

LAND RECOVERY

SUSTAINABLE TRAVEL AND TRANSPORT POLICY

Introduction

We take our corporate social responsibility (CSR) seriously, and we recognise that our business operations and processes may have an impact on social, economic and environmental issues outside of the workplace. We believe that the way we run our business can and should make a positive difference in these areas. One way we can achieve this is by operating a travel policy that focuses on sustainability and reducing our carbon footprint.

The general aim of a green transport policy is to reduce environmental impacts from transport and improve performance by minimising noise, congestion and disruption to others.

The objective of the policy is to minimise pollution and improve vehicle efficiency. Like all other activities, transport has environmental impacts — these can arise from delivering services or distributing goods to clients and staff travelling to and from work. A green transport policy sets out the organisation's aims and intentions to reduce those impacts and improve transport performance overall.

The organisation recognises that our transport distribution activities and other transport-related operations can have an impact on the environment. We aim to achieve this by improving both our transport distribution networks and staff travel plans.

Distribution Networks

We will seek to minimise the environmental impact of our distribution operations by:

- Maximising the efficiency of our transportation routes through improved logistics and flexible delivery methods
- incorporating environmental performance objectives into all transport operations, including the use of eco-efficient fuels
- maintaining all fleet vehicles to higher than minimum standards
- ensuring transport movements in and out of our facilities are optimised and consistent with general traffic movement and noise levels
- training employees in safe and efficient driving programmes
- moving to new vehicles and energy sources as soon as operationally and financially viable
- working with suppliers and contractors to support our green transport policies.

Green Transport Plans

Transport plans and travel plans deal specifically with setting objectives and targets to reduce the impact of personal travel and creating systems and projects to encourage the use of more environmentally friendly personal transport.

We aim to achieve this by:

- Encouraging travelling by public transport where this is appropriate.
- encouraging walking or cycling to work.
- minimising impervious hard standing in car parks and elsewhere, reducing the risk of surface water flooding.

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Business Travel

Reducing business travel wherever possible is important to achieve our net zero target. While we understand that it can be important to meet clients in person to build rapport, especially at the outset of a business relationship, we encourage you to consider meeting your clients or other business contacts (new or existing) virtually as the default.

Where it is necessary to travel for business purposes, you must consider both the cost and carbon footprint of your journey and your chosen mode of transport (which may not be the easiest or most convenient option available).

Travel Expenses

We will reimburse the reasonable cost of necessary business travel, subject to receipt of satisfactory evidence of expenditure and provided you have obtained approval for your journey and its cost and method in advance. This requires that you provide an acceptable justification for the business travel.

The organisation may refuse to approve your journey at its discretion or may impose conditions, such as requiring you to travel by an alternative means (e.g. by train rather than domestic flight).

If it is not possible to obtain advance approval from the business, e.g., in the case of an urgent meeting convened on short notice, you are subsequently required to show that it was undertaken at a reasonable cost and method or obtain your line manager's approval to claim back your expenses.

Train Tickets

Travel by rail will be booked for standard class tickets only. First-class travel will only be purchased if the business has approved this.

The organisation will try to purchase advance/cheaper fares where possible, and employees should submit their requests for train tickets as soon as possible.

Car Travel

We do not expect you to take a taxi when there is public transport available unless it is cost-effective due to a significant saving in journey time or the number of staff travelling together. When a taxi is the only viable option, choose electric or hybrid over petrol and diesel vehicles where possible. Employees must obtain a receipt for this, and the cost of the taxi fare may be reclaimed through the expense's procedure.

For shorter journeys, employees may only use their private petrol or diesel car if there is no more sustainable option available. The use of a private car requires the business to use insurance. Reimbursement for the cost of this will be at the mileage rate stipulated by HMRC.

Accommodation, Food and Drink

If your journey requires an overnight stay, the organisation will arrange for overnight accommodation upon request. Hotels will be chosen by the business team based on the convenience of the place of the organisational business (event, meeting, customer/client, etc.) and on cost. The organisation will select business class hotels and standard rate accommodation only, and anything above that will require approval from a head of department.

The organisation will reimburse employees for the cost of food and drink required on overnight travel with booked accommodation. Employees should obtain receipts/invoices for the meal/room service and any necessary tips and seek reimbursement through the expense's procedure.

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As part of a business journey, you may entertain actual or prospective clients only where your proposal and an appropriate budget are agreed upon in advance with your line manager. Where possible, you should opt to entertain at restaurants and bars which the organisation has approved (e.g. those that use organic or local suppliers).

Reasonable Adjustments

If you have a disability, you should contact the business to discuss how these rules may apply to you and whether you require any adjustments.

Our Employees

We will keep you fully informed of our sustainability initiatives, and we encourage you to share your ideas with us on how these could be developed or improved.

Business Partnerships

We will strive to engage with local suppliers and businesses where possible to meet the business's operational needs, and to support businesses within our area and decrease our carbon footprint.

In respect of our sustainable travel initiative, we expect no lesser standards from our suppliers and business partners.

Signed 

Dan Beecroft

Date March 2024
Title Managing Director

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