



Global Human Rights Policy



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1. Intrepid's Commitment

As a signatory of the United Nations Global Compact we are committed to supporting and respecting internationally proclaimed human rights and ensuring we are not complicit in human rights abuses.

Intrepid is a global small group adventure tour operator that runs businesses and operates tours in countries all over the world. As a number of countries in which we operate pose a high risk to businesses and their respective staff of human rights violations, whether that be direct or by association, we recognise that Intrepid as a company needs to address this issue within our sphere of influence.

Through the integration of a human rights commitment into Intrepid's responsible business agenda, we send a clear signal that we share responsibility to respect, protect and address any human rights issues within the company and the countries that we operate.

Intrepid is committed to comply with all relevant laws and the highest standards of openness, integrity and honesty through the creation of this policy.

We do not tolerate any form of human rights violations from our staff, passengers or business partners and believe that our commitment will positively influence our reputation in the marketplace, our impact on local communities and the civil society of countries we operate in.

Geoff Manchester
Managing Director and Co-Founder



2. Scope

The Human Rights policy extends to all companies within the Intrepid Group and where Intrepid has policy control over the entity.

It is the responsibility of managers and all employees to comply with the policy and report any known instances of non-compliance.

3. Aims

The aim of this policy is to;

- Formalise our commitment outlined in our Global Sustainable Development Policy to:
 - Protect human rights within our sphere of influence and ensure that all our people including our staff, passengers, suppliers and local communities as well as other stakeholders who are impacted by our business, are treated with fairness and respect.
 - Work with our stakeholders to address issues that act as barriers to responsible practices in order to promote equity across our global community and protect our most vulnerable societies.
- Give guidance to our staff on Intrepid's stance in relation to human rights issues.
- Commit our support to the principles contained within the **Universal Declaration of Human Rights**.
- Protect, respect and remedy human rights issues within our sphere of operations and supply chain as outlined in the United Nations Guiding Principles on Business and Human Rights: The "**Protect, Respect and Remedy**" Framework.
- Assist in the monitoring of our management of human rights issues as set out in this policy.



4. Definition of Human Rights

Human rights are universal basic rights and freedoms that belong to everyone equally.

These rights and freedoms are outlined in the United Nations (UN) Declaration of Human Rights and reflect the protection of every human being in every part of the world with the right to:

- Dignity
- Equality
- Freedom
- Respect

Rights in the UN Declaration of Human Rights relevant to Intrepid include, but are not limited to:

- The right to live in freedom and safety
- The right to work and the free choice of work
- The right to an adequate standard of living
- The right to rest and leisure
- The right to freedom of opinion and expression
- The right to freedom of thought, conscience and religion
- The right to freedom from discrimination
- The right to freedom of peaceful assembly

5. Intrepid's Stance

5.1 STAFF

Intrepid upholds, respects, protects and promotes the human rights of our staff as outlined in the UN Declaration of Human Rights, and more specifically in each of the following areas;

5.1.1 Freedom from Discrimination

Intrepid is committed to a workplace free from discrimination and harassment where all staff demonstrate respect for one another. Unlawful discrimination, harassment or bullying related to an individual's race, gender, age, religion, sexuality, social status, nationality, impairment, political opinion or any other unrelated status of an individual's ability to perform work will not be tolerated.

As outlined in the **Harassment, Bullying and Discrimination policy**, Intrepid has defined procedures for investigating any allegations of harassment, discrimination or bullying. Anyone found to have bullied, discriminated against or harassed another individual in the course of their work or activities related to work or to have condoned such behaviour will be subject to disciplinary action.

5.1.2 Staff Representation

Intrepid respects the rights of all staff to express their views and participate in organised labour activities and will not tolerate discrimination against any members of a representative body.

5.1.3 Gender Equality

Intrepid is committed to promoting equal opportunity among both men and women in the workplace.

All staff are entitled to parental related leave equal to or greater than Intrepid's legal obligation.

Intrepid is committed to staff development and have in place an extensive range of internal training and development programs and resources, as detailed in the **Development Toolkit** which has been specifically designed to support the Competency Development Framework. Complementary policies include study assistance policies which provide financial support towards the cost of study which enables effective succession planning and proactively supports the progression of all genders within the organisation.

5.1.4 Child & Forced Labour

Intrepid is committed to complying with the national laws on child labour and the minimum working age. Intrepid also do not use or support any type of forced labour, including slavery, prison labour or labour enforced by intimidation.

The overall terms of employment should be voluntary and staff are selected and recruited in line with industry wide standards.

Intrepid's **Recruitment Policy** aims to:

- Ensure a fair & consistent process is followed for all recruitment
- Promote the selection of candidates for jobs based on their capability in relation to the specific job requirements and the best outcome for both the individual and Intrepid.



5. Intrepid's Stance (continued)

5.1.5 Occupational Health & Safety Environment

Intrepid is committed to a workplace free from discrimination and harassment where all staff demonstrate respect for one another. Unlawful discrimination, harassment or bullying related to an individual's race, gender, age, religion.

