TRAVEL POLICY

Business travel, safety and lower-carbon travel decisions

CLIENT / DOCUMENT OWNER	INTERNAL POLICY
FENTON PHARMACEUTICALS LTD	**Version 2.0 | Status: Final**

Developed with guidance from

Beyond Procurement

www.beyondprocurement.co.uk

DOCUMENT CONTROL

Document owner	FENTON PHARMACEUTICALS LTD
Executive Sponsor	Graham Hill, Managing Director / Owner
Policy owner	Graham Hill, Managing Director / Owner
Operational coordinator	Nominated Travel Approver
Approved by	Graham Hill, Managing Director / Owner
Status	Final
Version	2.0
Effective date	01/09/2026
Review date	31/08/2027
Review cycle	Annually
Classification	Internal
Developed with guidance from	Beyond Procurement

Version history

Version	Date	Change	Approved by
2.0	01/09/2026	Aligned with the Sustainability & ESG Policy, Carbon Reduction Plan, annual travel-data collection and Beyond Sustainability Hub.	Graham Hill

CONTENTS

PART ONE - POLICY FOUNDATION

1. Policy statement
2. Purpose and status
3. Scope
4. Travel principles

PART TWO - PLANNING AND TRAVEL CHOICES

5. Travel hierarchy
6. Approval and journey planning
7. Active travel and public transport
8. Vehicles, taxis and hire cars
9. Air travel
10. Accommodation and international travel

PART THREE - PEOPLE, DATA AND DELIVERY

11. Safety, wellbeing, accessibility and inclusion
12. Expenses, booking and travel data
13. Carbon measurement and continual improvement
14. Beyond Sustainability Hub
15. Roles and responsibilities

PART FOUR - CONTROL

16. Exceptions, concerns and non-compliance
17. Related documents and arrangements
18. Review and approval

Appendix A - Travel decision checklist

PART ONE - POLICY FOUNDATION

The purpose, scope and principles governing travel undertaken on behalf of the organisation.

1. Policy Statement

FENTON PHARMACEUTICALS LTD recognises that business travel can be necessary to serve customers, deliver projects, develop people and operate effectively. Travel also creates financial cost, working-time, safety, wellbeing and greenhouse gas impacts.

We will avoid unnecessary journeys and choose the lowest-impact option that is safe, accessible, proportionate and operationally appropriate. Our objective is not to eliminate valuable travel, but to ensure that each journey has a clear purpose and is planned responsibly.

This policy has been developed with guidance from Beyond Procurement and supports our Sustainability & ESG Policy and current Carbon Reduction Plan.

2. Purpose and Status

The policy establishes a consistent framework for deciding, approving, booking, undertaking and recording business travel. It is intended to:

- reduce unnecessary cost, time and greenhouse gas emissions;
- protect employee safety, wellbeing, dignity and accessibility;
- support effective customer and operational delivery;
- provide the travel information needed for annual carbon measurement;
- encourage practical alternatives and lower-carbon travel modes; and
- ensure travel decisions comply with expenses, insurance, tax, security and legal requirements.

Decision standard
Choose the lowest-impact option that is safe, accessible, proportionate and operationally appropriate. Carbon does not override safety, disability, health, caring responsibilities or essential operational needs.

3. Scope

This policy applies to directors, employees, temporary and agency workers, contractors and consultants travelling on behalf of FENTON PHARMACEUTICALS LTD , unless a contract specifies a different arrangement.

- It covers walking, cycling, public transport, rail, private and company vehicles, taxis, hire vehicles, air travel and overnight accommodation.
- It covers domestic and international business travel, including travel to customers, sites, events, training and temporary workplaces.
- Ordinary commuting between home and the normal workplace is outside the approval and expenses provisions, but lower-impact commuting is encouraged.
- Employee commuting and homeworking information may still be requested for the annual organisational carbon footprint.
- Health and safety, lone-working, driving, expenses, immigration, security and customer-site requirements continue to apply.

4. Travel Principles

Principle	Application
Purpose	Travel should have a clear business objective that cannot be achieved as effectively by a reasonable alternative.
Safety and inclusion	The selected option must protect safety, health, accessibility and personal circumstances.
Total value	Cost, carbon, working time, service quality and operational impact should be considered together.
Proportionality	Approval and evidence requirements should reflect the cost, distance, risk and impact of the journey.

Principle	Application
Data and transparency	Travel information required for expenses, safety and carbon accounting must be recorded accurately.
Continual improvement	Travel patterns and emissions will be reviewed to identify better ways of working.

PART TWO - PLANNING AND TRAVEL CHOICES

The hierarchy and practical controls used to select appropriate travel arrangements.

