Health & Safety Policy

**Purpose of the Policy**

This The International Music Exchange’s Health & Safety Policy has been designed and put in place to ensure that The International Music Exchange’s shareholders, directors, employees and suppliers use their best endeavours to safeguard the health & safety of all The International Music Exchange’s client passengers at all times.

**The Policy**

1. The Health & Safety of The International Music Exchange’s client passengers is of paramount importance to all The International Music Exchange’s shareholders, directors, employees, and suppliers – at all times; and therefore Health & Safety forms a central part of The International Music Exchange’s corporate culture and ethos – and is embedded and placed at the heart of The International Music Exchange’s operations at all times.

2. The International Music Exchange will only use established, accredited suppliers who meet the tourist authority standard in the countries in which they operate, and who have all the necessary regulatory accreditations and licences – including those that pertain to the area of Health & Safety – to be authorised to operate and provide the services they do under the laws of the country(ies) in which they operate.

3. The International Music Exchange only uses hotels directly where such hotels maintain any up-to-date fire safety and health and hygiene certification from their local regulatory authorities; and/or use in-coming ground supplier tour operators who use their best endeavours to ensure the hotels they use comply with the same.

4. The International Music Exchange will only use in-coming ground supplier tour operators who supply transfer and transportation and/or car hire services (whether directly or via sub-contractors) who use their best endeavours to ensure the regular inspection, upkeep and maintenance of the vehicles that they use for transfers and/or tours and excursions.

5. The International Music Exchange will only use in-coming ground supplier tour operators who supply tours and excursions (whether directly or via sub-contractors) where the relevant tour and excursion staff are qualified to undertake the activity offered, and where the supplier of any tour or excursion or activity to be undertaken by The International Music Exchange’s clients can demonstrate they use their best endeavours to operate any such tour or excursion or activity according to relevant Health and Safety standards & regulations; and who have all the necessary regulatory accreditations and licences – including those that pertain to the area of Health & Safety – to be authorised to operate and provide the services they do under the laws of the country(ies) in which they operate.

6. The International Music Exchange only uses suppliers who can demonstrate that they have working practices and standard operating procedures in place to use their best endeavours to comply with The International Music Exchange’s Health & Safety policy requirements as detailed in clauses 2-6 above.

7. The International Music Exchange maintains at all times its own separate Public Liability and Professional Indemnity Insurance, as well as separate Financial Failure Insurances.

8. The International Music Exchange clear in their Client Booking Terms & Conditions that every client passenger who travels with The International Music Exchange should provide their own adequate travel insurance including public liability, personal injury, illness & medical, and life cover in place for any trip booked via The International Music Exchange.

9. This Health & Safety policy is kept under constant review and at the very minimum a review, and any updating or amendment required, is made an agenda item of a The International Music Exchange Ltd monthly board meeting at least once a year.

**Execution and Maintenance of the Policy**

The following paragraphs are not just commentary on The International Music Exchange’s Health & Safety Policy, they also form an intrinsic and integral part of the policy itself.

I. The International Music Exchange requires that each of its suppliers ensures that they use their best endeavours to ensure that all services provided by them to The International Music Exchange conform to relevant clauses above.

II. A copy of this Health & Safety policy can be located in The International Music Exchange’s operational office and on our website. All employees have been issued a copy and are aware of its location.

It is the shared responsibility of all The International Music Exchange’ shareholders, directors, staff and suppliers to ensure that The International Music Exchange’s Health & Safety policy is maintained at all times, however the ‘ownership’ of the policy and the policing of the execution of this policy ultimately sits with the Managing Director of The International Music Exchange Limited, Tamsin Smith.

This policy was last reviewed on: 23/02/2023

Signed: 