**Tratwo**

**Business Travel Safety Guide**

Effective Date: *1st of August, 2023*

**Purpose**

This business travel safety guide aims to provide employees with essential information and guidelines ensuring their safety and security during business trips. It is important to prioritise employee well-being and minimise potential risks associated with corporate travel.

**Pre-Trip Preparation**

1. All employees must inform their supervisor or department head about their upcoming business trip, including travel dates, destination, and purpose.
2. Employees should thoroughly research the destination, local laws, customs, and any travel advisories or alerts issued by relevant authorities.
3. Employees should share their travel itinerary, including flight details, accommodation information, and contact numbers, with their supervisor or a designated point of contact.

**Health and Medical Considerations**

1. Employees should ensure they have the necessary vaccinations and desired medical prescriptions for their destination, as healthcare professionals recommend.
2. It is advisable to carry a small medical kit having all essential medications, first aid supplies, and personal hygiene products.

**Accommodation Safety**

1. Employees should choose reputable accommodations that prioritise safety and security.
2. Ensure the hotel or accommodation has reliable security measures such as CCTV surveillance, secure access points, and well-trained staff.
3. Familiarise yourself with emergency procedures, fire exits, the fire extinguishers' location, and emergency assembly points.

**Transportation Safety**

1. Utilise reputable transportation services such as licensed taxis or approved car rental agencies.
2. Follow local traffic laws and regulations, and exercise caution while using public transportation.
3. Avoid travelling alone at night and opt for well-lit, busy routes when walking to and from transportation hubs or accommodations.

**Personal Security**

1. Remain vigilant and aware of your surroundings at all times, especially in crowded or unfamiliar areas.
2. Keep valuable belongings secure and avoid displaying them openly.
3. If possible, avoid travelling with large amounts of cash and use secure payment methods such as credit cards or digital wallets.
4. If carrying important documents such as passports or identification, keep them in a secure, locked place like a hotel safe.

**Cybersecurity**

1. Ensure that your electronic devices, like laptops and smartphones, have up-to-date antivirus software and firewalls.
2. Avoid using public Wi-Fi networks for sensitive tasks, like accessing company systems or conducting financial transactions. Utilise secure, password-protected networks whenever possible.
3. Be careful when sharing personal or sensitive information online, and avoid clicking on suspicious links or downloading files from untrusted sources.

**Emergency Contacts**

1. Employees should be provided with emergency contact information like local authorities, embassy /consulate details, and the company's designated emergency contact.
2. Encourage employees to register with relevant embassy or consulate services or travel registration programs if available.

**Reporting Incidents**

1. In case of an incident, employees should report safety concerns, accidents, or security breaches to their supervisor, HR department, or the designated point of contact as early as possible.
2. Employees should seek appropriate medical attention and cooperate with local authorities if required.

**Policy Review**

1. This business travel safety guide will be reviewed periodically to ensure its relevance and effectiveness.
2. Any updates or amendments will be communicated to all employees.
3. Following this business travel safety guide, employees can minimise potential risks and enhance their safety while representing Tratwo during business trips.

Approved by:

*Tratwo*

*HR Administration*

*19th July, 2023*