

**RAFFLES**

GRAND HOTEL D'ANGKOR SIEM REAP

# **Raffles Standard Operating Procedures Manual**

Department: Executive Office-Sustainability

Task: Sustainability Management Plan

Annual Review: November 2025

# SUSTAINABILITY MANAGEMENT PLAN

The Sustainability Management Plan is to ensure that decision-making within our group contributes to achieving its objectives, improving its sustainability, reducing its long-term environmental impact and increasing the welfare of employees, guests and of the environment that surrounds us. The Sustainability Management Plan is to guide the daily operations of the business sustainably in considering the environmental, socio-cultural, quality, and health & safety issues.

## Energy Conservation objectives

- Green energy utilization
- Reduction in the amount of CO2 emissions
- Optimize energy efficiency of plants
- Reduce energy expenditure
- The energy audit has been done and investment planning on CAPEX in 2025

Categories	2024	Energy Reduction Goal 2025	
	Average Consumption Per Guest Night	Reduction Goal 2025	Remarks
Electricity (kWh)	105.1	- 5%	Av. Per Guest Night
Diesel (L)	6.4	- 5%	Av. Per Guest Night
LPG (Kg)	1.2	- 5%	Av. Per Guest Night
Water (M3)	2.5	- 5%	Av. Per Guest Night

## Waste management objectives:

- Reduce water expenditure
- Reduce the amount of non-recyclable waste
- Increase the amount of waste that we recycle.
- Improve the results obtained in previous years
- Convert **-54%** food waste from landfill to animal feeding/compost project
- Work closely with housekeeping team to reduce **-5%** on Other General Waste

Waste Reduction Goal 2025				
Type of Waste	Total 2024	%Ratio	Waste Per Guest	Reduction Goal
Food Waste	15,762 Kg	54%	0.66 Kg	<b>-54%</b>
Other General Waste	10,301 Kg	35%	0.43 Kg	<b>-5%</b>
Plastics	340 Kg	1%	0.01 Kg	Recyclable
Cardboard	902 Kg	3%	0.04 Kg	Recyclable
Glass	791 Kg	3%	0.03 Kg	Recyclable
Metals	577 Kg	2%	0.02 Kg	Recyclable
Used Cooking oils	706 Kg	2%	0.03 Kg	Recyclable
<b>Total All Waste</b>	<b>29,380 Kg</b>	<b>100%</b>	<b>0.18 Kg (Av.)</b>	

### General objectives:

- To achieve Green Globe certification
- Lead the decision-making process to be more sustainable
- Develop a business strategy based on sustainability, quality, safety & health

### Satisfaction goals:

- Increase commitment with our customers
- Increase customer satisfaction measured by surveys
- Provide clients with information on good waste management practices
- Provide clients with information on the company's CSR projects

### Training objectives:

- Raise awareness of the company's CRS Colleagues
- All colleagues are aware of environmental policies
- Conduct Recycling training for colleagues

## SCOPE

The scope of the Sustainability Management Plan covers all activities at properties coming under Raffles Grand Hotel D'Angkor, and its integration with all colleagues, customers and guests, business partners, owners, other stakeholders, and the environment at large.

We believe, our guests, colleagues and environment are equally important. Our Sustainable Management Plan ensures colleagues, customers, business partners, owners, other stakeholders, the environment and the property are taken care.

Our Sustainability Management Plan encompasses four key areas:

- **Environmental**– To be actively involved in conserving resources, utilizing renewable energy to the extent possible, reducing pollution, and conserving biodiversity, ecosystems, and landscapes.
- **Socio-cultural**– To be involved in corporate social responsibility actions, community development, local employment, fair trade, respect for local communities, and colleague protection. Being involved with activities to support the local community
- **Quality**– Any activity that can sustain itself economically through creating competitive advantages within the industry with inspired service that not only meets but exceeds guest expectations; it continues to contribute to the economic well-being of the surrounding community through local ownership, employment, buying local products, etc. A sustainable business should benefit its colleagues, customers, business partners, owners, and other stakeholders.



