

## **Grassroots Mission Team Compliance Policy.**

As a team member you have various responsibilities in order to receive the support of Grassroots, be covered by our corporate insurance and benefit from the transport etc that has been arranged. This is the policy that Grassroots uses on all its trips.



**GRASSROOTS**

### **No air ticket will be bought for you unless:**

- Your completed application/disclaimer/reference form has arrived at the Grassroots office
- Your completed health form has arrived at the Grassroots office and any pre-existing medical condition clear by our doctor. (and that you have agreed to fund any extra insurance premium relating to a pre-existing medical condition)
- A copy of your passport (valid for this trip) information page has arrived at the Grassroots office. (This is so we can guarantee we have the correct name on your air ticket and check you in online)
- The money to cover the air-ticket price has arrived in the Grassroots bank account (clearly designated for you and for this trip).

### **Please note:**

1. Money can be given by a third party. If this money is to be gift aided it must be given to Grassroots directly (not via your bank account or a church bank account) and come from a qualifying UK tax payer, who is not a member of your immediate family who sends Grassroots a gift aid declaration.
2. Money or forms must arrive at Grassroots office rather than with someone else (either church or individual).
3. If the air ticket price has increased as a result of your delay in getting forms or money to the office you will be asked to agree to cover the additional cost before a ticket will be bought.
4. If an individual has bought the air tickets and other transport/accommodation then you must send your money to Grassroots for us to reimburse that person rather than give it to them yourself. If you fail to do this you will be in danger of not being insured by the Grassroots corporate policy.

### **The Grassroots compliance manager will not release your air ticket for use unless:**

- The full amount of money agreed (including extra insurance premium or flight price increase) has arrived in the Grassroots bank account.
- You have attended a team orientation meeting.
- You have taken the medical advice of both your GP and Grassroots medical advisors regarding inoculations or other medical issues.
- You have your passport with you (same one as above).
- You have your bags packed correctly and have brought any safety equipment that is designated for this trip.

### **Grassroots reserves the right to withdraw your ticket or organise for you to return early if:**

- There is a clear relationship breakdown between you and another member of the team.
- You cannot or refuse to take part in the trip in a way outlined in the briefing documents. (although we do not insist that everyone on a team is a Christian believer we do expect a general involvement and warmth towards the fact that this is a Christian mission and an attitude and behaviour that does not offend those we either travel with or minister to/with overseas. This includes cultural issues relating to clothing, drinking or smoking).
- We discover that there is information relating to medical or other things on the forms that you did not disclose.