

# POINTER

## Travel Policy



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## Document Approval

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## Document History

Revision	Prepared By	Status	Date
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## Roles and Responsibilities

<b>Role</b>	<b>Responsibilities</b>
<b>Sustainability Lead</b>	Own the Travel Policy and ensure it remains up to date, relevant and aligned with our commitments and best practice. Communicate the Policy with employees, contractors and interns to ensure compliance.
<b>Directors</b>	Approve this Travel Policy and ensure it implemented effectively. Ensure employees, contractors and interns receive appropriate training and support to meet the requirements of this Policy.
<b>Employees, Contractors and Interns</b>	Follow the requirements of this Policy and use the transport hierarchy to guide decisions. Provide accurate travel data to enable the assessment and recording of travel emissions where required.



## 1. Purpose and Scope

The purpose of this Travel Policy is to guide our organisation, and set an example to our clients, in reducing the environmental impact of business travel while maintaining business efficiency. Business travel refers to travel undertaken for work purposes, for example, to client sites or conferences/events. This Policy outlines best practices and considerations to support responsible business travel decisions, ensuring alignment with our net-zero target of 90% absolute emissions reduction across scopes 1, 2 and 3 by 2050.

This Policy is intended for use as a framework for planning and conducting business travel in a way that minimises carbon emissions and promotes long-term environmental stewardship.

Those in scope for this Travel Policy include:

- » Pointer employees
- » Contractors
- » Interns

This Policy is not applicable to commuting (to and from Pointer's rented office space). This Policy is separate from Pointer's Sustainable Travel Leave Policy. As an accredited Sustainable Travel Employer<sup>1</sup>, Pointer provides paid travel time to employees who choose to travel by land or sea instead of flying for personal holidays.

## 2. Sustainable Business Travel Principles

As a small, predominantly remote, service-based organisation, business travel is Pointer's largest source of greenhouse gas emissions. Our commitment to sustainability and decarbonisation requires that we consider and reduce the environmental impact of our business travel. The following principles should guide travel decisions across the organisation:

- » **Avoid and reduce travel where possible:** Where this meets business need, prioritise virtual meetings and remote collaboration from the outset, or consider a hybrid working arrangement, to avoid unnecessary travel.
- » **Optimise travel efficiency:** Where travel is necessary (defined in 3.1), choose the most sustainable modes of transport available, prioritising lower carbon options (in section 3.4) and sharing journeys with colleagues or clients.
- » **Promote responsible behaviour:** Employees should consider the broader social and environmental impacts of their travel including energy and resource consumption. Carbon Literacy training is available to employees to support this. Employees are encouraged to consider their sphere of influence and discuss their business travel impact with clients and peers.

## 3. Travel Decision Criteria

Business travel should only be undertaken when necessary. There are several factors to consider when deciding if and how to travel, as follows:

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<sup>1</sup> [Sustainable Travel Leave](#)



### 3.1 Necessity of travel

Assess if the meeting objectives can be achieved remotely. Travel should be reserved for activities that require a physical presence, such as building client relationships, site visits, hands-on work, secure working or critical in-person meetings. Begin considering the need for business travel at the opportunity stage, so that costs and risks can be accounted for. Employees are encouraged to discuss lower carbon business travel options with their clients to raise awareness of this subject and our actions. Should the need for business travel arise part-way through a project, the same criteria for travel can be applied.

### 3.2 Frequency of travel

Where travel is necessary, it can be further minimised by combining multiple meetings or objectives into a single trip where possible, reducing the overall number of journeys. Where regular travel has been deemed necessary, consider hybrid working arrangements with reduced frequency of travel, allowing for planning in lower carbon transport options. Plan and schedule travel well in advance to optimise travel routes, attendees and minimise carbon emissions.

### 3.3 Location of destination

Consider the accessibility of the destination. For well-connected locations, prioritise public transport, cycling or walking where practical. For rural or remote destinations, combine public transport with lower-emission options, such as car sharing from the nearest transport hub, where feasible.