- **Health & Safety**– Raffles Grand D’Angkor, complies with all established health and safety regulations and ensures that both guest and colleagues' protection instruments are in place

## 1. SUSTAINABLE MANAGEMENT

Implement a Sustainable Management Plan (SMP):

Our Raffles Grand D’Angkor shall establish and maintain the SMP complying with the requirements included in this section. Our property will provide and write Policies and Procedures that:

- are appropriate to the nature and scale of the organization's activities;
- are aligned with the four key SMP areas i.e. Environmental, socio-cultural, quality and health & safety issues;
- include a commitment to continual improvement of the SMP;
- include a commitment to comply as a minimum with the current applicable legislations, regulations and other requirements to which the organization subscribes;
- provide a framework for setting and reviewing SMP objectives and targets;
- are documented, implemented, maintained and communicated to all colleagues;
- are available to all interested and affected parties; and
- are reviewed periodically and annually to remain relevant and appropriate to the organization’s SMP.

### Renewable Energy Initiatives

We always look for alternative plan to sustainable energy upon availability, any initiated projects of Green Transit we have taken action by brought our Electric TukTuk and offering to the guest option of bicycle as well.

### Legal Compliance:

The Resort is licensed according to the law of the Cambodia compliance with all relevant international or local legislations and regulations, including health, safety, labour, and environmental aspects, and insurance policies and other guest and colleague protection instruments are up to date and in order.

### Colleague Training:

Colleague hiring, training, annual appraisal and performance review, at our property, are in line with the corporate competencies and competency models, based on the mother brand, ACCOR, beliefs and expectations.

At Raffles Grand D’Angkor, we strongly believe that it is important to follow all the processes, to achieve a healthy and balanced team, by encouraging internal development and growth.

### **Customer Satisfaction**

Monitors customer satisfaction by receiving feedback in different ways and platforms. We strongly believe, accept and work with any kind of positive or constructive feedback provided by our guests.

Besides customer satisfaction, we also review and monitor internal quality performance and satisfaction. Some of the tools used for monitoring and reviewing the same are:

- a) Trust You
- b) Internal email survey sent to our guests towards the end of their stay
- c) 24 – 48 hours' feedback
- d) Guest emails
- e) All 3rd party online platforms such as TripAdvisor, Booking.com and all social media channels.

### **Accuracy of Promotional Materials**

All communication regarding promotional material at our property goes through the Sales and Marketing team and is in line with the company standards (ACCOR & Raffles), local regulations and cultural norms.

We do not overpromise or mislead our guests; promotional materials are truthful and do not promise more than can be reasonably expected by customers.

### **Local Zoning, Design and Construction**

Our property is located with No local significant sites, water courses, wildlife of any sort, vegetation or residents would have been disturbed adversely.

Ongoing maintenance and repairs are performed regularly. The refurbishments, if any, include re-using as much of the original structure as possible, incorporating local design and architecture and renovation/interior design is always performed to be as sustainable, energy- saving and long-lasting as possible, and includes use of environmentally sound materials.

### **Interpretative Tourism**

We inform our guests about the local environment, local culture and cultural heritage through various means; may it be electronic or something as simple as friendly dialogue with guests.

On arrival at the resort, with our colleagues dressed in traditional clothes. During special events, i.e. weddings, our colleagues wear traditional clothes and there is always local entertainment for our guests.

That guests can experience to interact with the local community and support local businesses like handicrafts, and other souvenir shops.



## Communications Strategy

We communicate with our guests and visitors to the resort and the website in a comprehensive manner. Our implementations, plans and strategy for a sustainable operation are clearly defined, as well as our involvement with the local community and other charity work.

Our sustainable operations involve our guests, for example, we have placed a Sustainability “Green Card”, in all the villas & rooms. To give our guests an option whether or not they want the bed linen and/or towels to be replaced for the day, hence, providing them with an opportunity to play a direct role in water and energy conservation.

## **Health and Safety**

We follow strict environment, health and safety laws, regulations and procedures to conserve and protect the environment and create a workplace where we bring the best out of our colleagues whilst avoiding the risk of injury.

Colleagues are appropriately trained to make them aware of the health and safety issues while working and guests are made aware of hazards by using appropriate signage and other forms of communication.

Purchasing and operating policy for all mechanisms, equipment and facilities is that they be as environmentally friendly as possible: low emission and consuming minimum energy. Another requirement we try and meet is to procure goods and equipment which are durable and long-lasting.

