**APPENDIX 2: SUSTAINABILITY ASSESSMENT**

This questionnaire is designed to assess the commitment of potential suppliers to sustainability and environmental responsibility. By completing this questionnaire thoughtfully and providing detailed responses, bidders can demonstrate their dedication to reducing environmental impact and fostering positive social practices.

Higher scores will be awarded to organisations that not only acknowledge but actively showcase a robust commitment to sustainability, aligning with our values and contributing to a greener and more responsible business landscape. We appreciate your cooperation in this important assessment.

This section, addressing environmental and social responsibility, contributes 10% to the overall evaluation score. While sustainability is valued, this allocation ensures a balanced evaluation, recognising other crucial factors like technical expertise and cost-effectiveness as major determinants in the decision-making process. The 10% allocation emphasises the importance of ethical practices without overshadowing other critical aspects of bid evaluation. Please include details of any efforts to reduce the sustainable impact of your service that are in progress.

If any if the questions do not seem applicable, please state N/A.

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| Provide evidence of your organisation's compliance with relevant emission regulations and key sustainability legislation in your operations. |
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| Has your company faced prosecution for environmental legislation infringement in the past? If yes, please provide details. |
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| Do you currently use or plan to use renewable energy sources in support of this contract? Please specify the percentage of renewable and non-renewable energy intended for use. |
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| Demonstrate how your company effectively manages waste and pollution related to its operations, with a focus on your Environmental Management System. |
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| Provide details of any additional certifications related to your products or services, including material-specific certifications (e.g., FSC for paper) and general certifications (e.g., CE-label or ISO certificates). |
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| Share your company's sustainability policies, encompassing low-impact business travel, use of sustainable raw materials, efforts to combat Modern Slavery in the travel agency’s network, and any other environmental projects or sustainability targets. |
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| Please detail your organisation's strategy to minimise its carbon footprint and environmental impact, including any relevant sustainability documents. Additionally, provide information on the environmental impact of your service, such as Footprint/Life Cycle Assessment data. |
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| Provide copies or details of certifications (e.g., ISO 14001) and memberships such as the UN Global Compact, B-Corp Certification, EcoVadis label, or Sedex |
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| Ensure that your working and employment conditions comply with applicable laws and international labour standards, such as the International Labour Organisation (ILO) and the Modern Slavery Act 2015. |
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| Demonstrate how your company enacts positive work practices beyond statutory minimums, including channels for effective employee voice, investment in workforce development, fair pay practices, and action to tackle gender pay gaps. |
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| Illustrate how your company supports and promotes the development of community members through localised labour and manufacture, skills enhancement and training sessions, donations to local NGOs, and inclusion of vulnerable groups in activities, workforce, and subcontractors (e.g., Small-Medium Enterprises or female-led procurement criteria). |
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**How does your company plan to adapt to climate risks in your travel related offerings?**

**How do you ensure that your suppliers and subcontractors adhere to sustainability standards? Do you have a sustainable procurement policy?**

**Can you provide examples of innovative practices or technologies your company has implemented to enhance environmental sustainability?**

**How do you engage with your customers to promote sustainable travel practices? If so, please provide an example.**

**Do you offer carbon offset programs for travelers to offset their travels? If so, please specify how funds are allocated or used.**

**Do you publish an annual sustainability report? If so, please provide the latest report.**

**Does your company participate in carbon offsetting programs to offset your operations? If yes, please provide details.**

**What steps are you taking to reduce the environmental impact of transportation within your operations?**