

Waste and Carbon Management Strategy

Compass Travel Management

Timeframe: 2025 - 2030

1. Executive Summary

At Compass Travel Management, we recognise the environmental challenges facing our planet and the importance of taking meaningful action within both our own operations and the entertainment industry we support. As a travel and accommodation provider to the TV and film sector, we are committed to embedding sustainable practices into how we operate, advise, and deliver services.

This 5-year Waste and Carbon Management Strategy outlines our approach to reducing environmental impact, particularly in areas where our emissions are indirect. It reflects our ambition to be a trusted partner for environmentally conscious productions by focusing on influence, transparency, and continuous improvement.

2. Our Commitment

We are committed to:

- Reducing the carbon impact of travel and accommodation we source
 - Minimising waste associated with our services and internal operations
 - Promoting sustainable choices to our clients
 - Improving data transparency and measurement
 - Achieving measurable progress by 2030
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3. Understanding Our Impact

As a travel management provider, the majority of our environmental impact sits within indirect (Scope 3) emissions. These include emissions generated through the travel, accommodation, and services we source on behalf of clients.

While we do not directly control these emissions, we play a key role in influencing them through:

- Supplier selection

- ✦ Travel and accommodation options presented to clients
- ✦ Guidance and reporting provided to productions

Our strategy therefore focuses on using this position of influence to support lower-impact decision-making across the production supply chain.

4. Commitments to Our Clients, Partners and Staff

Our Customers

We aim to support productions in reducing their environmental impact by:

- ✦ Offering lower-carbon travel options and accommodation with environmental policies wherever feasible
- ✦ Providing emissions data (including travel-related CO₂ insights) to support production sustainability reporting
- ✦ Aligning with industry frameworks such as Albert and other net-zero initiatives

Our Business Partners

We encourage our suppliers and partners to uphold strong environmental standards by:

- ✦ Demonstrating environmental credentials or responsible sourcing practices
- ✦ Participating in carbon and waste reduction efforts where possible
- ✦ Supporting shared sustainability objectives during projects

Our Workplace

Our office is based at Dragon Studios, a facility committed to environmentally responsible operations, including the use of renewable energy. This supports our efforts to reduce the environmental impact of our day-to-day business activities.

We also aim to:

- ✦ Promote environmental awareness among employees through training and engagement
 - ✦ Encourage responsible resource use across all internal operations
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5. Current Position and Progress

- ✦ We are in the process of establishing baseline data for carbon emissions and waste
- ✦ Our emissions profile is largely indirect (Scope 3) due to the nature of our services
- ✦ We have begun taking steps to improve emissions visibility, including access to travel-related carbon data (e.g. flight emissions)
- ✦ Our influence is primarily through supplier selection, booking practices, and client guidance

6. Strategic Objectives (2025–2030)

<u>Objective</u>	<u>Target by 2030</u>
Develop a baseline carbon and waste profile	By end of 2025
Reduce avoidable internal travel emissions	50% reduction from baseline
Increase use of lower-carbon transport options	Target to be refined following baseline measurement
Promote sustainable accommodation options	Working towards offering as standard by 2026
Divert internal office waste from landfill	90% diversion rate
Provide sustainability reporting to clients	By 2026

Note: Quantitative targets will be refined and tracked against a confirmed 2025 baseline once measurement is complete.

7. Key Strategic Pillars

Carbon Management

Actions:

- ✦ Conduct carbon footprinting across Scopes 1–3, with a focus on Scope 3 (travel services)
- ✦ Provide emissions data to clients to support production-level carbon reporting
- ✦ Encourage lower-carbon transport options (e.g. rail over air where feasible)

- Prioritise electric or hybrid vehicle hire options where available
- Continue developing relationships with accommodation providers demonstrating environmental policies
- Explore the introduction of carbon labelling within travel options to support informed decision-making
- Review potential future integration of carbon offsetting (as an optional client service)

Internal Measures:

- Reduce internal business travel through remote working and virtual meetings
 - Operate from a facility powered by renewable energy (Dragon Studios)
 - Encourage hybrid working to reduce commuting-related emissions
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Waste Management

Actions:

- Conduct an internal waste audit by the end of 2025
 - Maintain a paperless approach to client and supplier communications
 - Set waste reduction and recycling targets for office operations
 - Work with suppliers to minimise unnecessary packaging and single-use materials
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Client and Supplier Engagement

Actions:

- Develop and maintain a preferred supplier list informed by environmental considerations
 - Encourage suppliers to hold recognised certifications (e.g. Green Tourism, ISO 14001) where possible
 - Provide clients with visibility of more sustainable options during the booking process
 - Support productions with sustainability information relevant to travel and accommodation
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8. Implementation Plan

<u>Phase</u>	<u>Key Actions</u>
2025	Establish baseline data, formalise sustainability processes, begin internal training
2026	Introduce client-facing sustainability reporting, expand supplier engagement
2027–2028	Embed KPIs, strengthen supplier partnerships, increase uptake of lower-impact options
2029–2030	Review progress, refine strategy, set future targets

9. Monitoring, Reporting, and Governance

- Annual internal review of carbon and waste performance
- Progress updates shared with staff and, where relevant, clients
- Integration of sustainability into management discussions and supplier reviews
- Exploration of external validation (e.g. Carbon Trust, Planet Mark) by 2027

10. Risks and Mitigation

<u>Risk</u>	<u>Mitigation</u>
Lack of baseline data	Prioritise early measurement and external support
Limited supplier compliance	Maintain a flexible and reviewed supplier network
Client cost sensitivity	Highlight practical and reputational benefits of sustainable options

11. Conclusion

This strategy represents an important step in Compass Travel Management's sustainability journey. By focusing on transparency, influence, and partnership, we aim to support a more sustainable future for the TV and film production industry while continuing to develop and strengthen our own environmental performance.

12. Governance

This strategy is approved and reviewed by senior leadership. All employees and suppliers are expected to support its principles.

Signed:	Nicola Edmunds Director	<i>Nicola Edmunds</i>	Review Date: 28/04/2026
Next Review Due: April 2027			