



THE TRAVEL CORPORATION

SUSTAINABLE PROCUREMENT POLICY

MAKE TRAVEL MATTER®

1. STATEMENT OF POLICY

In 2019 The Travel Corporation established a Sustainable Procurement Policy focused on the elimination of unnecessary single-use plastics and adherence to basic environmental and ethical behaviour by our suppliers. In 2023 this Sustainable Procurement Policy was updated to better reflect TTC's sustainability priorities identified through our 2020 sustainability strategy, How We Tread Right, and our Diversity, Equity and Inclusion (DEI) strategy.

Ensuring sustainability is embedded across every function, including the purchasing of products and services, is essential to our business. Any employee responsible for purchasing decisions must adhere to this policy, including: Sales and Marketing teams, Operations teams, and office admin teams.

This policy covers:

- Eliminating unnecessary single-use plastics in our offices and at events hosted by our teams
- Purchasing food products that are sourced either locally or organically
- Utilizing ethical suppliers and small and diverse suppliers
- Engaging with suppliers to provide appropriate sustainable product(s) that suit this policy and remove as many unnecessary single-use plastic (SUPs) in their wrappings, packaging and products where alternatives are suitable, affordable and/or available

Guidance is provided for teams responsible for ordering promotional items or office supplies, and those attending or hosting events. **Please see our one-pager for event guidance for suppliers, [here](#).**

2. ENVIRONMENTAL CONSIDERATIONS

Unnecessary Single-Use Plastics: TTC remains dedicated to removing as many unnecessary single use plastics from its worldwide supply chains by December 2025. We will not purchase unnecessary SUP products unless there is no suitable, affordable, and/or available alternative or when SUPs are required to meet health, safety, or hygiene purposes. Please refer to **Appendix A** for a list of SUP products that were removed from TTC offices in 2019 and suggested alternatives to purchase. We will engage with suppliers that use SUPs in their products and services, particularly our partner hotels, restaurants and transportation providers, with the view of supporting their removal of SUP items. We will also engage office suppliers who use SUPs in their wrappings, packaging and products. It is the duty of employees to identify SUPs entering our offices and request that suppliers remove them in order to reach our SUP elimination goals.

Local and Organic Products: TTC will support local and organic food and drink products at hosted events when such options fall within budget (see Section 3). At TTC we define "local" as any food sourced within 30-50 miles of where it is prepared, and "organic" as any produce or meat sourced without the use of pesticides or GMOs; or sustainably sourced seafood.

Guidance is provided in **Appendix B** for teams responsible for ordering promotional items or office supplies, and those hosting events. All employees must review this guidance.

3. ETHICAL SUPPLIER CONSIDERATIONS

As a global leading travel and tourism brand, TTC is committed to ethical supplier relations in line with our core values and beliefs. At all times, in the course of our procurement process, TTC shall ensure that its partners respect the corporation's code of conduct.

TTC recognizes that our dealings with suppliers often take place in cultures with different norms and values. The corporation therefore expects its suppliers to have a natural respect for ethical standards in the context of their own particular culture.

In the corporation's procurement activities, it shall pay attention to supporting local economies, making environmental and social impacts, enhancing human rights and continually engaging our suppliers on environmental impacts and issues.

4. SMALL & DIVERSE SUPPLIER CONSIDERATIONS

At The Travel Corporation, we recognize the value diversity brings to our employees, guests and the destinations we visit. In 2021 we established a Diversity, Equity and Inclusion (DEI) Strategy to improve DEI across our business and Goal 5 of this strategy focuses on supporting underrepresented businesses. TTC defines underrepresented businesses as those across the following categories:

- Women owned businesses
- Black, Indigenous or marginalized people/underrepresented businesses
- LGBTQ+ owned businesses
- Businesses owned by or employing those with disabilities
- Businesses owned by or employing refugees

TTC will identify, actively seek out and continuously expand our network of small and diverse suppliers. We encourage all employees to be inclusive in their daily business decisions when selecting the best supplier to meet our business needs.

