

Real value in a changing world

Grainger Green Business Travel Policy

We are committed to reducing our negative impact on the environment and have developed this policy to ensure that the carbon emissions associated with business travel are reduced wherever possible. This policy is both a formal record of our commitment to continual improvement in this area and a guide for employees.

The Grainger hierarchy of travel choices

Before undertaking a journey all Grainger employees should consider the following questions:

- i Is your journey really necessary? Could you instead use our videoconferencing facilities or the I.T. solutions we have developed to reduce the need to travel?
- ii Is your destination close enough to walk or cycle (id appropriate)?
- iii Could you use public transport (train, tube or bus)? For travel in the UK, using trains is always our preferred option instead of flights.
- iv If a car is the only suitable way of reaching your destination, please drive your car as efficiently as possible.

Flights will always be considered an option of last resort, although these are necessary for travel to our European operations, and occasionally for long distance UK travel.

Business car use

Due to the diverse nature of our nationwide portfolio and the need to undertake regular inspections, cars must be used on a regular basis. We work to reduce excessive travel in the following ways:

Reducing the number of journeys and the distances driven: Our property management teams are grouped into the most effective geographical areas to achieve this.

Efficient driving tips: We encourage all employees to drive their cars as efficiently as possible, which saves money and reduces carbon emissions at the same time. The most comprehensive list of actions drivers can take both before their journey and while driving is available from the Act on CO2 website here:

<http://actonco2.direct.gov.uk/home/what-you-can-do/On-the-move/driving-your-car.html>

Signed

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Relevant senior representative