

Sustainable Travel Policy

Objective

Business travel is our largest source of Carbon emissions, and we are committed to its reduction. This policy should be used as a practical guide to help “do your bit”. Whilst travel has numerous benefits, we must also recognise its detrimental effect on the environment. The information we collect about business travel assists our ISO14001 information as well as Scope 3 GHG reporting.

Policy

Business travel

We monitor and manage our business travel activities. This helps us focus on the need for travel and its environmental impact.

Key principles

1. Virtual first. Online alternatives to travel must be considered before agreeing to travel in person.
2. Travel Blending. Be aware of the environmental impact of travel and look to minimise the overall number of journeys made, combining meetings and managing time better.
3. Use of public transport to all UK destinations wherever possible.
4. No flights to destinations within Great Britain (your Office Partner must sign off any request to fly within Great Britain, explaining the reason why travel could not be carried out by other means).
5. Wherever appropriate, only one Ingleton Wood employee should travel to anyone meeting, except where there is an overriding business need.
6. Consider the environmental costs ahead of the financial costs and take the most sustainable option possible.
7. When driving, consider fuel efficient driving techniques and avoiding peak congestion.

Public transport

As a general rule you should use public transport wherever possible. This means:

- minimising CO2 emissions
- If you book in advance, you'll often get a good discount.
- buying standard class tickets (see expenses policy for more details)

Taxis

Public transport is the preferred means of transport, but we recognise there are occasions when you may need to use a taxi. Please refer to the expenses policy for details of when taxi fares will be reimbursed.

Private vehicle use

If there are circumstances when public transport is not a practical option, you can use your own vehicle for business use. Please refer to the expenses policy for details.

Cycling

If you choose to use either your own bicycle or a hired bike while on business, you'll be reimbursed as described in our expenses policy.

Commuting and personal travel

This is not covered by this policy; however the following information may be helpful.

Train and bus

You can apply for a season ticket loan for any train, bus or underground train journey from home to work. The total amount of the loan will be deducted from your monthly net salary over a period of 10 months.

Cycling

We offer a cycle to work scheme where all permanent employees have the opportunity to purchase a bike for the purpose of traveling to and from work. The scheme gives you a voucher to purchase a bike, and safety equipment if required, up to the value of £3000, to be bought from a participating cycle retailer. The voucher is then repaid over 12, 18 or 24 months via a salary sacrifice scheme. If you leave during the repayment period, you will need to arrange a payment plan with the finance team.

Cycling facilities at our offices

- Billericay: cycle racks
- Cambridge: cycle racks and shower facilities
- Colchester: cycle racks and shower facilities
- London: cycle racks and shower facilities
- Norwich: cycle racks and shower facilities
- Oxford: cycle racks and shower facilities
- Nottingham: cycle racks and shower facilities

Vehicle sharing

We encourage vehicle sharing for travel to and from work. To find colleagues based at each office who you may be able to travel with, please speak to your office manager.

Note

This policy does not form part of the employees' terms and conditions of employment and may be subject to change at the discretion of the Partners. This policy respects diversity and equal opportunities and applies to all employees.

Review

This policy will be monitored and reviewed annually.



A handwritten signature in black ink that reads "Laura Mansel-Thomas".

Laura Mansel-Thomas

**Partner
Ingleton Wood LLP**

March 2024