



Volterra Partners LLP – Travel Use Policy

Purpose

This policy sets out Volterra Partners LLP's commitment to managing and reducing the environmental impact associated with business-related travel and transport activities. The policy supports the company's broader Environmental Management System (EMS) and aligns with the goals of **ISO 14001:2015** to promote sustainable operations.

Scope

This policy applies to all staff, partners, and contractors undertaking travel for business purposes on behalf of Volterra Partners LLP. It covers commuting, client visits, meetings, conferences, and project-related travel.

Policy Statement

Volterra Partners LLP recognises that travel and transport are significant contributors to greenhouse gas emissions and environmental impact. The company is committed to minimising these impacts through the adoption of sustainable travel practices, the use of low-carbon transport modes, and the reduction of unnecessary journeys.

Volterra Partners LLP commits to:

1. Travel Reduction and Efficiency

- Prioritise virtual meetings and remote collaboration to reduce the need for travel.
- Plan business trips efficiently to minimise frequency and distance.

2. Low-Carbon Transport Options

- Encourage staff to use public transport, cycling, or walking for commuting and local travel.
- Promote the use of rail travel over air travel for domestic and short-distance European journeys where practical.
- Support staff who use electric or hybrid vehicles where travel by car is unavoidable.

3. Business Travel Management

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- Require staff to consider environmental impact when planning business trips.
- Implement internal guidance on selecting the most sustainable mode of travel.
- Monitor and record business travel mileage and associated emissions where possible.

4. Commuting and Flexible Working

- Support hybrid and remote working to reduce commuting emissions.
- Encourage car sharing, use of public transport, and cycling schemes.
- Provide facilities to support sustainable commuting, such as cycle storage and showers (where applicable).

5. Offsetting and Continuous Improvement

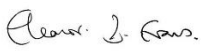
- Explore opportunities to offset unavoidable emissions from business travel.
- Regularly review travel data and set measurable objectives to reduce emissions over time.

Responsibilities

- The Senior Partner is responsible for ensuring that this policy is implemented and monitored as part of the Environmental Management System.
- All Employees are responsible for planning and undertaking travel in accordance with this policy and considering environmental impact in every decision.

Monitoring and Review

- Travel activity and associated emissions will be reviewed annually as part of the EMS performance evaluation.
- Improvements or new initiatives will be implemented to support ongoing emission reductions.

Signed: 

Name: Ellie Evans – Senior Partner

Company: Volterra Partners LLP

Date: Thursday 23rd October 2025