1. **Objectives**
   1. The objectives of the recognition travel procedure are to:
      1. Clearly define the travel rules and requirements about the Nedbank Top Achiever programme.
      2. Set out the conditions and authorisations required.
      3. Clarify the various related processes and responsibilities.
2. **Scope**
   1. Includes all travel (local and international) while participating in the official Nedbank Recognition programme.
   2. This procedure is applicable to employees who are awarded a travel prize / trip / Nedbank Top Achievers’ programme (all categories) and respective partners.
3. **Rules and Conditions**
   1. It is important that all employees who receive a travel prize / trip read the relevant clauses in this procedure and those contained in the Recognition Indemnity form.
   2. The employee will be required to be in the service of Nedbank Group and not under notice of any kind, to be eligible to participate in the travel prize / trip. In cases of Retirement or Redundancy, the employee may remain eligible for the travel prize / trip.
   3. If any disciplinary action which carries dismissal as a potential sanction, is taken against an employee prior to the travel prize / trip departure date, it is solely within the discretion of the relevant Cluster and/or Divisional Head as to whether the travel prize / trip may still be enjoyed.
      1. This will not apply where the employee is under suspension.
      2. Where the employee is removed from participating on account of the pending disciplinary action, there will be no compensation for loss of participation, regardless of the outcome of the disciplinary action.
   4. The travel prize / trip is only applicable to a Nedbank employee and his / her partner.
   5. Partners under the age of 18 years cannot accompany the employee / Nedbank Achiever / Top Achiever on the awarded prize.
   6. The travel prize / trip is awarded to the Nedbank employee and one partner only.
      1. Any travelling related to a prize / recognition is deemed as a Nedbank Group Incentive.
      2. It is not a family package, therefore no additional persons (e.g., children, siblings, parents, friends, etc.) are allowed, under any circumstances, to accompany the employee and his / her partner.
   7. It is compulsory for the employee and partner to each complete and sign a Nedbank Recognition Indemnity form before partaking in any prize / travel / activity arrangement.
   8. Employees with disabilities will be catered for in terms of the Nedbank Disability Policy.
4. **For all Recognition Travel Prizes**
   1. Nedbank will either provide a room with a queen bed or room with twin beds. No single rooms will be provided for the delegate and his / her partner.
   2. The travel prize / trip package includes all costs relating to airfare, accommodation, food and meals, beverages (as specified in the documentation distributed upfront). Any meals, beverages, and other items not specified on the travel / prize package will be for the employee’s account.
   3. All employees awarded a prize / travel / trip arrangement and partners are provided with a programme / itinerary, as well as confirmations on their participation for certain key programme events during the travel prize / trip and are required to attend these events timeously as scheduled.
   4. Should the employee and / or partner be unable to attend a specific event as booked during the travel prize / trip, he / she must inform the travel team one day in advance of the booked event.
   5. Repayment clause:
      1. Should the employee and partner fail to comply with the programme and provide the required advance notification and does not present him / herself on the day, 100% cancellation fees will apply and these costs will be for employee’s account.
      2. Should the employee and partner cancel after bookings have been finalised and paid for by Nedbank, 100% cancellation fees will apply, and these costs will be for employee’s account.
      3. Same rule applies if employee resigns within the period that the travel prize / trip is granted – 100% cancelation fees will apply, and these will be for the employee’s account.
      4. Consideration not to apply the cancellation costs will be granted when an employee is required to cancel his / her attendance to a specific event at short notice due to extenuating or unforeseen circumstances, such as illness.
5. **Recognition Leave**
   1. The employee who has been awarded a travel prize / trip is allowed to apply for special leave (category Recognition) for the duration of the incentive travel programme.
   2. Any additional time taken over and above must be applied for from the annual leave category.
   3. If the partner is employed by Nedbank, he / she should apply for annual leave to accompany the employee who has been awarded the travel prize / trip.
6. **Cancelation of Travel Prize / Trip**
   1. All Formal Recognition Incentive travel shall be accurately reported and cancelled in accordance with this procedure.
   2. Nedbank Head of Recognition ([recognition@nedbank.co.za](mailto:recognition@nedbank.co.za)) must be informed in writing and in advance of all cancelations / forfeitures.
   3. Should the employee be unable to travel and subsequently forfeits the travel prize / trip, such travel prize / trip is not transferable to any other person. Further the employee will in these instances forfeit all rights to special leave in respect of the travel prize / trip.
   4. Should the employee not be able to travel, his or her partner cannot travel on their own or take anyone else as a partner.
   5. Should the employee opt to travel alone (without a partner) on the travel prize / trip, no cash re-imbursement will be given to compensate for the partner's package.
   6. Should the employee decline and subsequently forfeits the travel prize, the travel prize will not be carried over to the following year and no monetary compensation will be payable.
   7. The travel packages are not redeemable or exchangeable for travel vouchers or any other travel package irrespective of value or cash price.
7. **Travel Prize – Only applicable to the Top Achiever Trip**

**Approval process**

* 1. Written request via Head of Recognition for consideration ([recognition@nedbank.co.za](mailto:recognition@nedbank.co.za))
  2. Vetting / Final approval by Head of Recognition.
  3. Tracked by Head of Recognition.
  4. No promises / commitments outside of the above by clusters.

