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Goldwind International Document

International Travel Policy



RECORD OF CHANGES

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1.0	Sept 2016	First release	J Simmonds	Dongyinming	Panyantian

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1 Scope and coverage

This document provides the Goldwind International's Senior Management's mandatory standards to ensure that workers and contractors travelling internationally on company business are aware of the hazards associated with business travel and the steps required to reduce the associated risks.

This Policy applies to all Goldwind workers and Subsidiary workers and contractors operating under Goldwind International's Integrated Management System.

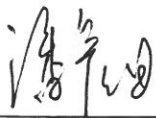
2 Policy statement

Mandatory policy requirements are:

- Senior Management shall ensure that processes are in place to ensure the health, safety and security of Goldwind's workers and contractors while travelling, that meets the standards and intent of Goldwind International's Integrated Management System
- Senior Management shall wherever possible provide alternatives to travel, for example video/conference calls or use of local resources
- All Goldwind workers and contractors are required to complete a Travel Plan prior to travelling and have it approved by their Manager
- Travel Plans shall describe contact details at the travel location, emergency contact details, modes of transport to be used, an assessment of the risks at the location and the risks involved in travelling to the location
- Goldwind International shall ensure workers and contractors obtain the necessary medication, vaccinations, and inoculations and associated certification to minimise the risks to their health whilst travelling
- Senior Management shall maintain a set of Country Risk Assessments describing the health, safety and security risks for countries that Goldwind's workers and contractors are expected to travel regularly. These risks shall be communicated to all workers and contractors prior to travelling
- Travel to high risk locations as determined by the Country Risk Assessments shall require approval by the Senior Management Team
- All Goldwind International's workers and contractors shall obtain the necessary visas and documentation including transit visas required to permit their entry into a foreign country

Note: Read this policy in conjunction with (*GWI – Travel Guideline, GWI Vehicle Safe Use Policy, and GWI Vehicle Safe Use Guideline*).

Signature:



Tony Pan
Goldwind International General Manager

Effective Date: _____