



## **Tilsatec Sustainable Travel Policy 2026**

### **1. Purpose**

The purpose of this policy is to guide sustainable business travel practices that minimise environmental impact, reduce costs, and support Tilsatec's ESG commitments. Travel decisions are made by balancing operational needs with environmental responsibility, safety, and efficiency.

### **2. Scope**

This policy applies to:

- All employees travelling on behalf of Tilsatec.
- All modes of business travel, including air, rail, road, and local transport.
- Accommodation and associated travel-related services.

### **3. Policy Principles**

#### **a. Travel Planning**

- Business travel is planned to be necessary and proportionate, with alternatives such as video conferencing or virtual meetings considered wherever possible.

#### **b. Low-Carbon Transport Options**

- Public transport (train, bus, boat) is prioritised over private vehicles or flights for short- and medium-distance travel where practical.
- Where air travel is unavoidable, direct routes are preferred to minimise emissions.
- Car sharing or shared transport is encouraged when driving is required.
- The use of electric or hybrid vehicles is supported where available.

#### **c. Accommodation & Services**

- Where possible, accommodation providers with sustainable practices are selected, including those focused on energy efficiency, waste reduction, and responsible sourcing.
- Booking platforms that offer carbon transparency or offsetting options are encouraged.

#### **d. Air Travel & Carbon Offsetting**

- Where emissions cannot be avoided, Tilsatec supports the use of credible and verified carbon offsetting schemes or airlines with established sustainability strategies.

#### **e. Employee Awareness & Responsibility**

- Employees are expected to plan business travel responsibly, consider environmental impacts, and support the principles set out in this policy.

#### **4. Reporting & Monitoring**

- Business travel data, including travel mode, distance, and associated emissions, is monitored to support sustainability reporting and continuous improvement.

#### **5. Sustainability Targets**

- Reduce business air travel-related emissions by 20% by 2026.

#### **6. Review**

- This policy will be reviewed annually to ensure it remains aligned with best practice, regulatory expectations, and Tilsatec's sustainability objectives.

Signed: Maria Kramer, Technical Manager, 05<sup>th</sup> January 2026