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| **Options** | **Process** |
| 1. Decline and option to pay-out | * Nedbank will reimburse 50% of equivalent value taxable of the applicable incentive trip. |
| 1. Resignation | * The employee completely forfeits the Top Achiever trip and the cash reimbursement. |

1. **Prize / Trip Programme**
   1. The duration of the travel prize / trip is fixed and the employee with his / her partner is expected to attend the full period and participate throughout the whole programme. Requests for alternative travel dates will not be accommodated.
   2. The employee can extend their travel prize / trip after the Nedbank event, however travel starting before the travel prize / trip commencement date is not allowed.
   3. All travel arrangements are made by Nedbank and by approved supplier(s). The employees will be advised of whom to contact to assist them with any additional travel requirements.
   4. Nedbank is not responsible for making any post trip arrangements, as this is the sole responsibility of the employee.
   5. The prize / trip travel packages are purchased as group packages with costs budgeted for all delegates, partners, and hosts.
   6. The Nedbank Executives are selected to host the prize / trip. The role of the hosts and their partners will primarily be to:
      1. Represent Nedbank Group Executive.
      2. Get to know the Nedbank employees and their partners.
      3. Host any group / programme event.
      4. The selected Executive will be accompanied by a partner and they will host the group for the duration of the programme.
   7. The Nedbank travel team can be accompanied with a partner (subject to budget availability and vetting by Group Human Resources Recognition).
   8. For international flights, business travel will be applicable for the hosts and the travel team.
2. **Flights**
   1. The travel prize / trip is negotiated as a group fare / booking and flights are booked on economy class.
   2. Should a delegate want to upgrade to business class, it is the responsibility of the employee to liaise directly with the airline / travel agent and pay the respective additional costs.
   3. If the partner of the employee is not based (living) in the country in which the employee is employed, any additional transport costs (flights etc.) will be for the cost of the employee.
   4. If a medical condition necessitates special travel requirements, the employee must obtain a physician’s note and engage with the Nedbank Head of Group Recognition) for approval prior to booking.
   5. All airlines are very strict in terms of pregnant women travelling, therefore, anyone who is pregnant and is participating in the travel prize / trip is required to obtain the doctor's approval to travel.
3. **Travel Insurance Policy**
   1. It is the responsibility of the individual traveller to be aware of and comply with the travel insurance Policy. Nedbank is not liable for the Travel Insurance criteria and coverage.
   2. Travel insurance will be provided subject to the rules and regulations of the insurance company for the duration of the travel trip (only applicable to the Top Achiever trip). The onus is on the employee and partner to determine if additional cover is required and must arrange for the necessary requirements.
   3. A travel insurance policy is intended to cover travel-related potential losses, incurred while the policyholder is on a trip inside or outside the country. It is a contract of insurance that details on the expression, coverage, premiums, and deductibles. Nedbank is not liable for the Travel Insurance criteria and coverage.
   4. Should an individual be pregnant at the time of travel, any additional travel insurance which is required in this regard will be for the account of the individual.
   5. Nedbank is not liable for any insurance claims’ outcomes. It is the responsibility of the employee to submit the claim to the insurance.
   6. It is the responsibility of the employee to submit the claim to the insurance Ombudsman should the claim warrants this next level of escalation. These claims are a matter between the claimant and the insurance.
4. **Airline Luggage Restrictions**
   1. It is the responsibility of the individual travellers to be aware of and comply with the luggage restrictions.
   2. Luggage restrictions are imposed to ensure a reduction in unnecessary flight delays.
   3. Airlines are very strict on the weight allowed in terms of luggage.
   4. Excess baggage charges are expensive and will without exception be for the employee’s account.
5. **Passports and Visas**
   1. It is the responsibility of the employee and his / her partner (where applicable) to ensure that they are in possession of a Permanent and NOT a Temporary Passport, containing three blank pages and valid for six months after the return date of the travel prize / trip.
   2. Expenses / costs related for Passport applications are not reimbursable.
   3. Where applicable, the employee and his / her partner must obtain a visa as necessary prior to the scheduled travel prize / trip departure date.
   4. Nedbank will provide all the requirement info / documentation for the visa application process.
   5. Expenses associated with obtaining a visa are reimbursable from the employee’s cost centre. Visa travel expenses associated to the visa application process are booked and paid for by the employee’s cost centre.
6. **Disclaimer** 
   1. The rules and conditions stated on this recognition travel procedure are applicable over and above the Nedbank travel policy.
   2. Each employee and partner are responsible to read and understand the contents of this document in acceptance of the terms and conditions as laid out on this procedure.