



Travel Safety Policy

Zonta International Board members, headquarters staff and volunteers are occasionally asked to travel on Zonta business domestically or internationally to represent Zonta.

Examples of travel include international board meetings, conventions, district conferences, inter-district conferences, committee meetings, UN agency meetings and program site visits.

There are inherent risks associated with travel that must be recognized by Zonta and the traveler who is travelling on Zonta business. Any travel on official Zonta business is a voluntary undertaking. Zonta recognizes that under certain circumstances, and for various reasons, members may choose not to travel internationally on Zonta business due to security threats and health related alerts and Zonta will respect this decision. In the instance of required staff travel, the staff member must discuss concerns with the executive director who will make the determination to excuse from travel.

Approval of Travel

The decision to deny or approve travel for safety reasons is made by the international president in conjunction with the executive director and is based on consideration of the following factors:

- Alerts from the US Department of Homeland Security's National Terrorism Advisory System.
- Travel health warnings issued by the Centers for Disease Control and Prevention in effect for the country of destination.
- Travel warnings issued by the US Department of State in effect for the country of destination.

Travelers originating outside of the United States should check with the equivalent authorities in the home country of the traveler.

In the event travel is deemed to be risky by the international president and executive director, it will not be approved and the traveler will be informed of the decision in writing.

Administration

Board members and headquarter staff approved for travel must notify the executive assistant at headquarters providing name and destination in order to maintain a record of such travel for insurance purposes and communications on travel/health risks updates.

If there is any concern regarding risk, the executive assistant will monitor the following websites:

- US Department of Homeland Security www.dhs.gov
- Centers for Disease Control and Prevention www.cdc.gov
- US Department of State www.state.gov

Travelers guided under this policy must realize, however, that health and safety alerts may change suddenly without notice, making it difficult to stay abreast of the latest information available, and therefore, are encouraged to check all relevant information sources immediately before any travel.

Insurance

Zonta International headquarters staff is required to secure and maintain a worldwide 'Travel Assistance Program' insurance policy covering emergency medical support and travel assistance based on medical need. Members of the Zonta International Board, volunteers and Headquarter staff covered by this insurance will be issued detailed information with numbers to call in a medical emergency, need to be evacuated or repatriated among other things.

Headquarters will be responsible for distribution of emergency contact cards to board members, volunteers and staff who are travelling on Zonta business. Extent of coverage is subject to the terms and conditions of the policy.

In very special circumstances, on advice from the executive director or risk manager and with the approval of the international president, a *Kidnap and Ransom Insurance* policy will be taken out by headquarters for a specific travel location covering a specified period of time. Initiating such a policy will require cooperation from the traveler to provide contact details for next of kin and other security information.

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