5. Travel Hierarchy

1. Avoid or replace the journey. Use a telephone call, video meeting, remote demonstration or collaborative platform where this can achieve the objective effectively.
2. Reduce and combine travel. Consolidate meetings, coordinate site visits and avoid repeated or duplicated journeys.
3. Use active travel. Walk or cycle for appropriate short journeys where safe, accessible and practical.
4. Use public transport. Prefer rail, bus, tram or other public transport where it provides a reasonable journey.
5. Use shared or lower-emission road travel. Car-share, use an appropriate company or hire vehicle, or select a suitable low-emission option where public transport is not practical.
6. Use air travel only where there is a clear business justification and no reasonable lower-impact alternative.

6. Approval and Journey Planning

- Employees must follow the organisation's delegated authority, booking and expenses arrangements before committing expenditure.
- The approver should consider business need, total cost, carbon, travel time, safety, accessibility and the impact on customers and colleagues.
- Domestic flights and other high-cost or high-impact exceptions require explicit justification and approval by Managing Director.
- Travel should be booked sufficiently early to improve availability, price and lower-impact choices where schedules permit.
- Meetings in the same area should be combined, and efficient routes and appropriate shared travel should be considered.
- The cheapest option is not automatically the best value where it creates excessive working time, risk, overnight cost or operational disruption.
- Changes and cancellations should be managed promptly to minimise cost and waste.

7. Active Travel and Public Transport

- Walking and cycling are encouraged for suitable short journeys where routes, weather, equipment, security and personal circumstances make this safe and practical.
- Public transport should normally be considered before private car travel where it provides a reasonable and reliable option.
- Rail should normally be preferred to domestic air travel where the overall journey is operationally reasonable.
- Employees must follow applicable ticket, class-of-travel and expenses rules and select an option that represents overall value.
- Accessibility assistance, safer routes and reasonable adjustments should be arranged where required.

8. Vehicles, Taxis and Hire Cars

- Drivers must hold the correct licence, be fit to drive and comply with road traffic law and the organisation's driving requirements.
- Private vehicles used for business must be roadworthy, appropriately taxed, maintained and insured for business use.
- Where vehicles are selected by FENTON PHARMACEUTICALS LTD , an appropriately sized lower-emission, hybrid or electric vehicle should be considered where practical.

- Carsharing should be considered where colleagues have compatible journeys and it is safe and acceptable to those involved.
- Taxis and private-hire vehicles should be used where they provide a justified safety, accessibility, time or operational benefit.
- Employees must not drive when fatigued, impaired or distracted and must take appropriate breaks on longer journeys.
- Fuel, mileage, vehicle type and journey information required for expenses and carbon accounting must be recorded accurately.

9. Air Travel

Air travel should be used only where the journey is necessary and a reasonable rail, remote or other lower-impact option cannot meet the business need.

- Domestic flights require documented justification and approval by Managing Director.
- Direct routes should be selected where practical to reduce connections, time and emissions.
- The organisation's expenses rules govern cabin class. Economy class should normally be used unless safety, health, accessibility, working time or approved business requirements justify an exception.
- Frequent short trips should be reviewed for consolidation or replacement with remote working.
- Air travel data must include origin, destination, class and route information where available.
- Carbon offset options must not be used as a reason to approve an avoidable flight and do not replace reporting of gross travel emissions.

10. Accommodation and International Travel

- Accommodation should be safe, appropriate, reasonably located and represent overall value, taking account of onward travel and employee wellbeing.
- Environmental credentials may be considered where they are credible and do not compromise safety, accessibility or value.
- International travellers must comply with passport, visa, immigration, tax, insurance, health, security and customer requirements.
- Risk assessments, travel advice, emergency contacts and security arrangements should be completed where the destination or activity requires them.
- Travellers should avoid excessive schedules and allow suitable rest before safety-critical work or driving.
- Accommodation nights and location must be recorded where required for carbon reporting.

PART THREE - PEOPLE, DATA AND DELIVERY

How travel decisions protect people and provide the evidence required for carbon reporting and improvement.

11. Safety, Wellbeing, Accessibility and Inclusion

Safety and wellbeing take priority. No employee should be required to use a travel option that creates an unreasonable safety, health, accessibility or personal risk.

- Managers must consider disability, pregnancy, health conditions, caring responsibilities, religious requirements and other relevant personal circumstances.
- Reasonable adjustments may include alternative modes, assistance, taxis, upgraded travel, additional rest, different timing or remote participation.
- Employees should raise concerns before travel where possible and should not be disadvantaged for requesting a reasonable adjustment.
- Lone working, fatigue, late-night travel, personal security and unfamiliar destinations must be considered.
- Accidents, incidents, near misses and material travel-security concerns must be reported promptly through the applicable procedure.

