

TRAVEL POLICY

Scope:

This policy applies to all domestic business travel within the United States, international travel to/from the United States, and travel amongst international countries outside of the United States. Both union and non-union productions resumed in the middle of last year and have included business travel. Other business activities are returning to their normal operations that will also include travel.

Definition of Travel

References to “travel” throughout this policy cover all travel other than travel solely by personal car and regular commuting between home and work site

Definition of Fully Vaccinated*

At least 2 weeks after a second dose in a 2-dose vaccination series, such as the Pfizer or Moderna vaccines, or 2 weeks after a single-dose vaccine, such as the Johnson & Johnson vaccine.

Definition of Unvaccinated

Lack of disclosure on vaccination status information or improper disclosure on the vaccination clearance form that is confidentially collected and maintained by *Global Security Operations Center (GSOC)*.

Domestic (U.S.) Travel

Fully vaccinated are permitted to book domestic travel without the need to test before/after domestic travel. (Vaccination clearance form is to be submitted)

- Have permission to come on-site immediately (i.e., no quarantine) – assuming more restrictive government/union guidance is not in place

Unvaccinated are permitted to book domestic business travel, but are subjected to the following covid testing protocol:

- Negative Rapid Test Result – From the date of your result (same day test), you are cleared for the next 12 hours
- Negative PCR Test Result – From the date of your result, cleared for the next 72 hours
- Reference the *Covid Testing Protocol* with more specifics on testing cadence

Note: Perennial approval process (i.e., budget owner approval) is required for all travel. Note that it is the employee’s responsibility, not the Travel Department’s, to ensure that they have all necessary approvals prior to booking travel.

International Travel from the U.S. (applies to all domestic staff except the U.S.-based VCNI team)

Fully vaccinated can book international business travel.

- Prior to booking international business travel, must submit a vaccination clearance form which is to include vaccine information. [Click here to be taken to the online form](#)
- GSOC will assess the risk of each country through the utilization of risk rating tools.

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- Although travel from the U.S. to high-risk countries is not allowed in general, exceptions may be made at the SLT level.
- GSOC will send corporate travel a list of (i) fully vaccinated employees; and (ii) approved countries daily.
- SLT approval is not required (except in the rare case of travel to high-risk countries, as stated above)
- Some countries will require a negative covid test prior to entry in their country
 - Ensure you receive your covid test within the specified time frame required for the country that you are traveling to.
 - Contact COVIDRequests@viacomcbs.com to ensure you have the applicable covid test in the specified time, prior to entry in the arrival country.

IMPORTANT - PASSPORT RENEWAL TIMETABLE:

- Passports must not be expiring within six months
- Expedited renewal service will take 2-3 weeks
- All production leadership and individual travelers should verify their passport expiration dates immediately to make certain they are not expired or set to expire soon.

Travel within the VCNI division

Fully vaccinated are permitted to book international travel.

- Line manager and SLT approval must be obtained prior to booking
- Those attending VCNI offices that are in Green Phase have permission to go on-site immediately (i.e., no quarantine) – assuming more restrictive government guidance is not in place
- In all cases, visitors should liaise with the Facilities manager in the office/territory concerned who will advise on the booking process for desks (as most offices will operate in a Hybrid model on return to office)
- This process will include notification of authorized travel to International Security for oversight via ViacomCBSInternationalSecurity@viacom.com

Unvaccinated are permitted to book business travel **within their territory** with line manager approval but are unable to travel Internationally. For exceptions to this policy, contact should be made with local HR business partners

Travel Requirements & Restrictions:

- Each country will potentially have requirements and restrictions for both the vaccinated and the unvaccinated per the following:
 - Covid test prior to Travel
 - Quarantine upon entry into an international country
 - Covid test prior to departure for return into home country
 - Covid test after 3-5 days post arrival in home country.

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- Contact gsoc@viacomcbs.com or COVIDRequests@viacomcbs.com for specific details on requirements & restrictions prior to your departure and return.
- Please contact ViacomCBSInternationalSecurity@viacom.com for advice on International testing vendors

Upon return to an existing production, activity, event, or the start of a new production, activity, event, the traveler will follow the testing procedures as referenced in the [covid testing protocol](#) document.

State and Local Quarantine Requirements, Union Collective Bargaining Agreements

Where local regulations or the requirements in a collective bargaining agreement are more restrictive (e.g., require a longer period of quarantine, etc.), the traveler must comply with the more restrictive local regulations. For information regarding local travel restrictions and quarantine obligations, please check with gsoc@viacomcbs.com.

Off-Duty Conduct During Business Travel

This policy lays out expectations for protocols while traveling for a business assignment. Persons traveling for ViacomCBS are also expected to always adhere to the ViacomCBS COVID-19 Code of Conduct while working for ViacomCBS and are off duty.

This policy is meant to address the issues unique to traveling during the COVID-19 pandemic. Nothing contained in this policy supersedes the regular travel approval processes applicable to your business unit, nor does it supersede the ViacomCBS Travel & Expense Policy.

This policy will be updated as the situation develops. It is your responsibility to check the current policy, which will always be available here, before planning travel.