

Responsible Business Travel Guidance

Our approach

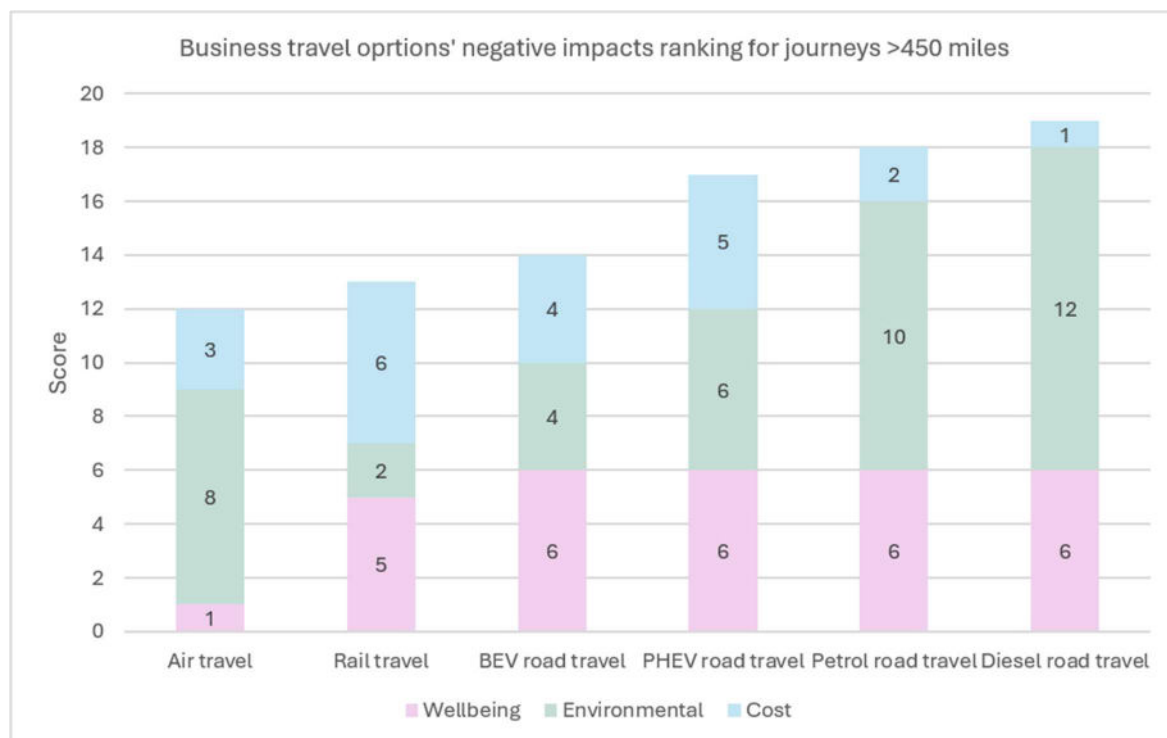
Despite Business Travel making up less than 1% of Milbank Group's emissions, it is important that we reduce emissions when travelling for work. We want to ensure not only are we prioritising emissions and environmental impacts, but also how business travel impacts our people's wellbeing and overheads.

This policy applies to travelling for:

