

1. Introduction and Commitment

AES Experiential Learning and Living is committed to actively reducing transport-related carbon emissions and promoting a culture of sustainable travel. Our Green Travel Policy reflects our role in fostering environmentally responsible behaviour across our organisation – among staff, students, clients, and suppliers – and aligns with our wider environmental strategy. We believe in enabling travel choices that support both the well-being of our community and the health of the planet.

2. Guiding Principles

Our approach to green travel is shaped by the following principles:

- **Reduce the need to travel** where possible through digital solutions.
- **Promote low-carbon options** as the default when travel is necessary.
- **Track and reduce emissions** associated with all travel activities.
- **Support our community** to make climate-conscious decisions.

3. Sustainable Commuting and Local Travel

We encourage staff, students, and visitors to prioritise walking, cycling, and public transport over private car use, particularly for journeys under 2 miles.

3.1 Walking and Cycling

- **Walking:** Ideal for the majority of our visitors and staff, with 70% living within a 15–30 minute walk of our sites.
- **Cycling Support:**
 - Secure bicycle storage facilities.
 - Showers and changing rooms to encourage active commuting.
- **Health and Well-being:** We actively promote the mental and physical health benefits of walking and cycling as part of our workplace wellness initiatives.

3.2 Public Transport Access

Our locations are well-served by public transport:

- **Underground and Rail:** Holborn Underground Station and Farringdon Train Station are both within walking distance.

- **Buses:** Local routes include 8, 19, 38, 46, 55, 91, 243, and more.

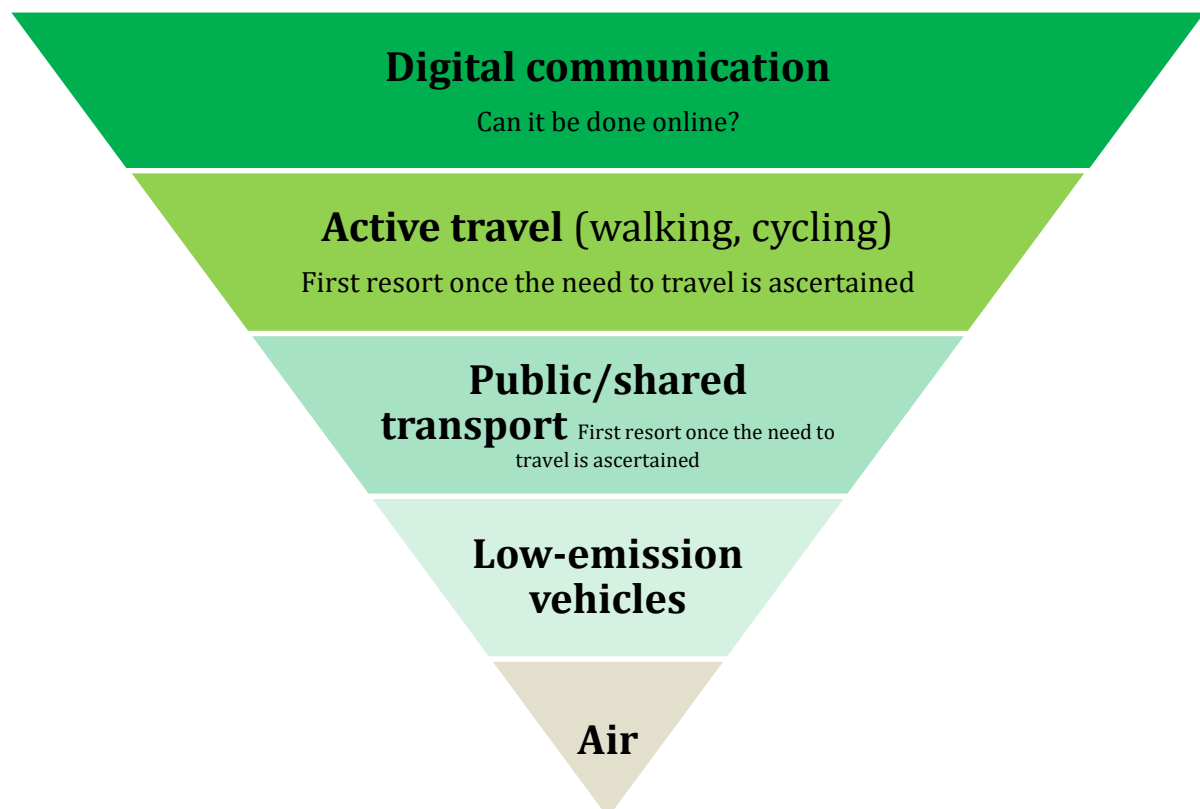
We strongly encourage the use of public transport over taxis or personal vehicles for travel between sites and for commuting.

4. Sustainable Business Travel

4.1 Green Business Travel Hierarchy

We apply the following hierarchy in business travel decision-making:

1. **Digital communication** (e.g. Teams or Zoom)
2. **Active travel** (walking, cycling)
3. **Public/shared transport** (bus, train)
4. **Low-emission vehicles**
5. **Air travel** (last resort only)



4.2 Rail Over Air

- **Domestic Journeys:** Rail travel is required for all business journeys under 5 hours where practical.

- **International Rail (e.g. Eurostar):** Strongly preferred over short-haul flights to Europe, even where cost is higher.
- **Sleeper Trains:** Encouraged for long-distance travel where available.
- **Class of Rail Travel:** Higher-class train tickets (e.g. first class) may be allowed to support productivity during long trips.

Exceptions (e.g. health, caring responsibilities, operational urgency) must be approved by the relevant team lead.

4.3 Air Travel

- **Minimised Use:** Flights are permitted only where rail or virtual alternatives are not viable.
- **Cabin Class Restrictions:** Economy class is the default. Premium economy may be approved for health or work-related reasons. Business/first class must be justified and signed off by senior management.
- **Non-stop Flights:** Preferred where available, to reduce fuel-intensive take-offs and landings.

5. Staff Incentives and Operational Support

We provide:

- **Oyster cards** for our operations teams for local and inter-site transport.
- **Electric or hybrid vehicles** for essential logistics tasks, reducing emissions from necessary car travel.
- **Flexibility:** Where possible, additional time or lieu hours are offered for those choosing lower-emission travel modes that take longer.

6. Supplier and Community Engagement

We partner with local suppliers to reduce transport-related emissions and encourage sustainability within our wider network. Our preference is to work with businesses that share our environmental values.

7. Emissions Monitoring and Continuous Improvement

In partnership with Planet Mark, we measure and report on:

- **Scope 1:** Direct emissions from AES-owned sources (e.g., electric vehicles).

- **Scope 2:** Emissions from purchased energy.
- **Scope 3:** Indirect emissions (e.g., staff commuting, business travel, supplier transport).

This data informs our strategies and helps track our progress toward carbon reduction goals.

8. Review and Future Policy Development

This policy will be reviewed biennially, with the next review scheduled for **March 2027**, to incorporate new technologies, data, and best practices in sustainable transport.