

Travel Policy

The purpose of this policy is to set out expectations of measures employees should take when travelling for work. Along with this its purpose is to encourage and promote the use of and regularly review green transport methods. This includes consideration of the following preferences in relation to modes of transport and overnight stays:

1. Travel outside the UK should be minimised where possible.
1. Train over air travel for journeys under 300 miles (or so) should be taken (example destinations: Edinburgh, Paris, Brussels, Amsterdam from London must be on train.) Travel by train produces 1/5th of the emissions than when traveling by air.
2. Taxis must be electric vehicles (“EVs”) if available.
3. Car hire will be limited to only EVs.
4. If a flight must be taken, airlines will be selected from a list of preferred airlines with the youngest fleet/best carbon reduction initiatives; no connecting flights (unless unavoidable) and employees should always opt in to carbon offset option when purchasing the ticket – travelling economy whenever possible is the preferred option. Consideration should be given to the load factor of a flight, traveling when aircraft are more likely to be full reducing emissions per passenger.

This is managed through a booking company who ensure these criteria are met wherever possible.
5. Where overnight stays are necessary, hotels selected should be those with green tourism certificates (which are internationally recognised), without sport facilities such as golf courses.