

Sustainable Travel Policy

Purpose

Certain employees may need to travel to client sites or events whilst at Positive Planet. This policy outlines how to claim expenses for travel, and also encourages the team to remain committed to sustainability when deciding how to travel to locations. It also covers commuting guidance.

We monitor and manage our business travel activities, tracking our carbon emissions as part of our annual carbon footprint audit. Being an office-based business with clients across the UK and beyond, transport is our largest source of carbon emissions, presenting both a challenge and an opportunity to adapt our travel behaviours for the good of our planet. We are keen to show leadership in this area and inspire our clients, partners, suppliers, and wider networks to take action.

Scope

The policy is relevant to all employees (and freelancers/contractors) who need to travel for work to an office, or to client sites whilst working for Positive Planet. The Leadership Team is primarily responsible for communicating this policy and overseeing its implementation. It will be reviewed annually and updated as required.

Sustainable Business Travel

Positive Planet has a remote-first policy, meaning that business travel should only be considered if it's absolutely necessary to deliver our service or build/retain an important client relationship. It is important to us that our clients align with our sustainability values, or show willingness to adapt with our support. We may choose not to work with certain clients if this is not the case and they demand unnecessary travel.

Our key principles:

- Alternative communication methods should always be considered prior to business travel, such as online video conferencing.
- Environmental costs must always be considered before financial, for example booking direct or lower carbon routes rather than the cheapest.
- Where possible and appropriate, only one Positive Planet employee should travel to any one meeting or event.
- Carbon emissions must be considered and avoided as a priority when choosing a meeting or event location. If not organised by Positive Planet, employees must try to influence location, for example to be closer to public transport.
- Employees should aim to use the most sustainable method of transportation (usually train, electric vehicle, bus/coach, or bicycle). Mileage expenses for travel in an employee's own vehicle will be paid to the employee at the same rate for diesel/petrol/hybrid vehicles and electric vehicles or bicycles, to further incentivise sustainable travel.
- Electric hire vehicles should be considered if the only other alternatives are to fly or drive a petrol/diesel vehicle.

- Air travel should only be considered when alternative options would take more than 6 hours each way. Air travel will only be approved where absolutely necessary and after careful consideration by the Leadership Team (escalated by line management).

Additional travel time due to travelling sustainably should not negatively affect an employee's working hours or work-life balance. All travel time can be claimed back in lieu. If an employee is concerned about how this might affect them, they can speak with their line manager (whose priority is always the wellbeing of their team) to discuss a suitable travel arrangement.

Sustainable accommodation

Employees are entitled to book an overnight stay if available travel arrangements mean that they would have to wake before 6am or get home after 9pm. Please discuss arrangements with your line manager if you fall outside of this but still want to request an overnight stay.

Employees are able to claim additional work or travel hours back in lieu.

Where possible, aim to stay somewhere sustainable. Look out for:

- Good public transport links nearby.
- A detailed sustainability/environmental policy, and possibly their carbon footprint.
- Initiatives to minimise energy use, improve energy efficiency, and use renewable energy.
- Initiatives to reduce water usage, e.g. option to reuse towels.
- Avoidance of single-use plastics and use of natural/eco-friendly cleaning products.
- Communication to customers and staff to encourage sustainable transportation.
- A sustainable procurement policy, including purchasing from local and sustainable suppliers.

Sustainable commuting

Whilst we are a remote-first organisation, we strongly encourage all employees to work from a Positive Planet hub (Manchester, London, Sheffield) for at least 4 days a month. These days can be worked back to back, or can be spread across the month, whichever is easiest for the employee, but should be aimed at days when other colleagues are also in the office. Face-to-face days with colleagues are extremely important to us at Positive Planet, as they foster collaboration and a positive team environment. They help to reinforce and grow our culture and values.

However, we are very conscious that our commuting emissions form a large part of our carbon footprint and therefore need to do all we can to travel sustainably. When commuting, employees should:

- Use public transport where possible.
- Where driving is required, consider carpooling.
- Have a look at these [eco-driving tips from The AA](#).
- Walk or cycle short distances.
- Consider signing up to our Cycle Scheme or EV Salary Sacrifice Scheme (details provided separately).