We have an experienced team of engineers and technicians who maintain the facilities and equipment so that we have constant checks on them being in good working condition. All necessary and mandatory safety requirements for the same are in order.

We have engaged the services of a Food Safety Company – HACCP. - who visits the premises yearly to ensure the food safety compliance systems are in order. New kitchen colleagues are trained on safety and procedures and must undergo a mandatory basic food hygiene course in food handling.

## Disaster Management

Our property takes very seriously its Disaster Management plans, taking into account the three R's – Readiness; Response; Recovery.

**Fire Safety:** The resort uses the services of a third party to inspect, analyse, advice, and train and certify all colleagues.

Yearly drills are held involving all staff, where a real disaster is simulated and practice responses are undertaken. All drills are observed by independent parties and observations and reports are written.



## 2. SOCIAL/ ECONOMIC Community Development

**CSR policy:** the policy states that the resort recognizes its role and responsibilities in contributing to the sustainable development of the communities in which it operates. This policy aims at maximizing the return on community investments and their impact on the local community. We have identified unique areas of involvement where we can actively support our local communities and engage in a mutually rewarding way with our stakeholders.

**Education:** Supporting initiatives focused on vocational training and skills development that improve employability in the tourism and hospitality sector. This is done by taking on interns from local educational establishments and supporting their growth and development. Further job opportunities are offered within the company.

**Healthcare:** Supporting initiatives aimed at enhancing the health and well-being of local communities. We look into schemes of donating and sponsoring the health facilities at local community, Angkor Children hospital and Kantha Bopha hospital.

**Cultural Preservation:** Supporting initiatives aimed at enhancing the ability of small businesses that are strategically linked to business needs to perform more effectively to create economic growth. We regularly buy from local producers and support local food suppliers.

**Environmental Protection:** Supporting initiatives that help protect the integrity of the environment. we have initiated a program to our guest to join the tour of wildlife conservation and impact environmental in Cambodia.

We also want to support to all party that take initiatives to use innovative products and services to help solve environmental problems.

### **Local Employment:**

Raffles proactively supports the recruitment and development of Cambodian nationals at various managerial level positions across its operational.

The element of local employment is supported by:

- Equal Employment Opportunity policy (part of the Accor & Raffles Ethics and Conduct Policy)
- Corporate Social Responsibility Charter
- Workplace Health and Safety policy

### **Fair Trade**

Fair trade within our properties is to ensures the use of right methods to select suppliers and procure goods and services at the right quality, price, time, source and delivery while protecting the company.

### **Local Entrepreneurs**

We do engage in organizing events and activities that portray the local culture, creating event that Local craftsmen to visit our property to enable them to enhance their art show to our guest, giving guests a chance to interact with them and learn about local cultures & art.

## **Respect Local Population & Culture**

Guests and colleagues are made aware of the local culture. All efforts are made, where applicable, that due respect is given to the local values and beliefs, and we commit to safeguarding the culture and ensuring that the local community shares in the benefits of tourism.

## **Exploitation**

Our property is in strict compliance with the Cambodia Labour Law. Hence, appropriate policies are in place against the employment of children, sexual harassment and exploitation.

The element of avoidance of exploitation is supported by:

- Equal Employment Opportunity policy (part of the Accor & Raffles Ethics and Conducts Policy)
- Code of Conduct policy (part of the Accor & Raffles Ethics and Conduct policy)

## **Equitable Hiring**

We promotes diversity and equality on all levels of the business, and no colleagues or applications are discriminated against in any way.

All positions are filled based on competence. Our resort adheres to all local laws and regulations concerning labour laws and offers conditions and wages superior to the minimum requirements.

Women candidates are encouraged to apply across all levels of the business.

## **Colleague Protection**

Salaries and benefits meet national regulations, and all payments required by law into insurance and pension funds are made on behalf of all colleagues. Overtime is paid for hours worked beyond the established work per labour law. Week hours and working hours do not exceed the legal maximum.

## **Basic Services**

The activities of the business have not impacted or jeopardized resources or services in the local area or neighboring communities in any negative manner. The activities of the business, generate many secure jobs and reflect a positive influence on the community.

