

KHIRI TRAVEL - SUSTAINABLE AND RESPONSIBLE RESOURCE USAGE POLICY

This policy is an extension of our Corporate Sustainability Policy, focusing on resource consumption reduction and management within our office operations.

In addition to its focus on responsible travel practices, Khiri Travel also aims to implement responsible practices throughout all our operations, including office operations.

This policy outlines our commitment to reducing our overall resource consumption and minimizing our environmental impact. By implementing responsible practices and promoting responsible behavior, we aim to conserve resources and contribute to a sustainable future.

This policy emphasizes the importance of everyone's participation and serves as a guideline for our staff's Code of Conduct.

The focus of our responsible office operations includes:

Sustainable Purchasing

Khiri applies the Reduce–Reuse–Recycle principle, purchasing only when necessary. In our procurement decisions, we prioritize options that are most beneficial for the environment in the long term.

- Whenever possible, we purchase in bulk to reduce packaging and minimize waste.
- We give preference to:
 - Products with a recognised environmental or sustainability certificate, label, or with proven sustainability qualities
 - Products that are locally produced or sourced
 - Products that are produced with eco-friendly resources
 - Products that are made to be durable and that can be easily repaired to increase the lifespan;
- We refuse to purchase archeological/historical artifacts and or/products that threaten flora and fauna as indicated in the CITES treaty and the IUCN Red list.

labor laws.

- We prioritize repair or reuse before purchasing new items. We also strive to find creative new uses for objects before discarding them

Example for specific product:

- **Paper:** Khiri Travel prioritizes electronic documents whenever possible to minimize paper usage. However, for any necessary paper purchases, we give preference to recycled paper, environmentally certified paper, or lower density paper options.
- **Tea and Coffee:** We give preference to locally sourced, environmentally friendly certified, or fair trade certified products.
- **Giveaways:** Whenever possible, we prefer crafts that represent the diversity of local cultures and purchase them directly from artisans or community-led initiatives.
- **Cleaning materials:** We give preference to natural products with less harmful substances to our environment and train our housekeeping personnel to use eco-friendly cleaning techniques such as using less water, refilling products, purchased in bulk, and other eco-friendly practices.

Resources Reduction

We are dedicate the implementing a comprehensive resources reduction actions that focuses on:

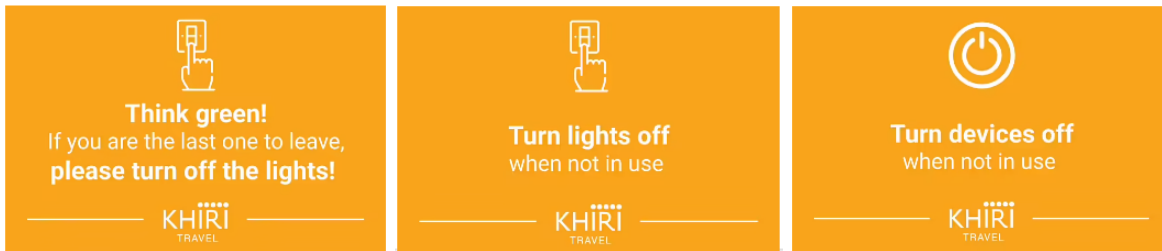
- 1. Efficiency:** We will actively seek opportunities to improve the resource usage efficiency of our operations.
- 2. Conservation:** We will promote a culture of responsible resource usage throughout our organization. This includes raising awareness, educating employees, and implementing measures to reduce resources consumption.
- 3. Monitoring and Evaluation:** We will continuously monitor our resources consumption, identify areas for improvement, and regularly evaluate the effectiveness of our resources reduction strategies.

The 'Resources' in this policy include energy, water, paper, and other materials used to keep our office functioning.

➤ **Energy Reduction**

This energy reduction initiative, as part of Khiri Travel's Sustainable and Responsible Resource Usage Policy, focuses on using electricity more efficiently.

- We give preference to purchase equipment based on energy efficiency ratings, considering both quality and price.
- We promote best practices for extending equipment lifespan, to avoid premature replacement.
- We encourage staff to optimize their settings and power management features to reduce energy consumption.
- We introduce office signage stickers to raise awareness and promote energy-saving practices among staff. Some examples of the signage are below:



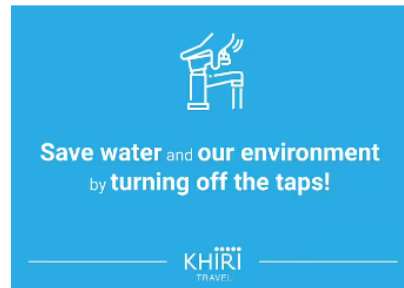
- We monitor our energy use by collecting monthly electricity bills and evaluate and analyze the trend of energy use in the office at the end of the year.

