

AD 17 International Travel and Safety - Employees

Classification: Administration
 Responsible Authority: Director, Risk Management
 Executive Sponsor: Vice President, Finance and Administration
 Approval Authority: Algonquin College Executive Team
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PURPOSE

To ensure that all reasonable precautions are taken for the safety of employees who travel abroad, for international business and to effectively manage measures intended to mitigate the risks associated with international travel.

SCOPE

This policy applies to all employees travelling internationally on College-approved international business.

DEFINITIONS

Word/Term	Definition
Approval Authority	In accordance with Policy AD 12, Dean / Director responsible for the employee engaging in international business or the next level of authority if the employee is a Dean / Director or Vice President. The Approval Authority for the President is the Chair, Board of Governors.
Employee	Includes full-time employees, part-time employees and agents of Algonquin College who are representing the College and who are approved to travel internationally.
GAC	Global Affairs Canada
GAC Risk Rating	A risk assessment that is provided by GAC and is considered when determining whether College activities involving travel to a particular country or region will be authorized. (See Below)

Level 4	Avoid all travel	<i>There is an extreme risk to personal safety; Canadians should not travel at this time.</i>
Level 3	Avoid non-essential travel	<i>There are specific security concerns; travelers should reconsider their need to travel at this time.</i>

Level 2	Exercise a high degree of caution	<i>There are identifiable security concerns; travelers should be alert and vigilant to their surroundings</i>
Level 1	Exercise normal security precautions	<i>There are no significant security concerns.</i>

International
Business

Any officially organized College activity. Such activities may include, but are not limited to, exchange programs, research projects, internships, practicums, coop placements, clinical placements, conferences, service learning activities, volunteering, organized sport competitions or other extracurricular activities.

Region

A specified area within the borders of a country.

POLICY

1. This policy applies to all international travel and accommodation arrangements arising out of and in the course of international business. In all cases, the College retains the authority and responsibility for making appropriate arrangements and decisions respecting travel, accommodations and insurance requirements. This function is carried out by authorized College personnel, under this policy, unless otherwise permitted by an authorized representative of the College.

NOTE:

- A. Workplace Safety & Insurance Board (WSIB) coverage applies to employees who suffer an injury that arises out of and in the course of employment whether in Canada or when they are abroad. In such cases, the employee is required to report the injury in accordance with Policy HS-05 Accident Reporting & Investigation and Human Resources shall ensure appropriate communication with WSIB.
 - B. Additional insurance is arranged by the College for employees who participate in International Business. International travel medical and security assistance services are provided through a third party for employees travelling abroad.
 - C. In circumstances where employees wish to use personal leave or personal time in conjunction with international business, but for purposes outside of those described in the above policy, the employee is responsible for making arrangements for any additional insurance requirements, the costs for which, he/she is also responsible. Employees may contact Human Resources for information regarding personal out of country coverage or visit the Human Resources webpage for more information.
2. The College will, to the best of its ability, prepare and assist employees who are engaged in international business.

3. Regardless of travel warnings issued by GAC, it is the individual traveler's responsibility to be informed of the inherent risks of international travel and to take precautions to avoid or mitigate potential risks.

4. The Approval Authority has the authority to approve employees travelling abroad on International Business. This approval will be based upon a review of the GAC Risk Rating of the destination, the potential risk posed by the planned activities and any necessary consultation with the International Education Centre and/or with Human Resources.

5. Under normal circumstances, the College shall not sanction travel in countries or regions where a level 3 or level 4 travel advisory is in effect.

6. In exceptional cases, the College may approve employee travel to regions where level 3 or level 4 travel advisories are in effect. In these cases, consideration will be given to the criticality of the international business and the effectiveness of risk mitigations that can be implemented. Such travel must be approved by the Approval Authority, as well as the respective Vice President and/or President.

7. It is recognized that security and health conditions in foreign destinations at the national, regional or local levels can change unexpectedly. The College retains the authority to change or cancel international business at any time, based on available information and notwithstanding GAC travel advisory ratings.

8. College employees must adhere to all steps and measures outlined in the Procedures section of this Policy and are reminded that they continue to be governed by College policies while travelling internationally.

PROCEDURE

<u>Action</u>	<u>Responsibility</u>
1. Employee Travel	
1.1 Employees intending to travel on International Business must seek advance approval in accordance with Policy AD-12 Travel, Meals and Hospitality and submit in accordance with Workday processes.	Employee
1.2 Travel shall be requested and authorized through the Spend Authorization process of the Travel Objectives Form, within Workday at least one week prior to intended travel. Please refer to the Workday User Guide for processing instructions.	Employee
1.3 The Approval Authority reviews the request and approves or denies the request with appropriate	Approval Authority

consideration for the GAC travel advisory information available.

1.4 Employees who receive travel approvals from their Approval Authority shall be responsible for registering with GAC's "Registration of Canadians Abroad", or if the employee does not hold Canadian citizenship, the employee shall be responsible to register with his/her own Embassy or High Commission in the destination country.

Employee

1.5 Employees approved for international business shall provide the Approval Authority with his/her agenda of predetermined activities or business meetings, accommodations and scheduled flight information. Employees and the Approval Authority will work together to establish an appropriate means for regular contact during the travel.

Employee

2. Risk Ratings

2.1 Monitoring GAC Risk Ratings

2.1.1 Stay informed of changing conditions by monitoring GAC's travel advisories.

Employee / Approval Authority

2.2 International Crisis and Changes in Risk Ratings

2.2.1 In the event of an international crisis or should a GAC Risk Rating change to Level 4 or Level 3 in a country or region where employees are in place, or have been approved to travel, it is the responsibility of the Approval Authority to liaise with the International Educational Centre and the respective Vice President of the affected employee to determine appropriate action.

Approval Authority

2.2.2 Recommendations may include the cancellation of travel or the recall of employees.

3. Emergency Circumstances

3.1 Should the Approval Authority become aware of emergency circumstances, either in Canada or in the

Approval Authority

country or region where an employee is currently travelling abroad, measures may be taken, utilizing all information available, to facilitate all necessary contacts and actions on behalf of the College and actions for the return of the employee, as deemed appropriate in the circumstances.

3.2 Such actions will be taken in the context of all relevant regulations and policies of the College and all established protocols related to the travel, in the best interest of the employee and the College.

SUPPORTING DOCUMENTATION

Note: Please follow the User Guide instructions when submitting the completed Travel and Advance Authorization form through Workday.

Please refer to the Human Resources website for additional information.

RELATED POLICIES

AD12 – Travel, Meals & Hospitality

HR18 – Employee Code of Conduct

HR19 – Response to the Death of an Employee or Immediate Family Member

RELATED MATERIALS

Human Resources Website - <https://www.algonquincollege.com/hr/ehcs/out-of-country-coverage/>

GOC Travel and Tourism - <https://travel.gc.ca/>

Global Affairs Canada – <http://www.international.gc.ca/international/>

Travel Industry Council of Ontario – www.tico.ca