

10-Point Duty of Care Checklist



Evaluate how well your organization is prepared to ensure employee safety during travel. Answer these questions to assess your current plan.



1. Is your travel policy clear, up-to-date, and flexible?
☐ Yes ☐ No
2. Do you assess employee preparedness and provide resources for safe travel?
☐ Yes ☐ No
3. Have you communicated travel safety protocols and emergency procedures to employees?
☐ Yes ☐ No
4. Can you track your employees' locations in real-time during their trips?
☐ Yes ☐ No
5. Do you have a contingency plan for evacuations in emergencies at the destination?
☐ Yes ☐ No
6. Are employees equipped with a list of emergency contacts, including local authorities and support hotlines?
☐ Yes ☐ No
7. Have you established a reliable backup communication method if primary channels fail?
☐ Yes ☐ No
8. Do you actively monitor travel updates and safety or health guidelines changes at the destination?
☐ Yes ☐ No
9. Can employees modify or reschedule travel plans seamlessly using a travel management tool?
☐ Yes ☐ No
10. Have you ensured comprehensive travel insurance coverage, including medical and evacuation services?
☐ Yes ☐ No

Assess Your Readiness

Count the number of "Yes" responses to determine your duty of care readiness:

- **9 - 10:** Exceptional! Your travel safety measures are comprehensive and ready to protect employees.
- **5 - 8:** Adequate, but there's room for improvement. Focus on areas marked "No."

- 1 - 4: Needs significant enhancement. Review your strategy and prioritize employee safety.



Take Action Now

Want to strengthen your duty of care plan?

With [itilite Shield](#), you can:

- Monitor employee travel in real-time
- Provide 24/7 human-powered support
- Stay informed with the latest travel alerts and updates

Contact us today!

✉ **Email:** get@itilite.com

✉ **Visit:** www.itilite.com

Book a demo for a personalized consultation with our experts.
