



ENVIRONMENTAL SUSTAINABILITY POLICY

1. INTRODUCTION

Unforgettable Adventures Limited **"The Company"** recognizes environmental protection as one of our guiding principles and a key component of sound business performance. We are committed to providing a quality Service in a manner that ensures a safe and healthy workplace for our employees and minimizes our potential impact on the environment. We will operate in compliance with all relevant environmental legislation and we will strive to use pollution prevention and environmental best practices in all we do.

The company uses the word environment to cover the natural environment and ecosystems as well as the built environment and the effect the company's operations can have on people's lives and heritage. As a Company engaged in direct contact with nature and cultural heritage, this pledge to environmental protection is further extended to protect and support the way of life of indigenous people around the tourist attractions.

We therefore consider it our duty to work closely with suppliers, clients and the community at large in promoting sustainability through education and preservation of cultural and natural resources in our destinations.

This Environmental Sustainability Policy (**the "Policy"**) will supersede any other existing Company policies relating to environmental protection.

The Compliance Officer is the **Human Resources Manager "HRM"**.

2. POLICY STATEMENT

The company is dedicated to ensuring full compliance with all environmental sustainability laws and regulations in all relevant jurisdictions/destinations by all of its officers, employees or agents.

The company is constantly revising its training and procedures for addressing environmental issues in order to keep its employees and policies as effective as possible. This review will also take into account any changes in legislation, advances in technological knowledge and changes in industrial practice, and if required, the company's objectives will be re-set taking into account these changes.

The Purpose of this Policy is to;

- i. Help the Company minimize her environmental impact, manage what she can't eliminate and contribute to the sustainability of the ecosystem.

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- ii. Set out the responsibilities of the company, and all individuals who work for the company in observing and upholding the Company's position on environmental sustainability; and
 - iii. Provide information and guidance to those individuals working for the company on how to participate in environmental sustainability projects.

3. DEFINITIONS

Environment:

The surroundings or conditions in which a person, animal, or plant lives or operates

Sustainability:

Focuses on meeting the needs of the present without compromising the ability of future generations to meet their needs. The concept of sustainability is composed of three pillars: economic, environmental, and social – also known informally as profits, planet, and people.

Environmental sustainability:

Means conserving and managing resources, especially those that are not renewable or are precious in terms of life support. It requires action to minimize pollution of air, land and water, and to conserve biological diversity and natural heritage.

Compliance Officer:

Refer to the Company personnel responsible for monitoring and evaluating the implementation of this policy.

4. OBJECTIVES OF THE POLICY

- 4.1. Integrate the consideration of environmental concerns and impacts into all of our decision making and activities
- 4.2. Promote environmental awareness among our employees and encourage them to work in an environmentally responsible manner
- 4.3. Train, educate and inform our employees about environmental issues that may affect their work
- 4.4. Reduce waste through re-use and recycling and by purchasing recycled, recyclable or re-furbished products and materials where these alternatives are available, economical and suitable
- 4.5. Promote efficient use of materials and resources throughout our facility including water, electricity, raw materials and other resources, particularly those that are non-renewable

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- 4.6. Avoid unnecessary use of hazardous materials and products, seek substitutions when feasible, and take all reasonable steps to protect human health and the environment when such materials must be used, stored and disposed off
 - 4.7. Purchase and use environmentally responsible products that have been selected based on criteria including low toxicity or environmental hazard, durability, use of recycled materials, reduced energy and/or water consumption reduced packaging and ability to be recycled, refilled or refurbished at end of life
 - 4.8. Where required by legislation or where significant health, safety or environmental hazards exist, develop and maintain appropriate emergency and spill response programs
 - 4.9. Regularly communicate our environmental program to our clients, customers and the public and encourage them to support it
 - 4.10. Strive to continually improve our environmental performance by periodically reviewing our environmental policy in light of our current and planned future activities.
 - 4.11. This is an ongoing commitment which requires working procedures to be frequently reviewed and adapted to reflect the continual changes that are taking place in the industry to ensure the company is at the forefront of the changes regarding environmental protection.

To achieve these objectives the company will:-

- 4.12. Fully comply with current legislation, our own company operating procedures and/or clients operating procedures to ensure the highest standards are obtained. The company is not satisfied with merely satisfying minimum legal requirements but will be proactive with its clients in setting and achieving higher standards where possible.
- 4.13. Communicate the company's commitments to all working on behalf of the organization.
- 4.14. Ensure any suppliers working for the company have policies equivalent to ours or an agreement that they will adhere to our policy.
- 4.15. The Company will implement a training program for its staff to raise awareness of environmental issues and enlist their support in improving the Company's performance.

