

Sustainable Travel Policy.

Status V 1.0
Date Jan 2025



We are committed to reducing the carbon associated with commuting and business travel. The purpose of this policy is to provide guidance in prioritising travel practices that minimise our carbon footprint, promote social responsibility and contribute positively to the environment. This Sustainable Travel Policy aims to encourage employees, clients, and contractors to adopt eco-friendly modes of transport, aligning with our values of sustainability, efficiency and responsibility. It covers travel related to all business operations, including commuting, attendance at client meetings & site visits and attendance at conferences, professional development and the like. The objectives are;

- To reduce the carbon footprint of business-related travel.
- To promote the use of low-emission and sustainable transport options.

By adopting this Sustainable Travel Policy, LOM Architecture and Design is reinforcing its commitment to sustainability and to reducing the environmental impact of our business operations. This policy will be reviewed regularly to ensure it remains relevant and effective in meeting our sustainability objectives.

Practice profile

The business benefits from a location in Central London, within London's Ultra Low Emissions Zone (ULEZ) and is well served by a public transport infrastructure including Overground and Underground rail networks, bus routes and numerous public cycle pooling options, all within walking distance. The Studio sits adjacent to Shoreditch High Street station, and within convenient walking distance of Old Street Station, Liverpool Street Station and Bethnal Green Station, making it easily accessible for all employees and visitors without the need for car travel.

Responsibilities

- **Employees:** Every employee plays an integral role in ensuring that we meet our sustainability goals and contribute to the wider movement for environmental

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responsibility. Employees are responsible for adhering to the travel policy and making sustainable travel choices whenever possible.

- **Management:** Directors are responsible for ensuring this policy is communicated to all employees and for providing the necessary support and resources to encourage sustainable travel, maintain records of employee travel, and track the overall carbon footprint from business-related travel.

Monitoring and Review

- All business travel must be recorded in CMAP with as much detail provided as possible on mode of transport and distances covered.
- Commuting is assessed on an annual basis via a questionnaire.
- The effectiveness of this Sustainable Travel Policy will be monitored on an annual basis, with feedback from employees to identify areas of improvement.
- LOM Architecture and Design will review and update this policy annually to ensure it reflects the latest sustainable travel practices, technologies, and local transportation infrastructure developments.

Employee Engagement and Education

LOM is committed to fostering a culture of environmental responsibility among all employees. Engagement and communication is key in providing context to decision on travel and in empowering employees to make responsible choices.

- **Promote Awareness:** We provide employees with information about sustainable travel options, the environmental impact of different transport choices, and how they can reduce their carbon footprint when traveling for work.
- **Sustainable Travel Incentives:** We encourage employees to adopt sustainable travel habits by offering incentives including bicycle purchase schemes and access to EV financing.
- **Feedback and Suggestions:** We engage employees in the process of refining and improving our travel policy, encouraging feedback and suggestions on how to make travel practices even more sustainable.

Project Travel Plans

A sustainable travel plan will be prepared for all projects. As well as location, a relevant project will be determined by the scale of the team involved and the duration of works envisaged. This will consider the location of the client and/or site in relation to the Studio and any other points of departure. The plan will include number of visits, number of attendees, mode of transport with the aim of minimising the climate impact.

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Travel Prioritisation

The following steps should be considered before planning any journey:

1. **Minimise Travel** - We aim to reduce the need for business travel where practical to do so. We utilise video conferencing and other digital collaboration tools wherever practical to do so. All employees are provided with the necessary equipment and resources to support remote communication.
2. **Encourage Low Carbon modes of Transport** - Due to the nature of our work it is often the case that travel is both desirable and unavoidable. When travel is necessary, we aim to prioritise modes of transport that have the least environmental impact. We encourage the use of the public transport network including rail and buses and other shared modes of transport. The following is a list in order of priority for any journey:
 1. **Walking:** For short journeys (say, up to 1 mile), walking is encouraged for those who are able and where conditions are safe to do so.
 2. **Cycling:** Employees are encouraged to use bicycles for commuting and work-related travel where they are able to safely do so. Secure bike storage and facilities are provided at the office with pool bikes available in the vicinity of the office. Employees who cycle to work are eligible for the Cycle to Work scheme.
 3. **Public Transport:** For medium-length journeys within London and the surrounding areas, employees should opt for public transport such as the Underground and buses. Employees are encouraged to use train services where practical even for longer journeys, as they are typically more sustainable than car travel or flying.
 4. **Taxi's:** where public transport is not an option for a specific location such as a site visit, taxi's may be used. Prioritisation of EV's (Electric Vehicles) is encouraged where the choice is available, and this should be recorded where used.

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Car Travel

- If Public Transport options are unavailable, car-sharing can be considered.
- Where choice is available, EV should be selected over Hybrid, and Hybrid preferred over petrol in the hiring of vehicles and the booking of pool vehicles.
- LOM will provide financial support via a salary sacrifice scheme for any employees who use vehicles for business travel to purchase electric or hybrid cars.
- When driving is necessary, we encourage car sharing or pooling with colleagues or clients to reduce the number of vehicles required to make the journey.

Air Travel

- Air travel should be minimized in favour of other, more sustainable transport options such as trains, or video conferencing. For long distance travel within the UK and parts of mainland Europe, rail travel is prioritised over vehicles or air travel. Management & Employees are encouraged to define travel plans early in the project planning stage and communicate them with our clients if extended transit times need to be accounted for.
- If air travel is necessary for business purposes, flights should be booked in economy class to reduce emissions and ensure cost-efficiency and numbers of people travelling should be minimised. Business Class can be used on long haul flights but it's use must be minimised.