



Climate Perks Policy (Sustainable Employee Travel)

Pilot version

This policy is in order to support and encourage employees to engage in to sustainable holiday travel. The policy may be changed or withdrawn if business needs and circumstances so dictate.

Introduction

[Organisation X] is proud to be a Climate Perks accredited employer. This means that we will give paid travel time where employees elect to travel via land or sea rather than via air. The paid travel time can be claimed for additional hours spent travelling, in accordance with the provisions of this policy. The maximum travel time that can be reclaimed is [two working days] in any one 'travel time year.' The travel time year is the same as our annual leave year, namely from xx to yy [eg 1 April to 31 March].

Why sustainable travel is important to us

Despite only 5% of the world's population ever having stepped inside a plane, flying is the fastest growing contributor to climate change globally. On current trends, aviation alone will account for 25% of UK carbon emissions by 2050. In line with the 2015 Paris agreement, we recognise the need for behaviour change to play a role in reducing aviation emissions and in turn the role of social and workplace innovations to facilitate and drive such behaviour change.

We also recognise that the challenge of decarbonising the global economy must have equity considerations at its core. Citizens in global north countries must be empowered to reduce their lifestyle greenhouse gas emissions, in order to assist developing countries in providing their citizens with a higher standard of living within finite global carbon budgets.

We are therefore committed to supporting a cultural shift towards low carbon leisure travel.

Policy statement

[Organisation X] is committed to having a positive social and environmental impact, and recognises that staff have an important role to play in responding to the urgent challenge of climate change.

We aim to encourage our employees to ‘walk the talk’ when it comes to sustainability behaviour, in line with our organisational values and policies.

Research indicates that converting one or more return flights to train, coach or boat is likely to be one of the most powerful actions regular travellers can take to reduce lifestyle carbon emissions, in turn helping to inspire further behaviour change amongst peers.

To help staff make sustainable travel choices, we offer paid travel time, subject to certain criteria.

It is important to note that this is not additional annual leave, but additional time to undertake sustainable travel. Whether employees take up the scheme or not, they remain entitled to the same amount of annual leave. Please refer to the annual leave policy for further information.

Scope

Qualifying journeys

For the purposes of this policy, sustainable holiday travel means travel by land or sea that has a significantly reduced environmental impact compared to journeys to the same destination by plane.

Qualifying sustainable holiday travel does not include single-passenger internal combustion car journeys, nor does it include road-trips with campervans or caravans. It does not include holidays which are journeys in themselves, e.g. long-distance cycle rides, cruises or walks - unless travel is required to or from start and end points.

Only overland or sea travel for the purposes of reaching or returning from the destination country qualifies, and cannot be combined with a flight within an outward or return leg. For example, this policy would not grant paid journey time for a coach taken from Mexico City to Guatemala with a flight having been taken to Mexico City.

Option

The policy excludes travel within mainland Great Britain, but can include travel between mainland Great Britain, Northern Ireland and British islands (e.g. the Isle of Man, the Scilly Isles, Shetland Islands, Channel Islands).

Option

Journeys that are already quicker, or comparable in length, by land or sea compared to flying are excluded.

For example, taking this approach would exclude a direct trip from London to Paris on the Eurostar - but would not exclude a trip from Edinburgh to Paris by train.

Option

In order to qualify for this scheme, both the outward and return journeys must be made via sustainable travel. As an example, you cannot claim travel time for train travel on your outward journey, if you plan to return by plane.

Option

Travel time can be claimed for up to [two] return trips per travel time year.

Employee qualifying criteria

If you take parental leave (eg maternity, paternity, adoption, shared parental and unpaid parental leave), you will still qualify for travel time on a pro-rata basis, when you return from parental leave, in respect of the relevant leave year. For example, if you return from leave and there are five months of the travel time year remaining, you will be eligible to apply for 5/12 of the travel time allocation.

You will not qualify if you are absent on parental leave for the whole travel time year.

If you work part-time, you will qualify for travel time on a pro-rata basis.

Option

You must have at least one year's service with [Organisation X] prior to applying for this scheme.

Procedure [SUGGESTED]

Where an employee takes a train or other public transport (rather than a plane) for an overseas holiday in accordance with this policy, [Organisation X] will reimburse the difference in travel time, up to a maximum of two working days [organisations are free to set a higher maximum]. This arrangement is available for each employee once in each travel time year.

You must be able to demonstrate that your planned journey is not already quicker or the same in length when compared to flying to the same destination.

Option

The time between 11pm and 7am on sleeper trains or ferries is deducted from the additional time.

In order to request travel time, you must complete the sustainable travel days request form overleaf and pass it to your manager.

You should attach to the form:

- A copy of the ticket for your journey.
- Evidence (such as a printout from an internet travel site) of the time taken for air travel, plus two hours to allow for check-in time in respect of both the outward and the return flights.
- A calculation of the difference between 1 and 2 above.

Spreading the word

We hope to start an ongoing conversation about sustainable travel and contribute to a social shift towards low carbon travel options. Behaviour change is best spread through peer networks, including workplaces.

Once you have returned from your holiday, you will be asked to share some feedback from your journey with colleagues. This may be via a team meeting or an article in our staff newsletter. We'd love to see your photos of travel by land or sea!

Planning a low-carbon journey

There are lots of resources online for planning a journey by land or sea within Europe and beyond. Here are a few to get started with.

- www.Seat61.com - comprehensive rail travel guide, primarily focused on Europe but with advice on destinations further afield as well.
- www.loco2.co.uk - easy pan-European rail ticketing website.
- ecopassenger.org - enables comparative estimations of journey length and environmental impact of different travel modes across Europe.
- www.Rome2Rio.com enables comparison and booking of different travel options.
- www.snowcarbon.co.uk specialises in train travel to ski resorts.

Further information

You can find out more about the Climate Perks scheme and facts and stats about flying and low-carbon travel at www.climateperks.com.

www.climateperks.com
hello@climateperks.com

Abuse of the scheme

Any employee found to use the scheme in a fraudulent way will be subject to [Organisation X's] disciplinary procedures.

Sustainable travel days request form

Employee name:
Department:
Travel time year (NB this is the same as the holiday year):
Maximum travel time in full year: [2 working days]

To be completed by employee

Outward journey		Return journey					
Time (hours) that would be taken to travel by plane, inc 2 hours check-in time each way.	Time (hours) that will be taken to travel by land or sea.	Time (hours) that would be taken to travel by plane, inc 2 hours check-in time each way	Time (hours) that will be taken to travel by land or sea.	Total additional hours (capped at a maximum of 2 days per year).	Date of Request	Proposed date(s) to take back the travel hours	Manager Authorisation

Employee declaration

- I have provided documentary evidence of the difference in time between travel by land and sea and travel by air, in accordance with the sustainable employee travel policy.
- I have provided a copy of my travel ticket for my land/sea journey.
- These documents are attached to this form.
- I confirm that if my arrangements and therefore the travel hours change after completing this form, I will inform my line manager.

Signature.....

Date.....