### 3.4 Mode of transport

Employees should prioritise the least emissions intensive transport mode when business travel is necessary. Figure 1 compares the relative emissions impact of different modes of transport, using a medium petrol car as the reference point. The emissions impact of transport modes should be considered whenever planning and conducting business travel. However, employee health, safety and wellbeing will always take precedence when selecting a mode of travel (see Section 5. Competing Factors).

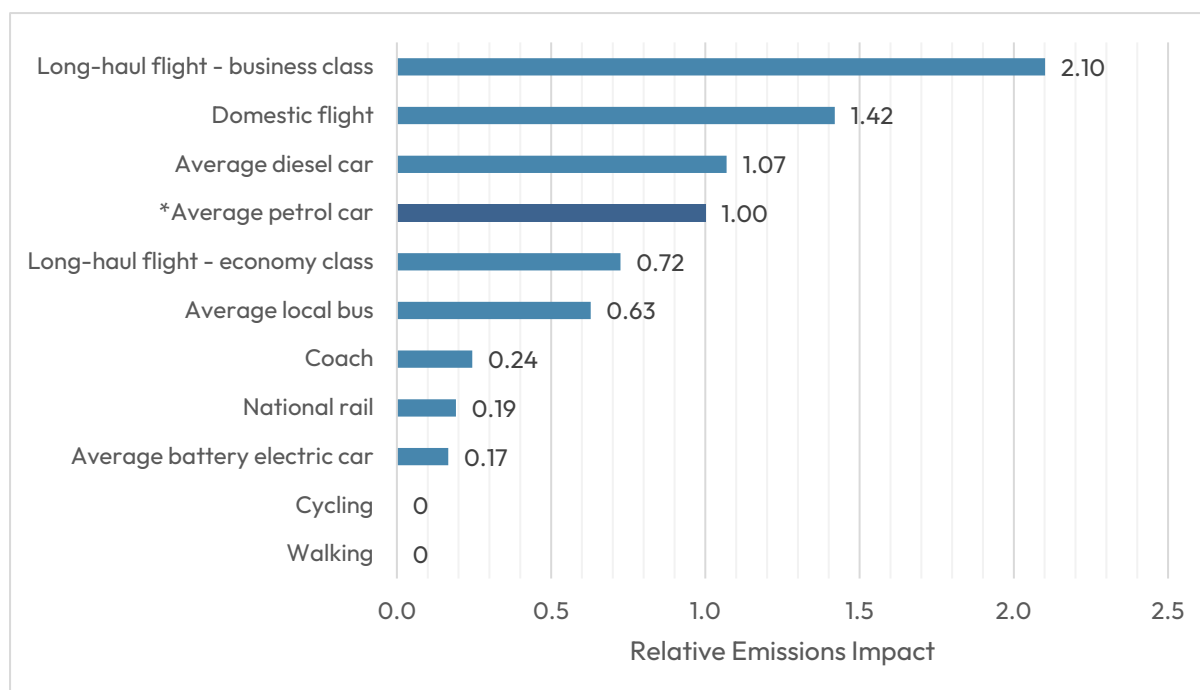


Figure 1 | Relative emissions impact (kgCO<sub>2e</sub> per km) of different transport modes, scaled against an average petrol car baseline (\*). Emission factors are derived from the 2026 Department for Energy Security and Net Zero (DESNZ) Greenhouse Gas Conversion Factors for Company Reporting<sup>2</sup>.

