

PSMG LIMITED TRAVEL AND SECURITY POLICY STATEMENT

INTRODUCTION

When employees travel for company-related purposes, it is PSMG's responsibility to ensure safe and reliable travel arrangements. The policy applies to all employees under contract at PSMG, including paid interns, contractors, seasonal, part-time, and full-time employees.

AUTHORISATION & REIMBURSEMENTS

All company travel arrangements must be authorised by a director before the expected travel date. This applies to both the initial travel approval and any subsequent changes, depending on the nature of the trip and required lead time. Employees and contractors are not permitted to authorise their own travel arrangements unless specifically approved by a director.

Travel Expenses:

Employees are expected to submit travel expenses to Finance shortly after returning from their trip. The submission should include receipts or invoices. The finance department is responsible for reviewing the report and processing reimbursement payments. Travel expenses should be arranged with a director or manager before your trip.

Contractors:

Contractors should include all direct travel costs, with receipts, when submitting their standard invoice for the activity where travel is required.

Other Expenses:

Employees should seek prior approval for any business-related expenses that are not directly related to travel. Any substantial individual expense requires authorisation from a director before it is incurred.

SECURITY

It is the responsibility of each employee or contractor to ensure their safety and the security of both company and personal items while on PSMG business. The following guidelines should be adhered to:

- **Notify a Third Party:** Inform a colleague or contact about your travel arrangements, including your business destination.
- **Environmental Awareness:** Be mindful of the environment, traffic conditions, and the general safety of the areas where you are working, particularly if these areas are unfamiliar. Always conduct a basic risk assessment before travel.
- **Vehicle Security:** Whether using a company, private, or hire vehicle, always ensure the vehicle is locked when unattended. All items left in the vehicle should be hidden from sight, ideally secured in the boot or trunk.

- **Parking:** When parking vehicles, choose locations that are well-lit and, where possible, monitored by security cameras.

MOBILES, LAPTOPS, TOOLS ETC

All employees and contractors should take care not to leave equipment unattended while it is in use. When leaving equipment (e.g., laptops, phones, or tools), ensure that it is turned off and securely stored in a safe place to prevent theft or unauthorised access.

Jason Silcox



Business Director
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