

UNDERGUIDE

ENVIRONMENTAL POLICY

At UNDERGUIDE, we believe that responsible tourism plays a crucial role in preserving the cultural and natural heritage of Budapest. As a destination management company, we are dedicated to integrating sustainable practices into our operations, ensuring that every experience we offer aligns with environmental best practices.

This Environmental Policy outlines our strategic approach to energy efficiency, waste reduction, sustainable transportation, community engagement and responsible partnerships to ensure that our operations support a greener and more responsible travel industry. By implementing these measures, we contribute to Budapest's sustainability goals and support the city's transition to a low-carbon future.

1. Energy Efficiency and Resource Management

1.1 Sustainable Partnerships:

- Collaborate with venues, accommodations, and suppliers that prioritize energy efficiency and have active sustainability certifications.
- Preference will be given to partners implementing renewable energy solutions and adhering to green building standards.

1.2 Office Practices:

- Implement energy-saving measures in our offices, such as using energy-efficient lighting, and installing LED lighting and motion sensors to reduce energy waste.
- Use eco-friendly office supplies, including recycled paper and refillable ink cartridges.
- Implement a “green office” policy encouraging staff to power down computers and unplug devices when not in use.
- Set copy and printing machines by default to double-sided printing or other forms of paper-saving modes.
- Print brochures on environmentally friendly paper or avoid printing materials whenever possible.
- Ensure doors and windows are always closed when heating or Air Conditioning is on. Keep the suggested degrees to lower energy consumption.
- Properly dispose of or use rechargeable batteries or corded equipment.

1.3 Water and Material Usage:

- Monitor and reduce water consumption in offices and operational spaces.
- Use sustainably sourced and biodegradable materials in all activities and services.
- Reduce the use of disposable and consumer goods, and the amount of packaging materials.
- Use cleaning materials that are non-hazardous, non-eutrophic, and biodegradable and are certified with an eco-label, if locally available.
- Use natural locally produced items that can be reused as much as possible.
- Buy with minimal packaging.
- Motivate the others in the building to check and fix leaks in the water system.
- Take action to eliminate plastic bottles of drinking water for office use.
- Separate all materials that can be recycled and organize the collection and proper disposal.

2. Waste Reduction and Management

2.1 Zero Waste Initiatives:

- Aim to minimize waste generation by promoting digital communications over printed materials, utilizing reusable or biodegradable products during events, and eliminating single-use plastics from all operations.
- Eliminate single-use plastics in all tours and events by using biodegradable or reusable alternatives.
- Provide guests with reusable water bottles and promote water refill stations in collaboration with local businesses.
- Comply with the national legislation concerning waste disposal.
- Develop and implement a solid waste reduction and recycling policy.

2.2 Recycling Programs:

- Establish comprehensive recycling stations at all events and tours, ensuring proper segregation and disposal of materials in line with Budapest's waste management systems.
- Implement a comprehensive waste sorting system at all event locations and educate participants on proper disposal.
- Work with local recycling partners to ensure responsible disposal of waste materials.
- Recycle bin for paper which will be collected when it is full after the employees call.

3. Sustainable Transportation

3.1 Eco-friendly Travel Options:

- The aim of our programs is to avoid the pollution of mass tourism and tour buses, and to experience the life of the locals and Budapest residents.
- Encourage the use of low-emission transportation modes, such as walking tours, cycling, and public transit.
- Develop itineraries that highlight these options, reducing the carbon footprint of our services.
- Offer incentives (such as discounts) for guests who choose sustainable travel options.
- When private transport is necessary, prioritize vehicles with low emissions or electric options, and ensure efficient route planning to minimize travel distances.
- Optimize travel routes to minimize fuel consumption and environmental impact.

4. Community Engagement and Education

4.1 Local Collaboration:

- Partner with local communities, environmental organizations, and businesses to promote sustainable practices and support local green initiatives.
- Support community-driven clean-up initiatives and environmental awareness campaigns.
- Promote locally sourced, sustainable food options in all recommended dining experiences.
- Contribute to the protection and preservation of local historical, archaeological, culturally, and spiritually important properties and sites, and not impede access to them by local residents.

5. Measurement & Monitoring:

- Track monthly energy consumption and set reduction targets.
- Set targets for increased recycling and waste reduction.
- Reduce water consumption, implemented and monitored on a yearly basis.
- Regularly review supplier sustainability certifications.

- Track the volume of waste generated and diverted from landfills.
- Measure and reduce staff related travel and use more sustainable modes of transport. Calculate its CO2 emissions, with the aim to reduce and compensate and financially encourage employees to use public transport or sustainable means of transport.
- Assess guest engagement through surveys on sustainability awareness.
- Monitor energy consumption reductions from implemented measures.
- Track improvements in emissions reduction strategies.
- Maintain compliance checklists for all relevant environmental regulations.
- Set annual sustainability goals and track progress against benchmarks.

6. Operating Procedures & Work Instructions:

- Develop standard operating procedures (SOPs) for waste management, energy efficiency, and water conservation.
- Provide training to employees on best practices for implementing environmental policies.
- Create internal guidelines for suppliers to align with sustainability expectations.
- Stay informed about and comply with all relevant environmental laws and regulations, including the objectives outlined in the Budapest Climate Strategy.
- Stay up-to-date with Budapest's environmental regulations and ensure full compliance with the Budapest Climate Strategy.
- Actively participate in city-wide sustainability forums and contribute to policy discussions.

We will continue to improve our Environmental Policy through annual reviews and updates, taking into account any changes within legislation, our organisation, and other factors. We will continue to convey this policy to our employees, consultants and wider stakeholders and make certain that they are provided with advice to increase awareness of environmental matters.

Note: This policy is designed to align with the Budapest Climate Strategy's objectives, including reducing CO₂ emissions through energy efficiency, sustainable transportation, and waste management

practices. For detailed information on the city's climate goals, refer to the [Budapest Climate Strategy and Sustainable Energy Action Plan](#).

This policy will continue to be reviewed annually on an on-going basis.