



# Checklist BEFORE travelling to any position



- I have read and checked any potential warning signs that the position may not be legitimate.
- I have checked that the company (and employment agency, if I was hired through an agency) is registered.
- I have a contract that:
  - is written in a language I understand;
  - clearly states the name, address, contact number of the employer and workplace and identifying numbers of the employer and the business;
  - details the period of employment that I was hired for;
  - details how much I will be paid, when I will be paid and how often;
  - details my working hours;
  - details my responsibilities; and
  - details the employer's responsibilities.
- Both myself and the employer have signed the contract.
- I have valid work permits for that country.
- I know, and have memorised the emergency contact number for help in the country I am travelling to, and any countries I am transiting through.
- I know the telephone number and address of my nationality's Embassy in the destination and transit country I am travelling to.
- I have memorised the telephone number of at least one (preferably more than one) trusted person.
- I have enough information about:
  - who I may be travelling with;
  - the route I will take;
  - the address I will be staying;
  - my workplace.
- I have informed at least one trusted person about my travel (including who I am travelling with, where I am going, my travel route, my accommodation address, workplace and any other details I have).
- I have a secret 'safeword' or phrase that I have given to my trusted person(s). If I use this phrase later, then they know that I am in trouble.
- I have enough money to return earlier if I need to.
- I have a credit card I can use for emergencies.
- I have a copy of my travel documents with me.
- I have a phone that I can use internationally, and I have enough credit.
- I know and can speak key phrases in the country's national language.
- I have travel insurance and a photocopy of this insurance.

