



## **Sustainability and Social Responsibility Policy**

At Edinburgh Executive Travel (EET), we believe that sustainability and social responsibility are integral to our success and growth as a business. This policy reflects our commitment to environmental protection, social well-being, and ethical governance (ESG). It outlines our dedication to minimising environmental impact, investing in people, and supporting communities while maintaining transparency and striving for continuous improvement.

We recognise our responsibility to ensure that our operations contribute positively to both the local and global community. By integrating sustainability into our core strategy, we aim to achieve excellence in both environmental and social practices.



## 1. Environmental Responsibility

EET is committed to minimising its environmental footprint by:

Objective	What we will do	How we will do it
Energy Efficiency	Actively manage energy consumption to improve efficiency and reduce greenhouse gas emissions.	<ul style="list-style-type: none"> <li>- As a Green Tourism member, we will work towards achieving the highest accreditation level and improve our rating year on year.</li> <li>- Conduct an annual energy audit to identify inefficiencies.</li> <li>- Conduct a feasibility assessment on the installation of smart meters to monitor and reduce electricity and heating use.</li> <li>- Plan to transition to 100% renewable energy suppliers for electricity.</li> </ul>
Resource Conservation	Reduce the consumption of natural resources, particularly those derived from non-renewable sources.	<p><b>Direct Actions:</b></p> <ul style="list-style-type: none"> <li>- Switch to energy-efficient LED lighting and HVAC systems.</li> <li>- Enhance office recycling systems.</li> <li>- Transition to a paperless office by 2027.</li> <li>- Encourage refillable water bottles.</li> <li>- Transition to plug-in hybrid and electric vehicles.</li> <li>- Promote virtual meetings to reduce travel emissions.</li> </ul> <p><b>Indirect Actions:</b></p> <ul style="list-style-type: none"> <li>- Source materials from sustainable suppliers.</li> <li>- Prioritise locally sourced products to reduce transport-related emissions.</li> </ul>
Waste Management	Identify and address processes that generate waste to minimise and recover materials.	<ul style="list-style-type: none"> <li>- Introduce waste separation and recycling bins.</li> <li>- Partner with a certified waste management company.</li> <li>- Introduce compost food waste where feasible.</li> <li>- Launch an employee engagement campaign to increase recycling participation.</li> </ul>



Operational Sustainability	Transition to low-emission vehicles and reduce commuting emissions through hybrid working.	<ul style="list-style-type: none"> <li>- Expand fleet to include at least 50% electric or hybrid vehicles by the end of FY2025/26.</li> <li>- Provide EV charging facilities at the office.</li> <li>- Regularly update fleet to the latest low-emission models.</li> <li>- Offset carbon emissions from passenger journeys through donations to our Corporate Grove with Trees for Life.</li> <li>- Maintain hybrid and flexible working policies to reduce commuting emissions.</li> </ul>
Emergency Preparedness	Establish procedures to address environmental risks and mitigate potential impacts during emergency situations.	<ul style="list-style-type: none"> <li>- Develop an emergency response plan with containment procedures.</li> <li>- Conduct regular drills.</li> <li>- Train employees on responding to environmental incidents.</li> </ul>



## 2. Social Responsibility

At EET, we believe people are our greatest asset. We are committed to fostering a supportive, inclusive, and innovative workplace while contributing positively to the communities in which we operate. Key initiatives include:

Objective	What we will do	How we will do it
Employee Investment	Provide a robust benefits package	<ul style="list-style-type: none"> <li>- Become an accredited Real Living Wage employer.</li> <li>- Maintain private healthcare policies for all employees.</li> <li>- Maintain a life assurance policy for all employees.</li> <li>- Continue to operate a performance-based bonus scheme.</li> <li>- annual salary benchmarking and annual pay review.</li> <li>- Offer hybrid and flexible working options from day one.</li> <li>- Maintain an employee benefits platform.</li> <li>- Offer three paid volunteer days annually</li> <li>- Offer three professional development days annually.</li> </ul>
Health and Well-being	Promoting the physical and mental health of employees and their families, maintaining a safe and healthy work environment, and offering comprehensive healthcare benefits.	<ul style="list-style-type: none"> <li>- Maintain a safe and healthy work environment</li> <li>- Maintain and continuously improve comprehensive healthcare benefits, including an online GP service and an Employee Assistance Programme (EAP).</li> <li>- Offer hybrid and flexible working options from day one.</li> <li>- Annually review annual leave entitlements.</li> </ul>
Community Engagement	Support local and national charitable activities	<ul style="list-style-type: none"> <li>- nurture relationships with local communities, encourage employee participation in volunteering initiatives.</li> </ul>



Equality and Diversity	Uphold a commitment to equal opportunities in employment and foster a culture of inclusion.	<ul style="list-style-type: none"> <li>- Monitor recruitment of employees with protected characteristics.</li> <li>- Ensure meaningful conversations are had with employees who require reasonable adjustments.</li> </ul>
Employee Engagement	Ensure employee voices shape company procedures	<ul style="list-style-type: none"> <li>- Conduct regular pulse surveys and encourage open communication.</li> <li>- Set up appropriate meeting structures and working groups where appropriate.</li> </ul>





### 3. Governance and Continuous Improvement

EET's sustainability and social responsibility efforts are driven by a commitment to continuous improvement and robust governance practices.

Objective	What we will do	How we will do it
Objectives and Targets	Establish measurable goals for both environmental and social initiatives	<ul style="list-style-type: none"> <li>- Set up an ESG working group to encourage collaboration and initiatives.</li> <li>- Conduct regular reviews of initiatives, targets and improvements to policies to ensure progress.</li> </ul>
Transparency and Accountability	Monitor and report on our performance	<ul style="list-style-type: none"> <li>- We will update this policy annually to report progress.</li> <li>- We will report on ESG metrics using a business intelligence suite in our monthly management meetings.</li> </ul>
Internal and External Collaboration	Engage with suppliers, service providers, and partners to promote sustainable practices throughout our value chain.	<ul style="list-style-type: none"> <li>- We will ensure that contracts with our suppliers and stakeholders reflect our ESG commitments.</li> </ul>
Annual Review	Review this policy annually to reflect advancements in sustainability and social responsibility standards.	<ul style="list-style-type: none"> <li>- An annual review will be conducted each January.</li> </ul>



#### **4. Implementation and Monitoring**

To ensure the effectiveness of this policy, EET will:

- Conduct regular internal audits to verify compliance and identify opportunities for improvement.
- Provide training and resources to employees and contractors, fostering competence in sustainability practices.
- Communicate sustainability and social responsibility commitments to all stakeholders.

#### **5. Conclusion**

This Sustainability and Social Responsibility Policy embodies EET's commitment to balancing environmental protection with the well-being of our employees and communities. Through proactive measures and continuous improvement, we aim to create a positive, lasting impact on the world around us.

This policy will be reviewed annually to ensure its ongoing relevance and effectiveness.