

## Travel policy statement

Troup Bywaters + Anders LLP recognise that concern for the environment is an integral and fundamental part of our business. Achieving 'Sustainability at Heart' is one of the three pillars of our Business Plan:

*Playing our part in reversing climate change and resource consumption by aligning with the UN Sustainable Development Goals, protecting the environment for future generations to come.*

We are committed to continually improving our energy performance by reducing our energy demand, increasing energy efficiency and sourcing energy in the most efficient, cost effective and environmentally responsible manner where possible.

Goals:

- + To reduce our Travel Carbon Footprint by continually improving and promoting behavioural change resulting in improved air quality, better employee health and reduced travel costs
- + To reduce the need for travel on company business
- + To provide alternatives for the need to travel on company business
- + To promote sustainable modes of transport such as walking and cycling
- + To reduce the number of office deliveries
- + To raise staff awareness of Air Quality issues resulting from travel through information, training and events
- + To measure, monitor and report our Travel Carbon Footprint annually
- + To share and promote Travel Carbon Footprint reduction achievements internally and externally

Strategic Objectives:

- + Provide effective and accessible video-conferencing facilities with staff training
- + Investigate further incentives for reducing car usage for business travel
- + Promote use of route-finding technology for walking/cycling
- + Provide detailed local travel information to staff in each office
- + Promote Ride2Work staff benefit scheme
- + Promote use of London Cycle Hire facility by providing staff access and equipment usage
- + Investigate further staff incentives for cycling
- + Promote uptake of travel Season Ticket loan
- + Encourage car sharing during commuting and on business travel
- + Prioritise use of hotels closest to public transport hub or event venue
- + Switch to using low carbon taxi companies when no public transport alternative exists
- + Encourage staff membership of car clubs
- + Limit business car hires to maximum CO<sup>2</sup> emissions of 130g/km (Tax band D)
- + Incentivise electric and hybrid company cars over traditional petrol and diesel models.
- + Avoid flying wherever possible
- + Carbon offset all business flights annually
- + Consolidate office supplies to reduce deliveries
- + Measure and monitor staff awareness of travel management issues
- + Review and update this Policy annually
- + Communicate this Policy to all levels within the company
- + Account for working from home energy use within our Carbon footprint calculations

Signed:  Peter Anderson – Managing Partner

Date: 2<sup>nd</sup> January 2024

Next review date Jan 2025