

Sustainability Action Plan

SUSTAINABILITY ACTION PLAN 2018-2025 for ATLAS EXPRESS

Atlas Express

Introduction

Overview

Action plan period: 03-10-2023 to 31-10-2027

Status overview: 11-10-2023

Criteria involved: 0

Criteria with all tasks completed: 0

Tasks involved: 0

Tasks completed: 0

Sustainability coordinator: Taja Macek

Staff members involved:

Staff hours planned: 0

Financial resources planned: 0 EUR

Action plan

0. Company characteristics

No tasks planned

1. Sustainability management & legal compliance

Engagement of company

Responsible

Start / End

EUR Hours

1.1 Sustainability coordinator

A. Sustainability Coordinator

The sustainability Coordinator will monitor the execution of the action plan.

Taja Macek;

03-10-2023 /
31-10-2025

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1.4 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;

03-10-2023 /
31-10-2023

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1.5 Trained sustainability coordinator/team

A. Trained Sustainability Staff

The CEO will join some of the local initiatives to expand the knowledge on sustainability also as a PhD candidate.

Taja Macek;

03-10-2023 /
31-10-2027

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Social cooperation

1.8 Collaboration

A. Collaboration	Taja Macek;	03-10-2023 / 31-10-2024	0	0
We will join the Slovenia Green membership				

1.9 Exchange of experiences

A. Added Travelife documentation on the web page	Taja Macek;	05-06-2023 / 05-06-2025	0	0
We will add travelife documentation to our web page in order to be available to all our customers.				

1.10 Donations

A. Donations	Taja Macek;	03-10-2023 / 31-10-2025	0	0
We will keep our donations for the specific causes which highlight support to children, marine environment and nature.				

Baseline assessment

1.11 Overview partners/suppliers

A. Creation of the Partner & Sustainability Valuation	Taja Macek;	02-10-2023 / 01-10-2025	0	0
Each partner will be given a questionnaire, which will provide answers for the Valuation. We will make this in the next months in order to gain the insight into the suppliers sustainability ranking.				

Policy

1.13 Sustainability policy

A. Sustainability policy

We will share our sustainable policy via the web page, e-mail signatures and advice suppliers and clients.

Taja Macek;

03-10-2023 /
31-12-2024

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1.14 Communication

A. Communication

We will send out on yearly basis our sustainability policy and all actions that have been taken in order to implement sustainability in our work.

Taja Macek;

03-10-2023 /
31-10-2025

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Action plan

1.16 Staff involvement

A. Staff Involvement

We will make quarterly meetings to assess the implementation of sustainability and introduce possible new staff members to the actions.

Taja Macek; Vida
Špegelj Živković;03-10-2023 /
31-12-2024

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1.17 Product developers and contract managers

A. Product Developers and Contract managers

Taja Macek;

03-10-2023 /
31-10-2025

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They will be adviced to take the online courses provided by Travelife and join one of the sustainability workshops that are organized from the local communities.

Monitoring and evaluation

1.18 Monitoring and evaluation

A. Monitoring and Evaluation of staff

We have an Action plan in place for engaging the product managers in susutainability. We will make meetings quaterly.

02-10-2023 /
31-10-2025 0 0

1.19 Corrective measures

A. Implementation of Procedure for Discrepancy Identification

We will implement the procedure on our dayil operation and once a year, take action with providing as a team answers and solutions to the discrepancies.

Taja Macek;

02-10-2023 /
31-10-2025 0 0

1.20 Staff Communication

A. Staff Communication

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;

03-10-2023 /
31-10-2025 0 0

External reporting and communication

1.23 Management reporting

A. Management Reporting

Follow up of activities relating to the management reporting will be done every 6 months in the provided template.

Taja Macek;

26-09-2023 /
01-12-2025

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1.25 Public reporting

A. Public Reporting

Atlas Express, will publish report after every two years. It will contain results and improvements, regarding sustainable policy and all tasks included in action plan.

Taja Macek;

03-10-2023 /
31-10-2026

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1.26 Sustainability and public relations

A. Sustainability and public relations

Atlas Express, will add responsible contact person, regarding sustainable questions from customers.

Taja Macek;

03-10-2023 /
31-10-2026

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2. Internal management: social policy & human rights

Social policy and human rights

2.11 Liability Insurance

A. Insurance Renewal

Taja Macek;

01-10-2023 /
01-10-2024

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Every year we update our insurance

2.25 Measuring employee satisfaction

A. Employee Satisfaction ✓

We check our employee satisfaction on yearly basis

Taja Macek;

01-11-2023 /
30-11-2023

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Training and education

2.27 Personal development

A. Training and education

Atlas Express, will continually 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.

Taja Macek;

19-05-2023 /
31-12-2025

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3. Internal management: environment and community relations

Procurement

3.1 Reduction of disposable and consumable goods

A. Reduction of disposable and consumable goods

Atlas Express will add reduction of disposable goods to its sustainable policy.

