

# Environmental Sustainability Policy

## 1. Overview

Corporate Travel Management is committed to the long-term sustainability of our business, key stakeholders and the communities in which we operate. We acknowledge our responsibility and the strategic role we play in assisting the broader travel industry to reduce its collective footprint.

CTM recognises and respects the connection of First Nations and Indigenous peoples globally to land, sea and sky and is committed to advancing effective outcomes within the environments and communities we operate in.

## 2. Purpose and scope

This policy applies to all of the CTM Group and will be made readily available to all stakeholders on request. We encourage environmental responsibility at all levels of CTM through employee awareness, communication and training to understand the impact of their work activities on the environment. This policy is reviewed internally on a bi-annual basis to ensure it remains aligned with CTM's values and operations.

## 3. CTM's commitment

In line with our Values, CTM will:

- Ensure compliance with applicable and relevant environmental laws, regulations and codes of practice that relate to our industry.
- Continually improve the measurement and reporting of environmental data, including relevant Scope 1, 2, and 3 direct and indirect GHG Emissions to measure the effectiveness of reduction strategies.
- Continually monitor and assess climate risks and opportunities to manage CTM's operational sustainability and environmental impact and identify potential in emerging innovation.
- Regularly report on our Sustainability Strategy and performance to employees, customers and external stakeholders.
- Identify and implement operational resource efficiency objectives to mitigate climate risks and improve environmental performance through alignment of industry best practice.
- Monitor progress against efficiency targets, ensuring objectives are met through investment in stakeholder engagement, technology and sustainability initiatives.
- Collaborate with supply partners to advance sustainable development.
- Promote environmentally conscious travel through technology and investment in carbon-reduction programs that contribute to environmental and social benefits.
- Provide our clients with innovative tools and solutions to support their carbon reduction goals and minimise the overall environmental impact of their business travel.
- Proactively engage with internal and external stakeholders to raise awareness of this policy, identify improvements and drive positive environmental outcomes.



#### 4. Access to this Policy

All employees are required to read this policy as part of their formal induction process into CTM. This policy is also available on CTM's intranet and on CTM's public website.

#### 5. Approval

The policy has been approved by the Board of Directors.

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<i>Version</i>	2.0
<i>Owner</i>	Company Secretary
<i>Approval Date</i>	31 October 2024
<i>Approval Authority</i>	Board
<i>Next Review Due</i>	31 October 2026