



WWF-UK Sustainable Travel Policy

POLICY CONTEXT

The parent policy for this document is the WWF-UK Environmental Policy which is part of our ISO 14001 Environmental Management System.

BUSINESS TRAVEL

We monitor and manage our business travel activities. This helps us focus on the need for travel and its environmental impact. We check air travel CO₂e data monthly and keep records to provide an audit trail of the CO₂e calculations.

The key principles for helping us to reduce our travel emissions

- Video conferencing has allowed us to significantly cut our carbon footprint from travel and is therefore the preferred alternative to in-person travel. Consider facilitating a video conference before making travel arrangements.
- You should use public transport to all UK destinations wherever possible. Car journeys should be reserved for rural destinations which are difficult to reach via public transport, and where there are mobility requirements.
- No flights to destinations within Great Britain (your Executive Director must sign off any request to fly within Great Britain, explaining the reason why travel could not be carried out by rail or some other means).
- If travelling to a [destination served by Eurostar](#) you must take the Eurostar train as a return journey.
- One-way rail journeys to other countries in Europe that take less than 10 hours, must be made by train at least one way; both ways where possible. This includes travel to Gland which can be reached in less than 10 hours.
- One-way journeys that take less than 6 hours must be completed both ways by train (including Zeist, for example).
- Journey time is counted from first train departure time (such as cross-country/international trains and excludes any local trains or other transportation), or required check-in time where relevant. For example, Eurostar departure to train arrival time at destination. This includes any connection time, but not any overnight stay.
- Whilst these requirements extend to devolved colleagues, taking their complete journey time into consideration, it is noted that colleagues from the Edinburgh office do regularly travel to Eurostar destinations by train, often combining a useful visit to the Living Planet Centre en route.
- In exceptional circumstances where you are unable to meet the above requirements, your request to fly must be approved by an Executive Director.
- Flights may only be booked where there is a business critical need to travel, there is sufficient carbon and financial budget available for that trip, and it has been approved by your line manager. The requirements above must also have been followed before travelling via air.



- Routinely, only one WWF-UK employee should travel to any one meeting, except where there is an overriding business need and this has been approved by an Executive Director – check with colleagues if travel has already been booked for your purpose.
- Consider the environmental costs ahead of the financial costs and take the most sustainable option possible; e.g. book direct trips wherever possible.
- Make the combined travel carbon footprint of attendees the principal consideration when deciding on meeting destinations. Where we are not the organiser of the meeting, try to influence this decision.

ACCOUNTING FOR AIR TRAVEL CARBON

1. Our policy to restrict the amount of carbon we emit from business travel (such as our carbon budget) and applies to:

- Staff with a WWF-UK contract of employment wherever they are based and regardless of who pays for the flight;
- Staff seconded to WWF-UK under WWF-UK functional management, again regardless of who pays for the flight.

Note that the carbon for a flight will be reported against either the Goal or Department responsible for the financial budget for the trip.

2. It does not apply to:

- Contractors and WWF staff hosted in the UK who are not on a WWF-UK contract of employment;
- Journalists, supporters, donors, trustees, ambassadors, etc. who may happen to accompany our staff on trips;
- WWF-UK employees seconded to another WWF office under the functional management of that office.

3. For those not covered by our carbon budget (point 2 above), although we do not limit their air travel emissions, we will calculate and offset their emissions footprint at the end of each year under 'non-WWF staff travel', except for WWF-UK employees seconded to another WWF office.

4. Consultants representing WWF-UK should be made aware of WWF-UK's Sustainable Travel Policy and adhere to its requirements whenever practically possible.

BUSINESS TRAVEL APPROVAL

Executive Directors and Goal Leads are responsible for monitoring the carbon and financial costs of our travel.

Before travelling, you must complete Travel Safety Training via Workwise, a Pre-Travel Risk Assessment via Foresight, and provide an itinerary listing activities and locations, to be signed-



off by your line manager and Goal Programme Manager (where applicable). Your line manager and budget holder must approve Trip Plans for all international travel. The Travel Safety and Security Policy can be accessed [here](#).

TRAVEL COORDINATION, ADVICE AND BOOKINGS

You should make all travel arrangements through your travel specialist. The Environmental Manager or a travel specialist can give you advice including which alternative means of transport are more environmentally responsible; what the most direct form of travel is; and the cheapest options for travel.

PUBLIC TRANSPORT

As a general rule you should use public transport wherever possible. This means:

- We'll minimise CO₂e emissions.
- Rail and bus travel won't be charged against your departmental CO₂e budgets.
- If you book in advance, you'll often get a good discount.
- Buying standard class tickets (see expenses policy for more details)
- You're entitled to book a single berth on the sleeper train to and from Scotland. You can take the morning of your arrival home as time off in lieu to help you recover (see the TOIL guidelines for more information).

TAXIS

Public transport is the preferred means of transport, but we recognise there are occasions when you may need to use a taxi, for safety, security or mobility reasons for example. Please refer to the expenses policy for details of when taxi fares will be reimbursed.

PRIVATE CAR USE

If there are circumstances when public transport is not a practical option, you can use your own car for business use. However, you must complete the Drivewize training, check your insurance details cover driving for work, and carry out a risk assessment before doing so. Please refer to the [expenses policy](#) for details and the [Driving For Work Arena page](#).

CYCLING

If you choose to use either your own bicycle or a hired bike such as a Santander Cycle while on WWF business, you'll be reimbursed as described in our [expenses policy](#).



CARBON OFFSETTING

We see carbon offsetting as a last resort. Our priority is to reduce the amount we travel as much as possible. We pay to offset our carbon emissions from air, road and rail travel each year using carbon credits certified by The Gold Standard.

COMMUTING AND PERSONAL TRAVEL

Find out more about commuting to work via our Arena page, including tips on how to search for the most sustainable journey and how WWF can help you reduce your travel costs through season tickets and the cycle to work scheme.

TRAIN AND BUS

You can apply for a season ticket loan for any train, bus or underground train journey from home to work. The total amount of the loan will be deducted from your monthly net salary over a period of 10 months.

CYCLING

We offer a **cycle to work scheme** where all permanent employees, and those on fixed term contracts, have the opportunity to purchase a bike for the purpose of travelling to and from work. The scheme gives you a voucher to purchase a bike, and safety equipment if required, up to the value of £1000, to be bought from a participating cycle retailer. The voucher is then repaid over 12, 18 or 24 months via a salary sacrifice scheme.

Cycling facilities at our offices:

- Living Planet Centre: 30 secure covered bike racks (accessible with WWF fob); five showers and a drying room.
- Edinburgh, The Tun: Public bike racks at the front of the building, not weatherproof, shower available.
- Cardiff, Baltic House: Bike storage at front of building, not weatherproof; no shower unfortunately.

CAR SHARING

We encourage car sharing for travel to and from work. To find colleagues based at our headquarters who you may be able to travel with, go to our liftshare website.

BOOKING PERSONAL TRAVEL

You can book personal travel through our travel agents, Key Travel although our charity fares aren't available for personal trips. All bookings must be paid for by you at the time of booking, including any extension or additions you may make to a business trip. The costs must not appear on the Key Travel invoice to WWF-UK. So, when calling Key Travel, identify yourself as a WWF-UK employee making bookings on your own behalf.

