

Leiden University guidelines for business travel to high-risk areas

Leiden University staff members may want to travel to areas with safety risks for a variety of reasons. They often are very familiar with the high-risk areas to which they wish to travel. Sometime it so happens that the risk aspect in the area is actually the topic of research. In that case there is a tension between the professional interest of the employee (and the employer) and the employer's responsibility for the employee's well-being.

These guidelines are intended for mandate holders (Executive Board, Faculty Board or managers of expertise centres/administrative services) and staff who deal with business travel to high-risk areas. For the purposes of these guidelines, business travel includes a trip abroad undertaken by the employee as part of his/her work duties with previous approval or at the request of the employer. This includes a research or study trip made by the employee, as well as a business trip organised either by the employee's own initiative or in collaboration with a third party. A high-risk area is in any event an area for which the Ministry of Foreign Affairs has issued either code Red or code Orange. These guidelines discuss a number of situations concretely. The supervisor and employee shall discuss the business trip, and depending on the destination for the trip and the travel recommendation from the Ministry of Foreign Affairs (colour code), the mandate holder shall be consulted and his/her permission sought beforehand. In addition to the information in these guidelines, we also refer the reader to the information on the university website and that of the Ministry of Foreign Affairs.

General principles

- These guidelines are a further elaboration of good employer and employee practices and are motivated by the responsibility borne by the employer for his employees.
- For trips to high-risk areas, the university follows the travel recommendations of the Dutch Ministry of Foreign Affairs, as well as the colour codes of the Ministry of Foreign Affairs.
- We expect an employee to behave as a good employee and to therefore take no unnecessary and/or irresponsible risks with respect to either his own safety or health or that of others. An employee who goes on a business trip bears responsibility for his own safety and health during the trip.
- An employee who goes or stays abroad in the context of his work is obliged to comply with any instructions from his employer, just as in the Netherlands.

Approval for the trip is granted or withheld depending on the destination of the trip and the travel recommendation of the Ministry of Foreign Affairs (colour code). The use of each colour code is explained below individually.

Explanation and use of Foreign Affairs colour codes

The Ministry of Foreign Affairs uses colour codes with its travel recommendations, which provide general guidelines. These codes are:

- **Code Red: do not travel.**

A life-threatening situation could develop due to very serious safety risks in this country or region, such as a war situation. For this reason the Ministry of Foreign Affairs advises people not to travel there.

In principle, no approval is granted by the university for business travel to regions designated as code Red (meaning: do not travel). The responsibility borne by the employer to not knowingly put employees in a position that could compromise their safety or health does not permit sending people to such areas.

In very exceptional cases, if the trip is necessary and cannot be delayed, the Faculty Board may ask the Executive Board prior to the trip for permission for a business trip to an area which has been designated as code Red, using the appropriate form. When requesting permission, the risk analysis form must also be submitted.

The Executive Board may grant prior written permission for the trip after having asked the Travel Advisory Team for their recommendation. This advisory team varies in composition. In any event the members include the University's Safety Manager, a staff member of the Administration and Central Services HRM department and the Academic Director (WD) from the institute where the employee works. Certain conditions can be attached to this approval. Approval that has been granted can be rescinded by the Executive Board if motivated by an updated inventory of risks. The employee must provide accurate travel information.

For a business trip to an area designated as a code Red and for which the Executive Board has granted permission, the employees' supervisor, University's Safety Manager and the faculty's Personnel and Organisation department must always have a detailed itinerary available so that the employer is aware of the employee's whereabouts at all times. Possible changes to the itinerary must be communicated as quickly as possible to the supervisor, the Safety Manager and the Personnel and Organisation department. Additionally, the employee must know who needs to be contacted in the event of a disaster, and he/she must be in possession of all relevant telephone numbers including in any event that of the embassy, a nearby hospital, the Safety Manager and the travel insurer's hotline. The employee must also duly prepare his/herself for the trip, including by reading the safety recommendations of the Ministry of Foreign Affairs and reporting his/her stay abroad to the ministry at

<https://informatieservice.nederlandwereldwijd.nl/>

The employee is expected to be given the opportunity to undergo safety training. The employee may always reserve the option not to go.

- **Code Orange: only necessary travel.**

Dangerous situations could develop for travellers due to serious safety risks in this country or region. For this reason the Ministry of Foreign Affairs recommends travel to this area only if it is truly necessary. If you still travel there, be well prepared.

For business travel to regions designated as code Orange (meaning: only necessary travel), prior written approval from the mandate holder is required. Certain conditions can be attached to this approval. Approval that has been granted can be rescinded by the mandate holder if motivated by an updated inventory of risks. Employees must provide accurate travel information beforehand (see also information on the staff website).

- **Code Yellow: beware of safety risks.**

There are safety risks in this country or region different from what you are accustomed to in the Netherlands. Prepare yourself for these risks and be extra careful.

- **Code Green: no particular safety risks.**

The safety risks in this country or region are comparable to what you are accustomed to in the Netherlands. Be mindful of yourself and your possessions, just as you would in the Netherlands. There may still be some specific things that you need to pay extra attention to.

Please note: Although these guidelines do not pertain to business travel to these regions (code Yellow and Green), the general principles in these guidelines apply to these trips as well. When during the trip a catastrophe occurs or threatens to occur in the area and/or the colour code for the area changes, the guidelines still apply.

(Threat of) catastrophe and/or code Orange or Red after the business trip has started

Employees must immediately leave the area they are travelling in when the code for that area changes to Red. The employee shall make contact as quickly as possible using the emergency telephone number of the university's travel insurance company, as well as when the code changes to Orange. The employee shall immediately follow all instructions given by or on behalf of the university. Any instructions by or on behalf of the Dutch government shall also be immediately complied with. Should the employee have non-Dutch nationality, in this last event the relevant instructions are those of the government of his country of origin.

Liability and insurance

Rules concerning the employer's liability are laid down in article 1.17 of the Collective Labour Agreement for Dutch Universities. The university does not assume any liability if an employee suffers

damage or loss as the result of a (threat of a) catastrophe, if the employee does not fulfil his obligations (in a timely fashion), which also includes providing incorrect or incomplete information. The university has procured travel insurance for its employees' business travel. The conditions can be found on the staff website.

These regulations were enacted by the Executive Board on 2 June 2015, and updated on 30 August 2016.