

Travel is often an essential part of our business, but also a significant part of our carbon footprint. Our method of travel will be chosen on the basis of cost effectiveness and environmental impact.

We aim to reduce the need for our staff to travel, increase awareness of the impact of travel choices, and promote and encourage the use of more active or sustainable modes of transportation.

1. Local Transport

Walking and cycling provide the healthiest and cheapest forms of transportation, with negligible carbon emissions and maximum flexibility. We will travel by foot or bike whenever time allows, and if the distance is less than

2.5 km.

2. Increased Video Conferencing



We seek to communicate via phone, email or video conferencing when partners work at significant distance. We will work to develop our video conferencing software to make it a viable communication method for group workshops, particularly for use with our online tools.

5. UK and Europe by Rail

Short haul flying creates **10 times** the emissions of the equivalent journey by rail. Unless train travel time adds more than **3 hours** or involves an extra night away from home, we will take the train.



3. Public Transport Network

We will make the most of the public transportation network where we operate, aiming for carbon-efficient travel whilst reducing congestion!

4. Cycle to Work

Fast, inexpensive and good for us and the environment, cycling to work is a key way we will cut our emissions in cities. Our base, at Waverley Court, also has bicycle storage and showering facilities, and bicycle travel has a claimage allowance of 20p per mile.



6. Calculate Expenses and Emissions

When claiming for travel expenses, departure and arrival points and the type of travel will be logged via our travel tool, claimexpenses.com. This will help us form a footprint of our travel-related emissions, which will enable us to report them and help us work on their minimisation. It will also allow us to act as a leader in the sector, and provide demonstrations for other arts organisations using the tool.

7. Long Haul Flying

Sometimes flying is the only option: but as the form of transport producing the **highest levels of CO₂** emissions, air travel will only be used when absolutely necessary. We will also try to take non-stop flights instead of multiple short-haul stops to reduce our impact.

8. Minimal Taxi Use

Some pre-planning should help keep our use of taxis to a minimum, and any taxis will ideally be shared, with more than one occupant when possible.

9. A Last Resort

We will avoid using cars until all other travel option have been exhausted. The average car emits over **2kg of CO₂ per litre** of fuel, or 230g of CO₂ per km. By contrast, a bus emits 50% less, and a train emits 75% less carbon for the same distance!