



Cognni Limited
POL106 – Limiting Corporate Travel
Policy

1. OUR COMMITMENT

In all Cognni operations, we continually strive to reduce our impacts, including the environmental impacts associated with work-related travel. We recognise that travel, especially road and air travel, has a direct impact on the environment. At Cognni we are committed to reducing the need for unnecessary business travel, to work from home where possible and encourage the use of more sustainable forms of transport across our operations.

2. POLICY SCOPE

This policy applies to all Cognni employees.

3. TARGETS

Our 2021/2022 sustainability ambitions require us to reduce our annual CO2 emissions. We will achieve these goals by:

Area	Action
Encouraging the use of video conferencing options and providing adequate training to maximise their use within Cognni	Attending national and international meetings with Cognni employees and clients by video conferencing software whenever possible.
	Employees encouraged to evaluate the necessity of every business trip planned and consider alternatives to travel where possible.
Encouraging flexible home/office working	All employees can choose to work from home, if this is right for the individual and their role within the Cognni team.
Monitoring the environmental impacts of business travel, including the fuel emissions from public transport and vehicle fuels	Set up a trip calculator to compare the cost, disruption to business, health, safety, security, and environmental impacts of business travel.
	Minimising the frequency and number of short and long-haul flights through adequate planning and scheduling of meeting and events.
Mitigating the environmental impact of private car use where possible	Encourage car sharing for employees travelling to the same location by introducing a passenger mileage rate.
	Provide information to employees on safer and less carbon intensive driving practices.
Prioritising public transport over individual vehicle use	Cognni will provide links to all public transport timetables for local trains and buses in our staff handbook.

4. ROLES AND RESPONSIBILITIES

Senior Management is responsible for ensuring compliance with this policy, including but not limited to the establishment of programmes and compliance with reporting to Cognni Group Management requirements.

Sustainability, however, is the responsibility of all of us, at every level within our organisation. It is the responsibility of every Managing Director to ensure that our green travel policy is implemented and that appropriate resources are allocated to proactively manage business travel in all Cognni affiliates.

The Chief Executive Officer of Cognni is ultimately responsible for the implementation of this policy, and is assisted by the Head of Corporate Responsibility, who oversees the implementation of social and environmental programmes within Cognni. In the implementation of this policy, we act within the framework of laws and international conventions. We respect and comply with environmental legislation, agreements and safety requirements, and other provisions that set the parameters for our business operations. Our actions are guided by transparency, fact-based decision-making and based on a preventative, precautionary and integrated approach to energy management. This means conforming to or exceeding the requirements of national or international regulations as well as engaging in continuous and informed dialogue with relevant stakeholders.

5. OTHER RELATED DOCUMENTS AND POLICIES

Please see Flexible Working Policy in Staff Handbook and our Expenses Policy