## **Local Livelihood**

The activities of the business contribute to the economy of the community by creating jobs and buying from local sourcing, supporting all activities to bring income to the local people such as community art, handicraft and conservation tourist area.

## **Bribery and Corruption**

Raffles prohibits all forms of bribery, directly or through third parties, including employees from soliciting, arranging or accepting bribes.

No direct or indirect contributions to political parties, etc, are made, as a way of obtaining an advantage in business transactions.





We will not deal with contractors and suppliers known or reasonably suspected to be paying bribes. Due diligence is undertaken in evaluating prospective contractors and suppliers to ensure that they have an effective anti-bribery Program.

The element of avoidance of bribery and corruption is supported by:

- Raffles Ethics and corporate social responsibility charter
- Anti-bribery and corruption policy

### **3. CULTURAL HERITAGE**

Our colleagues are trained to guide guests towards the cultural sights and events and/or entertainment/restaurants that the guests are most interested in.

Historical and archaeological artifacts are not sold, traded, or displayed. The business complies with laws, standards and regulations concerning the protection of historical sites and cultural heritage.

Goods which are protected and may not be bought or taken are communicated to guests through in-house literature.

The villas/rooms and all public areas are of rustic ethnic charm and blend in naturally with the surroundings and landscape. The scenic beauty of the Raffles Grand D'Angkor is enhanced through our thoughtful architecture and design of structures.

### **4. ENVIRONMENTAL**

Our Resort sources and obtains many locally produced goods including Watermelons, Papayas, Pineapple, Mangosteen, Longan, Rambutan, Bananas, and many others which have been grown safely and organically in the region. Fresh local fish and meat that usually been serve in the guest menu and in staff canteen.

As much as possible, we favor suppliers who conduct their business responsibly and ethically. We buy in bulk to reduce packaging waste. We prefer products which are eco-friendly, bio-degradable, made from recycled material and have minimum impact on the environment.

We do not use any invasive alien species in our gardens and landscapes, we also minimize the trimming and try to keep the native plant as undisturbed as possible. Measures are taken to prevent the introduction of pests and exotic species. The Biogents Mosquito Trap has been used for hotel operation to eliminate mosquito with Eco-Friendly purpose.

No captive wildlife, endangered species, products thereof or any form of unethical items are used, sold or allowed on our Resorts.

Our business activities do not impact the habitat of local wildlife or plants, appropriate measures are taken to minimize noise, chemical pollution; artificial lighting from having an impact on wildlife.

Endangered species, products thereof, or items stemming from unsustainable practices are not sold, traded, or displayed on the property grounds.

Guests are provided with information about protected areas within the property, and influence zone and encouraged to visit protected areas.



**We are fully aware that sustainability is an ongoing journey; therefore the Sustainability Management Plan will be reviewed annually.**

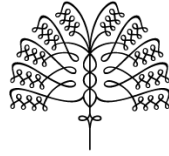
The resort will continuously measure and monitor the following at planned intervals to verify that we are achieving continuous improvement in the field of sustainability though:

- Electricity consumption
- Water consumption
- GHG emission
- Amount of waste generated by the resort
- School for Change training

Our Sustainability Management Plan is supported by the following Policies and procedures along with other supporting documents:

- Environmental Policy
- Health and Safety Policy
- Business Ethics and Conduct Policy
- Waste Management Plan
- Environmentally Preferable Purchasing policy
- Landscaping Policy
- Pollution Management Plan
- Disaster Management Plan

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GRAND HOTEL D'ANGKOR SIEM REAP

# **Raffles Standard Operating Procedures Manual**

Department: Executive Office-Sustainability

Task: Sustainable Environmental Policy

Annual Review: November 2025

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## ENVIRONMENTAL POLICY

We are conscious of global environmental issues and acknowledge our responsibility towards the environment. While the well-being of our guests remains at the forefront, we commit ourselves to carrying out operations in a sustainable manner, taking every step to minimize operational impact on and preserve the environment wherever we operate. To be actively involved in conserving resources, utilizing renewable energy to the extent possible, reducing pollution, and conserving biodiversity, ecosystems and landscape.

