



Title	International Travel Risk and Security
Policy No.	B.2.1
Approval Body	President & Chief Executive Officer
Policy Sponsor	Vice President, Administration & International Development
Last Revised/Replaces	
Effective Date	June 11, 2018

CONTEXT AND PURPOSE

This policy establishes guidelines to ensure the safety and security of all Vancouver Community College (VCC; the College) employees and students whilst on international travel on approved College related activity.

VCC is dedicated to promoting a safe, secure and healthy working and learning environment for employees and students while representing the College during international travel.

SCOPE AND LIMITS

All International travel arrangements being considered or arranged within any unit of the College are governed by this Policy and Procedures. This policy and accompanying procedures will be governed by the Director of Safety, Security and Risk Management.

This policy applies to all employees and students of the College who are planning international travel.

STATEMENT OF POLICY PRINCIPLES

1. Requests for international travel for employees and students must include prior written approval from the Senior Leader of the School/Department.
2. Employees and students must take into consideration potential hazards and risks in planning for international travel. Regardless of travel warnings issued by Foreign Affairs Canada, (which can change without notice), it is the individual's responsibility to be informed about inherent risks in international travel and to take appropriate precautions to avoid undue risks and dangers. Employees and students may review travel warnings on the Global Affairs Canada website. It is the traveller's responsibility to ensure they receive the appropriate immunizations prior to travelling.
3. Any exceptions to this policy must be approved in writing by the Director of Safety, Security and Risk Management with notice to the Vice President of the area.

DEFINITIONS

College-Related Activity: Movement on official College business from one's normal place of employment to another destination, and return from there to one's normal place of employment. Includes professional/career development related travel and paid leaves for employees and supplemental learning activities for students paid from VCC funds or which involve VCC vehicles for transportation. Commuting between one's home and regular place of employment does not constitute business travel. Business travel includes:

Domestic travel: Travel within Canada. No approval is required from the Director of Safety, Security and Risk Management for domestic travel.

International travel: Travel to a destination outside of Canada. This includes the United States of America. Approval is required from Director of Safety, Security and Risk Management.

Employee: An individual who is currently employed by VCC on a full-time, part-time, permanent, temporary, term, casual or contract basis.

Risk Assessment: An assessment conducted by the Director of Safety, Security and Risk Management in accordance with established standards for security and travel protocols, which include, but are not limited to, an evaluation of safety, security, global health concerns and other related factors.

Senior Leader: An exempt employee at the Dean/Director level and higher.

Students: A person who is registered in full-time or part-time credit or non-credit courses offered by VCC.

RELATED LEGISLATION & POLICIES

Policies

B.1.3 Reimbursement of Expenses

B.2.16 Travel Policy

B.3.7 Parking

RELATED PROCEDURES

Refer to B.2.1 International Travel Risk & Security Procedures.