



Net0

EMPLOYEE TRAVEL **EMISSIONS CHECKLIST**

A checklist to help sustainability managers track and measure the employee travel emissions of their company.



The Employee Travel Emissions Checklist is a tool for sustainability managers to track and reduce emissions from employee business travel. The checklist includes a number of key areas, including air travel, car rentals, and public transportation, and provides detailed guidance on how to evaluate and improve the sustainability of these activities.

By using this checklist, sustainability managers can help their companies reduce their environmental impact and support their sustainability goals.

1 AIR TRAVEL

- ◆ When selecting airline companies and flights for business travel, create a company policy that emphasizes those with the lowest carbon emissions and highest fuel efficiency levels.
- ◆ Urge employees to explore more eco-friendly travel modes, like train or bus rides, for shorter commutes.
- ◆ Provide employees with verified carbon removal projects or carbon offsets for their air travel, to help mitigate the emissions from their flights.

2 CAR RENTALS

- ◆ Establish a company policy for choosing rental car companies based on their fleet emissions and fuel efficiency.
- ◆ Encourage employees to consider alternative modes of transportation, such as public transit or ride-sharing, when possible.
- ◆ Provide employees with information on the environmental impact of their car rental choices, and encourage them to make sustainable choices.

3 PUBLIC TRANSPORTATION

- ◆ Encourage employees to use public transportation for business travel whenever possible.
- ◆ Provide employees with information on the environmental benefits of using public transit, and how to choose the most sustainable options.
- ◆ Support employees in planning their public transit trips, including providing information on schedules, routes, and fares.
- ◆ Reward employees for being sustainable.

4

REPORTING AND TRACKING

- ◆ Establish a system for tracking and reporting on employee business travel emissions, including air travel, car rentals, and public transportation.
- ◆ Regularly review and update the tracking system to ensure it accurately reflects the company's emissions from employee travel.
- ◆ Use the tracking data to identify areas for improvement and set targets for reducing emissions from employee travel.

5

EMPLOYEE ENGAGEMENT AND EDUCATION

- ◆ Educate employees on the environmental impacts of their travelling choices and how they can reduce their carbon footprint.
- ◆ Engage employees in discussions and activities related to reducing emissions from business travel, and encourage them to share their own ideas and experiences.
- ◆ Support employees in making sustainable travel choices by providing resources, tools, and incentives.
- ◆ Transform sustainability into a thrilling challenge at work by creating leaderboards and award prizes to the most eco-conscious team members.

Net0 is a comprehensive emissions-tracking platform that provides businesses with the tools and data they need to accurately track and measure their emissions from travel, alongside other sources. With Net0, businesses can easily record detailed information about each trip to gain a better understanding of their total emissions output and identify areas for improvement.

