

Sustainability Policy

Alaska Coach Tours

5/2/2023

Alaska Coach Tours wants to contribute in a positive way to its environment. Therefore we are committed to promoting sustainability. Concern for the environment and promoting a broader sustainability agenda are integral to our company's professional activities and management.

We aim to contribute to economic, environmental and social progress with a view to achieving sustainable development, and to help our clients achieve responsible trips. Therefore, we follow and promote good sustainability practice, to reduce the environmental impacts of all our activities and to help our clients and partners to do the same.

Our Sustainability Policy is based upon the following principles:

- To comply with, and exceed where practicable, all applicable national legislation, regulations and codes of practice.
- To integrate sustainability considerations into all our business decisions.
- To ensure that all staff are fully aware of our Sustainability Policy and are committed to implementing and improving it.
- To minimize the impact of all our office and travel operation activities.
- To make clients and suppliers aware of our sustainability commitments, and encourage them to adopt sound sustainable management practices.
- To review, annually report, and to continually strive to improve our sustainability performance.
- To ensure accountability and transparency in our sustainability performance.

This Sustainability Policy identifies 4 core values and 5 areas of sustainable practices throughout our business operations.

Table of Contents

1. CORE VALUES	3
HUMAN RIGHTS	3
LABOUR STANDARDS	3
ENVIRONMENT	3
ANTI CORRUPTION	3
2. SUSTAINABILITY IN THE COMPANY STRUCTURE	3
SUSTAINABILITY COORDINATION	3
TASK DESCRIPTION	3
ACCESS TO THE POLICY	4
ACTION PLANNING	4
MONITORING	4
3. SUSTAINABLE OFFICE OPERATIONS	4
ENERGY	5
WATER	5
PAPER	5
WASTE	5
HEALTH & SAFETY	5
TRANSPORTATION	5
FOOD	6
TEA & COFFEE	6
CLEANING	6
CARBON OFFSET	ERROR! BOOKMARK NOT DEFINED.
OFFICE ENVIRONMENT	6
4. SUSTAINABILITY AND PUBLIC RELATIONS	6
SUSTAINABILITY QUESTIONS	6
TRAVEL TRADE SHOWS	ERROR! BOOKMARK NOT DEFINED.
5. AREAS OF SUSTAINABLE PRACTICE	ERROR! BOOKMARK NOT DEFINED.
SUSTAINABLE ACCOMMODATION POLICY	ERROR! BOOKMARK NOT DEFINED.
SUSTAINABLE PROCUREMENT POLICY	ERROR! BOOKMARK NOT DEFINED.
SUSTAINABLE TRANSPORTATION POLICY	ERROR! BOOKMARK NOT DEFINED.
SUSTAINABLE EXCURSION POLICY	ERROR! BOOKMARK NOT DEFINED.
SUSTAINABLE HR POLICY	ERROR! BOOKMARK NOT DEFINED.

1. Core Values

Human Rights

Our company respects and promotes human rights as described in the United Nations Declaration of Human Rights, and we request our suppliers to do the same.

Labour Standards

Our company respects and follows national labour standards across our operations. We have a Human Resource policy that describes our internal employment standards in detail.

Environment

Our company will take into account our potential impact on the environment and seek to avoid or, where avoidance is not possible, minimize these impacts. Respective policies in this document are put in place to prevent and mitigate adverse impacts.

Anti Corruption

Our company is committed to applying high standards of honesty and integrity consistently across our operations. We operate according to our corporate values and are committed to preventing corruption and bribery in all its forms and do not tolerate it in our business or in those with whom we do business.

2. Sustainability in the Company Structure

Our company considers sustainability as part of its structure.

Sustainability Coordination

The company has appointed a Sustainability Coordinator, who actively oversees the implementation of this policy and the action plan, and regularly communicates with colleagues and management on the effect of the implemented policies and actions, the status of the objectives and formulates recommendations for next steps.

Name: Jason Keedy

Job title: Regional Manager

Contact: 907-523-1164

Task description

- Coordinate Travelife reporting and certification;
- Ensure a general understanding of sustainability and our Company policy among all staff;
- Oversee our Company action plan and gain input and support from colleagues for its implementation;
- Improve sustainability of product offerings and supply chain;
- Report regularly (at least twice a year) on sustainability progress and challenges within the Company to the management;

- Support internal and external communication regarding our Company's Sustainability Policy and actions.