As stated in our [General Safety Policy](#), Intrepid assumes responsibility to see that all reasonable precautions are taken to provide and maintain working conditions, which are safe, healthy and comply with all statutory requirements and codes of practice.

All staff are entitled to respectful working conditions, including access to clean restroom facilities, potable water and adequately ventilated workspaces.

Intrepid will, so far as is reasonably practicable:

- Provide information, instruction, training and supervision to protect the health and safety at work of staff, contractors, visitors and the general public.
- Maintain a safe working environment, without preventable risks to health, providing adequate facilities and arrangements for welfare at work, and maintaining equipment, facilities and systems.

5.1.6 Working Conditions

Intrepid, at a minimum, conforms to local legislation on all core working conditions and entitlements.

All staff receive a written contract stating agreed terms and conditions and in the case of employment contracts, this includes specific entitlements in regards to all types of leave in accordance with the legislation of the country where the staff member works.

Intrepid also have in place a [Remuneration Policy](#) that aims to:

- Maintain relative salaries within the company that are fair and equitable
- For every position in the company to have a salary range that reflects variances in skill and experience levels within that position.
- Reward performance based on measurable performance outcomes whilst also striking a balance with market, economic and business drivers.



5. Intrepid's Stance (continued)

5.2 PASSENGERS

Intrepid is actively committed to protecting and respecting the human rights of all passengers and in turn, ensuring passengers respect the rights of each passenger within the group, their leader and the communities they visit.

5.2.1 Freedom from Discrimination

Intrepid respects and protects our passengers right to remain free from discrimination. Any unlawful discrimination, harassment or bullying related to a passenger's race, gender, age, religion, social status, sexuality, nationality, impairment, political opinion or any other unrelated status of a passenger, will not be tolerated.

Passengers are made aware of the standards of behaviour Intrepid expects from its passengers and as outlined in the [Responsible Travel Guidelines](#) for travellers. For example, passengers learn the importance of respecting cultural differences, following appropriate dress standards and how to be environmentally responsible whilst travelling. This information equips passengers with the knowledge and understanding of how to be respectful of, and protect the rights of each individual within the group and the communities that they visit.

5.2.2 Safety and Security

Passengers are protected by the [Intrepid Safety Policy](#) which outlines the conditions and regulations relating to the selection and use of accommodation, transport, activities and other trip related services to the minimum standards we deem as safe. The health, safety and rights of passenger's are also protected by the leader's legal duty of care, which is outlined in our [Leader Code of Conduct](#).

5. Intrepid's Stance (continued)

5.3 BUSINESS PARTNERS - DMC's, LEADERS, CONTRACTORS etc

Intrepid recognises and respects the human rights of our business partners and acts with due care before engaging with a business partner to ensure they are aware of and respect our Human Rights standing.

5.3.1 Freedom from Discrimination

Intrepid expects business partners to promote a workplace free of discrimination, harassment and bullying.

We are committed to following fair and consistent processes when entering an agreement with a business partner and promote the selection of business partners based on their capability to offer the services required with the best possible outcome.

5.3.2 Safety and Security

Intrepid maintains processes, such as our Annual Responsible Travel Evaluations (ARTEs) and our Annual Safety Evaluations (ASEs) that allow us to monitor potential safety concerns on our trips. Intrepid is committed to re-evaluating our relationship with any supplier should they not meet our safety expectations.

Where Intrepid employs security staff through either a contracted company or as a direct employee, we are committed to ensuring all security personnel are aware of and trained in our Human Rights stance, policy and procedures that concern aspects of human rights relevant to their role.

5.3.3 Child & Forced Labour

Intrepid expects business partners to promote a workplace that does not use or support any type of forced labour, including slavery, prison labour or labour enforced by intimidation.

Given the vulnerable conditions of porters in some areas we operate, Intrepid has developed a **porter's policy** to protect the rights of the porters who provide a service to our groups. This ensures the porters that Intrepid groups use, meet minimum working age requirements of their country, choose to work of their own free will, carry loads that do not exceed the maximum weight specified by the local authorities and receive fair pay for their work, amongst other requirements. Intrepid encourages all business partners to adopt this policy and ensure the rights of the porter's they directly hire are protected.

5.4 LOCAL COMMUNITIES

Intrepid is committed to respecting the local customs, cultural practices, and religions of the communities we work in and visit, so that we are continually welcomed and are able to meet and interact with local people in a positive and harmonious way without undue disruption.

In keeping with Intrepid's core purpose 'To provide fun, affordable, and sustainable travel that is beneficial to local communities', and our **Responsible Travel Guidelines**, Intrepid is dedicated to a responsible travel philosophy of ensuring our business promotes the fulfilment of human rights by maximising the social, environmental and economic benefits to local communities. We aim to serve as a positive influence in the communities in which we visit and work, and also aim to maintain ongoing engagement that fosters local sustainable development.

5.5 GOVERNMENT AND CIVIL SOCIETY

Intrepid commits to abiding by the local legislation and rules where we operate. We seek to play a positive role, within our sphere of influence and in capacity-building for the realisation of human rights.

