



**AIRTHINGS**

# **Travel Guidelines**

**October 2021**

# Airthings Travel Guidelines

Are you struggling to recall the Airthings KPIs from your induction? It's ok we will forgive you. Below you can see our targets for 2026 that defines our trajectory for Airthings sustainability ambitions:



For planet



For people



For business



## How can you contribute?

As an international company, we've all got the travel bug, so let's do it as sustainably as possible. We've made it possible in 3 easy steps!

### Step 1.

Fill in the [Airthings sustainable travel form](#). (We know forms are boring, but at least work trips are fun!)

### Step 2.

Check out the environmental friendly traveling guidelines below

### Step 3.

Check out the Airthings Travel recommendations below

Easy peasy!

## Airthings sustainable travel form

At Airthings we are focusing on doing good for the environment and the people. Therefore, we want to improve our projects based on the sustainability dimensions, “planet, people, and business”, our sustainability key performance indicators.

As an Airthings employee, you may need to travel for company purposes. This includes trips to:

- Meet with clients or partners.
- Attend events, like conferences, where you’ll represent our company.
- Visit our company’s offices in other locations.
- Conduct research or give talks/ lectures/ presentations on behalf of our company
- Other...but not holidays, you cheeky thing 😊

Before you purchase your means of travel and book your accommodation please fill in [Airthings sustainable travel form](#). This form is mandatory to fill for any form of traveling from an Airthings related activities. It will help us monitor our travel emissions and the safety of our employees.

Traveling guidelines apply to all Airthings Employees, staff, managers, directors, and officers seeking to travel on behalf of Airthings. These traveling policies will help all Airthings employees to make the best decisions in their traveling choices and expenses, to contribute to become a zero-waste and climate-positive company. What’s not to love?

## Travel expenses

Airthings will reimburse all actual, necessary, and reasonable company business expenses. You should use good judgment when incurring business expenses.

Travel expenses will be reimbursed as soon as you submit your claims by your expenses tools. The report must be submitted within two and four weeks of your trip. Book in the most reasonable price and economy class. Plan ahead your travel with a minimum of one week as traveling from one day to another tends to be more expensive.

If you need to travel to countries that need a visa or other documentation to enter, Airthings will cover all relevant expenses. The same applies to medical expenses, like medical insurance for travelers, vaccinations, or examinations.

As an anti-corruption and bribery measurement, when traveling Airthings will always take the cost for employees’ business travel and hospitality. Employees shall not accept that our partners take this cost. Likewise, Airthings shall not cover these expenses for any one not employed by Airthings or a member of the board of directors.

## Travel insurance

All employees are covered by business travel insurance when on an Airthings purpose activity. Please see your staff handbook for specific information.

## Environmental friendly traveling guidelines:

Minimizing traveling by plane is always an excellent option to reduce our carbon footprint. Wherever possible, choose travelling options and means of transport that have attributes or qualities that can be measured favorably against the following guidelines:

- A. We’re a zoom generation. Try and avoid traveling where possible, instead, we can reduce travel extensively by supporting videoconferencing. This reduces the need for staff to travel to attend meetings at different locations. We encourage employees to use the meeting rooms which are best-equipped for remote meetings.
- B. If you do travel, report your travel in the next form sheet: [Airthings sustainable travel form](#). By filling this form we will keep track, measure, and monitor our CO2 emissions and expenses, making your life easier!
- C. Travel should be booked in economy class and planned to be booked at least two weeks in advance
- D. Get approval from your manager before you book your travel
- E. Unforeseen last-minute urgent trips shall be approved by your manager.
- F. For hotels, we use standard business-grade hotels.
- G. Choose the “greenest” travel option. Using a bus or train from the airport has a far smaller carbon footprint than taxis or hire cars.
- H. We highly recommend a train over a plane ride if the train ride is not longer than 12 hours. (Does it take you longer to get to your destination by plane than by train? Then it’s only logical that you would take the train. Remember: Three hours is the average time spent on transport to and from the airport plus checking-in and -out.)
- I. If you do fly, take the options for carbon offset programs to neutralize the aircraft’s carbon emissions by investing in carbon reduction projects, which can be added to traveling expenses paid by Airthings.
- J. Try to book non-stop flights whenever you can: It’s the takeoffs and landings that create most of an airplane’s carbon emissions.
- K. If you decide to drive to your destination and your car isn’t “eco-friendly”, rent a hybrid or electric vehicle, whichever uses less fuel and produces fewer carbon emissions than fossil fuel cars.

## Airthings environmentally friendly travel recommendations:

- a. Try to pack lightly. Lighter planes burn less fuel.



- b. If we take the train instead of a plane for shorter trips, our emissions are reduced by 8 to 12 times!!! 🤖 How brilliant is that? And there are more benefits because the train is much more comfortable than a plane. When you arrive in the city center, you don't lose as much time boarding or waiting for your luggage. Often there's WiFi and room to work in trains. It's a win-win!
- c. Check to see if the hotel has LEED Certification from the [U.S. Green Building Council](#). The program judges hotels on sustainable site development, water savings, energy efficiency, material selection, indoor environmental quality, and innovation in design.
- d. Ask questions about the hotel's sustainability initiatives, such as solar power, wind turbines, rainwater harvesting, energy-efficient lighting, and low-flow toilets.

This guideline is under revision yearly in order for it to become a policy. Every year in the revision there might be add ons that will be communicated to the staff.

Heres is the link for the sustainable travel form:

<https://docs.google.com/forms/d/e/1FAIpQLSe8csk1aCrUrw5Ala4kLGH4KgNg-8PJBf7qm6rvbmhynEwhvWA/viewform>

Happy traveling! 🚅

Breathe better.  
Live better.