



Business Trips

When employees travel for work, whether alone or in teams, maintaining professional boundaries is crucial to prevent potential harassment or inappropriate conduct.

- 1 Respect privacy during travel:** Be mindful of colleagues' privacy when sharing accommodation, transport, or meals. Avoid overly familiar behaviour, such as entering their personal space uninvited.
- 2 Keep personal interactions professional:** While it's natural to socialise during business trips, be cautious not to cross professional boundaries. Avoid excessive drinking or personal conversations that could make others uncomfortable.
- 3 Stay vigilant in unfamiliar environments:** In unfamiliar settings, be extra cautious about safety and inappropriate behaviour, especially when interacting with clients or third parties. Report any concerning behaviour to HR immediately.
- 4 Respect downtime:** If travelling with colleagues, respect each other's downtime and ensure that after-hours activities are consensual and professional. Avoid pressuring others to join in on social activities.