



Travel Policy

Version Number	v2.0
Approved by International Board	4 June 2015
Next Review	March 2017

World Animal Protection is a global animal protection organisation comprising affiliated entities working together in support of an agreed global strategy and bound through collaboration agreements to adhere to a set of corporate policies, principles and values.

I. Scope

1. All World Animal Protection staff, board members and consultants (from here on all referred to as 'travellers') travelling or planning to travel on World Animal Protection business, either domestically or internationally.
2. All World Animal Protection entities.
3. Volunteers undertaking special World Animal Protection-funded assignments.

II. Policy

This policy is designed to ensure that travel carried out on behalf of World Animal Protection is safe and cost-effective. It covers the general planning, preparation for and undertaking of journeys but does not primarily cover booking of or payment for travel and accommodation and other types of expenditure relating to travel. The policy should be read in conjunction with all other World Animal Protection policies, but in particular with the Staff Business Expenditure section of the Finance Policy, the Anti-Fraud, Bribery and Corruption Policy and the Human Resources Policy.

1. World Animal Protection has a duty of care towards all travellers within the scope of this policy and considers their safety, security and well-being to be of paramount importance. Compliance with this policy will enable us both to minimise the risk to travellers and the liability of the organisation, our boards, senior leadership and managers.
2. Travel should only be undertaken when necessary to fulfil the traveller's role and when it contributes demonstrably and significantly to advancing World Animal Protection's strategic objectives. Travellers are expected to consider the cost and environmental impact of their proposed travel and whether there are reasonable alternatives to undertaking travel on behalf of the organisation.

3. All international travel must be duly authorised and domestic travel undertaken in accordance with local procedures. Authorising staff will only authorise it when they are satisfied that it is necessary, cost-effective, safe, secure and practical.
4. World Animal Protection will not deploy staff in highly unstable and unpredictable environments except after appropriate risk assessment and with the consent of the International Board.
5. World Animal Protection will not oblige staff to travel to areas where they feel that the risk to their personal safety and security is unacceptable.
6. Except where staff are being deployed within a disaster scenario, intending travellers must not travel against either:
 - the advice of their national government, or
 - that of the country in which they are based, or
 - the official advice on which their insurance is based, in case this is different.
7. Intending travellers to countries where we have an established office must inform the office of their intending travel and abide by any advice the office provides with regard to their personal safety and security.
8. Travellers may only make journeys for World Animal Protection when they are in sufficiently good health to do so. In no circumstances may they travel against specific medical advice.
9. World Animal Protection is responsible for:
 - 9.1 Ensuring that travellers are fully aware of reliable sources of advice and information on the safety, security and practicality of travel plans.
 - 9.2 Providing adequate and appropriate travel insurance cover against all reasonable risks; and a 24-hour point of contact for emergencies.
 - 9.3 Providing all obligatory and advisable preventive health measures such as vaccinations.
 - 9.4 Providing necessary training, materials and equipment appropriate to the nature of the intended travel.
 - 9.5 Ensuring that we have a system in place which enables us to know the location and contact details of travellers throughout the duration of international trips.
10. Travellers are responsible for:
 - 10.1 Making use of and following the advice given by recommended information sources when planning and undertaking travel for World Animal Protection.
 - 10.2 Behaving responsibly when travelling for World Animal Protection and taking no undue risks which might put themselves or others in danger.
 - 10.3 Declaring any health, medical or other issues which if declared would prevent them from travelling.

- 10.4 Ensuring that they are fit to travel and have taken all appropriate preventive health measures (such as having requisite vaccinations).
 - 10.5 Properly looking after such materials and equipment that World Animal Protection may provide.
 - 10.6 Providing full, accurate and up-to-date information about their location, movements and contact details during a trip.
 - 10.7 Ensuring that their dress and behaviour are culturally appropriate.
11. World Animal Protection offices should assist visiting staff from other World Animal Protection offices in making travel arrangements, obtaining accommodation and by contributing appropriate advice on local safety and security measures and on cultural and social matters of which they should be aware.
 12. World Animal Protection offices should, where possible and advantageous, make contractual agreements with reliable and reputable commercial organisations to make travel arrangements on behalf of their staff.
 13. Staff must obtain prior approval to combine personal or holiday travel with business travel. Wider factors, including the impact on World Animal Protection's reputation, must be considered. All additional costs attributable to personal or holiday travel must be covered by the employee. Where a holiday stay is added, travellers must have their own personal travel insurance.