

4 questions to ask yourself about duty of care

Take care of every employee, everywhere.



Whether they're at the desk next to you or across the globe, your people are your most valuable asset. It's your duty to keep them safe.

What would you do today if your local office was hit by an earthquake or a terrorist attack? Or an employee goes missing? Unfortunately emergencies happen. You need to be prepared, able to quickly notify your people of potential risks and provide resources in a real situation.

When it comes to your employees, their safety is your legal responsibility. So just how do you do this?



Definition of duty of care:

Your moral and legal responsibility to care for the well-being of your employees and volunteers during the course of business.

To meet your duty of care obligations during an emergency situation, you need to be able to:

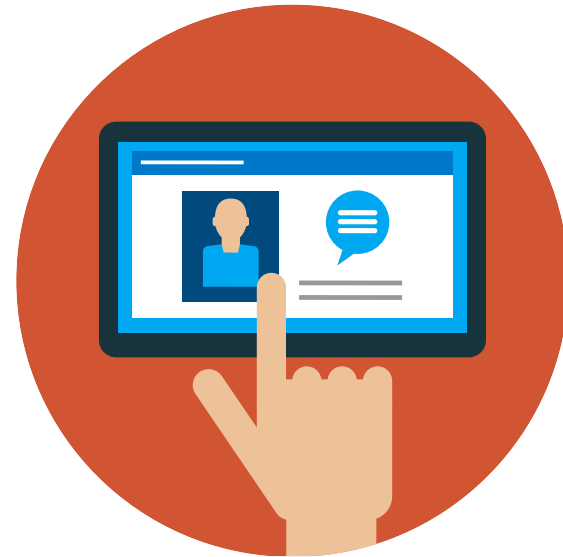
- ✓ Know where your people are—whether far away or close to home.
- ✓ Alert employees and volunteers during crisis.
- ✓ Communicate with everyone until it is deemed safe.

Review the four questions below to see if you're currently fulfilling your duty of care obligation.

QUESTION 1

Can you quickly access real-time employee data?

- Are you able to track every itinerary of every traveler on every trip—including trips booked outside your managed travel program?
- Can you easily access your employees' home office addresses?
- Can you connect travelers' itineraries with employees' actual locations?



QUESTION 2

Can you accurately assess risk?

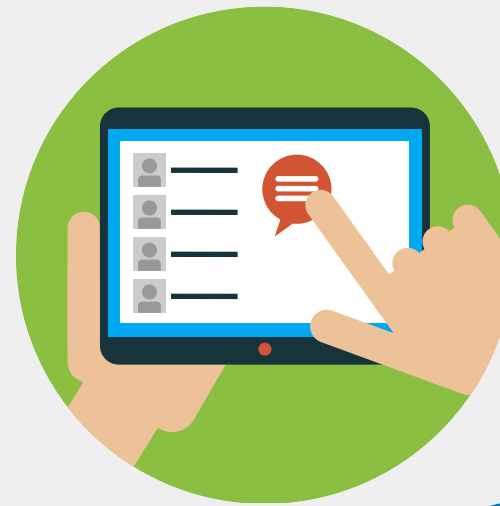
- Can you pull together risk assessment and trip disruption data with employee location information, so you know where problems lie and where risk is concentrated?
- Can you provide your travelers with a pre-trip risk assessment? Can you do it automatically before every trip based on timing you determine?



QUESTION 3

Can you communicate to meet your duty of care obligation?

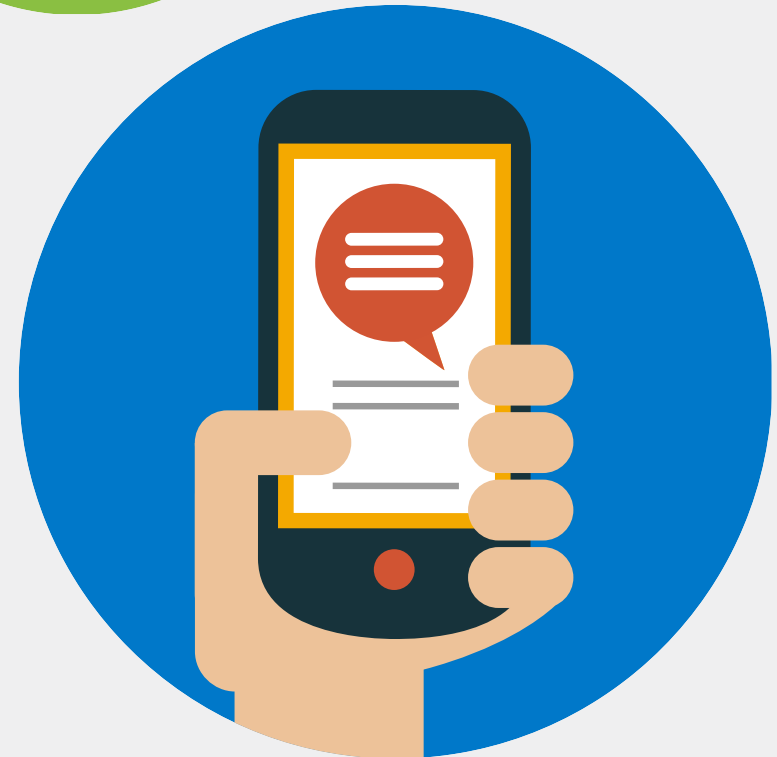
- Do you have one system to contact employees and travelers?
- Do you know—and can you update and validate—your teams' cell phone numbers?



QUESTION 4

Are your messages getting through?

- Can you confidently call, email and text your people and know you're getting through to them?
- Does your system know which communication channel is best based on employee locale?
- Do you use multiple message gateways to send your messages?
- Do your texts get priority?
- Can your employees reach you to confirm their safety or ask for help?



If you didn't like your answers, here's the answer.

Concur Locate & Active Monitoring is a single system for employers to monitor, track and communicate with every employee wherever they are in the world during an emergency. Whether they're working from an office, their home or traveling, Concur® combines real-time risk assessments with employee location and itinerary information—plus essential two-way communication capabilities.

Concur makes it easy to take care of every employee, everywhere.



Cut costs. Save time. It's common sense.
Concur gives you

Spendtelligence

Peace of mind. Safe employees.
Contact your Client Sales Executive for more information
about Concur Locate & Active Monitoring.

For more than two decades, Concur, an SAP company, has taken companies of all sizes and stages beyond automation to a completely connected spend management solution encompassing travel, expense, invoice, compliance and risk. Our global expertise and industry-leading innovation keep our customers a step ahead with time-saving tools, leading-edge technology and connected data, in a dynamic ecosystem of diverse partners and applications. User-friendly and business-ready, Concur unlocks powerful insights that help businesses reduce complexity and see spending clearly, so they can manage it proactively. Learn more at concur.com or the Concur blog.



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