

## **Guideline: Overseas travel**

- Any official or private overseas travel must be with prior approval. It is highly recommended that you refrain from overseas travel.
- In case you have to travel for unavoidable reasons, you need to inform HR and management in writing and obtain permission.
- If you do travel, you cannot come into office for 14 days but need to work from home as a precautionary measure.
- You must also inform HR on the travel details of any immediate family members or those who live with you.
- If you have family members, relatives or friends who have recently travelled overseas, who are in close contact with you, please inform HR and decide on the next steps with your Project Lead.