

GPJ TRAVEL GUIDANCE



Recommendations for responsible business travel

General Remarks

- Responsible travel behaviour includes environmental, social and economical aspects.
- Evaluate if business trip is necessary, taking economic efficiency and environmental cost into account.
- Consider if the purpose of the trip can be achieved in another way (e.g. by video conference).
- To avoid further trips, coordinate to make the trip as efficient and effective as possible.
- Follow the principle of short distances to reduce transportation.

Transportation

- When selecting mode of transportation consider eco friendliness, total travel time (door-to-door) and costs.
- Recommendation for transportation preferences: On foot > Bicycle > Public transport / Train > Taxi > Company car > Rental car > Plane (to be avoided, especially domestic flights).
- If a flight cannot be avoided, always select direct flights instead of connecting flights.

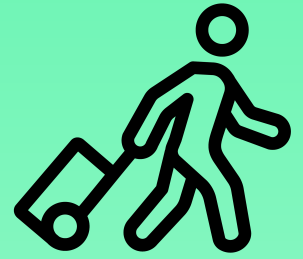
Housing

- Choose accommodation close to your appointments and/or workplace.
- Select accommodation that is as environmentally friendly as possible, e.g. with standards around use of energy, water and resources.
- For longer stays, environmental standards, social welfare and compliance with human rights should be checked.
- Staying in apartments is often more environmentally friendly, as these options use less water and electricity, produce fewer emissions overall and provide fewer disposable amenities.
- Hotels with golf courses and pools should be avoided, as they usually consume large amounts of water.

Travel Preparations

- Pre-plan your itinerary to avoid unnecessary stress and appointment delays.
- Travel documents such as tickets and booking confirmations should be stored on mobile phones and not printed out.

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Behaviour at your destination

- Be mindful of people, nature and the environment.
- Meet residents and partners at eye level. Respect local customs and traditions.
- View religious buildings as cultural sites, not as 'instagram moments'. Exercise restraint during religious ceremonies.
- Do not buy souvenirs made from endangered animal and plant species or protected cultural goods.
- Reduce waste and reuse as many things as possible. Waste should be disposed of carefully and appropriately. Opportunities for recycling to be used. Set an example.

Meals and drinks

- Avoid takeaway cups. Ideally, use your own reusable cup and bottle.
- Eat in restaurants instead of taking food away. Avoid disposable packaging and goods, e.g. straws and portion packs.
- Reduce the proportion of meat, fish and dairy products, increase ratio of vegan and vegetarian products.
- Keep food waste to a minimum through thoughtful consumption.
- Avoid plastic bags (use your own reusable bag) and plastic bottles (especially where recycling options are not available).

At your accommodation

- Cancel room cleaning if not needed – e.g. with a "Do not disturb" sign.
- Use of towels and bed linen for several days, clarify this directly at check-in or check hotel policies.
- Use the sanitary facilities in a way that saves water.
- Switch off lights, appliances and TVs when leaving the room. Take out hotel card when electricity control is centralized.
- Switch off the air conditioning or heaters when you're leaving the hotel room for a longer time – or leave them off completely.
- Close the windows when leaving the room.
- Opened hygiene products provided by the hotel can be taken away. If used products are left behind, they will be disposed of directly, unless otherwise advertised by the hotel.
- Use of the hotel laundry only as an exception. Often, a guest's clothes are washed individually, which wastes a lot of water and energy.

Have a safe trip!