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- 4.16.** This awareness training will be encouraged at all levels and in supplier and subcontract companies as well as our own.
- 4.17.** Minimising the impact of the company's activities by adopting best practices that are available at that time. This maxim will be applied to all aspects of the company's activities including but not limited to provision of tour and travel agency services.
- 4.18.** With regards to the fixed location operations, the company will carry out an environmental impact assessment of the premises and activities and produce an action plan covering what changes can be made to reduce the effect.
- 4.19.** With regards to site activities, environmental issues will be considered along with quality and health & safety issues at the planning stage and the environmental impact assessment will be incorporated into the project Health, Safety & Environmental plan and agreed with the suppliers/contractors before work commences.

5. DUTIES & RESPONSIBILITIES

5.1. Duties of the Compliance Officer

In addition to his general duties the HRM shall have additional responsibilities for:-

- a) Providing a company statement on any issue of health, safety or environment that requires a formal statement.
- b) Ensuring he is informed of and agrees with any correspondence to/from the Environment Agency.
- c) Having regular meetings with the Heads of Department with a view to reviewing performance in the previous period, setting objectives for the following period and receiving feedback in general on environmental issues.
- d) Ensuring the Board are informed of any major environmental issues affecting or likely to affect the Company, and through the Board promote a pro-active approach on such issues.
- e) Ensuring that there is adequate environmental advice and awareness at all levels of the Company; ensuring all employees are made aware of the Company's Policy and that they receive adequate training and

consultation to enable them to contribute to minimising the Company's impact on the environment.

5.2. Duties of Directors

Directors of the Company should implement the Policy by:-

- a) Ensuring environmental issues are given due consideration at tender stage and that such issues are identified so that an effective control strategy can be developed.
- b) Ensuring that staff and suppliers at all levels receive appropriate training to enable them to understand environmental issues and the important role they play in minimising environmental impact.
- c) When holding meetings with employees and other stakeholders, ensure environmental issues are discussed and receive comments and suggestions on ways in which the Company's performance can be improved.
- d) Setting a good personal example and having adequate knowledge of health, safety and environmental legislation relating to all aspects of the Company's work.

5.3. Duties of Heads of Department/Managers

The duties are to:-

- a) Understand the Company Environmental Policy and ensure that it is brought to the attention of all employees, particularly new starters, through induction talks.
- b) Have adequate knowledge of legal requirements and good working practices.
- c) Ensuring that all necessary registers and records are maintained and that persons under your control are adequately trained to enable them to understand their role in environmental issues.
- d) Ensure that adequate arrangements are made with regards to waste procedures to both minimise waste and to ensure waste is correctly classified and handled.
- e) Ensure any environmental incident is reported in accordance with Company policy.
- f) Set a good personal example at all times.

6. WORKING PROCEDURES

6.1. OFFICE

- a) Applying the practice of Reduce, Reuse & Recycle within the office:
 - Reduce** – the number of consumable items entering the office
 - Reuse** – printing paper on both sides, using ceramic plates, mugs & glasses
 - Recycle** – Participate in the local government program by separating waste for recycling of plastic, glass, cans, batteries, tetra Pak, paper & cardboard, electrical items.
- b) Using biodegradable cleaning products where available
- c) Choosing sustainable supply sources where possible
- d) Switching off electrical items when not in use and reducing water usage
- e) Encouraging cycling or walking to work or sharing transport whenever possible
- f) Providing the correct equipment with which to carry out required tasks
- g) Maintaining company vehicles and equipment to a safe standard
- h) Providing training on policy implementation and goals

6.2. STAFF

- a) To provide a clear written and well-communicated Environmental sustainability policy elaborating the role of the company and its employees in protecting the environment
- b) Providing an employment contract including details of job description, wage rate (which must be at least the national minimum), paid holiday, sick leave and company policies with regard to environment protection.
- c) Providing medical and liability insurance in line with national standards
- d) Complying with national health and safety standards in the workplace and providing periodic training.
- e) Offering a clearly communicated disciplinary procedure for noncompliance to company policies
- f) Creating opportunities for students through internships & training schemes and help improving their environmental sustainability awareness
- g) Not discriminating on account of gender, race, age, disability, ethnicity, religion/ beliefs of sexual orientation and actively encouraging employment opportunities for people with special needs.

