

Sustainability Policy – Luminalis Travel Agency

At Company Luminalis, we are committed to conducting our business in a sustainable manner that reduces negative social, cultural, economic, and environmental impacts, while ensuring the health and safety of our employees. Our sustainability policy is supported by top management and reflects our company structure and activities.

Environmental Sustainability

- We will minimize our environmental impact by reducing our carbon footprint, waste generation, and water consumption.
- We will prioritize the use of renewable energy sources and sustainable materials in our operations.
- We will implement sustainable practices across our entire value chain, from sourcing to disposal.
- We actively participate in local environmental initiatives, such as clean-up actions, in collaboration with NGOs and community groups.

Energy Reduction Policy

- We are committed to reducing energy consumption across all areas of our operations.
- We implement energy-saving practices such as switching off unused lights and devices, using energy-efficient lighting and equipment, and optimizing heating and cooling systems.
- We raise awareness among staff and partners through internal communication and training on energy-saving practices.

Equipment Switch-off Policy

We have a formal “switch-off” policy outlined in our internal documents and code of conduct. This policy encourages employees to turn off lights and

electrical equipment when they are not in use, helping to conserve energy and reduce unnecessary consumption.

Low Energy Equipment Policy

We have clear guidelines for purchasing energy-efficient equipment, and our policy prioritizes devices with the lowest energy consumption whenever possible. Our purchasing decisions are guided by the principles of sustainability, cost-effectiveness over the product's lifecycle, and adherence to our quality requirements.

In our equipment procurement process, we thoroughly review available alternatives, considering both energy efficiency and other relevant factors such as upfront cost, long-term operational expenses, and the quality of the device. We aim to strike a balance between minimizing energy consumption and ensuring that the equipment meets our operational needs and quality standards.

In instances where we did not choose the most energy-efficient device available in the market, we provide justifications, such as excessive cost or failure to meet technical requirements.

Water Reduction Policy

As a travel agency, our direct water consumption is limited to office use only. However, we recognize the importance of water conservation and have implemented basic measures to reduce unnecessary water usage.

- We have installed low-flow faucets and regularly maintain plumbing to prevent leaks.
- Staff are encouraged to avoid unnecessary water use (e.g. turning off taps while soaping hands).
- We have set internal goals to minimize daily office water use, particularly during dry summer months.

Social and Cultural Sustainability

- We will respect human rights and promote diversity, equality, and inclusion in all our activities.

- We will engage with local communities to understand their needs and concerns, and contribute to their development and well-being.
- We will support initiatives that promote education, culture, and social welfare.
- We encourage direct interaction between our clients and local changemakers by promoting hands-on experiences such as reforestation, wildlife protection, and animal sanctuary support.
- We share experiences, training materials, and best practices related to sustainability with other companies, partners, and NGOs to foster collective learning and improvement.

Economic Sustainability

- We will ensure our business practices are transparent, ethical, and comply with all relevant laws and regulations.
- We will strive for long-term financial sustainability by identifying and managing risks and opportunities in our operations.
- We will collaborate with suppliers, customers, and partners to promote sustainable practices across our value chain.

Paper and Printing Reduction Policy

- We significantly limit the use of printed materials in our daily operations.
- All communication with clients and partners is conducted digitally, primarily via email.
- Promotional materials, itineraries, and travel documentation are delivered electronically, both before and during the trip.
- We do not maintain printed brochures or promotional stands in the office.
- Internally, we avoid unnecessary printing and promote digital storage and sharing of documents.
- When printing is necessary, we use double-sided printing and FSC-certified paper.

Waste Reduction Policy

Although our travel agency produces limited physical waste due to the nature of our operations, we are committed to reducing waste wherever possible, both in the office and during the trips we organize.

Our waste reduction measures include:

- Avoiding single-use plastic items in the office (e.g. cups, cutlery).
- Promoting digital documentation to reduce paper waste.
- Using rechargeable batteries instead of disposable ones.
- Encouraging staff and clients to use reusable water bottles and containers.
- Working with service providers (e.g. accommodations and restaurants) that follow good waste management practices.

Responsible Procurement and Practical Measures

- We prioritize suppliers and products that demonstrate a commitment to environmental, social, and ethical considerations.
- We evaluate our suppliers to ensure alignment with our values.
- We have switched to a local supplier for office snacks and beverages, supporting nearby farms and fair-trade practices.

Sustainable Purchasing Policy

- We favor sustainable suppliers and products whenever available and of sufficient quality.
- Our material purchasing needs are limited, but we remain committed to responsible procurement.

Objectives:

- Support suppliers and products that are local, eco-labelled, energy-efficient, or ethically produced.

- Apply sustainability criteria when selecting office equipment and consumables.
- Encourage our partners and collaborators to adopt similar practices.

Child Protection Policy

We apply the following principles:

- We do not promote, support or include in our programs any visits to schools, orphanages, or institutions where children may be exploited or used as part of a tourist attraction.
- We work only with service providers who agree to respect children's rights and do not involve children in their operations in inappropriate or exploitative ways.
- Our staff is instructed to report any suspected cases of child abuse or exploitation observed during trips to the appropriate local authorities.
- We do not allow the use of child labour in any part of our supply chain.

Pollution Reduction Policy

Our pollution reduction efforts include:

- Encouraging digital communication to reduce paper waste and printing emissions.
- Avoiding unnecessary travel by using online meetings when possible.
- Choosing partners and transport providers who follow eco-friendly practices.
- Participating in and promoting clean-up actions in local destinations.
- Minimizing the use of chemicals in office cleaning through environmentally safe products.
-

Staff Travel Policy

Our staff travel practices include:

- **Minimizing unnecessary travel** by using online meetings and calls whenever possible.
- **Encouraging shared transport** (carpooling) when team members travel to the same location.
- **Avoiding domestic flights** entirely; for regional or international travel, train or bus options are considered first.

- **Promoting active transport** such as walking or cycling for short distances, when feasible.

Policy Implementation and Review

- We regularly review and update our sustainability policy.
- We communicate the policy to all employees and stakeholders.
- We commit to continuous improvement through knowledge exchange and active participation in sustainability networks.

We give preference in our proposals and client programs to accommodations that are certified or demonstrate active engagement in sustainability.