

In support of our Environmental Management Policy these guidelines are intended to ensure that we take measures to reduce our carbon footprint in respect to travel and use less sustainable modes only where necessary to ensure business effectiveness or personal health and safety.

We encourage employees, partners, associates and clients to seek alternatives to travel through using and actively promoting the use of more sustainable ways of conducting business, for example the use of teleconferencing and video-conferencing.

Staff are encouraged to minimise car use and use public transport wherever practicable to travel to work and for company business. We recognise that use of public transport is not always practicable in our region and therefore the company has Electric Vehicles available for staff use on company business. Staff are encouraged to use the company EVs when available for company business rather than their own private vehicles.

To uphold our Environmental Management Policy, we will only reimburse employees the expenses for use of personal cars, taxis or motorcycles over 50cc, where a journey is necessary for the business and cannot reasonably be carried out by more sustainable means. Valid reasons for using personal cars, hire cars, taxis or motorcycles over 50cc include the following:

- Public transport is not available or practicable
- Not using car would involve disproportionate delay, discomfort and inconvenience
- Need to carry equipment
- Risk of personal danger
- Caring commitments
- Company EVs are not available

Where the use of a taxi is required, e.g. to facilitate the use of public transport for the main part of a journey, electric taxis should be used wherever they are available.

Use of pedal cycles is encouraged as part our Environment Management Policy. The company operates a cycle salary sacrifice scheme for the purchase of pedal cycles and necessary equipment (e.g. helmet, waterproofs and panniers).

In line with our Environmental Management Policy and our commitment to cut carbon emissions, we discourage employees from travelling by air on business. Alternative forms of transport, particularly public transport, will be encouraged rather than air travel for business journeys within mainland UK. Projects requiring journeys which do not meet these criteria require the agreement of the company in advance of them being bid for or taken. A strong business case will need to be demonstrated for pursuing such projects.

Signed



**Barbara Gower, Director**



**Christian Judd, Director**

Dated: January 2024