Sustainable Travel Policy

Our Commitment to Sustainable Travel

Issue Date: July 2026

Purpose

Vocosa recognises that travel contributes to greenhouse gas emissions and is committed to reducing the environmental impact of travel across our operations. This Sustainable Travel Policy sets out our approach to promoting lower-carbon travel, supporting responsible business practices and contributing to our sustainability and Net Zero commitments.

Our aim is to reduce unnecessary travel, encourage sustainable transport choices and ensure that environmental considerations form part of travel planning and decision-making.

Scope

This policy applies to all business travel undertaken on behalf of Vocosa, including travel by employees, contractors and representatives.

It covers:

- Business travel within the UK and internationally.
- Travel to customer sites, meetings, events and conferences.
- Work-related accommodation.
- Guidance on sustainable commuting where appropriate.

This policy should be read alongside Vocosa's Sustainability & Environmental Policy and Carbon Reduction Plan.

Our Commitment

Vocosa is committed to:

- Reducing greenhouse gas emissions associated with business travel.
- Encouraging the use of lower-carbon modes of transport wherever practical.
- Minimising unnecessary journeys through effective planning and the use of digital collaboration tools.
- Considering environmental impact alongside operational, financial and customer requirements when making travel decisions.
- Reviewing travel practices regularly as part of our wider environmental objectives.

Business Travel

Vocosa adopts a **'travel only when necessary'** approach. Before arranging business travel, consideration should be given to whether the objectives can be achieved through remote collaboration or virtual meetings.

Where travel is necessary, we aim to:

- Prioritise walking, cycling and public transport for local journeys where practical.
- Choose rail travel in preference to domestic flights wherever feasible.
- Use economy class for air travel as the standard option.
- Encourage car sharing and the use of electric or hybrid vehicles where available.
- Plan journeys efficiently to reduce unnecessary mileage and associated emissions.
- Combine multiple meetings or appointments into a single journey wherever possible.

Travel decisions will balance environmental considerations with operational requirements, customer needs, cost and employee wellbeing.

Sustainable Accommodation

Where overnight accommodation is required, Vocosa seeks to use providers that demonstrate responsible environmental practices.

Where practical, accommodation should:

- Be located close to the destination or accessible by public transport.
- Demonstrate a commitment to environmental sustainability.
- Promote energy efficiency, waste reduction and responsible resource management.
- Reduce unnecessary single-use plastics and encourage responsible water and energy use.

Environmental considerations will be balanced alongside safety, accessibility, availability and value for money.

Sustainable Commuting

Vocosa recognises that commuting arrangements are a personal choice; however, we encourage lower-carbon travel wherever practical.

To support sustainable commuting, Vocosa promotes:

- Walking, cycling and the use of public transport.
- Flexible and hybrid working arrangements where appropriate.
- Car sharing and the use of lower-emission vehicles.
- Greater awareness of the environmental impact of travel choices.

By encouraging sustainable commuting, we aim to reduce emissions while supporting employee wellbeing and more efficient ways of working.

Monitoring & Continuous Improvement

Vocosa will review its travel practices regularly as part of its wider sustainability programme. Opportunities to reduce travel-related emissions will be considered through improvements in technology, travel planning, procurement and operational practices.

Progress against our sustainability objectives will be monitored through our Carbon Reduction Plan and Sustainability & Environmental Policy, ensuring that our approach continues to support our long-term commitment to achieving Net Zero greenhouse gas emissions by 2045.