

Business Travel, Remote Working and Working Offshore Procedure

There are significant risks for Robert Walters associated with our Temporary Workers and Independent Contractors working offshore. As such, we have implemented the following procedure to assess and approve (or deny) all requests for business travel or working during a holiday abroad.

1. Contact Robert Walters and notify us far as possible in advance of your intention to travel overseas for business travel or working whilst on holiday.
2. Approval must be granted **before** working from overseas.
3. Robert Walters will ask you to provide certain information regarding your intended travel. Your responses will help us determine our tax, employment, regulatory and insurance liabilities associated with your travel request.
4. An assessment will be undertaken on a case-to-case basis, including in relation to the following factors:
 - the country you travelling to;
 - your dates of travel (you'll need to provide evidence of a return air ticket);
 - the total number of days you will be working abroad;
 - the expiry date of your assignment (it cannot expire while you are abroad);
 - whether your working rights are impacted by any travel overseas;
 - whether the Client will approve the overseas travel;
 - whether the Client agrees to remain responsible for directing and supervising your work whilst you are overseas; and
 - whether the intended location of work is safe.
5. We will contact the Client to obtain written approvals.
6. Our Health and Safety Team will contact you directly to conduct a WHS assessment.
7. Robert Walters reserves the right to impose conditions upon any approval for working from overseas. This may include imposing a limit on the total number of days working from overseas. Failure to comply with any such condition may result in suspension or termination of the temporary role.

Please submit all requests for business travel or to work overseas to your Robert Walters' representative and to legal@robertwalters.com.au. Allow a minimum 5 working days to process all requests.