

OUT-OF-COUNTRY TRAVEL CHECKLIST – JAPAN

Completed by: TT

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Options Incorporated recognizes a duty of care within the context of travel risk management related to the Health and Safety Workplace Violence and Harassment Policies. As a result, Out-Of-Country business travel will include the collection of information, assessment of hazards and threats, education, monitoring of travel related activity, with attention to the specific demographic of business traveller.

The Out-Of-Country travel checklist is used in conjunction with the risk assessment to minimize some of the risk associated with overseas business travel. The Department of Foreign Affairs and International Trade has created a comprehensive international travel planning guidance titled **Bon Voyage, But... Essential Information for Canadian Travellers** that may be accessed online via the below link. Options Incorporated has adopted this travel guidance as the primary planning document for overseas business travel.

<http://www.voyage.gc.ca/publications/bon-voyage-eng>

Information Specific to **JAPAN**

Review Department of Foreign Affairs and International Trade JAPAN Travel Report at the below link:

http://www.voyage.gc.ca/countries_pays/report_rapport-eng.asp?id=140000#8

Monitor the Humanitarian Early Warning Service (HEWS) website for the latest information on natural hazards via below link:

<http://www.hewsweb.org/hp/>

Review the Centre for Intercultural Learning website.

<http://www.intercultures.ca/cil-cai/countryinsights-apercuspays-eng.asp>

Both male and female travellers must review the **Her Own Way – A Woman's Safe-travel Guide** via the below link:

http://www.voyage.gc.ca/publications/woman-guide_voyager-feminin-eng