### *Before you go*

- Identify a friend or family member as a support person for your trip. Provide that individual with your itinerary and copies of your passport and visas. Save electronic copies of these documents that can reside in your phone, not in the cloud.
- Photocopy the contents of your wallet including credit cards, insurance information, travel documents, etc. Email this information to yourself.
- Programme contact information into your phone, including for your host, members of your party, nearest diplomatic mission and other trusted local contacts. Print and carry a paper copy.
- Be aware of and prepared to use alternative transportation options should flights be cancelled. Prearrange airport transfers.
- Have your transportation contact email you a picture of your driver, the vehicle to be used and the license plate.
- Select hotels that have been vetted by a reputable travel security company.
- Prebook your first night's hotel stay. Request a room near the stairs or fire exit away from the street or entrance; ideally your room should be between the second and seventh floor.
- Print, carry and learn to read maps of the cities/areas you will visit. Plan your routes.

#### *Departure and arrival*

- Minimise your time in the common areas of airports, which are less protected.
- Move quickly from the secured official and baggage claim areas through the lobby and to your transportation. Leave the airport as soon as possible.
- Use airline lounges/clubs, if possible. Sit on the periphery of the club, away from food and drink areas.
- Minimise time spent in public access areas, such as ticketing areas. Move to and through security checkpoints as quickly as possible.
- Avoid nearby incidents of any kind, as situations can escalate without warning.
- Avoid crowded areas. If you must be in a crowded area, position yourself near an exit or other egress point, preferably at the edge or on the periphery of a crowd.
- Note sudden increases in security presence/activities.
- Trust your instincts. Avoid people who appear suspicious or act differently than the crowd. Avoid using luggage tags identifying you as an obvious foreigner. Luggage tags should be covered to protect your contact information and address.
- Maintain a low profile; avoid dress, including clothing with logos, and behaviour identifying you as an obvious foreigner.
- Maintain contact with other members of your party; call and text them upon arrival.

#### *While at your destination*

- Maintain situational awareness; always be prepared to run or hide from a threat. Know the room numbers of all of your colleagues.
- Leave the TV on and place the Do Not Disturb sign on the door when leaving your room. Always lock the hotel room door, as well as any doors between adjacent rooms; use all available locks. Consider traveling with a rubber doorstop for added security on inward swinging doors.
- Ask your hotel staff where foreigners usually congregate, and minimise time spent in those places, especially if there is known animosity in a country against your nationality or ethnicity. Be cautious about discussing personal matters, your itinerary or arrangements with strangers or those who may overhear you.
- Be sure of the identity of visitors before opening the door of your hotel room.
- Refuse unexpected packages or visits from unknown people, businesses, or organisations; have all packages and correspondence delivered to the reception desk.
- Be aware of people following you or of loiterers observing your comings and goings.
- Plot police stations, hospitals that treat foreigners, major hotels and other safe havens on your paper map and in your phone's GPS.

- Do not meet strangers at unknown or remote locations; to the extent possible, select the meeting location yourself.
- Enlist your hotel or host in helping you select and make arrangements for taxis. Do not enter a vehicle you believe to be a taxi unless it is clearly identified.
- Before closing the door to a taxi, compare the face of the driver with the one posted on the displayed license; if the two do not match, do not accept the ride.

### *If involved in a terrorist incident*

- Remain calm by breathing in for four seconds, holding for four seconds and exhaling for four seconds several times after an attack.
- Silence your phone.
- Physically check yourself and travel party for injuries prior to moving. If possible, contact your nearest diplomatic mission, and ask for guidance.
- If there is a disturbance outside your hotel, keep your curtains closed, and stay away from the windows. Extinguish all lights. If you must have some light, turn on the bathroom light and keep the door ajar. Assemble your traveling companions in one room.
- If you hear an explosion, resist the urge to look out the window. A second, and usually more violent, explosion follows many bombings. Seek shelter in your bathroom or, if possible, an interior stairwell.
- If gunfire occurs, drop to the floor, or get down as low as possible, and try to shield yourself behind or under a solid object such as a heavy piece of furniture.
- Follow all instructions and orders from terrorists or responders.
- Remain sheltered in a secure location until you are certain the danger has passed.
- Do not attempt to help emergency responders, and do not pick up a weapon.