

## **OFS Travel – Duty of Care**

### **WHAT IS A DUTY OF CARE?**

***Duty of care is the moral and legal obligation of employers to safeguard their employees, contractors and anyone else in their care from harm while travelling on their behalf, using their services or participating in their activities.***

OFS encourage the clients to share the following advice /strategies to maintain the safety of travellers at all times:

#### **Pre-travel**

OFS Travel will:

- Keep control of your staff bookings, identifying high risk or out of policy bookings
- Set up travel alerts, keeping you and your travellers informed of potential disruptions
- Maintain your traveller profiles, including the most up-to-date emergency contact information for your traveller

#### **During travel**

- Give travellers 24/7 in-house support for emergencies or last-minute itinerary changes
- Provide traveller tracking technology to pinpoint any travellers at risk
- Implement crisis response plans to contact and locate your traveller in the event of an emergency

#### **Post travel**

- Identify out of policy bookings and risky destinations through regular reporting, helping you to tighten up your travel policy compliance where necessary

#### **COVID-19**

**Regularly check and monitor countries at risk/ quarantine requirements through official sources and constantly update the client.**