5. OUR COMMITMENTS TO ALL SUPPLIERS

In all our procurement procedures we shall endeavor to:

- Treat all our suppliers fairly
- Select suppliers based on value, performance, environmental awareness, legislative conformity and price
- Be inclusive when selecting the best supplier to meet our business needs
- Engage with suppliers to eliminate unnecessary SUPs in products, packaging and wrappings

APPENDIX A: REMOVED SUP ITEMS AND SUGGESTED ALTERNATIVES FOR 2023.

Removed SUP Item	Alternatives
Vending machine plastic items like water soda, orange juice, water, diluting juice etc.	Aluminum cans, glass for some drinks like juice, water and milk even come in Tetra packs or cartons
Company corporate or social events for example sandwich or fruit trays, serving utensils, cutlery, zip lock bags	Provide metal or biodegradable utensils, biodegradable cups, glass/ceramic mugs/cups where appropriate. Purchase whole fruit in reusable bags and for larger items cut them up in office.
Plastic grocery bags or similar single-use bags.	Cloth reusable bags
Milk supplied by the office for coffee that comes in plastic jugs	Cartons or tetra packs
Coffee that comes in plastic bags or plastic containers	Metal, cloth or biodegradable alternatives
Coffee i.e. K cups and pods	Biodegradable, metal or reusable pods. Drip coffee through paper or metal reusable filters
Plastic gloves for cleaning, painting or general office use	Potato or biodegradable like this one on Amazon
Plastic pens	Metal or plastic but with refill cartridge. Here is a good example from Muji
Sponges for kitchen/dish cleaning	Refillable scrub brushes or biodegradable sponges that can be washed and reused. Here is an inexpensive example from Ikea
Disposable soap dispensers in kitchen and bathrooms also to include dish washing liquid and pucks	There many options even at the local supermarket for dish-washer pucks that do not use plastic and come in a card board box
Plastic water bottles for company events or ones that staff bring to the office	Use company provided filtered water. Reusable glasses or ceramic cups
Staff take away meals	Paper, metal, card board boxes, reusable container
Plastic bubble wrap or plastic wrapping material	Use crushed up paper or reuse bubble wrap that may come in from outside deliveries. Krinkle paper for heavier uses or craft paper like this one from Amazon .
Brochure and document bags or any other items sent via courier	Cardboard box or one of the many biodegradable bag options
Plastic wrapped paper towels and toilet paper	These items can be easily found in cardboard boxes with out plastic wrap

APPENDIX B: GUIDANCE FOR PURCHASING PROMOTIONAL ITEMS, GUEST GIFTING, HOSTING EVENTS AND PURCHASING OFFICE SUPPLIES

Promotional Items / Giveaways / Guest Gifting

Consider whether the promotional items can be replaced with intangible or less wasteful items such as raffles for discounts, gift cards, tickets to sports, plays or other events, donations made in the recipients' honor.

If a promotional item is preferable, consider:

- How often will it be used and/or how long will it last?
- Can the item be disposed of in a responsible manner – is it able to be reused or recycled?
- When personalizing items with TTC or brand logos, consider using the TTC/brand logo only and foregoing any campaign specific wordings or taglines that may soon become outdated
- Order a responsible amount
- Does the recipient actually want this item?

Events

- **Set-up:** Ensure any pop-up banners, printed materials or booth designs can be used in future. Don't forget to use your electronic business card - TTC recommends [*HiHello*](#)
- **Location:** If TTC is hosting, consider whether an in-person meeting is required, or if a TEAMS meeting will suffice. If in person, choose somewhere centrally located where the minimum number of people must travel by flight
- **Name Badges:** Ensure name badges are plastic-free, alternative options include: [*Business Kraft Cards*](#) with [*magnetic badges*](#)
- **Catering:** Secure local and/or organic food and drink where possible. Choose foods with a lower carbon footprint, including vegan items, vegetarian items, seafood items or chicken
- **Promotional Items/Giveaways:** See "Sales & Marketing Events" for purchasing protocol

Office Supplies

- **Choose Local:** Consider how far an item must travel to reach its end destination, there are significant carbon emissions associated with shipping. Choose items produced in the country where they are being delivered.
- **Choose reusable, recyclable and/or refillable:** Consider how the item will be disposed. Several "refill" shops are open with refill options for hand soap, dish soap or other cleaning products that may be required.