As required and where reasonably practicable, we will cooperate with authorities in promoting internationally recognised human rights as well as in the investigation of any incidents involving allegations of disrespect of the rights outlined in this policy performed to or by our staff, passengers, suppliers and business partners.



6. Response Plan

What should you do if you encounter any form of human rights violations inside or outside of Intrepid Travel?

- Record the instance in writing.
- Inform your immediate Manager, General Manager or any member of the Management Team.

6.1 STAFF CONFIDENTIALITY POLICY

Intrepid recognises that the decision to report a concern can be a difficult one to make and therefore take action to protect employees who make a disclosure, from being treated badly or being unfairly dismissed through our *Staff Confidentiality Policy*.

Intrepid, where possible will protect the individual's identity when he or she raises a concern and does not want their name to be disclosed.

It's important to note: If an allegation is made in good faith, but it is not confirmed by the investigation, no action will be taken against the originator. However, if individuals make malicious allegations, actions may be considered against the individual making the allegations.

7. Communication & Training

Intrepid will ensure that all staff are informed of and understand this policy. Each employee will receive relevant training and new employees will be briefed as a part of their induction training.

7.1 DUE DILIGENCE

Intrepid recognises that human rights risks may change over time as both the business and external influences evolve. As such, this policy will be reviewed annually by the governing parties specified above in section 9.5. Any alterations to the policy over time will be communicated amongst the entire organisation and affected stakeholders.

8. Roles & Responsibilities

Every Intrepid staff member has a responsibility to counter human rights violations and adhere to this policy;

8.1 ADEQUATE INTERNAL CONTROLS

Primary Responsibility:

- Immediate Manager
- Intrepid Management Team
- Human Resources

Immediate Managers, Intrepid's internal Management Team, as well as Human Resource Managers, all play key roles in providing responsible practices and adequate system of internal controls and that those controls are effective.

8.2 COMMUNICATION & ISSUE MANAGEMENT

Primary Responsibility: **Human Resources (globally)**

The Global Human Resources (HR) department together with local HR representatives is responsible for ensuring that all staff receive a copy of this policy, understand its contents and have access to handling procedures. Human Resources are also charged with implementing and processing any allegations through the Staff Confidentiality policy alongside Immediate Managers and Intrepid's Management Team.

8.3 GOVERNANCE

Primary Responsibility: **Intrepid Management Team**

Overall responsibility to ensure that Intrepid is not complicit in any human rights violations ultimately belongs to the Management Team.

9. Sanctions

Failure to observe and follow this policy is a cause for disciplinary action for Intrepid staff. Intrepid staff members will not be penalised or be subject to adverse consequences for reporting genuine concerns of any human rights violations of Intrepid staff or Intrepid's business partners and suppliers.

10. Supporting Procedures & Policies

Intrepid Travel has a set of global principles and policies that underpin this policy, all of which are hyperlinked in this document and accessible via your local Human Resources department.

11. Staff Acceptance Form

I have read, understand and agree to comply with Intrepid’s global human rights policy.

NAME _____

EMPLOYEE NUMBER _____ **DATE** / /

SIGNED _____

12. Glossary

Term	Meaning
Bullying	Verbal, physical, social or psychological, bullying can occur because of perceived differences related to culture, sex, sexuality, physical or mental ability or disability, religion, age, cultural or economic background or being new to a work place.
Capacity building	Educating and strengthening the skills, competencies and abilities of people and communities.
Child Labour	Labour that undermines a child's rights to childhood, development and education.
Complicit	Associated with or participating in a questionable act of human rights violations; or having complicity in such acts.
Discrimination	When people are treated unfairly for reasons such as their race, colour, ethnic origin, religion, sexuality, socioeconomic background, age, gender or HIV/AIDS status.
DMC	Destination Management Company – local operating office.
Equal Opportunity	Enabling employees to achieve their maximum potential at work and ensuring organisations are inclusive and provide all employees with the same access to employment, promotion, training and personal growth irrespective of gender, age, sexual orientation or ethnicity.
Forced Labour	Any work or service that a worker performs involuntarily or under threat of penalty.
Freedom of Association	Allows for workers to meet freely and form and join staff representation groups without interference.
GRI	The Global Reporting Initiative is a reporting framework that encompasses the economic, environmental and social performance of all organisations.
Human Rights	The rights each individual has as a human being. They should be enjoyed equally by everyone. They include political and civil rights, and economic, social and cultural rights.
Respect	To avoid infringing on the human rights of others and to address adverse human rights impacts Intrepid's operations may cause.
Staff	Employees directly employed by Intrepid Travel.
Stakeholders	Are defined as those groups of individuals: a) that can reasonably be expected to be significantly affected by Intrepid's activities, products and/or services. b) or whose actions can reasonably be expected to affect the ability of Intrepid to successfully implement its strategies and achieve its objectives.
United Nations Global Compact	A pledge by businesses and organisations that they will tackle the big global sustainability issues such as: human rights, labour standards, the environment and anti corruption.