



POL/027

Integrated Management System

Last Review: 12th May 26

Next review: 12th May 27

Travel Policy

H&M Security Services Ltd are committed to our targets of reducing carbon emissions produced by our services to Zero to ensure our impact on the environment is minimised. As a responsible organisation we understand the difficulties we are required to overcome but are mindful of the positive outcomes of achieving Net Zero as soon as allows. These outcomes not only reflect on the environment but also bring future cost savings, reputational improvements, a competitive edge and sustainability.

Our scope of work includes:

The provision of Static Site Guarding, Mobile Patrol, Keyholding/Alarm Response and CCTV Monitoring Services to the requirements of BS 7499, BS 7858, BS 7984 and BS 7958 for Public and Private Sector customers throughout the UK - Design and Development activities are not applicable.

As a reflection of our strategy to build trust with stakeholders and deliver sustained outcomes, we are committed to leading by example. This is why H&M Security Services Ltd have made a commitment to reach net zero carbon emissions by 2030. In conjunction with our Environmental Policy, we have created a policy to ensure our commitment to Net Zero Carbon Emissions is measurable, achievable and at the forefront of our operations.

In pursuing the best practicable for travel subsistence H&M Security Services Ltd have outlined the following guidelines for the minimum requirements for accommodation and travel subsistence:

- All accommodation to be booked and paid directly by H&M Security Services Ltd Manager/Director with no cost to employees.
- All staff to be posted into accommodation within a single occupancy room, with non-sharing bathroom facilities.
- Breakfast (single meal) to be included with each night's stay.
- Accommodation to be minimum of or equivalent to/better than a 3* hotel.
- All staff travelling away for work are to be provided with a H&M Security Services vehicle to use (if available) and fuel paid via company fuel card or direct reimbursement of full amount. Usual commute not taken into consideration.
- We will actively source the most sustainable/green energy providers that are adequate for our requirements.
- We will maintain and encourage accountability for all staff and providers of/to H&M Security Services

This policy is communicated to all staff and is available to interested parties upon request.

The ultimate responsibility for this policy lies with the Managing Director who ensures that it is given and retains the highest of priorities. This policy and its implementation will be reviewed at least annually and updated as required.

Signed by:

Ian Henderson
Managing Director
H & M Security Services Ltd