

3. Internal management: environment and community relations

3.1 Office paper: type

1. Recycled Paper:

SCG Eco Value promotes CS Superflute, which is an environmentally friendly corrugated paper that reduces the use of pulp. While specific details about post-consumer content aren't mentioned, the promotion of environmentally friendly paper suggests a commitment to sustainable sourcing.

2. Paper from Well-Managed Forests:

While there is no explicit mention of certification such as FSC or PEFC for paper from well-managed forests, SCG Eco Value operates in accordance with the ISO 14021 standard for environmental labels and self-declared environmental claims. This suggests a commitment to environmental standards, although specific certifications for well-managed forests are not mentioned.

3. Paper from Environmentally Friendly Factories:

SCG Eco Value's adherence to the ISO 14021 standard indicates a commitment to environmental standards in its manufacturing processes. However, specific certifications such as ISO 14001 or EMAS are not mentioned, so it's unclear if SCG Eco Value meets these criteria as explicitly as Polytrade Paper in Hong Kong.

While SCG Eco Value may not meet all the specified criteria as explicitly as Polytrade Paper in Hong Kong, it appears to be a brand in Thailand that emphasizes environmental considerations in its paper products.

3.2 Office paper: printing

Paper Saving Practices:

1. Audit Paper Usage: We do document paper flow to identify areas for improvement.
2. Staff Training: Teach double-sided printing and digital alternatives. Employees are incited to use PDF.
3. Digital Solutions: Contract and other documents are digitally stored and/or signed using PDF.
5. Technology Usage: We do maximize computers and digital documents for tasks.
6. Mindful Printing: We do encourage employees to print only when necessary.
7. Centralized Printing: We did install a centralized printer and default to double-sided printing.
8. Eco-Friendly Fonts: We do use eco-friendly fonts and reduce margins (e.g.: Calibri, 12 pt).

Environmental Efficiency Measures:

1. Green Printers: We purchase environmentally friendly printer models. **A verifier**
2. Black and White Defaults: We Have set printers to black and white by default.
3. Energy-Saving Settings: We did configure printers for standby mode after inactivity.
4. Cartridge Recycling: We recycle ink cartridges **(see if we could use refined cartridges).**
5. Plant-Based Ink: Opt for eco-friendly ink options. **A verifier**

Implementing these measures reduces paper consumption, minimizes environmental impact, and promotes sustainability.

3.3 Energy reduction policy

At JSTRAVEL, we prioritize efficient energy management to minimize our environmental impact while optimizing operational efficiency. Our ongoing commitment to reducing energy consumption is reflected in our energy management policy, which outlines clear goals and immediate actions for implementation.

Our Key Objectives:

1. Reduce energy consumption across all operational areas.
2. Implement immediate actions to minimize energy waste and optimize energy usage.
3. Continuously monitor and evaluate energy performance to identify further improvement opportunities. => est ce que on a un compteur independent? Comment on est facture?

Immediate Actions:

1. Cooling and Ventilation:

- Our air con system is common to the whole office building, and we do not have any control over it. It is operating only from 06.00 AM to 06.00 PM. Air con is switched off by the office building from Saturday 12.00 to Monday 06.00, and during official public holidays. We do not own an independent air conditioning system. When the central air conditioning system is off, we are relying solely on electric fans.

- We educate our staff on efficient cooling, and ventilation practices, at the office and at home.
- Our procedures include switching off fans during non-operational hours.

2. Lighting:

- We maximize daylight utilization by ensuring clean and accessible windows.
- Conventional bulbs are replaced with energy-saving alternatives such as LEDs when possible. => Comment ca marche les neons du CCT? Quelle marques? le néon LED a une consommation annuelle de 32,4 kWh tandis que le tube fluorescent consomme 54 kWh par an.