➤ **Water Reduction**

This water reduction initiative, as part of Khiri Travel's Sustainable and Responsible Resource Usage Policy, focuses on using water more efficiently.

- We are actively seeking opportunities to improve the water efficiency of our operations. Such as dual-flushing toilets, repairing leaks promptly, and continuously searching for water-saving technologies.
- We monitor our energy use by collecting monthly water bills and evaluate and analyze the trend of water use in the office at the end of the year.

water-saving practices among staff. Some examples of the signage are below:



➤ Paper Consumption Reduction

The only sources of our paper consumption are from printing. Therefore, this paper consumption reduction initiative, as part of Khiri Travel's Sustainable and Responsible Resource Usage Policy, focuses on printing paper efficiently.

- We prioritize electronic documents whenever possible to minimize paper use.
- We set our printers to double-sided printing and whenever possible, we print double-sided.
- Whenever possible, we reuse printed paper by using the blank side for drafts or notes.
- We reduce brochure wastage by avoiding overproduction and encourage our customers to use our website as a primary source of information.
- We introduce office signage stickers to raise awareness and promote water-saving practices among staff. Some examples of the signage are below:



➤ **Reduction of disposable and consumable goods**

Khiri Travel applies the Reduce-Reuse-Recycle principle in its decision-making on disposable and consumable goods. The priority is in order:

- 1. Reduction:** We actively seek ways to reduce the use of disposable and consumable goods across our operations. This includes exploring reusable alternatives, purchasing products with minimal packaging, and promoting responsible consumption habits.

To reduce the disposal rate of products in the office, here are some actions:

- We give preference to refillable, rechargeable, and recyclable products.
 - Single-use items are not preferred in the office, we encourage staff to bring their own tumblers, glasses, cups, plates, bowls, and other utensils.
- 2. Reuse:** We will encourage the reuse of materials whenever possible. This may involve implementing a system for refilling containers, repairing equipment, or finding creative ways to give used items a second life.
 - 3. Recycling:** We are actively working to establish a robust recycling program that is well-suited to the varying conditions at different destinations where we have branch offices. This program ensures all recyclable materials are properly separated, collected, and diverted from landfills. We also provide clear guidelines and signage for proper waste disposal.

Waste Management and Disposal

According to our Reduce-Reuse-Recycle principles, we strive to minimize waste generation as much as possible, building on the resource reduction strategies outlined in this policy; however, if some waste is inevitably generated, we will prioritize reuse whenever possible; and when it can't be reused anymore, we prioritize recycling. If it can't be recycled, we still find ways to dispose of that waste legally and responsibly.

applies to waste generated during everyday office operations, including materials used to keep the office functioning. It excludes food waste and municipal solid waste.

- We have clearly labeled recycling bins provided throughout the office for paper, plastic, and other designated recyclable materials. All the waste that can be
- recycled will be cleaned and then sorted into different bins/boxes. Signage is displayed near the bins to educate employees on proper sorting procedures.
- Non-recyclable waste will be disposed of responsibly in designated bins and according to the country's regulations and laws.

Some examples of highly produced waste in the offices and how Khiri Travel manages it:

- **Paper**

As aforementioned in the policy, paper generated within the office operation will go through different processes in Khiri Travel before ending up as waste, where we can no longer reuse it.

The paper containing non-confidential information will be sorted into different bins/boxes to later be given to organizations that recycle paper for their own use and purposes.

However, for confidentiality purposes, any documents containing sensitive information will not be subjected to Khiri Travel's reuse or recycling processes. Instead, they will be sent directly to a paper shredding company for secure destruction. Khiri Travel gives preference to paper shredding companies that promise or show historical evidence that the shredded paper will later go through the recycling process.

- **Carton Boxes and Cardboard**

All the carton boxes will be cleaned and sorted into the different bins. Later, they will be given to a nearby organization for recycling. We flatten them to save up space and also take out any non-recyclable materials that might be mixed in with them, such as plastic wrap.

This also applies to cardboard.

- **Single-Use Plastics**

bags, and utensils.

Many of the countries where Khiri Travel operates lack regulations for disposing of single-use plastics. Therefore, any single-use plastics generated in our office are cleaned and sorted into separate bins.

For instance, single-use cups and water bottle caps are sorted differently and donated to various organizations for repurposing or disposing of them with minimal environmental impact and maximize societal benefit. For example, they may be given to organizations that convert waste to energy (WTE).

- **Batteries and Electronic Waste**

When disposing of any electronic waste, it should be sorted and disposed of according to the country's specific e-waste regulations.

In the absence of electronic waste regulations, the branch office must still sort the e-waste and research the nearest place to responsibly dispose of (or recycle) the electronic waste.

We try our best to avoid having electronic waste or batteries dumped into landfills, as e-waste contains multiple known and unknown hazardous materials that might also be neurotoxins or harmful to the health of residents living near the landfill or dumpsite.