

Little gem TOURS

PRIVATE TOURS OF IRELAND

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Work From Home Sustainability Policy Template

Dated : 9th August 2024

Little Gem Tours is a member of The Sustainable Tourism Network. We are committed to sustainability in all aspects of our operations, including our home office.

We therefore encourage our employees, where possible and practical, to follow the following practices in their home office:

Staff training:

- Ensure all staff are given an induction on how to conserve energy, water and waste in their home office
 - All staff are provided with a copy of the Little Gem Tours staff handbook which includes Little Gem Tours sustainability policy, mission, vision and values
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Staff well-being:

- Encourage a balanced work-life balance with the introduction of a 4 day working week.
 - Encourage all staff to take regular breaks away from their desks
 - Encourage all staff to add variety to their workplace by encouraging working in coffee shops, etc for small amounts of time each week.
 - Encourage all staff to take walks and get fresh air daily
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Energy Efficiency:

- Encourage the use of a 100% renewable energy provider
- Set computers and other devices to ECO settings
- Use LED light bulbs
- Use smart power strips that turn off devices when not in use

- Consider switching to an environmentally friendly search engine like Ecosia, Givero, or OceanHero
 - Heaters, lights, electronic equipment or computer devices to be switched off at the end of each day or when not in use for longer than an hour
 - Heaters are only switched on when the home office is cold and occupied and electric fans are only used if room temperature cannot be lowered by opening windows and doors
 - Try to reduce the need for heating in the cooler months by layering up and using a hot water bottle and/or having a hot drink
 - Avoid unnecessary emailing, cc'ing, bcc'ing, sharing or saving of large digital files to reduce energy consumption
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Carbon:

- When travelling to the office or to external meetings, we attempt to walk, cycle, use public transport and carpooling where feasible
 - Where possible, attempt to minimise the need to drive by holding meetings online where feasible
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Waste Reduction:

- Little Gem Tours is a paperless run company with minimum exceptions.
 - Try meal prep instead of purchasing plastic-wrapped ready meals
 - For tea drinkers, switch to loose tea leaves or plastic-free tea bags
 - For coffee lovers with a capsule machine, invest in refillable coffee capsules
 - Set up a home recycling system
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Water Conservation:

- We attempt to save water by not leaving taps running, using dual-flush toilets and using rain or grey water to water plants
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Purchasing:

- Try to Purchase fair trade/rainforest alliance certified products where possible
 - Try to purchase products with minimal packaging and from local (Irish) suppliers where possible
 - Source electronic equipment such as PCs, laptops, monitors and printers with high energy efficiency ratings
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Physical Office Setup:

- Set up your office with as much natural light exposure as possible
 - If setting up a new home office, if possible locate it in the south side of your home for maximum natural light exposure
 - Use recycled or second-hand office furniture
 - Invest in the highest Energy-star rated devices
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Little Gem Tours commits to review & renew this policy annually...

Signed:

Robbie McGrane

Managing Director