3. Technical Equipment:

- We choose energy-efficient computers and printers with energy labels.
- Our fridge is without a freezer; we ensure our fridge is properly used and regularly emptied. It is placed in a room without windows, in a cool spot.
- Screens and printers are set to standby mode after periods of inactivity.
- Plug boxes with on/off switches are used to power off multiple appliances simultaneously.
- Equipment settings are optimized for energy-saving modes, and coffee machines are switched off when not in use.
- Proper maintenance of refrigerators and freezers optimizes energy efficiency.
- All electrical appliances are switched off during non-operational hours.

4. Email Management:

- We encourage concise and efficient email communication to minimize energy usage.
- Heavy attachments are avoided, and shared folders are used for file sharing.
- Mailboxes are regularly cleaned up, and unnecessary mailing lists are unsubscribed from.

By adhering to our energy management policy, JSTRAVEL actively reduces our energy footprint and contributes to a sustainable future.

3.4 Equipment switch off policy

- We avoid putting equipment on standby modes whenever possible.
- Staff is encouraged to unplug unused chargers.
- Staff is instructed to switch-off all equipment (e.g., computer monitors, printers) when they leave their desks for an extended period of time.
- The last person to leave is assigned to go around to check equipment after office hours or during lunch breaks.
- The last person to leave is assigned to make sure equipment is unplugged at the end of a workday and sockets are switched off.
- We did communicate with the staff about switching off equipment policy and we did put clear signs next to the office doors.
- We do remind staff of the policy on a regular basis (once a month) and share it when recruiting new staff.

Equipment Switch Off Policy

Purpose:

The purpose of this policy is to reduce energy consumption, promote environmental sustainability, and ensure the safety of our workplace by enforcing the proper shutdown of all office equipment when not in use.

1. Avoiding Standby Modes

We encourage all staff to avoid putting equipment in standby mode whenever possible. Fully switching off equipment not only saves energy but also extends the life of the equipment.

2. Unplugging Unused Chargers

Staff members are encouraged to unplug chargers and other devices when they are

not in use. Even when not connected to a device, plugged-in chargers continue to draw power.

3. Switching Off Equipment When Not in Use

All staff members are instructed to switch off their equipment, including but not limited to computer monitors, printers, and other peripherals, whenever they leave their desks for an extended period of time. This practice should be followed during lunch breaks, meetings, and other prolonged absences from the workstation.

4. End-of-Day Equipment Check

The last person to leave the office each day is responsible for conducting a thorough check to ensure that all equipment is switched off and unplugged. This includes ensuring that power sockets are switched off as well. The same procedure should be followed during lunch breaks if the office is expected to be vacant.

5. Signage and Communication

Clear signs have been placed next to office doors and relevant areas to remind staff of this policy. The importance of switching off equipment is communicated regularly to all staff members, reminders are sent out once a month.

6. Induction for New Staff

During the onboarding process, new employees will be briefed on this policy. It is essential that all team members understand the importance of energy conservation and their role in ensuring the office adheres to this policy.

7. Regular Reminders and Enforcement

To maintain awareness, the policy will be reviewed and reinforced through monthly reminders. Compliance with this policy is mandatory, and failure to adhere may result in further actions as deemed appropriate by management.

3.5 Lighting "off" policy

- All the different rooms lightning systems of our office are monitored by one Surge Protectors per room, located on the same panel.
- Staff is instructed to switch-off all lightning in their respective room when leaving or during lunch break.
- The last person to leave the office is assigned to go around to check if all lights are switched off after office hours or during lunch breaks.
- All employees working in an office room with sufficient natural lighting are encouraged to keep electrical lighting off when possible.

- Signage on the office door is used to remind users to switch off lights.
- The importance of switching off lights is communicated regularly to all staff members : Reminders are sent out once a month.

Lighting "off" Policy

Purpose:

This policy is designed to reduce energy consumption, promote environmental sustainability, and ensure efficient use of lighting systems within the office.

1. Centralized Lighting Control

All lighting systems in the different rooms of our office are monitored by surge protectors, with each room's lighting controlled by a surge protector located on the same panel. This setup helps streamline the management of lighting and ensures safety.

2. Switching Off Lights When Not in Use

Staff members are instructed to switch off all lights in their respective rooms when leaving for extended periods, including during lunch breaks. This practice helps to minimize unnecessary energy usage.

