



## Aquila - Sustainable Travel Policy – reviewed February 2022

### 1. Introduction

This policy provides guidance on sustainable travel across Aquila staff and covers all subsidiaries. Following consultation with all Aquila staff, this policy has been approved and endorsed by Aquila's Board of Directors and will be regularly reviewed to ensure that it reflects any changes in applicable laws and developments in acceptable standards for the conduct of business.

The policy is intended to highlight the ways in which Aquila staff can minimise their business travel and encourage sustainable travel behaviour within and outside of work. To support this Aquila Group Policy, each subsidiary will develop their own bespoke travel policy and guidance that is tailored to their own requirements, in particular how they engage with their clients. However, they all share a common approach with an aim to reduce business travel.

### 2. Our commitment to reduction

Based on our 2019/20 baseline carbon audit, business travel is the single largest source of carbon emissions across the Group, resulting in around 82% of total emissions. Air travel accounts for most business travel carbon emissions, producing 42% of this figure, with car travel accounting for 34%, rail travel accounting for 21.5% and other travel accounting for the remaining 2%.

This policy and supporting subsidiary policies will underpin the following targets, outlined within the Aquila Group – Environmental Sustainability Strategy 2020 – 2025:

- TAR01: Reduce our overall carbon footprint by 10% per year to 2025 and offset the remaining emissions we have not been able to reduce
- TAR02: To reduce our emissions per employee by 40% to 1 tonne of CO<sub>2</sub>e in year 5
- TAR04: Reduce our scope 3 emissions (indirect emissions including business travel and employee commuting) by 40% by 2025

### 3. Our Approach

Reducing travel emissions involves both reducing the number of journeys our staff need to make and looking for less carbon-intensive methods when business travel is required.

We recognise that for some subsidiaries or specific parts of the organisation, business travel is a necessary part of the way we work, as our ability to serve our clients can depend on being able to visit their locations. This is particularly true of our international work which often is limited options in terms of travel options when compared to UK based domestic travel. We also understand the importance of our staff having the ability to meet in person on occasion and the intrinsic benefits those interactions can provide.

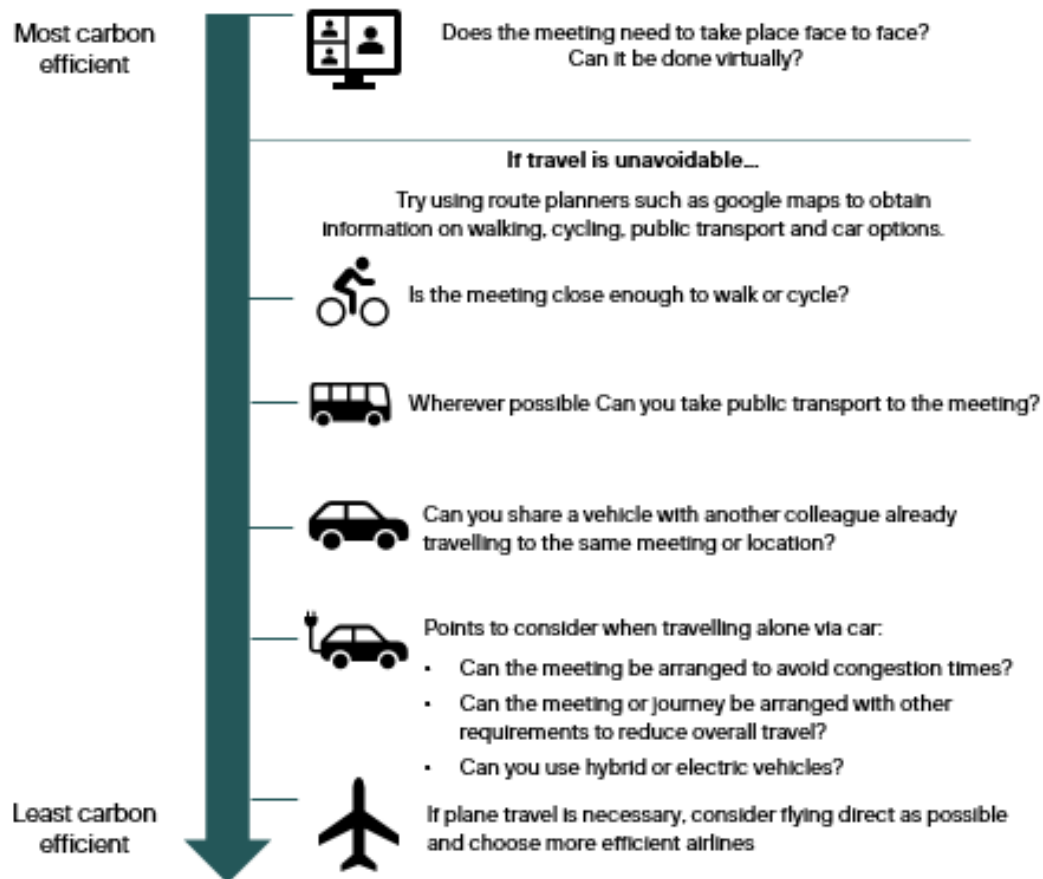
However, we continue to challenge ourselves on the need, frequency and mode of travel across the Group.