Taja Macek;

03-10-2023 /
31-10-2025

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3.11 Cleaning materials

A. Cleaning Materials	Taja Macek;	03-10-2023 / 31-12-2025	0	0
Will supply only cleaning materials that have EU Eco label.				

Paper (promotional materials)

3.14 Promotional materials

A. Promotional materials ✓	Taja Macek; ;	01-07-2018 / 01-12-2018	250	6
Atlas Express d.o.o., will find suitable providers of sustainable printing suppliers. We will put all marketing and information material on website.				

3.15 Efficient brochure use

A. Efficient brochure use ✓	Taja Macek;	01-09-2018 / 30-09-2018	0	30
All brochures and informations will be accessible on the website of the company				

Energy

3.16 Energy reduction policy

A. Energy reduction	Taja Macek;	03-10-2023 / 31-10-2025	0	0
Atlas Express, shall be reducing energy waste, especially with heating and air conditioning and lighting. Atlas Express 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.

Water

3.31 Water saving taps

A. Water saving taps
We will add the reductions.

Taja Macek; 05-06-2023 / 05-06-2024 0 0

Waste management

3.37 Waste measurement and benchmark

A. Waste measurment
We will keep track of our trash disposal. Quaterly we will ananalyse the disposal and try to reduce our waste for 10% in the next 3 years.

Taja Macek; 02-10-2023 / 01-10-2026 0 0

3.40 Reuse / recycling of waste

A. Reuse of waste ✓
When possible, all employees are required to reuse plastic and paper material or be disposed properly.

;;;;; Taja Macek; 12-06-2018 / 12-06-2020 0 3

Mobility

3.47 Staff travel policy

A. Staff Travel Policy

Taja Macek;

03-10-2023 /
31-10-2025

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We will promote the use of companies bicycles or car sharing in order to reach the work place. This initiatives will have an incentive on the monthly sallaray.

3.48 Business travel emission

A. Reduction of Business travel emissions

02-10-2023 /
31-10-2025

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We will try to minimize the business travel and implement car sharing practices for local business trips.

Sustainability training and awareness raising

3.54 Staff environmental training and information

A. Staff enviornmental training and information

Taja Macek;

03-10-2023 /
31-12-2024

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Sustainable coordinator will provide employees with training materials and news, regarding trends and sustainable policy.

4. Inbound partner agencies

No tasks planned

5. Transport

Selecting transport suppliers

5.1 Transport to destination

A. Transport to destination	Taja Macek;	03-10-2023 / 31-10-2025	0	0
Atlas Express will engage new and economical transport for tours and excursions and will accordingly adjust vehicle to the number of participants. If possible, Atlas Express will promote sustainable transport as bikes for mode of transport.				

5.5 Local transport

A. Local transport	Taja Macek;	03-10-2023 / 31-10-2025	0	0
Atlas Express will promote sustainable mode of transport,when possible, as company rents bikes and can be included in tours and excursions. We will try to add smaller electric veichles if available.				

5.8 Code of conduct for drivers

A. Follow up of the Driveres Code of Conduct	Taja Macek;	02-10-2023 / 31-12-2024	0	0
We will start making checks for the drivers code of conduct randomly thoroughout the year.				

Sustainable packages**5.9 Sustainable packages**

A. Sustainable packages	Taja Macek;	03-10-2023 / 31-10-2025	0	0
Atlas Express will put more effort in promoting sustainable tours and excursions as biking and hiking and include in the already popular tours at keasr 2 point				

form the sustainable policy.

5.10 Carbon management (products)

A. Carbon Managment

In the upcoming years, we will monitor the possibility to use more electric transportation for operations.

Taja Macek;

19-05-2023 /
31-05-2025

0 0

6. Accommodations

Accommodations

6.2 Accommodation communication

A. Accomodation Communication

We will comunicate our sustianble accomodation policy with our clients, by the time of booking and offer them first the sustainaibility accomdoation options as first choice.

Taja Macek;

03-10-2023 /
31-10-2025

0 0

6.4 Contract conditions

A. Contract Conditions

We will hilight to accomodation suppliers to include the sustainability clause in all future contrcats.

Taja Macek;

03-10-2023 /
31-10-2025

0 0

7. Activities

7.1 Activities offered

A. Activities offered	Taja Macek;	03-10-2023 / 31-10-2025	0	0
We will evaluate most popular tours in our portfolio and update the evaluation on the web page.				

7.2 Sustainable excursion policy

A. Sustainable Excursion Policy	Taja Macek;	02-10-2023 / 31-12-2024	0	0
Communication with our suppliers and partners via the web page and signature in the e-mail.				

7.3 Suppliers communication

A. Communication with suppliers	Taja Macek;	19-05-2023 / 31-05-2025	0	0
Suppliers will be informed of the sustainability guidelines the company is implementing into the operation, product creation and everyday life.				

7.4 Distribution of codes of conduct/guidelines for sensitive excursions or activities.

A. Sustainability Code of Good Practice	Taja Macek;	22-09-2023 / 01-09-2025	0	0
We will provide all the involved elements in our tours the guidelines.				

