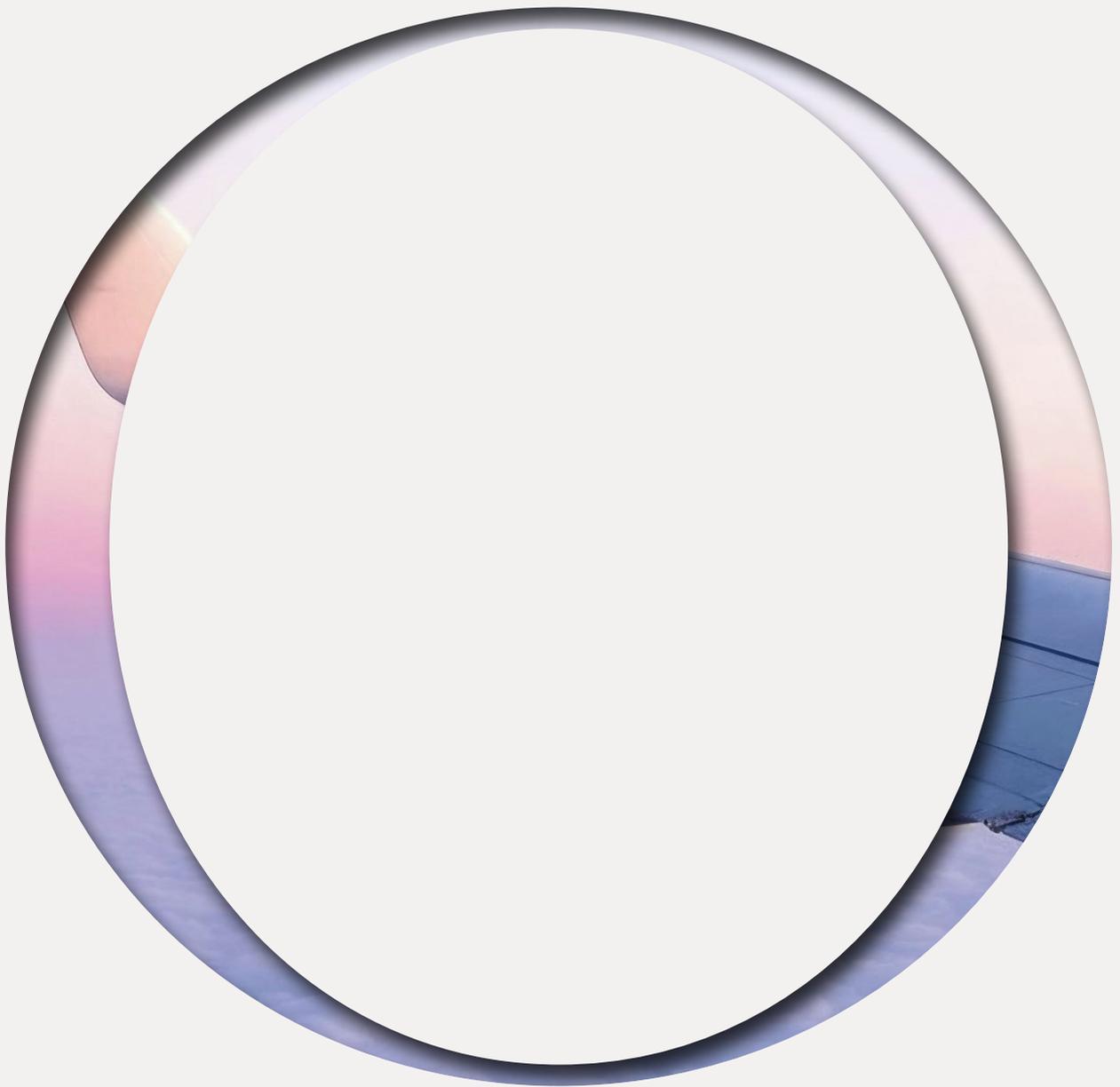


RESPONSIBLE TOURISM GUIDELINES

# Staff Travel Guidelines



LUSSO



TRAVEL IS OUR WORLD

## Small. Now. Together.

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As a Travelife Partner, Lusso is committed to embedding responsible practices across our operations. As we maintain our Partner status and continue to strengthen our responsible tourism activities, staff travel forms part of our wider approach to managing environmental impacts.

Travel is sometimes essential to our roles. When it is, we aim to plan and undertake staff travel in a way that can help lower our greenhouse gas emissions where feasible, whilst remaining practical, safe and effective.

## Why this matters

Our staff travel choices can not only help support emissions management, but also demonstrate credibility and consistency with the responsible travel standards we expect across our supply chain and promote to our partners and clients.

### Transport Hierarchy: Choosing Lower-Impact Options

In line with Travelife's emphasis on emissions reduction and mitigation, staff should prioritise lower-impact transport wherever feasible:

- Prefer ground transport over air travel for short-haul journeys. (e.g. rail or coach instead of flying)
- Avoid in-destination flights wherever possible, particularly where rail, ferry or road transport is available.
- Use public transport within destinations, such as trains, buses, trams and metros.
- Walk or cycle for short local journeys where safe and appropriate.

These choices can help reduce per-trip emissions and align with widely recognised responsible travel practices.

### Planning & Trip Efficiency

To help manage the overall footprint of work-related travel, staff are encouraged to:

- Combine meetings, site visits or supplier visits into one trip where possible.
- Plan ahead to avoid unnecessary repeat travel.
- Consider remote meetings as a first option when physical presence is not essential.

Efficient planning is a key component of the Travelife framework and includes a proactive approach to emission management.

### Vehicle Use & Transfers

Where private or hired vehicles are required:

- Select appropriately sized vehicles based on group size to support efficient fuel use.
- Share transfers wherever possible rather than using multiple vehicles.
- Avoid single-occupancy vehicle use unless there is a clear operational, safety or accessibility requirement.

This aligns with Travelife's focus on efficient resource use and emissions management.

### Accommodation & Location Considerations

When booking accommodation for work travel:

- Choose centrally located accommodation to help limit additional transport requirements.
- Consider proximity to meetings, suppliers and transport hubs.
- Where available, give preference to accommodation with recognised sustainability credentials, where relevant and available.

Thoughtful accommodation choices help reduce travel-related emissions, improve trip efficiency and reinforce our commitment to responsible tourism practices.





## Practical Decision-Making

We recognise that lower emission or more efficient options are not always available or appropriate. Decisions should balance:

- Environmental impact
- Safety, wellbeing and accessibility
- Time sensitivity and operational needs

Where trade-offs are required, staff are encouraged to make the best available choice, documenting rationale where helpful for learning and improvement.

## Staff Travel Checklist

(Quick reference for booking work travel)

Before booking, ask:

- ✓ *Can this journey be avoided or combined with other meetings?*
- ✓ *Is rail, coach or ferry a realistic alternative to flying?*
- ✓ *Can in-destination flights be avoided?*
- ✓ *Is public transport available locally?*
- ✓ *Is the vehicle size appropriate for the group?*
- ✓ *Is accommodation centrally located?*

If the lowest emission or most efficient option isn't feasible, choose the best available alternative and move forward.

## Monitoring, Learning & Continuous Improvement

As part of our journey:

- Staff travel choices may contribute to emissions monitoring and reporting.
- Feedback from staff will help refine and improve these guidelines.
- Good practice and challenges will inform future action planning.

The Travelife framework encourages ongoing improvement, recognising that this is about progress, not perfection.