



Adfree Cities Climate Perks Policy (Sustainable Holiday Travel Days)

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 The policy may be changed or withdrawn if business needs and circumstances dictate.

Introduction

Adfree Cities 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 1st June to 31st May.

Why sustainable travel is important to us

Despite less than 1 in 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 40% 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

Adfree Cities 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 petrol or diesel 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. Also, 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.

The policy applies to long distance journeys over land or sea that would otherwise have been taken by plane without the existence of the Climate Perks policy. This can include international travel outside England, Wales and Scotland; it can include travel between mainland Great Britain, Northern Ireland and the Republic of Ireland; and it could also include long distance rail journeys within mainland Great Britain (e.g. Bristol to Scotland).

Travel time can be claimed for one return trip per travel time year. So a total of 2 days for one holiday.

Employee qualifying criteria

If you are on leave of absence (e.g. sabbatical, volunteering, unpaid leave, maternity, paternity, adoption, shared parental and unpaid parental leave), you will still qualify for this benefit when you return from leave of absence, in respect of the relevant annual leave year but on a pro-rata basis. 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 for the benefit if you are on leave of absence for the whole annual leave year.

If you work part-time, you will still qualify for 2 days travel time.

Procedure

Where an employee takes a train or other public transport (rather than a plane) for an overseas holiday in accordance with this policy, Adfree Cities will reimburse the difference in travel time, up to a maximum of two working days. 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.

Sometimes your journey time may fall on a weekend. This may be because the journey is a better

price that day, or you have an important meeting you need to be back in the office for on a Monday. Climate Perks employers recognise that people should not have to surrender leisure time in order to take clean travel options. Therefore, you can still claim paid journey days against time spent travelling to or from your destination on a weekend. For example, if you're planning to leave on a Wednesday, but need to travel back on a Sunday, you could leave a day earlier on Tuesday to make up the time.

In order to request travel time, you must complete the sustainable travel days request form overleaf and give it to an Adfree Cities Director.

You will need to record where you are going and how you plan to travel there as well as the time taken, and compare this to an equivalent flight to the destination. Evidence (such as a printout from an internet travel site) should cover 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.

Abuse of the scheme

Any employee found to use the scheme in a fraudulent way will be subject to Adfree Cities' disciplinary procedures.

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.

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.

- [Seat61](#) – comprehensive rail travel guide, primarily focused on Europe but with advice on destinations further afield as well.
- [Eurostar cheap fare finders](#) – use these monthly view tools to find the best Eurostar prices easily.
- [Rail Europe](#) – easy pan-European rail ticketing website.
- [Direct Ferries](#) – pan-European ferry ticketing website.
- [FlixBus](#) – pan-European coach ticketing website.
- [Interrail](#) – the Interrail Pass is a paper train ticket that allows you to travel on almost all trains in Europe. With it, you get access to 40 railway and ferry companies in 33 countries. Commonly used for longer journeys, but also offer options for shorter trips.
- [EcoPassenger](#) – enables comparative estimations of journey length and environmental impact of different travel modes across Europe.
- [Trainline](#) – pan-European rail and coach ticketing website.
- [Rome2Rio](#) – enables comparison and booking of different travel options.
- [Byway Travel](#) – flight free package holidays
- [Snowcarbon](#) – specialises in sustainable skiing holidays.

Further information

You can find out more about the Climate Perks scheme, plus facts and stats about flying and low carbon travel at [**www.climateperks.com**](http://www.climateperks.com).

Sustainable travel days request form

Employee name:
Role:
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 4 hours to cover check in/check out time	Time (hours) that will be taken to travel by land or sea, inc 1 hour for check in time	Time (hours) that would be taken to travel by plane, inc 4 hours to cover check in/check out time	Time (hours) that will be taken to travel by land or sea, inc 1 hour for check in time	Total additional hours (capped at a maximum of 2 days per year)	Date of request	Proposed date(s) to take back the travel hours	Adfree Cities Director Authorisation

Employee declaration

- I have attached 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 confirm that if my arrangements and therefore the travel hours change after completing this form, I will inform an Adfree Cities Director.

Signature.....

Date.....