



PEPSICO



PEPSICO GLOBAL SECURITY

A GUIDE TO TRAVELING ABROAD

WOMEN TRAVELERS

- Don't advertise the fact that you're traveling alone.
- If alone, whenever possible, travel in daylight or on well-lit roads.
- Pre-arrange travel.
- Be especially cautious after dark.
- Ignore nuisance and/or aggressive behavior.
- Trust your instincts.
- Remember there is safety in numbers.
- Research and abide by local customs.
- Maintain a low profile to include dress, jewelry, behavior, etc.

GENERAL CAUTION

- Remember that an obvious business traveler is a potential target.
- Keep reliable local contacts informed of your itinerary.
- Get a good city map and study it.
- Do not establish predictable patterns and movements.
- Beware of contrived incidents and "instant" friendships.
- Avoid civil disturbances.
- Consider keeping some worthless credit cards and a small amount of cash with you to hand over in the event you are subjected to a robbery.
- If you are threatened with violence, do not try to be a hero.
- If followed, go to a police station, or a shop/office and ask them to call the police and then remain where it is safe.

PERSONAL CONDUCT ABROAD

- **DO NOT** do anything that might be misconstrued or reflect poorly on you or PepsiCo's family of companies.
- **DO NOT** discuss company or personal problems – this information can be exploited.
- **DO NOT** carry, use or purchase any drugs. If you use prescribed medication, keep a copy of the prescription with you.
- **DO NOT** engage in "Black Market" activities, e.g. illegal money exchange.
- **DO NOT** accept or deliver letters, packages from anyone unknown to you.
- **DO NOT** carry weapons.

PERSONAL CONDUCT AND AUTHORITIES

- **DO NOT** photograph anything that appears to be associated with the military or internal security of the country.
- **DO NOT** purchase items that are illegal to import, e.g. endangered species, antiquities.

If detained by authorities:

- Politely insist on your rights.
- Make an appropriate telephone call to the Consulate or to a friend who will inform the Consulate.
- Stay calm, maintain your dignity and do nothing to provoke authorities.
- Request identification – even from embassy representatives.
- **DO NOT** admit anything or volunteer information.
- **DO NOT** sign anything until it has been examined by your representative.
- **DO NOT** agree to help in return for your release.

IF YOU ARE KIDNAPPED

- Be calm and cooperate – do not antagonize your captors.
- If shooting occurs, keep your head down or drop to the floor.
- Remain alert.
- Be responsible but do not volunteer information.
- Try to remember details such as vehicles used, routes taken, noises, time to destination, etc..
- If medical attention is needed, ask for it.
- Don't attempt to escape unless completely sure of success.
- Remember that others are working for your release.
- If instructed by a rescue force to move, do so quickly. Put hands up in the air or behind your head, make no sudden movements.
- Be prepared to be treated initially by the rescuers as a hijacker or co-conspirator.

IN SUMMARY

Basic principles

- If you research and plan in advance of your travel, you will be more confident and able to handle situations to your advantage.
- Be alert and aware at all times.
- Maintain a low profile.
- Be unpredictable in your activities.
- Keep the numbers of a friend, the local consulate, and police with you at all times.
- Never be complacent.

