

Sustainable Travel Policy Statement

Purpose

Shoosmiths' Sustainability Vision is to be a low-carbon law firm that delivers for our clients and communities to enable a sustainable future.

This policy lays out Shoosmiths LLP and related entities (Shoosmiths) commitment to sustainable travel management and the reduction of emissions associated with business travel.

Scope and application

This policy applies to all Shoosmiths activities, locations and those who work within Shoosmiths, failure to comply with this policy may result in disciplinary action.

Principles

To reduce our negative environmental impact Shoosmiths will:

- Undertake agile working practices and ensure appropriate systems, technology and support are in place that make it easy for employees to manage their working day by minimising the need for business travel;
- Operate a centralised online booking platform, which employees are required to use for all domestic and overseas travel, facilitating the capture of information to track progress against this policy;
- Provide guidelines on how to travel in a safe, cost effective and sustainable way including challenging the need for travel, encouraging a one day a week no travel approach and adopting a travel hierarchy approach;
- Charge an internal carbon price for all business flight bookings, the proceeds of which will be used to deliver carbon emission reductions within our value chain;
- Offer a Cycle to Work scheme to employees;
- Offer an electric and low emission car salary sacrifice scheme for employees;
- Measure and report business travel and commute to work emissions as part of our annual carbon footprint and target progress reporting;
- Share best practice internally and externally, collaborating with others to reduce carbon emissions for both Shoosmiths and wider society; and
- Implement, maintain, monitor and communicate this policy across the firm and make it available to all interested parties.

Monitoring and review

The policy will be reviewed periodically to ensure its suitability and effectiveness. The Director of People has ultimate responsibility for this policy.

Policy approved by Sustainability Steering Committee

Revision history

| Revision number | Date | Reviewed by | Reason for review | Approved by |
|-----------------|------------|-------------------------------|--|-------------|
| 2 | 16/07/2025 | Senior Sustainability Manager | Replacement of Policy with Policy Statement and supporting internal guidance | |
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