

Coronavirus – Travel Restrictions Policy for Business and Personal Travel

Plastek UK Ltd has initiated travel restrictions due to the COVID-19 outbreak. The below information is related to business travel and also personal travel. Please note Plastek UK Ltd does not encourage anyone to travel unless it is essential so we ask all staff to ensure they act responsibly.

Business Travel

1. All non-essential business travel will be cancelled until further notice
2. Essential /emergency travel outside the UK will need to be authorised by Mick Shaw
3. Any essential / emergency travel within the UK on behalf of Plastek UK must be approved in advance by Mick Shaw and the Task Team. The correct documentation will need to be completed by the employee and the correct policies will need to be obtained from the requested organisation.
4. Employees should use TV and video conferencing instead of face to face meetings. This is intended to prevent unnecessary exposure to the virus and limit risk to employees.
5. University / College days will be reviewed as per government guidelines
6. Training, Audits and Group activities will also be suspended until further notice
7. Any visitors / contractors that need to come to site for essential purposes will need to complete HR-071 form and this will need to be reviewed by the host at PUK or the Task Team before authorisation is given.

Personal Travel

1. All Employees who travel to countries outside the UK that are on the isolation requirement list as per government guidelines are required to self isolate for **10** days. Plastek UK Ltd will not pay the employee for this isolation period.
2. If an employee travels outside the UK and the destination becomes an isolation requirement on return to the UK they will again have to self isolate for **10** days following government guidelines. Plastek UK Ltd will not pay the employee for this isolation period as this is at the employees own risk.

Plastek UK understands that personal issues may arise so if anyone needs to travel for essential /emergency reasons please inform the task team. This will be reviewed on a case by case basis.

Please be aware all policies and procedures relating to COVID-19 are subject to change due to UK government guidelines. All employees will be made aware of any changes to policies.

Thank you in advance for your cooperation with this new adaptive policy. The Coronavirus is a problem that we can all solve together by avoiding unnecessary contact and potential exposure. Please let's watch out for each other and act out of an abundance of caution during this problem.