

Energy reduction, equipment, light „switch off” and water reduction policy

Since its foundation, OTP Travel LLC. has been a reliable travel agency, a stable and value-creating business, a responsible employer, and an active member of society. Our mission is to offer responsible and ethical travel services that are tailored to our customers' needs. We are committed to acting with integrity toward all our stakeholders and to continuously reducing our environmental footprint.

To achieve our goals, we think that working in a sustainable environment is fundamental. We encourage our employees to follow the instructions below.

OTP Travel along with the staff:

- Works to conserve energy, water, and resources across all operations. Equipment is set to energy-saving modes wherever possible.
- Sets screens to automatically go on stand-by after not being used for 15 minutes.
- Sets printers to be switched off at night and outside office hours.
- Sets coffee machines to be switched on only when necessary.
- Prefers a fridge without a freezer; ensures the fridge is properly used and regularly emptied.
- Encourages the employees to clean up their mailboxes regularly and unsubscribe to unnecessary mailing lists.
- Maintains the servers accordingly.
- Considers natural light and maximizes use of daylight.
- Instructs staff to switch-off all equipment (e.g., computer monitors) when they leave their desks.
- Opens windows instead of switching on the air conditioning.
- Organized a meeting to instruct the employees about energy saving methods including switching off equipment.
- Turns the lights and equipments off manually at the end of the workday.
- Monitors water usage and reminds everyone to be mindful
- Turns off the tap properly
- Fills up the kettle when making teas only as much as needed
- Uses dual flush toilets



- Fixes leaking and dripping taps in time
- Reminds staff of the policy on a regular basis and includes this information during onboarding.