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- h) When sending guides with group tours, ensuring guides are nationally accredited and experienced

6.3. SUPPLIERS/AGENTS/CONTRACTORS

- a) Sharing our sustainability goals and action plan with all suppliers
- b) Selecting sustainable transport options whenever possible, giving priority to local companies to avoid unnecessary mileage.
- c) Encouraging transport companies to maintain their vehicles in good condition to improve efficiency and instruct their drivers on energy efficient driving practices.
- d) Encouraging transport companies to reduce their use of plastic bottles
- e) Informing clients of transport options and sustainability impacts.
- f) Giving preference to accommodations which comply with sustainability and quality standards regarding their approach to energy, water, waste and human resource management.
- g) Encouraging partner accommodations to become sustainably certified.
- h) Ensuring local, trained guides are given priority

6.4. CUSTOMERS/CLIENTS

- a) Offering only tours and activities which respect local natural and community welfare
- b) Providing clear information to clients about how to respect local culture nature and the environment.
- c) Promoting activities & accommodations which directly involve and support local communities & encouraging participation in local culture.
- d) Providing clear, honest information with indications about sustainable options where available.
- e) Protecting client information

6.5. POLUTANTS

a) *Dust*

During dry conditions, dust can be both a nuisance problem as well as an environmental problem. Precautions such as enforcing strict speed limits for vehicles, and in extreme conditions, using water dousing will help to minimize the problem.

b) *Fuels, Oils, Other Fluids and Chemicals Stored or Used on Site*

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- The storage area should be chosen, having taken into consideration, the environmental factors surrounding the area. If there are watercourses or open drains, tanks should be positioned as far away as possible to minimize spillage to such areas.
 - With regards to oils and other fluids, consideration will have to be given to health & safety aspects of these substances as well as environmental aspects. If it is safe to do so, they should be stored in a secure container where they are protected from vandalism and any spillages are contained within the container. With some substances, it is essential that they are stored in open, well ventilated areas in which case bunding or other impermeable layer is placed under the storage area.
 - All containers are to be stored within the lockable cabinet and accessed by authorized members of staff conversant with the above controls.
 - Any staff member taking delivery of chemical substances is to be trained and aware of the necessity for the above practices to be adopted.

c) Noise Emissions

- Consideration must be given to the noise levels that will be produced from Company operation and activities. Machinery and vehicles should be selected with noise levels in mind. If the machinery has to be left running overnight, it is important that quiet or silenced machinery is used.
- The Company's workshop manager takes into consideration the noise levels of machinery and equipment when actually selecting and purchasing/hiring machinery.
- If operations involving high noise levels have to take place, consideration should be given to the people in the immediate vicinity and such works should be limited to the times which will have least impact on the neighborhood. Noisy operations should be suspended at times such as morning breaks and lunch break periods.

d) Waste Water and Ground Water

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- Waste waters from the canteen facilities must be discharged to a normal main sewer system or to a storage tank for removal by septic tank service.
 - All discharges of water into water courses shall be subject to Environment Agency or Local Authority Approvals. These approvals may have conditions relating to suspended solids and rate of discharge to avoid bank erosion and scouring.

7. WILDLIFE HABITATS

The nature of company operation involves direct contact with all kind of wildlife habitats, hence great care and the precautions should be taken to avoid ruining those habitats. Some of the rules to observe are with regard to Speed limits, smoking in national parks, Fly camping, game hunting and sport fishing which if not will negatively impact.

8. COMMUNICATION OF THE POLICY

To ensure that all directors, officers, employees, consultants and contractors of the company are aware of the Policy, a copy of the Policy will be provided to them and they will be advised that the Policy is available on the company's website for their review.

All directors, officers, employees, consultants and contractors of the company will be informed whenever significant changes are made.

New directors, officers, employees, consultants and contractors of the company will be provided with a copy of this Policy and will be educated about its importance.

Training on this Policy will form part of the induction process for all new directors, officers, employees and consultants of the company. All existing directors, officers, employees and consultants will receive relevant training on how to implement and adhere to this Policy.

Signed: Compliance Officer _____

Date: 15th September 2021

9. ACKNOWLEDGEMENT

I (Name) _____ acknowledge that I have read, understood and agreed to comply with the Environmental Sustainability Policy. I am ready to comply with the Policy as of the date hereof.

Signature: _____

Date: