

Responsible Travel Policy





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Contents

Introduction	5
1 Principles of responsible business travel	5
2 Risk travel	7
2.1 Evaluate if travel should be undertaken or not:	7
2.2 If it is decided to travel then you should:	8
3 General advice when travelling in unfamiliar places	8

Introduction

The purpose of the Responsible Business Travel Policy is to provide appropriate guidance to Preferred by Nature staff and other individuals undertaking travel on behalf of Preferred by Nature and to ensure that Preferred by Nature implements its 'duty of care' to all staff who need to travel as part of their employment at Preferred by Nature.

The policy encourages environmental accountability and cost effectiveness as well as a fair and sustainable work-life balance. In addition, Preferred by Nature is committed to providing a safe and healthy workplace, and in accordance with the relevant legislation, statutory requirements and good practice, to as far as reasonably practicable ensure the health and safety of its employees also when travelling for work.

In accordance with Objective 3.6 ("Walking the talk of sustainability") of the Preferred by Nature strategy, Preferred by Nature is committed to be an environmentally responsible and accountable organisation and actively considers the consequences of its decisions, policies and actions on people, nature and the climate.

We therefore continually strive to reduce the negative environmental impacts of our operations including but not limited to the impacts associated with business travel and accommodation. Carbon emissions originating from business transportation (air, train, bus and road) currently represent approximately 76% of our total carbon emissions while business accommodation accounts for almost 14%.

Preferred by Nature recognises that business travel is necessary and essential for the effectiveness of our organisation. However, some travel can be avoided. Preferred by Nature staff members and others who travel on behalf of Preferred by Nature are strongly encouraged to limit the amount of travel they undertake and travel in environmentally responsible ways to minimise the overall environmental footprint of the organisation. Section 1 covers the business travel principles that are relevant for all business travel; section 2 specifically concerns risk travel; and section 3 is general advice when travelling.

For all principles outlined in this policy, Preferred by Nature recognises that it is important to consider the distinct local features and characteristics of the respective countries of travel.

Scope

The policy applies to all individuals while performing work on behalf of Preferred by Nature, including Preferred by Nature employees, contractors and Preferred by Nature Board members. Any derogation from this policy will need to be requested, documented, and approved by the relevant member of the Senior Management Group.

1 Principles of responsible business travel

- a) Business travel should only be undertaken when necessary. Travel must contribute to the mission and vision of Preferred by Nature and should not be undertaken if the same results could be achieved through other cost-effective means. All staff members are responsible for considering the need for business travel and considering alternatives such as using video or teleconferencing, using of local staff/consultants etc. where relevant.
- b) Business travel must be cost effective. The staff member, their line manager and/or the project/engagement manager have the responsibility to plan cost effective missions among others by combining trips and meetings, optimising the location and length of any travel and reducing the overall number of staff members required to travel. As an example, audits should be planned so the closest qualified auditor does the job while still respecting accreditation rules. As another example, if an audit requires a significant amount of

travelling both in terms of distance and time it is recommended to plan several audits in the same area during the same timeframe to minimise travelling back and forth.

- c) The staff member is responsible for choosing the most appropriate means of travel to maximise the ability to make efficient use of time during travel.
- d) If travel is deemed necessary to carry out an assignment, the staff member is encouraged to choose the least environmentally damaging mode of transport, however, only if the choice does not significantly impact the staff members' ability to complete their task in timely manner and without compromising quality and budget. Please see the table below for transport related emission factors (source: DEFRA2020):

Emission source	Type	Unit	Emission factor (kgCO ₂ e/unit)
Walking	Foot	km	~ 0
Cycling	Bicycle	km	~ 0
Train/Rail	Train/Rail	passengerkm	0,00497
Bus	Coach	passengerkm	0,02732
Tram	Light rail, tram, metro	passengerkm	0,02991
Car	Average car size/hybrid	km	0,11558
Ferry	Car passenger	passengerkm	0,129519
Taxi	Regular taxi	passengerkm	0,14549
Plane	Long-haul/Economy class	passengerkm	0,14615
	Short-haul/Economy class	passengerkm	0,15298
Car	Average car size/diesel	km	0,16844
	Average car size/petrol	km	0,1743

- e) If travel by air is deemed necessary to carry out an assignment, the choice of any air ticket should take into consideration the following:
 - Route – normally the most direct route should be taken to reduce travel time and carbon emissions unless there are significant financial gains from taking an alternative route.
 - Convenience – the ticket chosen should take into consideration work and travel commitments and aim for the most optimal use of time during travel.
 - Airline mileage points - points collected in connection with business travel may be used for private purposes. However, staff members shall not book flight tickets through their preferred airline (i.e. to collect airline mileage points) if this results in Preferred by Nature incurring significant extra costs compared to alternative reasonable options.
 - Health and safety – the time of arrival and departure, the reputation of an airline, and other health and safety factors should be taken into consideration, particularly in countries where security risk is high.
 - Travel agents - it is generally not recommended to book air tickets through travel agents. Staff are instead encouraged to book the tickets directly on the web page of the airlines.

- Cost – the best possible fare should be secured considering all factors above. The use of online flight search engines such as Google Flights, Momondo.com or Skyscanner is encouraged to find the best available option.
- f) If travel by rental car is deemed necessary to carry out an assignment, the staff member shall choose the most environmentally friendly option available, however, only if the choice does not significantly impact the staff members' ability to complete their task in timely manner and without compromising quality and budget. Please note that for First Card holders the excess of renting of car is in most cases covered through the First Card travel insurance programme.
- g) When travelling - and given logistical and budgetary constraints - staff members are encouraged to select accommodation at venues which have been certified by an internationally recognised scheme (e.g. by GSTC recognised standards) or have been recognised in some other way for reducing their environmental footprint.
- h) Staff members shall within reason seek to minimise the cost for accommodation, however, may at minimum require a room with shower/toilet as well as reliable connection to the internet. Please note that twin rooms (i.e. room with two separate beds) should be preferred when staff members of same gender are travelling together, and if this does not significantly impact the staff members' ability to complete their task.
- i) Preferred by Nature is committed to ensuring the health and well-being of its staff members while on duty travel and for ensuring that all staff members are covered by appropriate insurance (please note that Preferred by Nature holds a global travel insurance with Chubb and that First Card holders are in addition covered through the First Card travel insurance programme). Staff members or other personnel on authorised travel are not required to travel to locations or use modes of transportation that are likely to endanger their safety or well-being.
- j) The staff member is responsible for ensuring shots/vaccinations are up to date for the country of travel, and to check for needed destination medications (e.g. anti-malarial) and schedule an appointment to obtain the above well in advance of travel date. The costs of officially recommended destination medications shall be reimbursed by Preferred by Nature.
- k) The staff member, their line manager and/or project/engagement manager are responsible for taking appropriate measures to plan work-related travel that facilitates an appropriate work-life balance.
- l) Staff and external personnel using private cars for business related travel will be compensated based upon rates established according to national legislation, or rates approved by the Head of Finance covering cost of fuel, maintenance, insurance, and depreciation. When choosing the use of private cars, the estimated mileage cost should be compared to the cost of rental car for the same trip and duration, including the time spent to pick-up/drop-off the rental car.
- m) The traveller shall ensure that key people are aware of the purpose, destinations, and timing of the travel and ensure that emergency contacts are updated in Salesforce under their contact record (i.e. Relationships).

2 Risk travel

Some work-related travel may necessitate travel to countries or areas of countries with elevated risk. If traveling to such a country, you should:

2.1 Evaluate if travel should be undertaken or not:

1. Check official travel warnings/recommendations for your destination online for example by looking at any travel warning from the government of your country of nationality, since some travel advisories may be related to geo-political events. Additionally, the staff member can also update themselves on the presence and services offered by their embassy.
2. Check with colleagues who may have travelled in the area (do a search in SF on the country, see who has worked on projects/certification in that country, and talk with them).
3. Check SF for any risk incidences reported in the area.
4. Consider if scheme owners will, on a case by case basis, allow for desk audit if an area is considered too risky for travel.
5. If either the staff traveller or the line manager considers it too risky, the travel should not take place.

2.2 If it is decided to travel then you should:

1. Identify each risk associated with the travel and consider appropriate mitigation methods. If necessary, ask for help on this from Line Manager or HR. Do your research diligently to make sure you are aware of all potential risks (safety, health or otherwise).
2. Double check that your Line Manager and/or another designated person has your contact details during travel, and make sure these are updated if you buy a local phone number. If deemed necessary, a check-in schedule and emergency actions should be agreed upon prior to the trip
3. Make sure your SF record is updated with appropriate emergency numbers.
4. Make sure to bring along any emergency numbers for Preferred by Nature's global and, if applicable, local travel accident and medical insurance programs.
5. Register with your local in-country embassy and/or subscribe to embassy travel alerts for the destination country (if possible)
6. Make sure you behave sensitively and obey local rules.
7. If you have been exposed to any risk incidences during a travel, make sure you register them under the appropriate risk in our SF registry for future use.

3 General advice when travelling in unfamiliar places

- Be prepared before arrival: know mode of travel from airport to hotel/meeting spot, local number to call if assistance needed, and have access to destination address for taxi/other.
- The most serious risk in almost all countries is traffic, so be extra cautious in traffic in countries or areas that are not familiar. Traffic patterns are different from country to country, so be alert. Only take recognised taxi operators, Uber, Grab, Bolt etc., and be extra careful (speeding, night driving, tired, etc.) if driving yourself in a rented car and make sure to know and follow local traffic regulations.
- Be mindful of where you choose to stay, i.e. hotel type and hotel location.
- Be mindful of your behaviour and how you are dressed, so you are not inadvertently offensive. Behave responsibly, be considerate and keep a low profile.
- Be mindful of using public internet connections and never leave your IT equipment unprotected/unsecured.

- Consider where and what you eat, both from a food security and personal safety point of view.
- Bring your personal medicine and allow for extra in case of delays.
- Carry a card with contact numbers (hotel, LM, HR, home) with you always (in case of accident caretakers would need to know who to contact).
- In case of any emergencies or potential emergencies - depending on type of emergency - contact local emergency services, Preferred by Nature insurance providers (through global/local travel policies, credit cards, etc.). Contact your HR representative as soon as possible following.
- Upon return from a risky travel you should record any risk instance in SF with details such that the next person travelling to the same place can benefit.

About us

Preferred by Nature (formerly known as NEPCon) is an international non-profit organisation working to support better land management and business practices that benefit people, nature and the climate. We do this through a unique combination of sustainability certification services, projects supporting awareness raising, and capacity building.

For more than 25 years, we have worked to develop practical solutions to drive positive impacts in production landscapes and supply chains in 100+ countries. We focus on land use, primarily through forest, agriculture and climate impact commodities, and related sectors such as tourism and conservation. Learn more at www.preferredbynature.org

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