

# A&D Travel Policy

## §1 – How we travel to the office

We encourage everyone in the team to get to the office and to external meetings by walking, biking, e-scooting or using public transportation. Taxi should only be used as a last resort!

## §2 – Travelling for work in other cities or countries

We encourage each other to take the train *by default* and only fly when the distance makes it impossible or when other duties need to be fulfilled.

If a team member needs to fly, the flight hours will be climate compensated for in the end of the year.

## §3 – Travelling for fun and for conferences

For conference trips, or other trips with the team, we will choose destinations close by and travel there by train or boat. Finlandsfärja is a preferred way of conferencing and travelling!

## §4 – Virtual meetings instead of travelling

We should strive to have virtual meetings in firsthand and always ask us – *Is this trip really necessary?*

## §5 – Other

It is important for us to have fun together, to encourage each other and give positive feedback when we see that other team members make environmentally friendly choices!

By default, we book economy class ticket but if the price difference is limited in relative or absolute terms upgrading is acceptable.