

Making your own way home from Antarctica-Policy

It is recognised that the opportunity for colleagues to make their own way home following an Antarctic deployment is an option that many like to take. BAS supports this personal opportunity but considers that it is important to clarify where responsibilities lie when this option is taken up. This document seeks to make that clarification.

1. BAS has a duty to ensure that colleagues are provided with a safe and timely return to the UK after the completion of their Antarctic deployment. To ensure that this commitment is met, all those who deploy with BAS will be assumed to be returning to the UK in the first instance and appropriate travel arrangements will be made by BAS. All those who travel under this arrangement will be accommodated and catered for as necessary and are fully covered at all times, up until their return to the UK, by BAS's corporate insurance.
2. While BAS is keen to support the opportunity for people to arrange their own travel home it adds additional complexity to an already logistically challenging process. It is therefore important to ensure that the Polar Operations Support Team is informed of your intention to make your own way home at least 6 weeks before your scheduled northbound travel date.
3. **General principles for all deployed personnel deciding to make their own way home**
 - a) You will be accommodated by BAS from arrival at your Gateway until the date on which BAS would have flown you home. This is a minimum of one night (sometimes longer) and will give you sufficient time to find alternative accommodation.
 - b) A week before arriving at your gateway, please check with the Polar Operations Support Team how many days accommodation will be provided. The accommodation provided at your Gateway will be at BAS's discretion and may be on board a BAS ship. If you choose to use other accommodation from the time of your arrival at the Gateway, you will be responsible for the cost of that accommodation and meals and will need to organise it yourself.
 - c) Please note that it will not be possible for BAS to support you in any way after the date that it would have flown you home. This includes, but is not limited to, providing or assisting in finding accommodation for you at a gateway or elsewhere as well as airport transfers, subsistence costs, insurance, medical and legal expenses etc. which will be entirely your own responsibility.
 - d) It will be the individuals responsibility to ensure that any and all relevant passports, visas, travel insurances, etc are in place prior to travelling to your countries of choice.

These principles are equally applicable to all variations of BAS contracts, Visitors and Contractors.

4. Specific-BAS Antarctic contract staff

Contract end dates are estimated dates based on an average end of season date. For ease they are also usually tied to an end of month date. Operationally you may exit the Antarctic

either before or after the contract end date. If you exit before, you continue to receive pay until the date in your contract. If you exit after the contract end date you are paid up until your return to the UK or when you take up your own way home option.

Therefore, it is entirely possible that you may be within your contract dates and on pay at the time that you choose to make your own way home. Your decision to make your own way home, whether you are on pay or not, divests BAS of responsibility for you while you are making your own way home. Your responsibility starts from the earlier either of the date that BAS would have flown you home, or the commencement of your own arrangements

5. Specific-BAS Cambridge contract staff

If you opt to make your own way home you must first discuss and agree with your Line Manager and ensure that the period away is covered by either paid or unpaid leave as appropriate. Your decision to make your own way home divests BAS of responsibility for you while you are making your own way home. Your responsibility starts from the earlier either of the date that BAS would have flown you home, or the commencement of your own arrangements

6. Specific-Visitors/Contractors

You should discuss with your sponsoring organisation in advance of requesting to make your own way home with BAS. Your decision to make your own way home divests BAS of responsibility for you while you are making your own way home. Your responsibility starts from the earlier either of the date that BAS would have flown you home, or the commencement of your own arrangements

7. Ticket expectations and finance

RETURN TICKETS

BAS books return tickets wherever possible. If your ticket does cover return travel, then you will be able to arrange with the travel agent to change the dates or routing of travel to suit your plans. Please note that you will be responsible for funding any difference between the cost of the ticket provided by BAS and the actual cost of your return; you will not be entitled to further financial assistance from BAS.

If you are routed out through the Falkland Islands and are planning on making your own way home, you will need to cover the cost of the air bridge from Falkland Islands to Punta Arenas yourself. You can then change your pre-booked return leg from Punta Arenas with the travel agents.

SINGLE TICKETS

If you were NOT given a return ticket and wish to make your own arrangements for your return journey, you will be entitled to reimbursement from your outbound Gateway.

Reimbursement amounts are published in advance of the season to which they apply. This allows you to assess well in advance whether you can afford to travel independently.

HR and Operations, October 2022

If you have decided to make your own way home please sign below to indicate acceptance of the change of responsibility, and return to the POST team.

I understand that BAS has provided a fully catered and funded return to the UK, however I have decided to make my own way home. In doing this I understand that

- BAS has no further responsibility to me once the northbound departure that I would have been scheduled on by BAS has departed.
- That I have no recourse to BAS support including but not limited to accommodation, meals, airport transfers.
- That the corporate medical and travel insurance that covers all BAS staff while in transit and deployed will cease once the northbound flight that I would have been scheduled on by BAS has departed.
- That BAS agents at gateways are no longer available to me through association to BAS. If I use their services it will be at my cost

Name:.....

Signed:.....

Date:.....