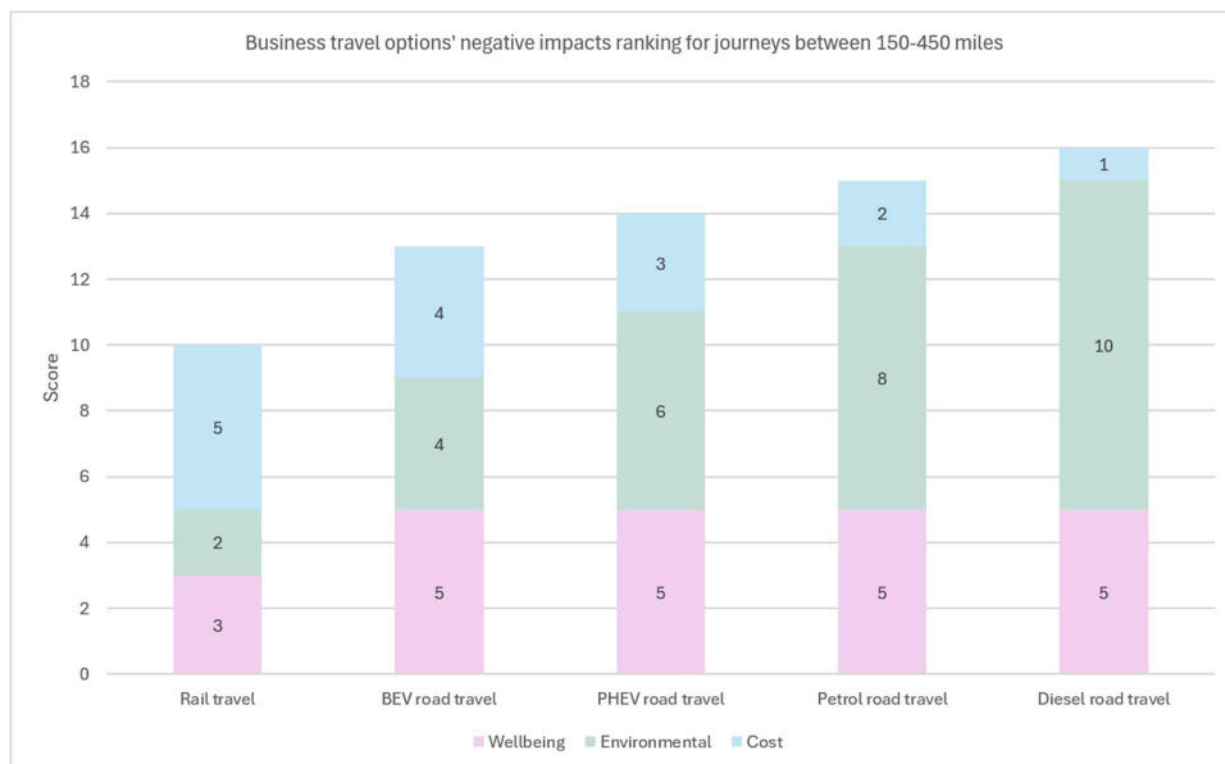
- Intercompany meetings
- Client / external meetings
- Conferences
- Other business trips for commercial purposes.

Through our in-house research, the graph below assesses the negative impacts on wellbeing, environment, and cost to our companies from six main modes of business travel using two frequently used route to model:

Milbank Group (CO4 9QX) to Superfine (DD8 1TD)



Craven Arms (SY7 8HN) to Silostop Agri London (E1 8FA)



We believe these considerations have taken account of all key aspects of business travel. However, where needed, support will be given to promote more sustainable travel such as facilities to hold virtual meetings, flexibility with travel, adapting workload and pressures, advice and signposting opportunities, etc.

Travel Method Guidance

Based on the insights above, the steps below outline what to consider before travelling, where suitable.

	Journey Type	Recommended Travel Method
	Any journey	Utilise available virtual options to avoid travelling altogether.
	Over 450 miles	Consider taking the train or flying.
	200–450 miles	Take the train.
	Under 200 miles	Drive using an electric vehicle, car-share where possible or take the train.

For any plane journeys, please:

	Use the ICAO Carbon Emissions Calculator to see estimated emissions created.
	Where a single one-way journey emits over 500 kgCO ₂ e, please consider offsetting using Ecologi. This will be treated as a 'forfeit' and will not count towards overall emissions reporting.

Emissions Reporting

Emissions reporting via Normative Scope 3.6 will demonstrate any progress made. Analysis on more sustainable options for past travels will be conducted by the Sustainability team who will work with companies through dedicated action plans to reduce emissions in this area, where required.

Questions

If you have questions about this guidance or want to talk through your options in more detail, speak to the Sustainability Team at sustainability@milbank.co.uk.

milbankgroup.co.uk

Version	Date	Author	Changes
V1	16/07/2026	Milbank Group	Creation
V1	16/07/2026	Milbank Group	Approval