

Sustainable travel policy

Shoosmiths is committed to a net zero future with Science Based Target initiative (SBTi) validated targets to reach net-zero GHG emissions across the value chain by FY2040.

Emissions related to business travel and commute to work form part of our carbon footprint and our strategy to minimise business and commute to work emissions and reduce associated environmental impacts is based on:

- implementing, maintaining, monitoring and communicating this policy across the firm and making it available to all interested parties;
- undertaking agile working practices, underpinned by our **working principles**, giving colleagues even more choice to make their own decisions on where and when they work;
- ensuring 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;
- operation of a centralised online booking platform for all domestic and overseas travel, facilitating the capture of management information to track progress against this policy;
- provision of 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. An internal carbon levy is applied for all business flight bookings, colleagues have the option to upgrade to first class rail travel for rail journeys of two hours or more and the use of public transport is encouraged for city centre locations;
- offering the UK 'Cycle to Work' scheme to employees which we have supported since 2007;
- offering an electric and low emission car salary sacrifice scheme for employees;
- exploring further options to incentivise employees to reduce travel related emissions;
- supporting our people to drive more safely and efficiently through e-learning;
- measuring and reporting business travel and commute to work emissions as part of our annual carbon footprint and target progress reporting;
- determining additional data for reporting, and
- sharing best practice internally and externally.

Date: 3 July 2023

Signed: David Jackson, Chief Executive