

NMIT TRAVEL WELLBEING POLICY

MOKAMOKA WHAKAAETANGA | APPROVAL DETAILS

Section	People and Culture		
Approval Date	11.08.2026	Sponsor	People and Wellbeing Manager
Next Review	01.01.2029	Approved by	SLT

NGĀ WHAKATIKATIKA | AMENDMENT HISTORY

Version	Effective Date	Created/ Reviewed by	Reason for review / comment
1	01.01.2026	Transition Lead	New

Mō wai me te whānuitanga | Audience and scope

This policy applies to:

- All employees of NMIT, including contracted staff and secondees providing services for NMIT; and those on fixed term contracts (may be collectively referred to as kaimahi in this policy); and
- Contractors, researchers and representatives travelling on behalf of NMIT; and
- All governors of NMIT including members and advisors of NMIT Council and governance committees or boards (collectively referred to as governors in this policy).

This policy does not apply to international students, or to NMIT kaimahi whose usual place of work is outside Aotearoa New Zealand.

Te Pūtaki | Purpose

The purpose of this policy is to ensure that all kaimahi travelling for work can perform duties optimally, in an environment which is safe and secure and manages staff wellbeing as well as is reasonably possible, within the scope of NMIT's duty of care.

Travel undertaken on behalf of NMIT should be:

- safe and well managed
- aligned with NMIT strategic objectives
- compliant with New Zealand legislation and international requirements
- financially prudent
- supported by appropriate risk management processes.

This policy establishes requirements for planning, approval, conduct and post-travel responsibilities for staff travelling for work-related purposes.

Ngā Mātāpono | Principles

Health, Wellbeing and Risk Management

NMIT practice will reflect its duty of care to all kaimahi undertaking travel on NMIT business. Risks associated with travel, particularly internationally, must be identified, assessed and managed appropriately

- NMIT leadership is accountable for ensuring that arrangements are in place for managing risk associated with travel.
- Kaimahi are responsible for managing these risks by assessing destination safety and any other health or wellbeing risk prior to approval of travel arrangements. Travellers are expected to disclose any individual information relevant to managing travel-related health, safety or wellbeing risks.

Approval to travel may be refused where there are concerns about safety, health wellbeing risks.

Travel is essential and cost effective

Travel must be essential to NMIT's strategic objectives and undergo prior assessment of other collaboration options, cost effectiveness, and efficiencies prior to approval.

Sustainability

NMIT considers environmental stewardship, sustainable practice, and efficient use of resources when making decisions and managing its operations, considering organisational priorities and practical considerations. We acknowledge the environmental impacts of travel and encourage consideration of low carbon and other options for engagement where practicable.

Compliance

Decision-making and practice relating to kaimahi travel outside New Zealand will comply with all relevant legislation, standards, policies and procedures.

Our Values

NMIT values guide our behaviour as an organisation and establish a foundation for how we all work as part of the NMIT community. Ākonga and kaimahi alike have an individual and collective responsibility to behave in ways that uphold our values and maintain integrity and quality in everything we do.

Kaupapa Here | Policy Statements

NMIT staff may travel and incur travel expenses on behalf of NMIT only in circumstances where:

- travel is deemed essential to NMIT's strategic objectives and has been assessed against other collaboration options, cost effectiveness, and efficiencies prior to approval.
- they have been authorised to conduct business on behalf of NMIT or to attend an event as a representative of NMIT
- the travel is undertaken as an integral part of a research project, regardless of whether the project is funded by NMIT or through an external funding source, or
- they have been authorised to attend training, professional development or a conference.

All planned travel will comply with NMIT policies and procedures relating to:

- risk management
- health, safety and wellbeing
- stakeholder engagement
- procurement

- delegations; and
- sensitive expenditure.

Approved travel expenses will be managed in accordance with NMIT financial delegations, procurement requirements and sensitive expenditure policies.

Travel Approval and Risk Management

All travel undertaken on behalf of NMIT must:

- align with NMIT strategic objectives
- be approved in advance in accordance with NMIT delegations
- appropriately consider and manage health, safety, wellbeing, financial, environmental, physical, reputational and/or any other identified risks
- comply with relevant NMIT policies, procedures and legislative obligations.

Travel may be declined where risks are considered unacceptable or have not been adequately identified or mitigated, or where suitable alternatives to travel exist.

International Travel Compliance Obligations

Kaimahi undertaking international travel are expected to:

- comply with local relevant laws, regulations and public health requirements
- monitor and register with official travel advisories, including <https://www.safetravel.govt.nz/> prior to departure
- comply with NMIT insurance, emergency management and incident reporting requirements
- conduct themselves professionally and in a manner consistent with NMIT values and expectations
- report any health, safety, security, privacy or other significant incident occurring during travel as soon as reasonably practicable in accordance with NMIT incident reporting requirements.

High Risk Destinations

Travel to destinations subject to elevated government travel advisories may require additional approvals or may be declined. NMIT may prohibit travel where risks are considered unacceptable.

Conduct and Representation

Kaimahi travelling represent NMIT and are expected to conduct themselves professionally and ethically at all times. Travellers must uphold NMIT values, respect local or cultural norms, and comply with NMIT codes of conduct and policies.

Ngā Haepapa | Responsibilities

Role	Responsibilities
Managers	Ensure travel is necessary and justified Review risk considerations Review and endorse travel in accordance with all relevant policies and delegations
Travelling kaimahi	Undertake required preparations Manage risks and requirements appropriately Report incidents and concerns Self disclose any individual issues that may present heightened risk, health, or safety concerns whilst travelling
Health and Safety Advisors	Provide guidance on travel risk assessments and high risk travel decisions Support emergency planning and health and safety controls

Ngā Tikanga | Definitions

Term	Definition
International travel	Any travel outside Aotearoa New Zealand undertaken for approved NMIT business purposes
Safe Travel NZ	The New Zealand Government travel advisory and traveller registration service operated by the Ministry of Foreign Affairs and Trade.

Ngā Hononga ki Tuhinga kē | Links to other documents

NGĀ KAUPAPA-HERE E HANGAI ANA | RELATED POLICIES

[NMIT Sensitive Expenditure Policy](#)

[NMIT Delegations Policy](#)

[NMIT Information and Records Management Policy](#)

[NMIT Health, Safety and Wellbeing Policy](#)

[NMIT Risk Management Policy](#)

[NMIT Stakeholder Engagement Policy](#)

NGĀ TUKANGA ME NGĀ HĀTEPE | RELATED PROCESSES, PROCEDURES

NMIT Travel Wellbeing Procedure

TURE WHAI TAKE | RELEVANT LEGISLATION

[Health and Safety at Work Act 2015](#)

<https://www.safetravel.govt.nz/>

<https://www.mfat.govt.nz/en/countries-and-regions/asia/japan/new-zealand-embassy/safetravel/>