In delivering this commitment, we will endeavor to:

- Meet or exceed applicable environmental legislations, environmental standards and best practices.
- Monitor & document energy consumption & related emissions daily & analyses monthly through GAIA 2.0, quarterly & annually for review to reduce energy consumption & related emissions **by 5% energy reduction versus with last year** concerning the energy consumption & resultant emissions specified in the annual plan for the financial year.
- Value and preserve the natural heritage of our property, thus enabling our guests to enjoy an authentically local experience.
- Promote efficient use of materials and resources across our property, especially water and energy.
- Work diligently to minimize our waste stream by reusing, recycling and conserving natural resources, particularly through energy and water conservation.
- Set sound environmental and social objectives and targets, integrate a process of review and issue progress reports periodically.
- Continually identify opportunities for improvement of our environmental management system.
- Promote awareness and educate our colleagues on environmental issues and sustainable working practices.
- Engage our guests, colleagues, suppliers, contractors and the local community in our initiatives to preserve the environment and consider their opinions/ feedback when setting our environmental programs and procedures.



- Conduct environmentally preferable purchasing.
- Participate in efforts to improve environmental protection at local and national levels.

## **Objective**

This policy is intended to guide our property towards sustainable management.

### **1. ENVIRONMENTAL AWARENESS**

- We will maintain awareness among our colleagues on environmental issues, the preservation of local cultures and the necessity for everyone to act responsibly.
- We will communicate to our colleagues the environmental practices that need to be implemented at the workplace, as well as other simple environment-friendly measures that they can apply in their everyday lives.
- We will encourage our colleagues to participate in and support environmental initiatives.
- We will communicate our environmental commitment to guests and give them the option to support us in our green initiative.
- We will extend awareness of environmental issues and best sustainability practices to the local community.

### **2. ENERGY**

Reducing energy consumption will help to reduce environmental impact and, at the same time, reduce energy costs. To minimize energy consumption, we will:

- Take steps to make our workplace more energy efficient
- Reduce the use of fossil fuels and Opt for renewable energies
- Maintain our machinery and equipment in good working condition
- Opt for energy-efficient equipment and low-energy appliances
- Ensure optimal use of plant and machinery
- Use timers, sensors and other devices that regulate energy consumption
- Make use of solar energy wherever applicable
- Reduce energy loss, for example, by using insulated pipes to carry hot or chilled fluids



- Set objectives for limiting consumption and regularly monitor progress to improve processes
- Implementation of solar heating & power project throughout the resort

### **3. WATER**

With global warming, Water conservation is therefore becoming essential and as a responsible company, we will:

- Produce our own water and use reusable bottle for our guest and refill water for our staff
- Reduce water losses by regularly checking for leaks
- Install sensors, regulators and other water-saving devices - i.e. sensor-controlled men's urinals
- Ensure efficient use of laundry equipment
- Sensitize both our colleagues and guests on the responsible use of water
- Offer guests the option of reusing towels and sheets
- Set targets for minimizing water consumption, monitor and analyze periodically
- Continually find ways to reduce water consumption

### **4. WASTE**

We generate waste that constitutes a major pollutant, affecting both the environment and public health. We will do our utmost to avoid, recycle and reuse to reduce its impact on the environment. Our Waste Management Plan will include the following:

- Limit the use of disposable packaging for the resort supplies, whenever possible
- Use compostable and bio-degradable products and materials, whenever the option is available
- Limit individual packaging of hygiene products in bedrooms
- Organize sorting and separating of recyclable wastes
- Collect and recycle cooking oil for permitted uses
- Compost our garden green waste for nutrient-rich natural fertilizer, or otherwise cooperate with community to collect for making compost outside area.



- Organize recycling of materials such as paper/cardboard/glass/plastic packaging, metal cans, ink cartridges, restaurant organic waste, etc.
- Liaising with 3rd party recycling companies
- Engage in projects with the local community for the reuse of recycled materials
- Safely dispose of hazardous wastes such as batteries, electrical and electronic devices, fluorescent bulbs/tubes, etc.
- Support clean-up of the surrounding environment

## **5. GREEN PROCUREMENT (ENVIRONMENTALLY PREFERABLE PURCHASING)**

Green procurement or Environmentally Preferable Purchasing (EPP) is the practice of procuring products and services that are less harmful to the environment (land, air and water) and all species that depend on the environment for survival. Green products are those that are produced with less harmful materials or which upon usage or consumption would have a minimal impact on the environment.

