



Sustainable Travel Policy

Lower-impact travel. Smarter choices.
Responsible business movement.

DOCUMENT INFORMATION

Archway Facilities Ltd | archwayfacilities.co.uk

archwayfacilities.co.uk/sustainable-travel-policy/

1 Purpose

This Sustainable Travel Policy aims to integrate environmental responsibility into corporate travel practices.

It provides guidelines to minimise the environmental impact of business travel while maintaining operational efficiency and employee safety.

2 Scope

This policy applies to all employees, contractors, and consultants engaging in business travel on behalf of the company. It includes domestic and international travel, regardless of the duration or purpose.

3 Objectives

- Reduce the environmental footprint of corporate travel.
- Promote the use of sustainable transportation and accommodation.
- Encourage virtual alternatives to minimise unnecessary travel.
- Align corporate travel practices with broader sustainability goals and carbon reduction targets.

4 Travel Authorisation

Approval Requirements

All business travel must be pre-approved by the employee's manager and relevant department head and aligned with the company's sustainability goals.

Travel Justification

Employees must demonstrate that travel is essential and cannot be replaced by virtual meetings. Travel requests must include the purpose, destination, estimated costs, and supporting documents.

Emergency Travel

Sustainability guidelines may be adjusted for urgent or critical travel needs.

5 Sustainable Travel Guidelines

Approved Vendors

Employees must book travel through the company's approved travel agency or booking platform.

Transportation

- Use public transportation (trains, buses, subways) whenever feasible.
- For short distances (up to 300 km), prioritise rail travel over air travel.
- Domestic flights: Economy class unless otherwise authorised.
- International flights over 6 hours: Business class may be approved.

- Choose economy class where possible to maximise seating capacity and reduce carbon footprint.
- Rail travel should be standard or second class unless business class is pre-approved.
- Use ridesharing or electric vehicles for local travel where available.

Accommodation

- Select eco-certified hotels or accommodations committed to sustainable practices.
- Prioritise accommodations with energy-efficient systems, waste reduction initiatives, and local sourcing.

Duration and Efficiency

- Combine multiple meetings or events into one trip to reduce travel frequency.
- Avoid single-purpose trips by coordinating schedules with colleagues where possible.

6 Carbon Reduction and Offsetting

- The company will calculate the carbon emissions for all business travel.
- Employees are encouraged to reduce emissions by using video conferencing where possible.
- Select direct flights to minimise fuel consumption.
- The company will invest in verified carbon offset programmes to compensate for unavoidable travel emissions.

7 Virtual Meeting Alternatives

- Employees must consider virtual meeting tools such as Zoom or Microsoft Teams as the first option.
- Training and resources will be provided to improve the effectiveness of remote collaboration.

8 Travel Expense and Reporting

Sustainable Choices

Expenses for sustainable travel options such as rail travel and eco-friendly accommodations will be prioritised for reimbursement.

Tracking

Employees must report travel choices including mode of transport and accommodation type to support sustainability tracking.

Documentation

Detailed records of all travel must be submitted to the sustainability team for review.

Covered Expenses

- Transportation (flights, trains, taxis, rideshare services, parking fees)
- Lodging (hotels or short-term rentals within approved budgets)
- Meals within daily per diem limits
- Miscellaneous costs such as internet access or work-related phone charges

Non-Reimbursable Expenses

- Personal leisure activities
- Mini-bar or premium entertainment expenses
- Unauthorised upgrades or additional services

9 Employee Awareness and Training

Regular workshops and training sessions will educate employees on the environmental impact of travel and ways to reduce it.

Employees will also be provided with tools and resources to identify sustainable travel options.

10 Safety and Well-Being

Sustainability should never compromise employee safety. If sustainable travel options present a safety risk, conventional alternatives may be used with appropriate approval.

Employees will have access to travel insurance, emergency assistance, and health support while travelling.

11 Compliance and Accountability

Non-Compliance

Employees who fail to adhere to this policy may face denial of expense reimbursement or other disciplinary measures.

Performance Metrics

Travel-related sustainability performance will be tracked and reported in the company's annual sustainability report.

Incentives

Employees who consistently follow sustainable travel practices may be eligible for recognition or incentive programmes.

12 Policy Review and Updates

This policy will be reviewed annually to incorporate employee feedback, advancements in sustainable travel options, and updated regulatory requirements.

The sustainability team will monitor the effectiveness of this policy and recommend improvements.

13 Acknowledgement

Employees must acknowledge and agree to adhere to this policy before engaging in any company-funded travel.