12. Expenses, Booking and Travel Data

Travel must be booked and claimed in accordance with the organisation's expenses, tax and approval arrangements. Receipts and supporting evidence must be retained as required.

To support annual greenhouse gas measurement, travellers, bookers and expense approvers must provide the travel information reasonably requested, which may include:

- date, purpose, origin, destination and distance;
- travel mode, route and class;
- vehicle, fuel or hire-car type where available;
- mileage and passenger or car-sharing information;
- hotel location and nights;
- expense category and cost; and
- supporting booking or supplier data.

Personal information will be handled in accordance with applicable data-protection arrangements. Carbon reporting should use aggregated information unless individual-level detail is necessary and authorised.

13. Carbon Measurement and Continual Improvement

Business travel emissions form part of the annual organisational carbon footprint and current Carbon Reduction Plan. Data will be processed in accordance with the Beyond Procurement Carbon Accounting Methodology.

- Travel activity and emissions will be reviewed at least annually.
- Material changes, hotspots, repeated routes and data gaps will be identified.
- Reduction actions may include remote-first meeting practices, travel consolidation, rail substitution, fleet change, preferred booking arrangements and improved data capture.
- Progress will be reviewed against relevant targets in the current Carbon Reduction Plan.
- Cost, working time, service and employee impacts will be considered alongside carbon performance.

14. Beyond Sustainability Hub

The Beyond Sustainability Hub will support travel awareness and continual improvement through relevant guidance, learning, action planning and communication of practical cost-and-carbon opportunities.

- Employees may be directed to role-relevant travel and carbon learning.
- Travel actions and evidence may be recorded within the Hub or another approved action tracker.
- Results and good practice may be shared to encourage informed decisions without disclosing inappropriate personal information.

15. Roles and Responsibilities

Role	Responsibilities
Executive Sponsor	Approves the policy, ensures suitable governance and reviews material travel and carbon performance.
Operational Coordinator	Maintains booking and data arrangements, supports employees, coordinates reporting and proposes improvements.
Managers and Approvers	Challenge unnecessary travel, apply the decision standard, authorise exceptions and protect safety and accessibility.
Employees and Travellers	Plan responsibly, follow approval and safety requirements, record accurate data and report concerns or incidents.
Finance / Travel Booker	Maintain appropriate booking, expense and supplier records and support extraction of travel data.
Beyond Procurement	Use agreed travel data within annual carbon measurement and advise on relevant reduction opportunities within the agreed service.

PART FOUR - CONTROL

Exceptions, related arrangements, review and formal approval.

16. Exceptions, Concerns and Non-compliance

- An exception may be approved where safety, accessibility, wellbeing, customer need, operational continuity or overall value justifies it.

- The reason and approving role should be recorded for material exceptions such as domestic flights or significant class-of-travel deviations.
- Employees should report unsafe, inaccessible, unreasonable or materially wasteful travel arrangements to their manager or policy owner.
- Inaccurate expenses or travel data, unauthorised travel and repeated failure to follow this policy may be addressed under the relevant corporate procedure.
- Material data errors or public reporting inaccuracies will be corrected promptly.

17. Related Documents and Arrangements

- Sustainability & ESG Policy;
- current Carbon Reduction Plan;
- Beyond Procurement Carbon Accounting Methodology;
- expenses and delegated-authority arrangements;
- health and safety, lone-working, driving and incident-reporting procedures;
- hybrid-working and homeworking arrangements, where applicable; and
- data-protection and information-security arrangements.

18. Review and Approval

This policy will be reviewed at least annually and sooner where travel patterns, carbon targets, legal requirements, organisational arrangements or the Sustainability & ESG Policy change materially.

The Managing Director or Owner, acting as Executive Sponsor, is responsible for approval. Operational responsibilities may be delegated, but executive accountability remains with the organisation.

Appendix A - Travel Decision Checklist

Question	Decision evidence
Can the objective be achieved effectively without travel?	Remote meeting, telephone, digital collaboration or local representative considered.
Can journeys or meetings be combined?	Route and schedule reviewed; duplicated or repeated travel avoided.
What option is safe, accessible and operationally appropriate?	Employee needs, customer/site requirements, security and fatigue considered.
What is the lowest-impact reasonable mode?	Active travel, public transport, rail, shared/lower-emission vehicle and air assessed in hierarchy order.
Does the option represent overall value?	Cost, carbon, time, accommodation, service and productivity considered together.
Is approval or an exception required?	Approving role and justification recorded before booking.
Will the required data be captured?	Mode, route, distance, class, vehicle/fuel and hotel data available through booking or expenses.