7.6 Certified excursions

A. Certified Excursions	Taja Macek;	19-05-2023 /	0	0
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In due time up to year 2025, we will work into including more certified suppliers and gain tours of certificates.

31-05-2025

7.7 Training materials and advice

A. Training materials and advice

Implenetation of new training materials for each of our segemnt in the company.

Taja Macek;

22-09-2023 /
01-09-2025

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0

7.8 Contract conditions

A. Contract conditions

New contrcats will be issued for the next season.

Taja Macek;

22-09-2023 /
01-09-2025

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Specific criteria

7.13 Skilled Guides

A. Skilled Guides

Skilled guides will be more and more used into providing a more indepth knowledge of specific regions and destinations in Slovenia.

Taja Macek;

19-05-2023 /
31-05-2025

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7.14 Supporting local communities

A. Supporting Local Communities

With additional work on a specific tour, that we developed around 10 years ago,

Taja Macek;

19-05-2023 /
31-05-2025

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we support the local community and provide inputs on how to develop the product to new guidelines in order to innovate it through the years.

7.15 Supporting environmental and biodiversity protection

A. supporting environmental and biodiversity

Taja Macek;

ongoing

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Through the work and planning, we try to include the biodiversity protection into the tour products. Guides are knowledgeable in the matter and forward the aim for protection to the guests through the duration of the tour.

8. Tour leaders, local representatives, and guides

Tour leaders, local representatives and guides

8.5 Qualification and training

A. Training ✓

Taja Macek; ; ;

21-08-2018 /
31-12-2018

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All guides will get distributed training material, regarding sustainable way of guiding and encourage guests to do the same.

8.6 Sustainability policy

A. Sustainability Policy

Taja Macek;

03-10-2023 /
31-10-2025

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We updated the policy for our licensed guides. We will also share it and update it amongst them after and before the season.

8.7 Sustainability knowledge

A. Sustainability knowledge	Taja Macek;	19-05-2023 / 31-05-2025	0	0
Our guides will be informed about the sustainability guidelines the Company is taking in order to implement it into their guiding.				

8.8 Destination knowledge

A. Destination Knowledge	Taja Macek;	03-10-2023 / 31-10-2025	0	0
The guides will be invited to a workshop of 3 sessions, where one of the sessions will cover the sustainability training.				

8.10 Sexual exploitation of children: staff training

A. Sexual exploitation	Taja Macek;	03-10-2023 / 31-10-2025	0	0
Distribution of the training material for the guides via mail, for taking awareness of child labour and sexual exploitation.				

9. Destinations**Selection of destinations****9.1 Destinations files**

A. Destinations files	Taja Macek;	19-05-2023 / 31-05-2025	0	0
We will collect the reports and monitor the environmental strategies of destinations where we do operate our tour programs.				

9.2 Sustainable destinations

A. Sustainable destination	Taja Macek;	19-05-2023 / 31-05-2025	0	0
We will keep including all new sustainable projects in the region in order to include it in tours.				

Local projects and initiatives

9.11 Exploitation and harassment

A. Policy against harassment and sexual abuse	Taja Macek;	22-09-2023 / 01-12-2027	0	0
We will make an internal policy to refer this matter				

10. Customer communication and protection

Prior to booking

10.1 Consultation guidelines

A. Consultation guidelines	Taja Macek;	03-10-2023 / 31-10-2025	0	0
The consultation guidelines are implemented with all new employees.				

10.2 CRM

A. CRM	Taja Macek;	03-10-2023 / 31-10-2025	0	0
We use CRM Viper system. In the future we will build the system up with additional due diligence documents from all our suppliers.				

After booking and during holidays

10.16 Destination information and interpretation

A. Destination information and interpretation ✓

Atlas Express d.o.o., will provide information about cultural and natural surroundings to costumers.

Taja Macek; ; ; ;

01-07-2018 /
16-06-2020

0 25

10.17 Destination dos and don'ts

A. Destination dos and don'ts

Atlas Express, will collect sustainability aspects and issues in the destination and recommendations of the guests. Implement the policy also to the tour guides and drivers.

Taja Macek;

03-10-2023 /
31-10-2025

0 0

10.21 Activities do's and don'ts

A. Activities dos and don'ts

Atlas Express, will pass through to guests, through guides.

Taja Macek;

03-10-2023 /
31-10-2025

0 0

After holidays

10.28 Customer satisfaction

A. Customer Satisfaction

We monitor all our feedbacks on OTA and evaluate them accordingly. In the future, we will start delivering feedback questionnaires to the guest if permitted by the cruise line.

Taja Macek;

03-10-2023 /
31-10-2025

0 0

10.29 Sustainability and customer satisfaction

A. Sustainability and customer satisfaction

Taja Macek;

03-10-2023 /
31-10-2025

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We will evaluate all feedbacks and make a 2 year report on changes made based on feedbacks.