3. End-of-Day Lighting Check

The last person to leave the office is responsible for performing a thorough check to ensure that all lights are switched off. This procedure should also be followed during lunch breaks or other times when the office may be temporarily unoccupied.

4. Maximizing Natural Lighting

Employees working in rooms with sufficient natural lighting are encouraged to keep electrical lighting off whenever possible. Utilizing natural light not only saves energy but also creates a more comfortable working environment.

5. Signage and Reminders

Clear signage is posted on office doors to remind staff to switch off lights when leaving. Additionally, the importance of switching off lights is communicated regularly to all employees, with reminders sent out once a month to reinforce this practice.

6. Communication and Compliance

This policy is regularly communicated to all staff members to ensure adherence. Compliance with the Lighting Off Policy is mandatory, and failure to comply may result in further actions as deemed appropriate by management.

3.6: Low energy equipment

Provide a short description of our (new) equipment and give some recent examples of your purchasing processes. (Attach recent purchases we brought such as new Computers for the office?) - How did you review the alternatives and make your decisions? This criterion is met if you can show us that your decisions were based on arguments, such as energy use, quality and price. In this sense, it is not required to buy every time the most energy efficient alternative - Does our computer brought have a EU Label? or eco-saving battery?

Low energy equipment purchasing policy

Purpose:

This policy aims to promote energy efficiency within our organization by prioritizing the purchase and use of low-energy equipment. By adopting energy-efficient technologies, we reduce our environmental impact, lower operating costs, and contribute to a more sustainable future.

1. Preference for Low Energy Equipment

When purchasing new equipment, the company prioritizes low energy options. All equipment purchases must include a thorough comparison of energy usage. When evaluating options, consider the long-term energy costs alongside the initial purchase price, quality, efficiency.

2. Green Labels and Energy Efficiency

Staff responsible for purchasing new equipment are instructed to look for green labels and certifications that indicate high energy efficiency. The goal is to select the most energy-efficient option that meets the company's needs and budget.

These two websites (but not only) can be used to determine high energy efficiency :

https://labelno5.egat.co.th/new58/?page_id=821

<https://www.energystar.gov/>

4. Recommended Actions

To further enhance energy efficiency, the following actions are recommended:

- **Laptops vs. Desktops:** As a service company, JS TRAVEL equipment are mainly computers. Consider that laptops typically consume up to 80% less energy than desktop computers. Where practical, laptops should be chosen over desktops for office use.
- **Assessing Equipment Replacement:** Evaluate whether replacing older, functioning equipment with newer, energy-efficient models would be beneficial.

5. Implementation and Compliance

This policy applies to all departments and personnel involved in the procurement process. Compliance with this policy is mandatory, and purchasing decisions should be documented to reflect consideration of energy efficiency.

6. Review and Update of Policy

This policy will be reviewed annually or as needed to ensure it remains relevant and effective. Any updates will be communicated promptly to all relevant staff.

3.7: Efficiency mode

Be sure to activate the energy-saving modes on all your devices.

- Computers
- Monitors
- Printers

3.8: Water reduction policy

Bathrooms are managed by JSTRAVEL building and common to all different companies occupying the same floor. Therefore, it is complicated to calculate our estimated water usage and to set up a comprehensive water reduction policy.

Nevertheless, we try to participate in water reduction policy by :

- Making our staff water wise through the communication of water reduction leaflets.
- Encouraging our staff not to keep tap water running without reason in the office building.
- Encouraging our staff to immediately signal the office building any water leakage.

Verif si on a un meter per floor.

through some simple math, for example, by appropriating the amount of water your office uses by the percentage of space you occupy in the building.

Use your data to help illustrate to your landlord that the reduction of water usage can also save on utility bills. You can also advocate for the implementation of infrastructure renovations in future, especially regarding cooling towers, which are extremely water intensive. => Faire une lettre au CCT building???

3.9: Waste management: Waste legislation

JSTRAVEL complies with national laws concerning waste disposal. Any residual waste disposal has no adverse effect on the local population and the environment.

