



Mobility and Business Travel

Why Jordan Tours recognizes that employee mobility and business travel can contribute to fuel consumption, greenhouse-gas emissions, air pollution, and other environmental impacts.

We therefore aim to manage business travel responsibly, reduce unnecessary journeys, and encourage lower-impact transportation options where practical and appropriate for our operations.

Sustainable Business Travel

We aim to:

- Avoid unnecessary business travel where practical.
- Consider whether meetings can be conducted through online communication before arranging physical travel.
- Encourage the use of online meetings and digital communication where appropriate.
- Combine business-related journeys where practical to reduce unnecessary travel.
- Consider transportation efficiency when planning business travel.
- Encourage the use of lower-impact transportation options where available, practical, and suitable for the purpose of the journey.

Employee Mobility

For employee travel related to company activities, we encourage responsible mobility practices where circumstances allow.

These may include:

- Combining work-related trips where practical.
- Using shared transportation when appropriate.
- Using public transportation where practical and available.
- Walking or cycling for short journeys where safe, practical, and appropriate.
- Avoiding unnecessary use of private vehicles for short business-related journeys where suitable alternatives are available.
- Considering the environmental impact of transportation when planning company activities and meetings.

These measures are applied according to operational requirements, safety considerations, availability of transportation options, and the practical circumstances of employees.

Remote and Digital Communication

Why Jordan Tours recognizes that digital communication can reduce the need for certain business journeys.

We therefore encourage:

- Online meetings where physical attendance is not necessary.
- Electronic communication instead of unnecessary travel.
- Digital document sharing and collaboration.
- Remote participation in meetings, training, and other activities where practical.

Digital communication is considered as one practical measure for reducing unnecessary business travel and associated environmental impacts.

Transportation Selection

Where business travel or employee mobility requires transportation, we aim, where practical, to consider:

- Distance and necessity of the journey.
- Availability of lower-impact transportation options.



- Fuel efficiency.
- Vehicle occupancy and opportunities for shared transportation.
- Vehicle condition and maintenance.
- Operational and safety requirements.

Where transportation suppliers are used, relevant requirements are addressed in Section 8: Transport.

Air Travel

Air travel may be required for certain business activities and international operations. Where air travel is necessary, we aim to:

- Avoid unnecessary flights where practical.
- Consider online alternatives before arranging business flights.
- Combine business purposes into the same trip where practical.
- Consider efficient travel planning to avoid unnecessary additional journeys.
- Maintain relevant information about business travel where practical.

We recognize that suitable alternatives to air travel may not always be available due to distance, time, operational requirements, or business needs.

Carbon-Emission Monitoring

Why Jordan Tours aims to improve its understanding of the environmental impact associated with business travel.

Where reliable information is available, we may monitor:

- Business travel frequency.
- Distance traveled.
- Transportation type.
- Fuel consumption where applicable.
- Air travel undertaken for business purposes.
- Other relevant information that can support future emissions calculations.

We aim to progressively improve our ability to identify and monitor business-travel emissions as reliable data and suitable calculation methods become available.

Carbon Reduction and Future Measures

Our initial priority is to avoid unnecessary travel and reduce travel-related impacts through practical operational measures.

We therefore aim to:

- Reduce unnecessary business journeys.
- Increase the use of digital meetings where appropriate.
- Encourage shared and lower-impact transportation options.
- Improve transportation planning.
- Monitor available business-travel information.
- Explore appropriate methods for calculating business-travel emissions.
- Consider suitable carbon-reduction or compensation measures once a reliable and credible system is identified.



Any future carbon-offsetting or compensation approach will be considered only where an appropriate, transparent, and credible methodology is available.

Responsibilities

1. Management

Management supports responsible business-travel decisions and considers practical opportunities to reduce unnecessary mobility-related impacts.

2. Employees

Employees are encouraged to consider whether business travel is necessary and to use appropriate lower-impact options where practical.

3. Drivers and Transportation Suppliers

Transportation providers used for business activities are expected to comply with applicable transport, safety, and vehicle-maintenance requirements.

4. Employees and Travelers

All employees undertaking business travel are encouraged to follow company sustainability and responsible-travel guidance.

Monitoring and Continuous Improvement

We recognize that mobility requirements depend on business needs, available infrastructure, safety, time, cost, and operational circumstances.

We therefore aim to periodically review:

- Business-travel practices.
- Opportunities to reduce unnecessary journeys.
- Use of online meetings.
- Transportation options available to employees.
- Relevant travel-related environmental impacts.
- Opportunities to improve data collection and emissions monitoring.

Our objective is to progressively reduce unnecessary business travel and its associated environmental impacts while maintaining the operational effectiveness and service quality of Why Jordan Tours.