Sustainability Policy

For management and employees

Asia Direct Travel & Tours Sdn. Bhd. (ADTT), operating as Tropika Voyages, commits to running its business responsibly, caring for employees, protecting the environment and supporting the communities where we operate. This policy sets the standards for our office, vehicle services and tourism activities.

Document Control

Policy reference	: ADTT SUS 001
Version	: 1.0
Status	: Draft for management approval
Effective date	: To be completed on approval
Policy owner	: Managing Director
Review	: Annually and following significant operational changes

1. Purpose and scope

This policy applies to directors, managers, permanent and temporary employees, drivers, guides and interns when working for ADTT. Contractors and suppliers will be informed of the requirements relevant to their services. Management will communicate the policy and provide practical guidance before implementation.

2. Our commitments

- Reduce waste and use water, energy, fuel and materials responsibly.
- Provide a safe, respectful and fair workplace with opportunities to learn and contribute.
- Respect local cultures, community choices and natural habitats.
- Choose and encourage responsible suppliers and tourism experiences.
- Make clear, accurate sustainability statements supported by evidence.
- Meet applicable requirements and improve our practices through regular review.

3. Management responsibilities

- The Managing Director is accountable for this policy and will appoint a sustainability coordinator; until appointed, the Managing Director will fulfil this role.
- Provide suitable resources, induction and refresher guidance so employees can follow this policy.
- Assign responsibilities for office practices, transport, supplier reviews and record keeping.
- Set realistic improvement targets, review progress annually and address reported concerns.

4. Fair employment and employee wellbeing

As an employer, ADTT will:

- Provide written employment terms and administer pay, working hours, rest, leave and required contributions in line with applicable requirements and agreed terms.
- Offer equal opportunities and prohibit discrimination, harassment, bullying, forced labour, child labour and exploitation.
- Provide safe working arrangements, appropriate equipment and clear emergency procedures. Address fatigue and unsafe workloads, especially for drivers and guides.
- Respect employee privacy and restrict access to personal information to authorised staff.
- Listen to employee feedback and provide a fair way to raise concerns without retaliation for good-faith reports.

5. Employee responsibilities

- Follow this policy, attend relevant training and apply responsible practices during daily work.
- Treat colleagues, guests, suppliers and community members with dignity and respect.
- Use company property carefully and report leaks, faults, hazards, waste and opportunities to improve.
- Keep accurate work records and protect personal and confidential information.
- Never offer or accept bribes. Declare gifts or personal interests that may affect business decisions.
- Report suspected exploitation, harassment, environmental harm or unsafe practices promptly to management.

6. Responsible office practices

- Use electronic documents where practical. Print only when necessary, use both sides and reuse suitable paper.
- Switch off lights, air conditioning and equipment when not needed, where safe. Choose efficient replacements when practical.
- Use water carefully and report leaks promptly.
- Encourage refillable bottles, reusable cups and containers. Avoid unnecessary single-use plastics and excessive packaging.
- Separate recyclable materials where collection is available. Send batteries, electronic waste and other special waste to suitable collection services.
- Buy only what is needed and favour durable, repairable and locally sourced products where practical.

7. Responsible transport and travel

- Plan efficient routes and combine journeys where practical without compromising guest needs or safety.
- Maintain vehicles, carry out pre-trip checks and keep servicing records.
- Avoid unnecessary engine idling and encourage smooth, fuel-efficient driving.
- Schedule adequate rest for drivers and avoid assigning duties that could cause unsafe fatigue.
- Offer suitable shared transfers or other lower-impact travel options where practical. Record fuel use and mileage where available.

8. Responsible tourism and community support

- Prioritise suitable local guides, businesses and community-led experiences that offer fair opportunities and respect community decisions.
- Obtain permission before arranging community visits or photography where required. Brief guests on dress, behaviour and cultural etiquette.
- Protect children and vulnerable people. Do not arrange exploitative visits or activities and report suspected abuse through appropriate channels.
- Follow site rules, stay on designated routes and avoid disturbing wildlife. Do not support wildlife feeding, handling or activities involving cruelty or illegal wildlife trade.
- Discourage removal of plants, coral, wildlife or cultural objects and the purchase of illegal or threatened-species products.
- Provide guests with practical advice on waste, water use, wildlife viewing and respectful community interaction.

9. Supplier selection and review

ADTT will introduce and maintain a proportionate supplier review process for key accommodation, transport and activity partners. Public statements will be treated as supplier-reported information unless independently verified.

- Assess environmental practices, worker welfare, guest safety, wildlife protection and community support using a supplier checklist.
- Request supporting evidence and current sustainability certificates where available. Record the issuer, scope and expiry date; certification is one part of the review.
- Keep a dated supplier file containing evidence, findings, feedback and agreed follow-up actions. Clearly distinguish desk reviews from site inspections.
- Review key suppliers at least annually and when concerns arise. Discuss improvements, set follow-up dates and consider suspending services where serious unresolved harm is identified.

10. Collaboration and communication

Share practical sustainability experiences with partners and industry networks, including SETIA where relevant. Communicate this policy to employees and relevant suppliers, and make it available to guests on request. Describe planned activities as planned and do not claim certification or measured benefits without evidence.

11. Monitoring and continuous improvement

The sustainability coordinator will maintain a simple action register with each action, responsible person, target date, evidence and progress. Establish a baseline during the first three months after adoption, then set measurable targets suited to business size and available information.

- Office resources: record monthly electricity and water consumption where bills or meter readings are available; record any limits caused by shared premises.
- Transport: record fuel and mileage where available, plus vehicle servicing and safety concerns.
- People: record policy induction, training attendance, employee suggestions and actions taken.
- Suppliers: record the number reviewed, evidence received, certificates due for renewal and outstanding improvement actions.
- Community and guests: record local partnership activities and relevant feedback, without claiming unmeasured community benefits.

Management will review available records at least annually, agree improvements and communicate relevant findings to employees. Where reliable data are unavailable, record the gap and the action needed to improve collection.

12. Reporting and corrective action

Employees may raise concerns with their supervisor or the Managing Director. If a concern involves a supervisor, it may be raised directly with the Managing Director; if it involves the Managing Director, it may be raised with another director. Immediate safety risks must be escalated promptly. This process does not prevent anyone from contacting an appropriate authority.

Management will record concerns, limit disclosure to those who need the information, investigate fairly and agree corrective actions with responsible persons and deadlines. Good-faith reporting will not result in retaliation. Any employee conduct action will follow a fair process and applicable requirements.

Approval and review

This policy takes effect when approved by management. It will be reviewed annually, or earlier if business activities, requirements or material risks change. Adoption of this policy does not itself demonstrate certification or that every target has already been achieved.

Approved by : Imelda A. Angkangon
Position : Managing Director
Signature :
Effective date : 22 October 2026



Employee acknowledgement

I confirm that I have read or been briefed on this policy, understand the responsibilities relevant to my role and know how to raise questions or concerns.

Employee name : _____
Position : _____
Signature : _____
Date : _____