

## Global Action Plan Travel Policy

Global Action Plan is an environmental charity helping individuals to reduce their environmental impact through behavioural change initiatives. This policy works alongside the environment and procurement policy and aims to provide guidance for staff to the most sustainable modes of travel for their commute or business travel.

As part of our environmental improvement programmes we use visual and physical aids in the form of eco-Interactive exhibits. It is acknowledged these exhibits often have to be transported by taxi or van due to their cumbersome nature but this is regularly reviewed in an attempt to find an alternative mode of transport which will produce less greenhouse gas emissions.

### To reduce our impact we will:

- Reduce the impact from commuter and business travel by promoting walking and cycling
- Minimise business travel through phone and internet conferencing

### We will do this by:

- Ensure travel decisions use the following hierarchy:

Walk → Cycle → Bus → Train → Car → Taxi → Plane

- Provide a cycle allowance to any business travel taken by bike
- A bike tax free loan is provided to all members of staff
- Continually investigating ways in which to transport the Interactive Displays in a sustainable way
- Provide cycle hire keys for staff to use
- Provide information or training on eco-driving techniques when driving is essential
- Provide Web-Ex internet conferencing facilities to all employees
- Provide telephone conferencing facilities to all employees
- Provide Green Travel information in new staff inductions

We will monitor our travel patterns to calculate carbon emissions produced and plan how to reduce these. As with our environmental and procurement policy this policy will be made publicly available on our website and will be reviewed annually. Please email any comments or questions to [clair.mcmullen@globalactionplan.org.uk](mailto:clair.mcmullen@globalactionplan.org.uk) to be discussed in the annual review.

Signed:



Trewin Restorick

Date: 20<sup>th</sup> January 2011  
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