We will carry out EPP whenever green options are available while giving due consideration to guest satisfaction, company standards and reasonable costing.

Our green purchasing measures will include the following:

- Encourage and favor eco-friendly and power-efficient products
- Prefer recycled, compostable and bio-degradable products
- Buy seasonal and locally produced goods as far as possible and thus avoid transport energy
- Buy in bulk to reduce packaging wastes
- Favor organic fertilizers and less harmful cleaning agents
- Prefer eco-friendly designs and eco-labeled products
- Prefer to purchase from a source that is less polluting or uses clean technology
- Encourage and prefer vendors who use recycled packaging material. Explore the possibilities of further reuse and/or recycling with the vendor
- Green the supply chain by seeking vendors who share our values and have in place an environmental management system



## **6. DESTINATION PROTECTION**

The natural environment is one of the primary attractions for leisure visitors. To develop sustainable tourism, we will:

- Ensure the protection of the natural and cultural values of the area while developing and creating recreational facilities and activities for our guests
- Participate in efforts to restore habitat whenever possible
- Promote local food, entertainment, culture and cottage industry
- Engage with local people when developing cultural attractions
- Provide guests with a list of environment-friendly products and local souvenirs that they may shop

## **7. CONSERVATION OF WILDLIFE**

- We do not use any invasive alien species in our garden and landscape
- No captive wildlife, endangered species, product thereof or any form of unethical items are used, sold or allowed on our resort.
- We have created local impact tour run by our internal guest service and with Third Party Tour Agency to organize this engagement to our customer
- Tour to local community with initiative of wildlife conservation project
- Whenever possible, keeping the IUCN Red List and national conservation list species with habitats in areas affected by its operations by levels of extinction risk.

## **8. BIODIVERSITY AND PROTECTION OF WILD LIFE**



Biodiversity boosts ecosystem productivity where each species, no matter how small, has an important role to play. To protect biodiversity, we will:

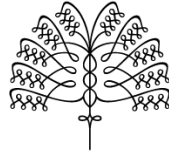
- Reduce our use of insecticides, weed killers, fungicides
- Use organic fertilizers
- Use environmentally friendly products for cleaning
- Buy sustainably harvested seafood and agricultural products
- Water plants in a rational way
- Use indigenous plants for landscaping and minimizing light and noise





- Ensure that invasive alien species are not introduced in our gardens and landscapes
- Not display or sell products made from threatened or protected plant and animal species
- Participate in ecological restoration initiatives in the local area whenever possible
- Not detain any captive wildlife on properties grounds, except for wildlife breeding farms, rescue or reintroduction, according to law and best practices
- Protect land-based and wildlife and not disturb it in any possible way.

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# **Raffles Standard Operating Procedures Manual**

Department: Executive Office-Sustainability

Task: Sustainable Purchasing Policy

Annual Review: November 2025

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## Sustainable Purchasing Policy

In line with the understanding of sustainable supply, we attach importance to the implementation of the following statements by our suppliers and/or solution partners, and we convey this point of view to our stakeholder suppliers. These statements are:

- To have Food Safety Management Systems, Quality Assurance Management Systems, Environmental and Occupational Health and Safety Management Systems, internationally accepted environmental and sustainability labels/certificates,
- To be committed to fundamental human rights and principled working conditions and to spread these values with us,
- To have no harmful effects on the environment in production and supply in order to comply with environmental legislation,
- To use/consume resources appropriately without harming natural life and ecosystem, complying with hunting bans and wildlife endanger,
- To work to minimize its waste and manage it correctly and offer less packaging in product packaging or offers bulk packaging alternatives, to comply with ACCOR/Raffles sustainability goal of Remove Single-use Plastic.
- Not to employ child labor
- To be able to provide domestic and local products/services and to contribute to the development of the socio-economic structure of the region.
- To offer alternatives that are environmentally friendly, economical, local, giving importance to ethical values, using recyclable or recycled materials, organic, bio, vegan, untested on animals, and free of harmful chemical components.
- To adopt the principles of honesty, transparency and timeliness in the information and labels of the product and service, the notifications, records and reports that we receive,





- To avoid bribery, corruption, situations that may allow conflict of interest, to protect the intellectual property rights of business partners, to work in accordance with legal regulations and commercial ethical rules in all areas.
- To be able to provide products/services that reflects/promotes the cuisine, traditions and culture of our country/region.