All wastes generated within our office are sorted and all waste bins are centralized and are clearly marked, enabling staff members to easily and effectively dispose of waste :

1. Paper
2. Plastic / aluminum cans
3. General waste
4. Batteries

Our cleaning lady weekly collects all the recyclable materials (1, 2) for reselling at recycling plants.

Electronic wastes are donated to community organizations, schools or orphanages via our foundation www.step-asie.org if functioning (e.g. computers, printers, etc.). Or to a private recycling company if not. => Mentionner lesquels - voir le booklet ATTA

Batteries are dropped at a collecting point for treatment by a staff member.

=> Mentionner lesquels - voir le booklet ATTA

3.10 Plastic water bottles

At JSTRAVEL, we are committed to reducing our consumption of single-use plastic, including plastic water bottles, in our office and tour operations. Here's how we implement this:

1. Preference for Refillable Containers during tours:

A water gallon and pump are installed in our buses during all group tour travel. For FITs guests can refill their bottle at business partners (hotels, restaurants, attractions etc.). We provide guests with a reusable bottle against a deposit. At the end of the tour, clients can keep the reusable bottle against their deposit or give it back to JS Travel and be refunded.

2. Preference for Refillable Containers at our office:

We subcontracted the purchasing of water for office use to a private company (Spinkle). We give preference to large 20 liters refillable containers. These refillable containers significantly reduce the amount of plastic waste generated compared to single-use bottles. Additionally, we ensure that the containers we use are BPA-free

for health and safety reasons. The containers are deposited and reused by the company. The majority of companies in our office building are using the same water provider, thus reducing the impact of water transportation on the environment. Each staff member is provided with their own reusable water

3. Collaboration with Partners:

We work closely with our business partners to set up water refill stations in vehicles, accommodations, attractions, restaurants, and shops at convenient locations. These refill stations allow our clients to refill their reusable bottles with clean drinking water, reducing the need for single-use plastic bottles.

3.11 Waste reuse/recycling

Materials Recycled and Disposal Methods:

Paper and Cardboard:

Collected and reused by placing recycling bins for paper in the office. Paper with only one side used can be collected and reused by filling copier drawers and printing on the blank side of the sheet.

Synthetic Waste (Plastic):

Plastic waste such as cups and drink cartons can be placed in recycling bins for plastics. The plastics are sorted and processed for recycling, depending on local recycling capabilities. However, some types of plastics may not be recyclable due to contamination or lack of recycling infrastructure.

Glass:

Bottles with deposits are returned to suppliers, while other glass is collected in a central location (e.g., kitchen) and emptied into glass recycling bins regularly. Glass is crushed and melted down to produce new glass products.

Organic Waste:

Separated from landfill waste and composted to decompose faster, emitting methane which can be controlled in a composting facility. The resulting compost can be used for gardening and landscaping. Coffee grounds, in particular, can be separated and used for office plants or home gardening.

Materials Not Recycled and Reasons:

Chemical Waste (Batteries, Colorants, Cleaning Materials): These materials may contain hazardous substances or require specialized recycling processes that are

not widely available. Proper disposal methods for chemical waste may involve treatment at specialized facilities or disposal through hazardous waste collection programs.

3.12: Pollution reduction policy

Our company has a policy to minimize and substitute the use of harmful substances, including pesticides, paints, and cleaning materials, with harmless products and processes. We Commit that all storage, handling and disposal of chemicals will be properly managed. Our company complies with national laws concerning waste disposal. Any residual waste disposal has no adverse effect on the local population and the environment.

We commit to the following steps to assess, manage and reduce pollution:

STEP 1: Assess processes in our business that may generate waste or pollutants. Tour the office premises to check every procedure and consider its environmental impacts (i.e., energy, water, hazardous waste production), and record the results of this survey.

