

CORONA VIRUS (COVID-19) – TRAVEL ABROAD

With the escalating issues with Corona Virus we are extremely concerned about the effect on the business and potential extra costs. If this hits us as hard as we believe then we could be incurring additional costs

At this time we believe travel abroad is reckless and leaves yourself and others you come in contact with open to being infected.

We are asking you to remain in the UK and not to travel abroad.

If you have holidays booked then we ask you to cancel them and not to travel. We will cover any costs that you cannot recover by insurance or credit card refund. We will need proof that the cost has been incurred and cannot be recovered. If you have a working partner then we will require proof their company will not assist in refunding costs also.

We will operate this refund for all holidays notified to us by 13 March 2020. Notify your head of Department or Director and HR.

If you do travel abroad then we will not allow you back to work for 14 days after your return and will not pay you for this.

If anybody has an issue with this then contact reception and make an appointment to see me to discuss further.

Group Technical Director