Moredun Group Travel Policy

The Moredun Group recognises staff travel has a potential significant environmental and financial impact which needs to be balanced with the benefits of Moredun Group staff developing collaboration, commercialisation and research opportunities which are key to the ongoing business.

Business travel emissions represent the third highest source of carbon emissions within the Moredun Group after gas and electricity. Travelling by plane makes up more than 90% of our travel emissions.

We can help reduce our environmental impact while maintaining and developing business opportunities by thinking differently about the way we travel.

This policy offers advice on how to choose the most carbon efficient travel mode and promotes non-travel solutions that help save time and costs. Key targets are identified to reduce the environmental impact of business travel.

Responsibilities

All staff working for the Moredun Group have a responsibility to reduce their environmental impact and travel more sustainably, according to the Travel Hierarchy set out below:

Options to reduce the environmental impact of travel include:
- Consolidate meetings – try to schedule multiple meetings into one journey.
- Check if any colleagues are attending events in the same country and could represent your interests.
- Check if any colleagues are attending the SAME event; does more than one person require to go?
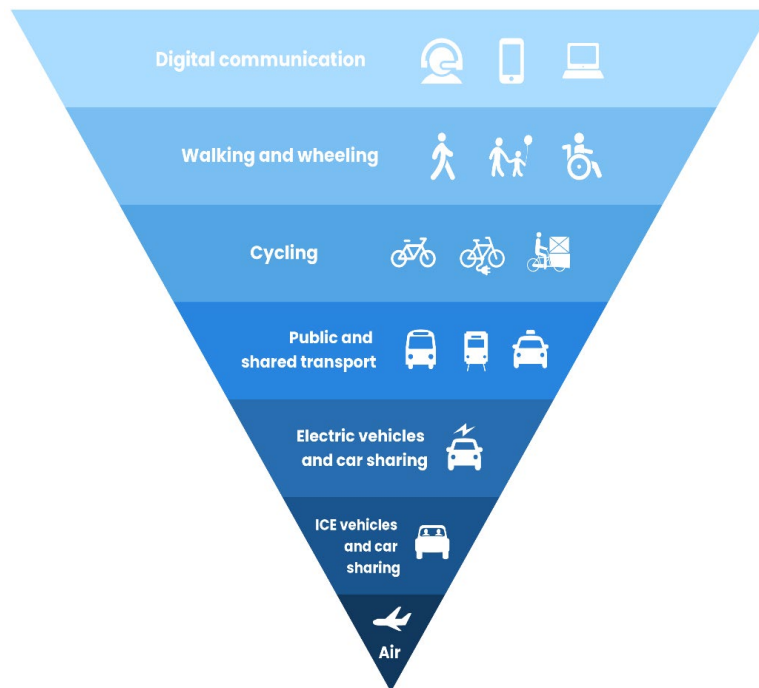- Use public or share transport as a low-carbon option

Staff will
- Provide justification for the requirement to travel and the choice of transport if traveling on work business. Alternatives options (as above) will need to be considered.
- Record mileage of all fleet vehicles including car hire and personal vehicles.
- When using public/air transport the Moredun Group travel only economy class.

Targets
- Reduce domestic air travel within Great Britain by 50% (number of flights) by 2027, compared to 2019 levels.
- Removing petrol & diesel cars owned by the Moredun Group by 2030 and adding no new petrol or diesel light commercial vehicles (from 2030).
- Reduce the distance our staff travel by petrol or diesel car, both for business travel and commuting by 20% by 2030 (compared to a 2024 baseline).

The Travel Hierarchy below[1] gives an overview of the carbon efficiency of different modes of transport.

Digital communication
- The easiest and most efficient way to reduce emissions from business travel is by collaborating digitally.
- This reduces environmental impact by minimising CO_2 emissions, decreases financial costs by avoiding payment for the journey and improves staff productivity.
- The Moredun Group offers a range of tools for video conferencing (e.g. Teams) and meeting rooms. These are suitable for 1-to-1 meetings or meeting large groups from one location.

Walking & Wheeling
- Just below digital communication in the hierarchy, walking and wheeling (the term used for wheelchair users) are classed as active travel[2] methods. The only resource required to get from A to B is your own energy.
- Travelling on foot or wheels doesn't create any carbon emissions, so this is a sustainable and green way to make a journey. Each mile you walk rather than drive saves 276g of carbon dioxide (CO_2).
- Walking & wheeling to local meetings has health benefits in addition to the environmental savings.

Cycling
- Cycling takes the third spot in the travel hierarchy, as this mode of travel requires some equipment (a bike and a helmet) to get you started. Going by bike is a great option if you want to cover short distances quickly.
- There's a national cycle network[3] in addition to the many dedicated cycle routes in towns and cities across the UK
- Pool bikes are available for staff to use to commute to local meetings; bookings can be made from the Moredun Group intranet.

Public & Shared Transport
- Where travel is necessary and walking, wheeling or cycling is not feasible, then public and shared transport are the next environmentally sustainable option.
- Shared transport includes:
    - bike share schemes
    - public transport
    - car clubs
    - lift sharing
- In order to reduce the cost of train travel then journeys should be booked as soon as possible as the fares often increase closer to the departure date.

Electric Vehicles & Car Sharing
- Sometimes a private vehicle is necessary and on these occasions you should consider the greenest type of vehicle– this is where electric cars come in.
- With the electricity we use getting greener all the time as we get more of our energy from renewable sources, electric cars produce far fewer carbon emissions than their petrol and diesel equivalents – and there are zero tailpipe emissions.

ICE Vehicle & Car sharing
- Towards the bottom of the travel hierarchy, we find internal combustion engine (ICE) vehicles, which includes petrol and diesel cars.
- Petrol and diesel cars contribute to local air pollution, with 80% of nitrogen dioxide recorded at roadside in the UK. Reducing your dependency on this type of car can make a big difference to the environment.
- If travelling by public transport is not an option then the Moredun Pool car should be used.
- If the pool car is unavailable then the other options are to hire a car or to use your own vehicle if you have business cover on your insurance.
- In all cases car sharing should be utilised and single occupancy journeys avoided.

Air
- Air travel is the least sustainable method of transport.
- When travelling shorter distances within the UK, trains will take you into the city centre, whereas flights will land and take-off from the outskirts. When you consider this along with check-in times, there often isn't much of a time benefit to flying.
- Flying domestically emits over three times as much CO2e compared to train travel.

References
[1] https://energysavingtrust.org.uk/an-introduction-to-the-sustainable-travel-hierarchy/
[2] https://energysavingtrust.org.uk/advice/active-travel/
[3] https://www.sustrans.org.uk/national-cycle-network

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