Access to the Policy

The corporate sustainability policy is accessible to all employees, suppliers as well as the general public.

- Sustainability is a standard topic on the agenda of our office meetings.
- We have developed standard communication tools for reaching out to our suppliers, requesting them to follow sustainability standards in whichever way they can.
- A summary of our sustainability principles and actions are communicated on our website.

Action Planning

The company has a sustainability action plan with clear targets, actions, measures, responsibilities and time planning. Action plans are developed on an annual basis, with the input of all employees.

Staff members can take responsibility for the implementation of specific actions, and the company acknowledges them as driving force for successful and continuous sustainability improvements.

Monitoring

Periodically our company holds a meeting with all (available) office staff, at least once a month. Sustainability is a standard item on the agenda for this meeting; to monitor and evaluate the implementation of the sustainability policy and action plan and discuss any new ideas. We take notes of any key updates and decisions made during the meeting.

Our company holds general meetings with our guides, to monitor and evaluate our performance.

Corrective measures

In case we identify any discrepancies between planned targets and actions, such as delays or obstacles, we will discuss with our team what measures we can take to overcome these and achieve the desired result. We will make an alternative plan and continue accordingly.

If we identify that the target or action cannot be achieved for any concrete reason that is out of our hands, we will:

- Put the target or action on our "potential actions for the future" list, so that we could try again at a later stage; and
- Replace the uncompleted target or action with a new idea.

3. Sustainable Office Operations

Starting with those aspects that are directly under our control, our company has established sustainable office operations.

Energy

- In certain offices, energy from the main grid comes from hydropower.
- Our office follows “switch off” policies and all staff is responsible for switching off any lights and equipment that is not in use.
- When possible we use energy saving light bulbs (CFL / LED) across the whole office and only switch on lights when really necessary.

WaterTap water

- Our offices are connected to city water
- Taps are regularly checked for leakage and repaired when necessary.

Drinking water

- The office supplies drinking water in 5 gallon bottles for office staff and clients.
- We measure the number of drinking water bottles we consume every month.
- Cups, glasses and water bottles are brought by the staff themselves. We do not use disposables.

Waste water

- Our waste water is treated through the government system. Though this treatment is limited, it is out of the control of our company.
- Our toilet water goes into a septic tank.

Paper

- Our company has gone paperless where possible (pay stubs, daily dispatches, time sign-in sheets)
- Recycled paper preferred where possible.
- Paper is always used on two sides; either by printing on two sides or by using one side as scrap paper.

Waste

- Our office minimizes waste in all possible ways.
- Recycling is taken weekly by city services
- For all other waste, our office makes use of the government waste collection system.
- Usage of batteries is kept to a minimum.

Health & Safety

- First aid kit is available in the office in a place accessible to all staff.
- Fire extinguisher is available in the office in a place accessible to all staff.
- Safety conversations are held on a regular (at least annual) basis.

Transportation

- Office staff has option of coming to office on foot, by bicycle or by public transportation.

- We minimize official travel for office staff.
- When guides and porters travel, we use shuttle services to minimize trips

Food

- Preference is given to locally produced food, where possible organically grown.
- Catering is selected based on varied, nutritious and hygienically prepared food.
- Food waste is kept to a limit.

Tea & Coffee

- Where possible locally brewed organic and/or fair trade tea and coffee is preferred.

Cleaning

- Necessary detergents are used to ensure hygiene and sanitation in the office.
- We minimize and substitute the use of harmful substances, including pesticides, paints, and cleaning materials with eco-friendly materials.
- Storage, handling and disposal of chemicals (if any) is properly managed.

Office environment

- Our office is decorated with plants (where possible, oxygen generating plants are preferred).
- Sustainability signs in our office help remind our staff about our policies.
- We minimize pollution from noise, light, runoff, erosion, ozone-depleting compounds; and air, water and soil contaminants from our building, if any.

4. Sustainability and Public Relations

Our company aims to properly communicate its sustainable practices and achievements to partners, suppliers, clients and the general public.

Sustainability questions

The company enables and facilitates sustainability related questions from customers and other stakeholders.

- The contact details of our Sustainability Coordinator are clearly communicated on our website.
- Staff is properly trained to respond to sustainability questions or refer them to the Sustainability Coordinator.