Together with our suppliers, we try to create efficient purchasing opportunities and aim to reduce the environmental impacts arising from procurement processes.

**Resources:**

- ACCOR Responsible Procurement Charter
- ACCOR HOTEL PURCHASING GUIDE

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# **Raffles Standard Operating Procedures Manual**

Department: Executive Office-Sustainability

Task: Sustainable Waste Management

Annual Review: November 2025

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## **PURPOSE**

We are to operate at a level of efficiency where we are committed to eliminating single use plastic in the guest experience within hotel and our internal employee practice, joining forces with cutting edge system Orbisk and GAIA 2.0 to measure waste by categories to access details data for taking action to reduce diverting ratio solid waste to Landfill.

## **DEFINITION**

1. A leader in sustainability, committed to setting new standards in environmental conservation, cultural heritage preservation, and ecological restoration and community development wherever we develop and operate. As a component of this ongoing demonstration of sustainability leadership, Raffles aspires to operate at a level of efficiency where we committed to eliminating single use plastic across all resources.
2. This guideline sets the groundwork for getting to “Reduce Waste & Remove single-use plastic” on material waste. Compliance is mandatory and while initial development, implementation and management of the “Reduce Waste & Remove single-use plastic” program is the responsibility of key team members, it is expected that all heartists are accountable for the realization of this aspiration.

## **Implementation:**

- Actions – What are the steps needed to achieve the targets set. Are there any additional items or equipment needed, training or outside support that needs to be in place
- Timeline – Outline milestones for full implementation of the “remove single-use plastic” Materials Management Program
- Responsibility – needed for location specific and responsible departments and team members
- Reporting – outline what materials will be reported on and set the deadline for each project
- Monthly reporting from Cluster Sustainability Manager to General Manager and Corporate Sustainability Manager



## **Overarching Framework of the “Reduce Waste & Remove Single-use Plastic Program”**

**Refuse** – the first step. Much in the same way we ban plastic bottles on our properties, we must also look for opportunities to prevent waste creation in the first place. A materials waste audit will aid in identification of potential opportunities to find alternates, eliminate our consumption and/or collaborate with suppliers/vendors in take-back programs for any packaging materials. Refusing is a critical first step to practice.

**Reduce** – what cannot be refused must be reduced. Reduce the amount of material waste (all kinds) coming into and being created within the resort.

**Reuse** – That which is not reduced should be reused. To the greatest extent possible reuse materials that may otherwise become waste (all kinds) before being placed into the “Waste Store Room”. Each department is responsible for reusing materials to the greatest extent possible prior to collection for Waste Store Room.

**Recycle** – recycling is the last step and takes place after the various types of materials that could not be refused, reduced or reused have been separated and collected. These materials will be separated and sold to the appropriate markets to be recycled into new product.

### **Reduce Waste & Remove Single-use Plastic Program Implementation**

1. The Waste Materials audit results will set the baseline from which targets will be set and success will be measured against. All statistic of the waste separation should be recorded and monitor the performance.
2. To audit with any accuracy, collection bins and scales will need to be purchased if not already on the property.
3. Materials to be included in the **Reduce Waste & Remove Single-use Plastic Program:**



TYPE OF MATERIALS	TYPE OF MATERIALS (continued)
<ul style="list-style-type: none"> <li>• Plastic</li> <li>• Glass</li> <li>• Metal</li> <li>• Cardboard</li> <li>• Wood</li> <li>• Textiles/Cloth</li> <li>• Organic Waste</li> </ul>	<ul style="list-style-type: none"> <li>• Paper</li> <li>• Styrofoam</li> <li>• Electronic Waste</li> <li>• Potentially Hazardous Material</li> <li>• Cooking Oil</li> <li>• Battery</li> <li>• E-Waste, Etc.</li> </ul>

4. Each location should take responsible to do waste separation accordingly and put in a proprite location assign
5. Sustainability person should keep update the supplier contact to assist generate project with the Recycle Buyer and Compost Buyer as well as GAEA Waste Management.

