



Sustainable Travel Policy

Travel is a large part of our overall carbon footprint, so as a business we recognise the need to reduce our travel and ensure that any travel that does take place has minimal emissions.

We are committed to reducing our impact when we travel, whether that's on business or how we commute to work.

Our Sustainable Travel Policy applies to all everyone that works within the business, either employed or contracted.

We ask that suppliers also follow the principles of this policy in order to reduce the overall impact out our business.

Business Travel

We monitor, and track all business travel activities monthly. This helps to focus on the need for travel and its environmental impact. Our travel tracker also feeds into our annual carbon emissions calculation.

The key principles for helping us to reduce our travel emissions

- Alternatives to travel must be considered before agreeing to travel in person: video/ web/ audio conferencing
- You should use public transport to all UK destinations wherever possible
- Where public transport is not available, the lowest emission vehicle should be used
- Car sharing is encouraged when traveling with colleagues and supplier
- No flights to destinations within Great Britain
- Routinely, only those staff required to be at an event/meeting should travel, except where there is an overriding business need
- Consider the environmental costs ahead of the financial costs and take the most sustainable option possible; e.g. book direct trips wherever possible, rent EV for single journeys

Public Transport

As a general rule you should use public transport wherever possible. All costs associated with business travel will be agreed in advance and be reimbursed if paid by the employee or contractor.

Carbon Offsetting

We see carbon offsetting as a last resort. Our priority is to reduce the amount we travel as much as possible. We pay to offset our carbon emissions from air, road and rail travel each year using carbon credits certified by The Gold Standard through [Ecologi](#).

Commuting

We ask all employees and contractors in the business to be mindful of their travel impact, asking them adhere to the above key principles when commuting also.