

Position Green AB
Travel Policy
2021



Purpose

At Position Green we recognize that for us to be able to deliver the world's leading platform for organizations and businesses to succeed with their sustainable development - our own organization needs to be sustainable. The purpose of this policy is to give our co-workers, partners, customers, suppliers and other interested parties a simple and hands-on guide in how we as a business act and handle our operation from a sustainable perspective.

Meetings

All work related travels must be motivated. We presume that all meetings can be held digitally, for example through Microsoft Teams, Zoom and Google Meet. Upon booking a meeting with someone we primarily propose to do the meeting online, but if we at times need to set up a physical meeting we always choose the most sustainable travel option in relation to the travel time required by our preferred means of transportation.

For work related travels we follow the below prioritization:

1. Walking or bicycle
2. Public transport
3. Car and taxi

When traveling longer distances within Sweden we chose to go by train alternatively by bus. For the occasions when flight travel cannot be avoided, for example when traveling internationally, we will compensate for the flight through an agent which should be evaluated annually. Your flight booking must be approved by your closest superior.

External events

An important part of our work is to attend conferences and seminars. The list of prioritization regarding transportation as per above is applied on travels for these occasions also.

Internal events

We always book train tickets for attendees that need to travel a further distance, and we encourage public transport or electric taxis if they need to travel shorter distances. Should we have a speaker from outside of Sweden we primarily invite this person to present digitally through a video link. In the case we need a speaker to actually physically attend the event, we will climate compensate for their travels as per above. If we need to transport things to/from our events through a third party we always hire an environmental friendly courier.

Position Green's premises and internal conferences

We choose our business and conference premises after their accessibility in regards to public transport. We choose our office premises and premises for internal conferences in regards to our sustainability policy.

Safety

Our work related travels should take place in a safe and healthy manner and we have set up the following guidelines to look to in regards of safe work travels:

- If riding a bicycle while at work you must wear a bicycle helmet
- If driving a car while at work the car must have the following features: properly situated headrests, lap and diagonal belt that must be used by both driver and passengers, airbag on for the driver's seat

Position Green shall regularly develop and follow guidelines for work travels that takes in regard traffic security and efforts to minimize environmental impact. This shall be an ongoing process.

Travels to and from work

Travels that take place outside of working hours are not included by this policy. However, at Position Green, we want to facilitate the process of commuting to work for all of our co-workers. We strive to offer sustainable and flexible solutions in regards to our premises and its size, location, and accessibility to showers and storage. Co-workers also have the possibility to work from home when needed.

Measuring, analyzing and follow up on our work travels

All co-workers must register their work travels when traveling by train, car, and airplane as well as register any hotel stays in Position Green on a monthly basis. These are the basis for the calculation we do on what impact our work travels have on the environment.

Responsibility and info

Position Green's CEO is responsible for informing new and current employees about the content of this policy. If any behaviour deviates from this policy it is the responsibility of the CEO to take necessary measurements. All coworkers at Position Green have a collective responsibility to follow, maintain and inform about this policy.