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1.0 Purpose

The safety of employees during overseas travel is of utmost priority. As far as reasonably practical, the Company has a duty of care to ensure that it has an effective Travel Safety management policy and procedures in place to protect the safety of its employees during their business travels.

2.0 Policy Aims and Objectives

The purpose of this policy is to set out the Company's guidance for line Managers to approve (or disallow) business travel based on country and cities specific risk assessment.

3.0 Scope

This policy applies to all employees travelling on authorized overseas business trips.

4.0 Authority & Responsibility

- 4.1 It is the responsibility of the traveler and his/her Manager to carry out a risk assessment to check all country and cities specific safety advice/requirements: (i) prior to approving a business trip and again (ii) 2-3-days before departing for the business trip.

5.0 Policy & Procedures

- 5.1 Approval of overseas business travel to a specific country(ies) and cities shall be in accordance with the Company's overseas business trip approval guidelines and based on International SOS Travel Safety (ISOS) Classification (under Travel Security Risk).
- 5.2 Notwithstanding the above, if a stronger constraint to a particular country(ies) and cities is needed, the company will announce special travel restrictions separately via email.
- 5.3 Line Managers shall approve a business trip as follows:

International SOS Safety classification (Travel Security Risk) http://www.travelriskmap.com/	Company overseas Business trip approval criteria
Level 1 : Insignificant Risk	Allow
Level 2 : Low Risk	Allow (take precaution)
Level 3 : Medium Risk	Allow (take precaution)
Level 4 : High Risk	Travel Ban
Level 5 : Extreme Risk	Travel ban

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5.4 Travel to countries level 1 to 3

The employee's approving Manager may proceed to approve the travel request if the country(ies) or cities of travel is classified as level 3 and below under ISOS' travel security safety classification.

Application/Approval process

Procedure	Details
Overseas travel request	Complete Request for Travel Authorization (RTA) form up to two weeks before the departure date.
Travel tracking	Travel Desk (GA) and HR will maintain the list of travelers schedules.
Collect safety information & Registration with respective foreign affairs ministry	<p><u>For Japanese nationals</u> – Register "Tabireji" and collect the overseas safety information from Ministry of Foreign Affairs Japan before travel.</p> <p><u>For Singaporeans</u> – Register with Ministry of Foreign Affairs Singapore. Follow safety advisory on MFA website. https://www.mfa.gov.sg/content/mfa/consular_information/for_singapore_citizens/advice_for_singaporeans_going_overseas.html</p> <p>Register on-line with MFA via our eRegister system at https://eregister.mfa.gov.sg</p> <p><u>Other nationalities</u> – Register with respective foreign Ministries.</p> <p>Take note of travel advisories on ISOS, FCM websites, media etc.</p>
The assumption of cancellation	The country risk assessment must be carried out again 2-3 days prior to the departure. If any incident or disaster occurs in the business trip destination, the company may ask the traveler to cancel his business trip even if it is close to departure.

5.5 Travel to countries under level 4 and 5 (Travel ban)

Where the country or within the country's specific region is risk assessed as level 4 and 5; **the business trip is prohibited**. However, if there are exceptional reasons that the trip has to be made, the traveler and his Department Head should judge the necessity of the business trip and/or consider other options e.g. trip postponement or to hold the meeting via video conference or in a 3rd country etc.

- 5.6 After due consideration of point 5.5 and if it is decided to proceed with the business travel; the business traveler and his/her Department Head should seek advice from GM, HR. If GM, HR concurs with the trip, the Request for Travel Authorization Form shall be routed to DtMD, HR and Managing Director for approval as follows:

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Approval Flow: for overseas business trip to Travel Ban areas

	SCA Approval Flow
Travel ban areas (levels 4 & 5)* areas * regions in the country classified as 'High' and 'Extreme' risk	(1) Applicant ⇒ (2) Head of Department ⇒ (3) GM, HR ⇒ (4) DtMD, HR ⇒ (5) Managing Director

6.0 Relevant Contacts

6.1 Travelers may contact the following organizations/persons for travel advisory or assistance:

(a) International SOS

Pre-Travel / medical advisory, Emergency evacuation	+65-6336 0122	Website: https://www.internationalsos.com/ Membership No.: 02AACC000034
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(b) FCM (Travel agent)

