



**STOP AND THINK
- CONSIDER THE RISKS**

Checklist for business travels

Following is a checklist of risks that we have identified to be more likely to encounter when travelling on behalf of the company. Look through the list for 30 seconds. If you find a risk area that you do not have good control over now, make appropriate action.

1. Are you about to travel abroad? Download and check MFA's app RESKLAR for latest status in the country you are about to travel to. When required by travel destination, ensure that you have a *valid visa* well in advance.



2. Do not forget that LKAB maintains a *travel insurance* via IF for all employees travelling on behalf of the company. Information about the insurance can be found on the following link: [LKAB Travel Insurance](#). Feel free to download their app on the phone as well.

3. Do you have proper *immunization* for the travel destination? If not, contact Previa/Avonova (Sthlm) via HR.



4. Ask your hosts for advice on logistics and suitable accommodation during your trip. To avoid surprises, you may google the hotel before you travel.

5. Try to plan your trip as you *do not travel at unknown places late* in the evening.



6. If you travel by car: *Plan your trip as you do not have to drive longer* distances when you will probably feel *tired*.

7. Who knows where you will be located if something happens to you? *Share your itinerary* with your immediate manager and your family. Enter "ICE" contact/contacts in your mobile (phone number to relatives). ICE = in case of emergency. This is used internationally by healthcare professionals and others to quickly find out who they shall contact in case of an accident.



8. If you are on *medication* due to more serious allergies or diseases, inform your fellow travellers about it.



9. Are you about to visit a site that probably *requires protective equipment*? Make sure that you well in advance know what safety routines they have and if you can borrow necessary equipment or if you need to bring something with you.



If you are aware of the nine points above, you are well prepared from a safety perspective.

Have a nice trip!