- » **Walking or cycling:** Walking and cycling produce no direct greenhouse gas emissions. Employees are actively encouraged to use these modes where practical, with showers and secure bike storage facilities available at our office. We recognise that active travel is only suitable for short journeys and may not be feasible or appropriate for all employees due to accessibility, health, or other individual circumstances.
- » **Public transport:** Travelling by rail, bus, coach and other public transport should be the preferred choice for longer journeys, as these produce less carbon emissions than single-vehicle travel and help prevent traffic congestion.
- » **Car sharing:** Where public transport is not practical or appropriate, car sharing amongst employees should be considered to reduce emissions.
- » **Private vehicle:** Where public transport is not viable, car travel may be necessary, but employees should consider electric, hybrid or fuel-efficient vehicles, particularly if vehicle hire costs can be recovered by a project.
- » **Air travel:** Air travel requires both Director and Sustainability Lead sign-off. First-class flights are prohibited. Air travel emission factors are calculated using the area of the plane each passenger occupies<sup>2</sup>, first and business-class seats take up more space compared to economy seats. Economy air travel is therefore the standard.

## 4. Accommodation

Where business travel exceeds 3 hours in one day and attendance on-site is required over consecutive days, overnight accommodation should be considered to reduce fatigue and

<sup>2</sup> [ghg-conversion-factors-2026-full-set.xlsx](#)



support employee wellbeing. This also applies where travel takes place on the evening before a full day of in-person meetings.

Where overnight accommodation is required, employees should select accommodation close to the meeting location or with good access to public transport, where practical. Employees should also aim to select accommodation with a commitment to sustainability (when not cost prohibitive), visible through filters on comparison sites like Booking.com. Where possible, consider the potential cost of accommodation in project pricing.

## 5. Competing Factors

There will be competing factors that influence travel decisions and must be considered alongside our sustainability commitments to ensure business travel is conducted safely and practically.

### 5.1 Wellbeing

We recognise that individuals will have different boundaries regarding their work-life balance, as well as varying levels of comfort with long journeys or travelling at different times of day. During project planning, team members that may be required to travel will be consulted on what they are comfortable with. No individual will be asked to travel further, or by a mode, that they are uncomfortable doing so. Instead, the decision criteria in Section 3 should be revisited to refresh the need for, frequency of and mode of travel.

This approach enables occasional visits to clients within our target segments that are located further afield, where employees are comfortable with the associated travel and overnight arrangements.

### 5.2 Time

Although Pointer will always prioritise the most sustainable transport option, we recognise that this is not always the most rational or practical option in terms of time. Those in scope of this Policy should seek to balance sustainability consideration with practicality and wellbeing.

Where travelling by public transport causes significant delay to journey time (such as extending the journey by more than 2-hours compared to travelling by car), the use of a private vehicle may be considered appropriate. Similarly, where travel is occurring outside of usual work hours (such as early morning or late-night travel), or following long working days, travelling by car is permitted where it supports individual wellbeing and ensure safe travel. However, where public transport can be used with minimal disruption to journey time, or if the individual is happy to do so, it should remain the preferred option.

### 5.3 Extreme weather

Extreme weather refers to adverse or severe weather conditions that can cause significant travel disruption and pose risk to life. As extreme weather events become more frequent due to climate change, this Policy provides guidance to ensure business travel is planned and undertaken safely, while minimising disruption to business operations. Employee wellbeing and safety will always take precedence over sustainable travel options during periods of severe weather, and no individual will be expected to travel in unsafe weather conditions.



Weather warnings and travel advice issued by the Met Office<sup>3</sup> should be monitored before embarking on business travel during periods of extreme weather.

### 5.3.1 Extreme heat

Extreme temperatures during heatwaves and increasing annual temperatures will become more frequent. During periods of extreme heat, the following guidance applies:

- » Employees should stay informed with current temperature warnings and travel guidance issued by the Met Office<sup>3</sup> before travelling, paying particular attention to amber or red weather warnings for extreme heat.
- » Flexible working arrangements are in place, including working remotely or adjusting working hours to accommodate days where heat impacts the ability to travel to work.
- » Where appropriate, in-person meetings should be conducted virtually or rescheduled.
- » If business travel is essential during periods of extreme heat, the use of individual vehicles is permitted instead of public transport to support employee wellbeing and mitigate health and safety risks.
- » It is encouraged that employees follow hot weather guidance from the NHS<sup>4</sup>, i.e. stay hydrated, seek shade, wear a hat and sunscreen.
- » Whilst Pointer's office space has appropriate air-conditioning, it ultimately remains dependent on the individual's discretion whether they wish to travel.

