

## Corporate Travel Policy

Design Works (Cumbria) Ltd recognises that business travel is a necessary tool to operate and grow its business, and at the same time business travel is a large contributor to the company's carbon footprint. The goal of Design Works (Cumbria) Ltd's corporate travel policy is to develop and utilise strategies to increase efficiency while decreasing its environmental impact.

Whenever feasible, business travel will be replaced with teleconferencing, web conferencing, and video meetings. We offer clients the option of meeting on Teams or a web conferencing of their choice. When business travel is unavoidable, Design Works (Cumbria) Ltd will follow these travel strategies whenever possible:

- Design Works (Cumbria) Ltd, encourages travelling to work on foot, by bicycle or public transport. Designworks provides secure bicycle parking, plus access to changing rooms and shower facilities, including fully accessible shower spaces, storage lockers and a drying room.
- The Cycle to Work Scheme is available to employees after the 90 day probation period.
- For business travel of up to 3 miles, we aim to travel on foot or by bicycle. Designworks provides secure bicycle parking, plus access to changing rooms and shower facilities, including fully accessible shower spaces, storage lockers and a drying room.
- For business travel beyond 3 miles, we use public transport where possible or the company's electric car, which is charged using onsite solar panels or other renewable energy sources from Octopus Energy.
- For longer journeys, book travel through environmentally conscious vendors, such as a green-certified travel agent (such as <https://www.mycoco.io/>).
- Rent cars only from a car rental company's eco-friendly or "green" line of car models such as hybrids or electric cars.

- When air travel is unavoidable, minimize the number of layovers to reduce travel time and carbon emissions.
- If several employees are traveling to the same event, the company encourages carpooling, and can either use the company's electric car or rent an electric car for the group to use.
- Business travelers shall opt-out of every-day sheet and towel service when staying in hotels, and shall turn off lights, in-room HVAC systems and electronics when leaving hotel rooms.
- Business travelers shall select restaurants, stores and other businesses that utilise "green" practices when provided with the option.