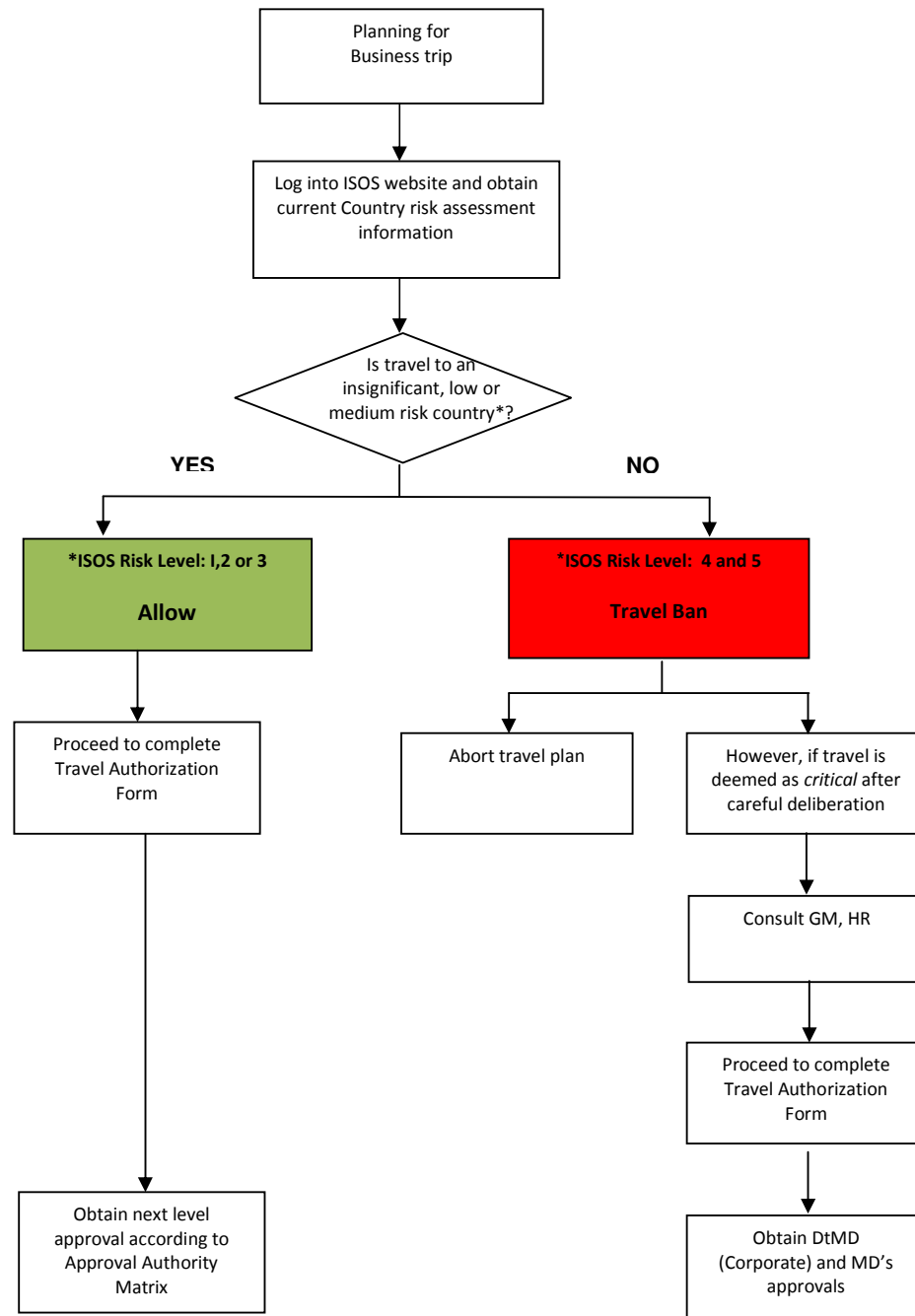
Change of flight, flight advisory	+ (65) 65934101 (Office hours) + (65) 65934498 (After office hours) Email: gazelles@sg.fcm.travel	http://www.fcm.travel
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(c) Sumitomo Chemical Regional headquarters - HR List

Region	Company	Name	Email	DID (upper) / Mobile (lower)
USA	Sumitomo Chemical America, Inc.	コバヤシヒデノリ 小林秀紀 (Hidenori Kobayashi)	hkobayashi@sumichem.com	(1) 212-572-8200 (1) 269-788-7999
China	Sumitomo Chemical (China) Co., Ltd.	ぬのべしんや 布部 真哉 (Shinya Nunobe)	nunobe@sc.sumitomo-chem.co.jp	(86) 10-5811-6266 (807) (86) 189-1002-7158
S. Asia	Sumitomo Chemical Asia Pte Ltd	マギー ウォン Maggie Wong	maggie@sumitomo-chem.com.sg	(65) 6580-8252 (65) 9674-8945
EU	Sumitomo Chemical Europe S.A./N.V.	かわらたに ようすけ 瓦谷 陽介 (Yosuke Kawaratani)	kawaratani@sce.sumitomo-chem.be	(32) 2-254-8735 (32) 476-78-4546
Other than above	Sumitomo Chemical Co., Ltd.	こう せい 黄 成 (Cheng Huang)	huangc@sc.sumitomo-chem.co.jp	03-5543-5698
		キム ジョン 金 智 (Jieon Kim)	kimj10@sc.sumitomo-chem.co.jp	03-5543-5130 080-9295-9895
		こあしとしひこ 小足 俊彦 (Toshihiko Koashi)	koashit@sc.sumitomo-chem.co.jp	03-5543-5130 070-1532-5708

7.0

Approval Flow chart



*ISOS Travel Security Risk Classification Level

1 = Insignificant

2 = Low

3 = Medium

4 = High

5 = Extreme