### 5.3.2 Storms

The frequency and intensity of storms (including conditions of extreme winds, heavy rainfall snow and ice) are increasing. To ensure employee safety, the following guidance applies:

- » Employees should stay informed with official weather warnings and travel advice issued by the Met Office<sup>3</sup> before any business travel, paying particular attention to amber or red weather warnings for extreme wind, rain, snow, ice and thunderstorms.
- » Where weather warnings are issued, travel into the office will not be required and will be replaced with working remotely.
- » Flexible working hours may be used to allow for later travel once conditions have improved.
- » Where business travel remains essential, the use of individual vehicles is permitted instead of public transport to support employee wellbeing and mitigate health and safety risks.
- » Pointer's office space is equipped with appropriate heating systems; however, the individual has autonomy as to whether travel to the office is taken place during these weather conditions.

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<sup>3</sup> [UK weather warnings - Met Office](#)

<sup>4</sup> [Heatwave: how to cope in hot weather - NHS](#)



## 6. Vehicle efficiency

Although the company does not currently own any shared pool vehicles, employees using their own cars for business travel should prioritise fuel efficiency to manage emissions:

- » **Vehicle choice:** Employees should use the most fuel-efficient vehicle available that they are comfortable using. Electric or hybrid cars can be accessed by company funded rental schemes, though small engine petrol cars are the next most efficient.
- » **Efficient driving:** Employees have available to them a RoSPA Eco Driving course<sup>5</sup>. The UK Business Climate Hub<sup>6</sup> suggests more efficient driving can save up to 15% on fuel use, therefore reducing carbon emissions.

## 7. Business Travel Reporting

The accounting software Xero is to capture business travel expenses at Pointer, and subsequently emissions can be calculated. This is on the basis that all business travel is expensed. To enable good data availability, employees should expense their claims in accordance with the following guidance:

- » Expense journeys using different travel modes separately, so that journey length and travel mode can be extracted. This allows car mileage, rail tickets and other modes to be more accurately captured.
- » Within the mileage/expense claim description, detail the start and end destination with a google maps estimate of the total distance noting the unit of distance i.e. miles or km. This accounts for when rail ticket prices are not proportionate to their distance and allows accurate carbon accounting per kilometre. For example, “Return rail ticket Bristol to Birmingham, 90km” or “Car mileage for 10 client visits, 30 miles per 1-way journey”.
- » If public transport has been used, add an expense label i.e. ‘Rail’ in the ‘new expense claim’ form.

## 8. Policy Review and Updates

To monitor our travel practices and emissions, we regularly assess our performance and discuss potential changes to implement. Employees are encouraged to provide feedback and suggestions via the Business Improvement Sprint Project in JIRA for improving travel sustainability.

As fuel use from cars is currently our largest source of travel emissions, we review our fuel usage during quarterly team meetings alongside a reminder of this Policy. These discussions provide an opportunity for the team to reflect on travel decisions, assess the effectiveness of the Policy, identify opportunities for improvement, and target our highest sources of travel emissions.

This Policy will be reviewed annually to ensure it remains relevant to Pointer's operational needs and sustainability objectives. As part of the annual review, all employees will be invited to provide feedback through a short survey, with incorporated into future revisions. As

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<sup>5</sup> <https://www.rosipa.com/shop/products/eco-driving>

<sup>6</sup> [UK Business Climate Hub - Find sustainability and energy saving advice for SMEs](#)



Pointer grows, this Policy may also be updated to reflect changes in business travel requirements, operational needs, and emerging sustainable travel practices.