



ENVIRONMENTAL POLICY STATEMENT (2011)

Corporate Travel Management takes pride in its approach to both managing and building its business not only in the best interests of our clients, but also in the best interests of the environment. In-built within the culture and philosophy's of our organisation is a dedicated and relentless focus on reducing our Carbon footprint.

Our Policy is:

- 1) To measure, monitor and report on our carbon footprint on an annual basis. To do this, CTM have installed energy monitors on carbon intensive office equipment to monitor performance. We align this performance to our energy bill to identify exactly how much carbon dioxide (CO2) has been emitted for that quarter.
- 2) Lighting an average-sized empty office overnight wastes enough electricity to make 1,000 hot drinks or print 800 sheets of paper. This policy ensures that our dedicated Carbon Manager turns off office lights at the end of the day, ensures air-conditioners are switched off at the end of the day, monitors paper waste in each office and ensures that all plumbing is maintained to limit the potential for water waste.
- 3) It is our policy to champion change by ensuring the effective management of the CTM Carbon footprint is at all times at the forefront of our staffs thinking. This year, CTM will be participating in the World Environmental Day to promote the importance of tackling climate change to help encourage our employees to reduce their carbon footprint at work. We will also be implementing internal competitions aimed at getting our staff to actively put in place practises that will reduce their own personal carbon footprint. The staff member with the most inventive idea will be rewarded with a travel incentive up to the value of \$5,000.
- 4) By purchasing electricity from renewable sources such as sun, wind, water or biogas, CTM would be helping to increase the global investment in and supply of renewable energy. Whilst we are not there yet, our policy is to have our dedicated team of "Carbon Managers" actively exploring ways in which our business can effectively switch to renewable energy sources.
- 5) The management and maintenance of CTM office equipment is critically important. As tedious as it sounds, poorly functioning office equipment will cost money and increase our carbon footprint. Our IT department implements a bi-monthly dedicated review, maintenance and cleaning schedule to ensure the optimum efficiency of our office equipment is achieved at all times. Prior to purchase, all IT equipment is benchmarked on its potential contribution to the overall CTM carbon footprint and this result forms a key component in the decision making process.
- 6) Minimise energy and water usage in our buildings, vehicles and processes in order to conserve supplies, and minimise our consumption of natural resources, especially where they are nonrenewable.
- 7) As far as possible purchase products and services that do the least damage to the environment and encourage others to do the same.
- 8) Apply the principles of continuous improvement in respect of air, water, noise and light pollution from our premises and reduce any impacts from our operations on the environment and local community.



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- 9) Ensure that all employees understand our environmental policy and conform to the high standards it requires.
- 10) Address complaints about any breach of our Environmental Policy promptly and to the satisfaction of all concerned.
- 11) Update our Environmental Policy annually in consultation with staff, associates and customers.

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