

Temporary cancellation of all business travel

While the coronavirus health emergency is an ongoing concern, we've taken the decision to temporarily stop all overseas business travel.

If you have any business related overseas trips booked in the coming weeks, these must be cancelled. If you are planning to travel overseas then you should postpone your trip until advised otherwise.

For trips that have been booked via the Click or Clarity travel booking systems, we will cancel these for you. If you have booked your own business travel directly, you will need to cancel this yourself.

Travel within the country you're in is fine at present, unless local government guidance tells you otherwise. ***Any local government guidance should be followed first and foremost.***

If you were travelling for business meetings and these still need to happen, you can use video conference or call conference tools. Please speak to the IT helpdesk if you need assistance with this.

Until this policy changes, ***any foreign travel must be approved by John Davies, Group Health and Safety Director or Louise Furness, Group HR Director.*** Given the current global situation we are not expecting many, if any, requests for approval in the coming weeks. Our primary focus, as it always is, concerns the health, safety and wellbeing of all colleagues. For information, you can contact John or Louise via email - John.Davies@marshalls.co.uk or Louise.Furness@marshalls.co.uk

We cannot give you any advice or guidance on personal travel plans. Please check with your travel agent, or on the UK Government and NHS websites for advice before your trip. If you are travelling to a high risk area, you must inform your manager ahead of your travel as we may require you to self-isolate on your return.

This is a rapidly changing situation so we will provide updates as and when we have any additional guidance to share. All coronavirus communications can be found on the dedicated intranet page via the intranet home page.

Thank you for your continued co-operation.