### 4. Responsibilities for your business travel

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Before contemplating any client journey, an assessment should be undertaken by all staff members regarding whether it is a necessary. The definition of what is a **necessary journey** is any client journey which is required to ensure there is no reduction in effective project delivery.

Where the journey is considered necessary, the mode of transport used should be guided by the following **sustainable travel hierarchy**. Booking travel across Aquila is currently undertaken individually and we encourage the use of using the most carbon efficient mode where possible.



## 5. Carbon reducing initiatives

To support our staff to travel in the most carbon efficient way possible, the following initiatives are currently in place. However, we recognise there is more we can do and will continue to monitor and assess initiatives that we can implement to support achieving our targets. Please refer to the Aquila Benefits Summary Sheet for full details.

### Remote working

- Using Microsoft Teams and SharePoint to undertake remote meetings and efficient document sharing where possible with clients and employees.
- A strong culture and approach of flexible working with a high percentage of our employees working from home (Aquila 17%, Altair 56%, Oaks 12.5%, ATFS 70%).

### Transport

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- Bike to Work scheme for all Aquila staff with secure cycle storage, showers and lockers at our offices.
- Encouraging the use of public transport through season ticket loan for all office-based staff.
- Signposting efficient modes of transport and encouraging carbon efficient practices – this will be shared and communicated with Aquila staff on a continuous basis.
- Clear sustainable travel hierarchy guidelines for all staff to follow when planning a journey.

If you want to learn more about our current and future initiatives or have any ideas to support our sustainable travel aims, please contact Jennifer Rolison, [Jennifer.Rolison@altairltd.co.uk](mailto:Jennifer.Rolison@altairltd.co.uk)

## 6. Staff responsibilities for travel data records

Accurate data on business travel is critical to understanding our overall footprint; allowing for more precise calculation of the carbon emissions produced through travel and thus better targeting of areas where improvements can be made. To enable accurate data collection, all staff are responsible for following these steps when **claiming expenses** for their travel:

1. Adding travel information to your expenses
  - Within NAV, in the “Lines” section of the expense claim, right click on “Type” and select “Choose Columns”.
  - Scroll down to find “Travel – green Code” and click “Add” in the middle section. Click on “OK”. It should then ask you to close and reopen the page to amend the changes.
  - A new column should appear on your expense claim with a drop-down menu with a list of travel options.
  - Please then state the type of travel, as well as the following information:
    - Rail: The departure and destination points and whether the trip is a return or single. For example, TFL travel from Southwark to London Bridge (Single), or National Rail from Manchester Piccadilly to London Euston (Return).
    - Bus Travel: The departure and destination points rather than just the route and whether the trip is a return or single. For example, Bus from London Bridge to Bermondsey (Single).
    - Hire Car: The registration plate and the number of miles covered. This can be found on the invoice/ documents provided by the company.
    - Taxi: The departure and destination and whether it is a regular taxi or a black cab. The distance in miles would also be helpful.
    - Flights: The departure and destination airports, whether the trip is a return or single and please state class.
2. If you use your **Barclaycard** to purchase your travel, the Aquila finance team will send out monthly forms to be filled out and returned no later than COP 26<sup>th</sup> day of every month (or next working day if the 26<sup>th</sup> falls on a weekend). Aquila’s Finance team will provide all necessary information for the relevant NAV code, however staff must ensure all Barclaycard forms require the same information including travel type and supporting information as outlined above (destination, departure etc.)

## 7. Monitoring this policy

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We will continue to monitor this policy and formally review it annually. Supporting this policy, each Aquila subsidiary has their own travel policy to cover any bespoke requirements that shall also be reviewed annually.

Last review date – February 2022

Next review date – February 2023