STEP 2: Identify opportunities to reduce pollution and take action, including:

- Eliminate unnecessary processes that generate waste.
- Identify recycling opportunities, such as reusing spent rinse water.
- Substitute non-toxic or less-toxic materials or products for toxic ones.
- Purchase materials made of recycled material or materials that can be reused or recycled and buy only what is needed.
- Where possible, buy in bulk to reduce unnecessary packaging.
- Sort waste into different categories to make reuse or sale for recycling easier.
- Identify energy and water conservation opportunities.

3.13: Noise, light, erosion and ozone

1. Reducing Noise Pollution:

Separation of Activities : Whenever possible, separate noisy activities from noise-sensitive areas within your office or store.

Authorized Operating Hours : Operate noisy activities only within authorized hours or time slots specified by local regulations & office management to minimize disturbance to surrounding areas.

2. Reducing Light Pollution:

Thoughtful Lighting : Consider the necessity of lighting before turning it on to minimize unnecessary light pollution.

Identify Unnecessary Lighting : Take a thorough tour of your office to identify areas where indoor lighting can be reduced or eliminated depending on timing.

Invest in Low-Lighting Equipment : Opt for low-lighting equipment such as energy-efficient light bulbs to control lighting usage effectively when possible.

Turn Off Lights : Ensure lights are turned off after business hours, during lunch breaks, or when leaving empty rooms to minimize light pollution.

3. Reducing Ozone Pollution:

Refrigeration : Check the refrigerant type used in refrigeration as some refrigerants, such as HFCs, contribute to ozone depletion. Choose equipment with refrigerants that have lower global warming potential (GWP), such as R32, Hydrofluoroolefins (HFOs), or HFC-HFO blends.

Air Conditioning Systems : This system is currently common to the whole office building and cannot be changed / controlled by our company.

4. Minimizing Pollution from Office Activities:

Evaluate whether the activities of JS Travel office contribute to pollution and take steps to minimize their impact:

Noise Pollution: Implement noise reduction measures such as those mentioned above to minimize the impact of noisy activities on surrounding areas.

Light Pollution: Assess indoor and outdoor lighting practices to reduce unnecessary light pollution by turning off lights when not needed and investing in energy-efficient lighting solutions.

Ozone Pollution: Air conditioning system in our office is currently common to the whole office building and cannot be changed / controlled by our company.

Our company has a policy to minimize and substitute the use of harmful substances, including pesticides and cleaning materials, with harmless products and processes. We commit that all storage, handling, and disposal of chemicals will be properly managed. Our company complies with national laws concerning waste disposal. Any residual waste disposal has no adverse effect on the local population and the environment.

Step 1: Assess Processes

- Tour the office premises to check every procedure and consider its environmental impacts (i.e., energy, water, hazardous waste production), and record the results of this survey.

Step 2: Identify Opportunities to Reduce Pollution

- Eliminate unnecessary processes / personal action that generate waste.
- Identify recycling opportunities.
- Substitute non-toxic or less-toxic materials or products for toxic ones.
- Purchase materials made of recycled material or materials that can be reused or recycled and buy only what is needed.
- Where possible, buy in bulk to reduce unnecessary packaging.
- Sort waste into different categories to make reuse or sale for recycling easier.
- Identify energy and water conservation opportunities.

Step 3: Take Action

- Implement changes identified in the assessment to reduce pollution and minimize environmental impact.
- Prioritize actions based on their potential benefits and feasibility, considering technical and economic factors.

Step 4: Develop and Implement Policy

- Develop a pollution reduction policy outlining objectives, strategies, and responsibilities for implementing pollution reduction measures.
- Clearly communicate the policy to employees and stakeholders and ensure understanding and commitment to its implementation.

Step 5: Evaluate and Document Results

- Regularly evaluate the implementation of pollution reduction measures and document the results.
- Monitor progress towards pollution reduction goals and assess the effectiveness of implemented measures.
- Make adjustments to the policy and implementation strategies as needed based on evaluation findings.

By following these steps, our company aims to assess, manage, and reduce pollution effectively, aligning with our commitment to environmental sustainability and responsible business practices.

3.14: Mobility: Well-maintained cars

3.15: Staff environmental training and information

3.16: Land use and construction

5/20/2024

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