



SUSTAINABLE TRAVEL POLICY

We accept that travel is a part of our business but we also recognize that we must only undertake business travel that is a necessity.

Maintaining face to face relationships with our clients and suppliers is important; however much routine travel can be eliminated as there are many digital communication tools at our disposal that allow a 'presence'.

Travel, especially by road, has an environmental impact in terms of CO₂ emissions, noise and congestion. We are also aware that inefficient business travel results in significant and unnecessary costs to our business.

This is a set of policy guidelines that will allow us to secure our business as much as possible against the effects of rising atmospheric carbon.

We endeavour to:

- Reduce car travel by only making essential business journeys
- Promote cycling as an environmentally friendly alternative to other modes of transport
- Offer where possible flexible working arrangements
- Offer interest free loans for bus and train tickets

This policy will be reviewed annually, or sooner following experience or because of operational or organisational changes.

Signed on behalf of the Company:

Managing Director - January 2020