

Sustainability Action Plan

SUSTAINABILITY ACTION PLAN 2018 – 2020 for ATLAS EXPRESS d.o.o., Portoroz

Atlas Express

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Overview

Action plan period: 06-06-2018 to 06-06-2020

Status overview: 13-06-2018

Criteria involved: 31

Criteria with all tasks completed: 0

31

Tasks involved: 31

Tasks completed: 0

31

Sustainability coordinator: Taja Macek

Staff members involved: Janez Macek, Sinajda Cvitanovič, Marjana Pavsic, Natalija Toth , Primož Vodopivec,

Staff hours planned: 523

Financial resources planned: 290 EUR

0. Company characteristics

No tasks planned

1. Sustainability Management & Legal compliance

Engagement of company		Responsible	Start / End	EUR	Hours
1.2 Mission statement	A. Publishing Mission Statement Sustainable coordinator will publish Mission Statement on the public website, along with the Sustainable policy and Action Plan.	Taja Macek	01-07-2018 / 10-07-2018	0	0
Baseline assessment					
1.7 Overview partners / suppliers	A. Overview partners / suppliers Atlas Express d.o.o., will aim to identify sustainable providers and encourage all suppliers to act within sustainable principles.	Taja Macek Janez Macek	01-07-2018 / 01-06-2020	0	140
Policy					
1.9 Sustainability policy	A. Implementing Sustainable policy Sustainable coordinator will implement all stated points written in policy and encourage staff members to follow them accordingly.	Taja Macek	17-06-2018 / 30-06-2018	0	5
1.10 Communication	A. Communicating sustainable policy Sustainable coordinator, will publish sustainable policy on the website of the Atlas Express d.o.o., to be accessible to all employees, suppliers and customers.	Taja Macek	01-07-2018 / 31-07-2018	0	5
Action plan					

1.12 Staff involvement	A. Staff involvement within Action plan tasks All employees agreed to respect and act within sustainable policy and complete tasks that are indicated in action plan.	Sinajda Cvitanovič Taja Macek Janez Macek Marjana Pavsic Natalija Toth Primož Vodopivec	01-07-2018 / 01-06-2020	0	15
Monitoring and evaluation					
1.13 Monitoring and evaluation	A. Monitoring implementation of sustainability policy Sustainable coordinator will monitor staff members, to implement all tasks within sustainable policy and action plan with help of Travelife tool.	Taja Macek	01-07-2018 / 01-06-2020	0	25
1.14 Staff Communication	A. Communicating sustainable informations to staff members Sustainable coordinator will inform employes about new tasks and actions regarding sustainable policy. All training materials and trends about sustainability will provided regulary as well. They will be informed via emails and monthly meetings.	Taja Macek	17-06-2018 / 01-06-2020	0	20
External reporting and communication					
1.16 Public reporting	A. Public reporting Atlas Express, d.o.o., will publish report after every two years. It will contain results and improvements, regarding sustainable policy and all tasks included in action plan. It will be reviewed what upgrades and developements were achieved and what needs to be improved.	Taja Macek	01-07-2018 / 01-06-2020	0	5
2. Internal management: social policy & human rights					
Training and education					
2.21 Training and education	A. Trainings and education Atlas Express d.o.o., will continuely offer trainings and education for all employees. There will be bigger emphasis on sustainable trainings, as well for the guides, so they are all well informed about sustainable actions.		01-07-2018 / 01-06-2020	0	60

3. Internal Management: environment and community relations

Procurement

3.1 Reduction of disposable and consumable goods	A. Reducing disposable goods Atlas Express d.o.o., will add reduction of disposable goods to its sustainable policy.	Taja Macek	12-06-2018 / 13-06-2018	0	0
3.2 Sustainable purchasing	A. Sustainable purchase Atlas Express, will use locally produced food and beverages and promote local purchasing when on tours and excursion. Give advantage to local suppliers and to those who are working within sustainable principles. Atlas Express, d.o.o., will investigate possible sustainable alternatives to include them regularly.	Taja Macek Janez Macek	12-06-2018 / 12-06-2020	0	12
3.3 Office paper: type	A. Office paper Atlas Express d.o.o., will use only office paper labelled with a certification on sustainable forest and on stock.	Taja Macek Sinajda Cvitanovič Janez Macek Marjana Pavsic Primož Vodopivec Natalija Toth	12-06-2018 / 12-06-2020	130	2
3.6 Cleaning materials	A. Cleaning materials Atlas Express d.o.o., will supply only cleaning materials that have EU Eco label. Sustainable coordinator is already in contact with supplier for purchase.	Sinajda Cvitanovič Taja Macek Janez Macek Marjana Pavsic Natalija Toth Primož Vodopivec	24-06-2018 / 30-06-2018	60	0

Paper (promotional materials)

3.8 Promotional materials	A. Promotional materials Atlas Express d.o.o., will find suitable providers of sustainable printing suppliers.	Marjana Pavsic Natalija Toth Taja Macek	01-07-2018 / 01-12-2018	100	6
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Energy

