



## International Working Policy

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### Introduction

Livingstone Tanzania Trust (LTT) recognise its Duty of Care for its employees, trustees, contractor and volunteers when travelling abroad on LTT business. We recognise that different countries have different Health and Safety Standards and we aspire to maintain the standards of the UK where ever we might be. LTT recognise that the risks faced when working in an environment overseas poses different risks and challenges from working in the UK and for that reason, we consider the following: -

- **Personal Risk Profile**

Together with the traveller, the Director will, prior to departure, go through each itinerary to identify the different risks (including, but not limited to, health and safety, safeguarding, cultural difference). Together we identify alternatives to remove the risk or suitable control measures to control the risk to an acceptable level.

- **Country Risk Profile**

Our guidelines on the country risks are regularly reviewed and always reviewed prior to any departure to ensure that nothing has changed. Prior to departure both the Director and those about to travel will jointly assess the risks of travel and jointly make a decision as to whether to proceed with the trip and any necessary mitigation measure whilst overseas. All staff are required to subscribe to the FCO Tanzania email update service. Volunteers and Trustees are also advised to do so whilst visiting Tanzania.

- **Pre and post departure briefings**

The Director will meet the travelling person at least 2 weeks prior to departure to go through the pre-departure training and together they will identify and address any areas that require addressing to reduce the risk of harm to an acceptable level. Within 2 weeks of returning there will be a post-trip briefing to learn about local changes that may impact on future trips, to assess the quality of the control measures. During that briefing we will review the mental and physical health and well-being of the traveller.

- **Health and well-being**

It is the responsibility of the individual to seek guidance from their Doctor or travel clinic as to what medication they need to take and when. At the pre and post departure training suitable time should be given to ensure the mental wellbeing of the individual.

- **Transport**

Prior to departure the individual must ensure that their travel details are logged on the office Travel Log.

Airport transfers must be either with the LTT/MCDO vehicle, a registered safari company or with a previously vetted taxi service which is pre-booked.

When travelling within Babati during the day the individual may use random tuk-tuk drivers or approved taxi drivers, but after 6.00pm only approved tuk-tuk driver and taxis may be used. A list of approved tuktuk drivers will be provide before departure. At no point are staff to travel on local buses or Dala-dala when on official business.

Use of the Office car is permitted 24/7 when available, when driven by a person with the right licences and insurance.

Employees, trustees, contractors and volunteers are not permitted to ride on a motorbike

- **Accommodation**

When travelling on work related business the individual should be provided with safe, clean and lockable accommodation with access to clean toilets and showering facilities. The individual may, on occasion, be asked to share their accommodation with another person of the same gender and has the right to refuse to do so.

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- **Communication**

The individual will be provided with a local sim card and sufficient airtime credit for data, email, WhatsApp, texting and calls as needed. The individual, when the sole LTT personnel overseas ought to send a daily message to the appointed contact, this is usually the Director or Programmes Manager and will be discussed pre-departure.

- **Money**

LTT will provide the individual in advance and where possible with sufficient local currency to deal with emergencies and contingencies. The individual ought to take their own credit/debit card to cover for additional contingencies. Cash and cards should be stored discreetly and separately.

- **Personal security**

The individual must ensure that they consider their personal safety at all times and never put themselves in the way of harm.

If an individual feels threatened, they must: -

1. Assess the situation and the potential risks.
2. Take steps to remove themselves from the environment to a safe space. If that is not possible, make as much noise as possible to attract attention and then leave the environment to a safe place as soon as possible.
3. Contact a trusted party and ask for assistance and stay in safe space until that assistance arrives.
4. Document the situation.
5. Contact your Line Manager for further support.
6. LTT will support professional counselling should the individual(s) wish it or it is considered necessary.

- **Sexual orientation**

Tanzania has a history of enforcing strict laws against the LGBTQ+ community. Same-sex sexual activity is illegal and can be punished by imprisonment. The government has also taken steps to restrict LGBTQ+ rights organizations and their activities. Public attitudes towards the LGBTQ+ community in Tanzania can be quite hostile, which contributes to a challenging environment for individuals who identify as LGBTQ+.

LTT will provide advice and support to all staff and volunteers who identify as LGBTQ+ so that they can enjoy their time in Tanzania.

- **Travel Insurance**

LTT will provide travel insurance for all staff/Trustees/contractors traveling abroad which covers medical evacuation. Those traveling to Tanzania must ensure they have the emergency contact number of the insurers with them whilst overseas.

- **Crisis Management**

In the event of a situation developing which constitutes a Crisis, the Trustees will devote all their effort and attention to supporting the individual(s) in the Crisis and their UK families and will work to ensure that all steps are taken to ensure they are returned back to the UK safely and provided with such support as is needed to return the person to a state of well-being. The Trustees will immediately review the insurance documentation and contact them on +44 (0) 20 7902 7123 prior to taking any steps Reference DTW1991 Holiday Travel Plus Policy Number.

- **Personal Allowances**

We have set a living allowance of Tsh10,000 per person per day for staff whilst in Tanzania, this ought to be sufficient to cover food, drinks, sim cards and credit for work purposes and travel when the office car is unavailable. If more funds are spent then this needs to be justified.