

# TRAVEL POLICY

Version as adopted at the 13/03/23 Board meeting.

## 1. Introduction

- 1.1. Transform Scotland campaigns for sustainable transport. As such, we recognise that we must have a sustainable travel policy that minimises the impact of travel from our own activities.
- 1.2. Our travel policy applies to all Transform Scotland staff, volunteers, Board members, contracted associates and anyone else carrying out work on behalf of Transform Scotland.
- 1.3. As a first step, we will avoid making transport trips wherever this is practicable and appropriate. We will continually invest in technologies and systems that facilitate online communication, online meetings, and remote and distributed working.
- 1.4. Where possible, we will schedule our work so as to reduce unnecessary travel, for example by combining several meetings or activities into a single trip.
- 1.5. For those trips that are necessary, we will take the most sustainable mode of transport available.
- 1.6. For local trips, we will use walking or cycling where practical. Otherwise, we will use public transport. Employees who chose to use their own bicycle for work purposes are encouraged to claim business mileage.
- 1.7. All travel to other Scotland and UK destinations will be made by public transport wherever possible.
- 1.8. If public transport is not practical, then employees are encouraged to use shared transport such as a car club.
- 1.9. Where reasonable alternatives exist, the use of private cars or taxis for Transform Scotland business is strongly discouraged and should be used only when public transport, walking or cycling is not a practical option.
- 1.10. We will not fly for any trip within Scotland and the UK. For international trips, we will only travel by air in exceptional circumstances. Employees who require to make trips by air on company business will beforehand seek the permission of the Director, and must first show that they have exhausted all other sustainable alternatives.
- 1.11. We do not use carbon offsetting. Our priority is to reduce the amount we travel as much as possible, and to travel only by sustainable modes of transport.

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