

# ADAS Business Travel Policy



## Our Aim:

To reduce Greenhouse Gas (GHG) emissions associated with business travel and work related commuting.

## Our Action:

- Reducing the need to travel by encouraging the use of telephone conference calls, video-conferencing and generally minimising the requirement for internal meetings.
- Highlighting to all staff the GHG emissions associated with their transport choices and the total impact of their business travel each year.
- Reporting live business travel emissions data during the year to raise awareness of the overall impact of company business travel.
- Encouraging the use of public transport over car travel, particularly train travel where this is a practical, time-effective solution for staff. However for some office sites and where staff are visiting clients in remote areas poorly served by public transport it is recognised that car travel remains the most time-efficient, safe and reliable means of travel.
- Discouraging the use of air travel where travel by train is a practical alternative.
- Encouraging employee car sharing when feasible.
- Paying an additional supplement to staff that use their car with a passengers (other ADAS employees) on business travel.
- Using hire cars more effectively by specifying the hire of low emission, fuel efficient models via our central purchasing contract, ensuring that this specification is followed through as far as possible every time a hire car is ordered.
- Using the services of a professional car hire company for car advice and a specialist travel company for all travel advice to help minimise emissions associated with business travel.
- Paying a bicycle mileage rate and a motorcycle mileage rate for business travel.
- Providing shower and changing facilities where feasible and practicable for staff who wish to cycle to work.
- Carrying out periodic surveys of office-based staff commuting practices to calculate our emissions footprint for commuting.
- Encouraging staff to adopt low emission, high fuel efficiency vehicles for journeys where car travel remains the only practical option ('Grey Fleet').
- Investigating the use of alternative fuel vehicles (including hybrids) when company vehicles are purchased or leased.
- Implementing a safe driving at work policy.

## Performance Monitoring and Reporting:

- Travel and subsistence claims submitted by staff electronically collect data on miles travelled per mode of transport. GHG emissions for all journeys are then calculated and aggregated each month via a central system using current GHG conversion factors for each mode of transport published by Government.
- Quarterly reports from the specialist travel and hire car companies provide journey details and associated emissions for all centrally booked hire cars, rail travel and air flights.
- GHG performance data is included in the company's publicly available annual environmental report and for the information of staff via the company Intranet site.

### Responsibilities:

We are fully committed to the implementation of this policy, for which I take overall responsibility. We will work with our employees in order to achieve the policy objectives described. The policy is periodically reviewed so that it continues to be effective and relevant to the business.



**Ian Strudwick**  
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