3.10 Energy reduction policy	A. Energy reduction Atlas Express d.o.o., Portoroz shall be reducing energy waste, especially with heating and air conditioning and lighting. Atlas Express d.o.o., Portoroz ensures that the heater/cooler is turned off after the working hours. All computers are switched off after working hours as well and the lighting in the office are not turned on when there is no need to use them (natural light, after working hours). All computers do not have screensavers and the monitors are set to sleep after 5 minutes of inactivity. On all energy wasting consumptions there are notes with reminders that all energy consuming devices, should be turned off.	Marjana Pavsic Natalija Toth Taja Macek Sinajda Cvitanovič Primož Vodopivec Janez Macek	01-07-2018 / 01-06-2020	0	20
3.15 Equipment “switch-off” policy	A. Switch off policy All employees are required to switch off all devices after working hours.	Sinajda Cvitanovič Taja Macek Marjana Pavsic Natalija Toth Primož Vodopivec Janez Macek	12-06-2018 / 12-06-2020	0	0
3.16 Light “switch-off” policy	A. Switch off lighting All employees are required to switch off all lighting after working hours.	Sinajda Cvitanovič Taja Macek Janez Macek Marjana Pavsic Natalija Toth Primož Vodopivec	12-06-2018 / 12-06-2020	0	0
Waste management					
3.26 Reuse / recycling of waste	A. Reuse of waste When possible, all employees are required to reuse plastic and paper material or be disposed properly.	Sinajda Cvitanovič Janez Macek Marjana Pavsic Natalija Toth Primož Vodopivec Taja Macek	12-06-2018 / 12-06-2020	0	3
Sustainability training and awareness raising					

3.36 Staff environmental training and information	A. Sustainability training Sustainable coordinator will provide employees with training materials and news, regarding trends and sustainable policy.	Taja Macek	12-06-2018 / 12-06-2020	0	10
4. Partner agencies					
No tasks planned					
5. Transport					
Selecting transport suppliers					
5.1 Transport to destination	A. Sustainable transport Atlas Express d.o.o., will engage new and economical transport for tours and excursions and will accordingly adjust vehicle to the number of participants. If possible, Atlas Express d.o.o. will promote sustainable transport as bikes for mode of transport.	Taja Macek Primož Vodopivec Janez Macek	01-07-2018 / 01-06-2020	0	15
5.3 Sustainable local transport	A. Sustainable alternative transport Atlas Express d.o.o., will promote sustainable mode of transport,when possible, as company rents bikes and can be included in tours and excursions.	Taja Macek Natalija Toth Marjana Pavsic Primož Vodopivec	12-06-2018 / 12-06-2020	0	10
Sustainable packages					
5.4 Sustainable packages	A. Sustainable tours and excursions Atlas Express d.o.o., will put more effort in promoting sustainable tours and excursions as biking and hiking.	Taja Macek Marjana Pavsic Natalija Toth Primož Vodopivec	24-06-2018 / 31-12-2018	0	20
6. Accommodations					
No tasks planned					
7. Excursions & activities					
Excursions & activities					

7.3 Suppliers communication	A. Supplier communication Atlas Express d.o.o., will directly communicate its sustainability objectives and requirements to suppliers and providers at tours and excursions.	Taja Macek Janez Macek Primož Vodopivec	01-08-2018 / 31-12-2018	0	15
Specific criteria					
7.11 Supporting local communities	A. Supporting local community Atlas Express d.o.o., will continually provide excursions and tours to countryside village of Padna, where tourists can experience local lifestyle. If possible company will search for other communities who would like to be a part of sharing knowledge to the guests. All providers will still be local and all local products will be promoted.	Taja Macek Janez Macek Primož Vodopivec	12-06-2018 / 12-06-2020	0	30
7.12 Supporting environmental and biodiversity protection	A. Supporting biodiversity protection Atlas Express d.o.o., will engage into including and promoting natural protected areas, as nature reserves.	Taja Macek Janez Macek Marjana Pavsic Natalija Toth Primož Vodopivec	01-09-2018 / 31-12-2018	0	10
8. Tour leaders, local representatives and guides					
8.5 Sustainability knowledge	A. Sustainability knowledge Atlas Express d.o.o., will provide training materials for local representatives about sustainable principles.	Taja Macek Janez Macek	01-08-2018 / 31-12-2018	0	20
8.6 Destination knowledge	A. Destination knowledge Atlas Express d.o.o., will engage guides into sustainable training material and provide them with instructions of how to communicate sustainable principles and destination to the guests.	Taja Macek Primož Vodopivec	24-06-2018 / 30-09-2018	0	10
9. Destinations					
Selection of destinations					

9.1 Sustainable destinations	A. Sustainable destinations Atlas Express d.o.o., plans to promote and engage into including more natural reserves in tours offers.	Taja Macek Janez Macek Marjana Pavsic Natalija Toth Primož Vodopivec	01-09-2018 / 31-12-2018	0	25
10. Customer communication and protection					
Prior to booking					
10.4 Destination information, quality	A. Destination information Atlas Express d.o.o., will provide correct information about destination and sustainable aspects of the destination.	Taja Macek Marjana Pavsic Natalija Toth	01-08-2018 / 30-09-2018	0	20
10.11 Travel advise sustainable offers	A. Travel advise for sustainable options Atlas Express d.o.o., will advise customers about sustainable way of transport. Company is renting bikes, which makes a good opportunity to offer customers bikes for tours that are easily reachable. Company will advise customers to take the routes where local products are emphasized.	Taja Macek Marjana Pavsic Natalija Toth Primož Vodopivec	01-07-2018 / 13-06-2020	0	15
After booking and during holidays					
10.22 Donations	A. Donations Atlas Express d.o.o., will add charity information to its company website to encourage donations to local charities and sustainable initiatives	Taja Macek	01-09-2018 / 31-12-2018	0	5