TRAVELING ABROAD SAFELY	PERSONAL PREPARATION
<p>Safe international travel requires individuals to</p> <ul style="list-style-type: none"> • Be well prepared. • Be a difficult target for criminal elements. • Be aware of the various risks to themselves and their belongings. <p>Looking ahead</p> <ul style="list-style-type: none"> • Research your destination – customs, culture, security risks. • Make links with locales or experts for tips and advice. • Plan your route, the best mode of travel and accommodation. • Check for the latest travel advice (e.g., www.ds-osac.org and www.internationalsos.com). 	<ul style="list-style-type: none"> • Check whether you need a visa/international driving permit. • Is your passport valid? Photocopy its basic information. • Keep your passport safe and the photocopy separate. • Distribute your risk – credit cards, travelers checks and other important documents. • Get some local currency. • Conceal all other valuables. Take only the credit cards you intend to use. • Take extra medication and prescriptions – carry prescriptions with you. • Take with you details of blood type, allergies, medical condition, etc. • Leave a copy of your itinerary with someone you trust. • If the alphabet of the country is not Roman, have your destination written in the local script so you can give it to people for help. • Remember to take your mobile phone charger – keep your battery charged. • Pre-store on your mobile phone any useful numbers you might need. • Take electrical adapters and a small transformer.
LUGGAGE AND AIR TRAVEL	AIRPORTS
<p>Luggage</p> <ul style="list-style-type: none"> • Travel light – try to limit yourself to hand luggage—it avoids waiting around. • DO NOT pack sensitive or proprietary information, valuables or essential medication in your checked luggage—double envelope it - carry it by hand. • Use sturdy luggage, do not over pack and consider strapping it. • Use covered tags to conceal details of your address. • Put your name and address inside each piece of luggage. • Ensure all luggage is locked, if possible. <p>Air Travel</p> <ul style="list-style-type: none"> • Try to book a non-stop flight. • Choose an airline with a good safety and on-time record. • Try to make stopovers in airports that have high security standards. 	<ul style="list-style-type: none"> • Check in early. • Cooperate with security checks. • Go directly to the gate or secure area after checking in luggage. • In the event of trouble, go in the opposite direction – don't get involved. • Never leave your baggage unattended. • Treat your laptop as hand baggage and keep it under your control. • Watch your baggage at all times, even through security checks. • Arrange to be met on arrival and leave the airport promptly.
TRAINS	DRIVING
<ul style="list-style-type: none"> • Many cities have more than one station – confirm in advance from which station your train will depart. • Make reservations in advance. • Understanding the 24-hour clock will help. • Keep your luggage under your control. • Safeguard your tickets – keep them until you have left your final station. • Check whether your coach will be switched at any time en route and be prepared. • If you have to transfer trains know the details – time, place, etc. • Know how to spell and pronounce the name of your city destination. • Try to avoid late night or early morning arrivals and being stranded. • Have travel documents ready for inspection at border crossings. • Keep the door of private compartments locked. • In some countries it might be advisable to carry your own food and water. 	<ul style="list-style-type: none"> • Know the registration & make of the car - have your driver's license with you. • Review available insurance coverage carefully and consider upgrading. • Ensure you know the country driving laws; e.g. speed limit, etc. • Hire cars with air conditioning rather than driving with the windows open. • Do not openly display luggage or valuables – lock them in the boot/trunk. • Look inside the car before getting in. Keep doors locked and windows closed. • Be cautious of people asking directions. • When coming to a stop, leave room for maneuvering around other cars. • Where possible, drive in the center lane. • Stay alert to people approaching your car at lights and junctions. • If you have an accident or have to get out of the car, lock it and take the key. • If stopped by police, ask for identification. • If in doubt, ask them to follow you to the nearest police station. • Don't stop to assist strangers with broken down vehicles – call for help. • Park in well-lit areas. Avoid parking next to large vehicles or in remote areas.
HOTEL	TAXIS
<ul style="list-style-type: none"> • Check that your hotel is in a safe location. • Make sure your hotel room has all the required safety features (smoke detectors, sprinklers, fire instructions, locks, etc.). • If possible, stay between the 2nd and 7th floors for fire ladder evacuation. • Note how the hotel staff are uniformed or identified. • Know the hotel fire plan and check the exits. • Leave the impression that your room is occupied at all times (lights, TV on). • Keep your room key with you at all times. • Use the dead bolt or chain when in your room. • Use the air-conditioning rather than leaving windows open. • Beware of pickpockets, drug dealers and prostitutes using the hotel facilities. • Do not take casual acquaintances back to your room. • If your passport is retained, get it back as soon as possible and keep it on you. • If you are on sensitive business, remember that the room may be bugged. 	<ul style="list-style-type: none"> • Avoid using unofficial or unmarked taxis. • Pick your taxi, don't let them pick you. • Try to establish the fare before getting in. • Have change ready to pay. • If possible, avoid putting luggage in the boot/trunk of a taxi. • Avoid sharing the taxi with other unknown passengers. • If threatened, don't argue or take risks. Give up your car/taxi and any valuables.