

Lower Carbon Travel Policy

The Lower Carbon Travel Policy Template is to be used as guidance to create your own policy and can be tailored and amended to suit your business depending on what is most important to you.

Aim

We have committed to reducing our overall greenhouse gas emissions, of which travel forms a significant part.

Scope

Travel is one of the single largest contributors of our work-related greenhouse gas emissions.

By implementing this low carbon travel policy, we are committing to reducing our carbon footprint as a result of our business travel.

The Policy applies to all employees and contractors, both full time and part time.

Travel relating to our suppliers and consultants will be dealt with under a separate policy.

Incorporation into working practice

This Policy links to/is referenced in your employment contract and is binding upon notification.

Our overarching company Travel Policy is not replaced by this Policy but sits side-by-side as a complementary policy.

Our existing Travel Policy is not intended to deal with the carbon-related aspects of travel, and hence to the extent of any inconsistency between the Travel Policy and this Policy, the latter shall prevail.

Recording and measuring

We commit to measuring and reducing our overall greenhouse gas emissions, of which travel forms a significant part.

All work-related travel is required to be recorded by each employee and contractor in a 'carbon logbook', on a daily basis. In the online format prescribed, please set out the following:

- Mode of travel
- Estimated distance of travel
- Reason for travel

You will be provided with support, reminders and a set template to help you capture this information.

Reducing greenhouse gas emissions

All employees and contractors will take steps to reduce their individual travel-related carbon footprint:

- **Sustainability aware** – this is no longer merely an option or an opinion. All staff and contractors are required to demonstrate behaviour change as part of your terms of employment.
- **Goal setting** – our organisation is, or will soon be, embarking upon a ‘carbon baselining’ process across all carbon emitting aspects of the organisation. This will include determining individual travel habits. At the end of this process, we will work with individual employees and contractors to set realistic yet meaningful carbon reduction targets, that are Paris aligned.
- **Support** – we will provide a range of flexible and remote working options, including working from home (WFH) arrangements, in order to support targets being reached.

Other measures

All employees and contractors are expected to be aware of the different emission levels related to each mode of transport, and to vary and adjust your transport wherever possible in order to reduce emissions.

We are introducing a range of other measures to help reduce travel-related emissions, including:

- Reduce travel to meetings wherever possible – choose online meetings where relevant, instead of face-to-face
- Choose green transport options such as cycling, walking
- Pre-plan meetings to promote journey sharing
- Take advantage of practical support such as showers and covered cycle facilities to assist cycling to work
- Avoid the use of short haul, domestic air travel wherever possible
- Choose train travel over driving to meetings or national events
- Commit to consider the implications of changes to the mode of travel
- Make allowance for greater travel duration for public versus private travel
- Replace air travel with greener alternatives
- When flying is unavoidable, make carbon friendly choices
- Choose venues and accommodation with more eco/renewable options
- Take your own reusable items such as crockery, keep cups etc
- Consider the greenest form of transport depending on the circumstances
- Eat local sourced food
- If given the choice balance your remaining emissions with offset

We acknowledge that there are time-related implications of this policy that will need to be discussed and agreed on a case-by-case basis.

Responsibility and review

This Low Carbon Travel Policy was adopted by the Board/SMT of X company on X date.

Implementation of this Policy is the direct responsibility of the board and senior management, and indirectly, all directors, employees and contractors working for the organisation.

This policy was last updated date and will be next reviewed on date.

NOTE: Working with Climate Action for Associations

HSBC UK is working with the team at Climate Action for Associations (CAFA) to provide small businesses with practical guidance, steps and checklists to support your low carbon journey. CAFA are dedicated to accelerating business and industry climate action. CAFA provide resources, tools, guidance and peer to peer learning to drive greater, and quicker, climate action across whole systems, industries and supply chains.