



Sustainable Business Travel Guidelines

Effective: March 22, 2023

Introduction

In 2021, ASGN Incorporated and its subsidiaries (“ASGN”) pledged to reduce our Company-wide carbon emissions by 2030 by 55 percent on a per employee basis compared to the Company’s 2019 baseline. In that pre-COVID year, ASGN’s business travel accounted for 26 percent of the Company’s total carbon emissions. As such, ASGN’s Sustainable Business Travel Guidelines are a fundamental component of our Company-wide carbon emission reduction strategy.

The goal of ASGN’s Sustainable Business Travel Guidelines is to reduce the environmental impacts associated with business travel while managing costs. It is also an opportunity to increase employee awareness of the associated consequences of business travel and help our employees make more informed choices. The environmental impacts associated with business travel include the use of natural resources (e.g., energy and water), carbon emissions, landfill waste and other pollution. When feasible and cost-comparable, consider the following suggestions to reduce your carbon footprint.

Assess the Need to Travel

Conduct meetings and attend conferences virtually, especially for internal purposes and short trips. Short-haul flights (less than three hours) generate the most carbon per passenger per hour.

Ground Transportation

- Rail is approximately 50 percent less carbon intensive than flying; take the train for destinations less than 250 miles.
- For in-town trips, use public transportation, or walk when possible.
- Car share when possible or take a shuttle.
- When using Uber/Lyft, choose EVs.
- When it is necessary to rent a car, choose an electric or hybrid vehicle.

Air Travel

- Avoid short-haul flights when possible.
- When available, choose flights using sustainable aviation fuel (SAF), which can lower carbon emissions by up to 80 percent compared to conventional jet fuel.
- Choose newer, more efficient aircraft, including Boeing 787, Airbus 321 NEO or Airbus 350 aircraft.
- Business class is three to four times more carbon intensive than economy.
- Reduce non-essential luggage; heavier luggage makes the aircraft less fuel efficient.



Accommodations

- Choose net-zero, carbon neutral or green certified hotels; certification directories include:
 - [Green Globe Certified Hotels](#)
 - [Green Seal Certified Hotels](#)
 - [USGBC LEED Certified Hotels](#)
 - [Audubon International Certified Green Lodging Directory](#)
 - [California Green Business Network Certified Hotels](#)

Restaurants

- Select restaurants that source local, organic produce and/or have green or sustainable certifications, which include:
 - [Green Restaurant Association Certified Restaurants](#)
 - [California Green Business Network Certified Restaurants](#)
 - [The PLEDGE](#) on Food Waste

ASGN's Sustainable Business Travel Guidelines will be updated regularly as more airlines and hotels begin offering carbon-neutral and net-zero options.