### **Responsibility**

#### **General Manager**

- Demonstrate support of the commitment to Reduce Waste & Remove Single-Use Plastic Program through leadership in behavior and empowering the Sustainability Champion / Manager.

#### **Building Engineering**

- Establish and operate Reduce Waste Base, under design and operations guidance from Sustainability Champion/Manager
- Provide bins throughout the property for separation of materials.
- Collect materials around the property and ensure they are separated appropriately, minimizing contamination. Must use reusable bins (no plastic bags allowed).
- Record and measure amount of materials that are recycled, on a monthly basis, in kilograms to compile in **GAIA 2.0 & Orbisk System**
- Report amount of waste to Sustainability Team Member monthly for inclusion of sustainable metrics reporting.





- Develop and cooperate with organic farming, composting with Third Party Compost Company / Landscape Company.

### **Sustainability Champion / Manager**

- Implement the Program through coordination and collaboration with Building Engineering and Department Heads/Employees.
- Monitor and report on key metrics identified in the Program of GAIA 2.0 and Orbisk System
- Monthly reporting to GM and Corporate Office.
- Demonstrate leadership to their teams in terms of our commitment to Remove Single-use Plastic Program
- Refuse, Reduce, Reuse and recycle materials in respective department.
- Ensure all the departments staff member are active participants in the Reduce Waste-Remove Single-Use Plastic Program.

### **Kitchen Team**

- Work with Kitchen team and Sustainability Manager to provide adequate and clearly labelled bins in the respective department areas.
- Actively participate in the Reduce Waste Materials Management program through the separation of materials (as outlined above) and composting of food materials with 3<sup>rd</sup> party company.(if no plan on composting or no space in the hotel property)
- Cooperate and Guide Steward team to have regular record of food waste, recycle waste and other waste, monitor cleanliness at wet, dry and recycle garbage room.
- Ensure the hazard waste bottle/tank separate from other recycle waste
- Steward team will handle the record invoice with supplier on the occasion of dispatching Recycle waste such as Used Cooking Oil, Recycle Items, Glass Bottles, to submit the invoice to Finance Department and copy to Sustainability Manager for filing.
- All team member must keep individual cleanliness at Dry Garbage Room after use, and record your daily perspective on other general waste to Dry Garbage Room (the record list hang front of Dry Garbage Room)



## **Housekeeping**

- To provide adequate and clearly labelled bins in the respective department areas.
- Actively participate in the Reduce Waste Materials Management program through the separation of materials and training to staff members.
- Ensure staff member collect waste from responsibility area and separate waste accordingly to the category bin at BOH garbage storage.
- Ensure the hazard waste bottle/tank separate from other recycle waste
- All team member must keep individual cleanliness at Dry Garbage Room after use, and record your daily perspective on other general waste to Dry Garbage Room (the record list hang front of Dry Garbage Room)

## **Human Resources**

- Ensure Reduce Waste/Remove Single Use Plastic Materials Management Program Training is delivered to all existing staff member.
- Include Waste Separation Management Training as part of ongoing training.

## **Purchasing**



- Work with suppliers and vendors to reduce packaging, wherever possible.
- Work with suppliers and vendors to establish a take-back- program on packaging materials, wherever possible.
- Give preference to suppliers and vendors with take-back

## **Other department and all Staff member**

- Commitment and active participation in the Reduce Waste/Remove Single Use Plastic Program.
- Completion of Waste Separation management training Module.
- Support General Manager + Sustainability Manager to achieve their effort of Reducing Waste on the property.
- Review and feedback (as necessary) of monthly Waste reports.



- Security team will actively work and witness within all departments using BOH Garbage Room and especially with Steward team and Housekeeping team to ensure the record list and cleanliness of the BOH garbage storage are well being.
  - Other waste generate from Engineering and construction site should to separate to correct bin and Recycle Items.
  - All team member must keep individual cleanliness at Dry Garbage Room after use, and record your daily perspective on other general waste to Dry Garbage Room (the record list hang front of Dry Garbage Room)
- ❖ Attach with the detail map of responsibility record list and cleanliness action available on separate sheet.

Issued by:	Cluster Sustainability Manager	Approved by:	General Manager
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Signature:		Signature:	
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