

Internal Environment Policy

Procurement:

1. Reduction of Disposable and Consumable Goods

Andaman Discoveries staff member will follow the below guidelines to reduce office disposable and consumable goods:

Use re-usable bags, re-usable waterbottles, re-usable containers and utensils for personal use and when doing packed lunch or take-away lunches for guests

Print front to back 100 percent of the time and use recycled paper 100 percent of the time, unless printing promotional materials or professional documentation

Recycle all recyclable materials

Re-use appropriate materials

When printing have setting on low toner mode

Send itineraries, documents, internal staff materials via email or google drive

Fruit waste will be kept and fermented to be made into office cleaning supplies

Policy to Measure Disposable and Consumable Goods

We will measure by setting a standard of only filling one small trash can in the kitchen and in the bathroom once a week for our 5 staff members to dispose of un-recyclable waste

We will recycle our paper, plastic and glass bottles collected by selling to a local recycler once a week once a month

2. Sustainable Purchasing

Andaman Discoveries will favor sustainable goods and services while purchasing by following the below guidelines:

90 percent of paper purchased for printing will be sustainably grown

Office cleaning supplies will be home-made by our Director Pi Tui

Soap used in the bathroom will be hand-made from the BTN womens soap cooperative

Purchasing locally grown coffee and tea from Thailand or purchasing fair trade tea and coffee when employees return home

Appliances will be energy efficient

Food will be locally produced and sourced and support organic, chemical free farming

Supplies will be bought in bulk when possible

Catering is considered take away or packed lunches for guests: When buying take-away food from the local market or restaurants, staff member takes re-usable containers to avoid using plastic and Styrofoam

Snacks for the office are produced by local communities

Water will be bought from the local water company that uses reverse osmosis to treat water and kept in 4 large, refillable containers and staff members will re-fill cups or water bottles as needed

Purchase souvenirs for our office handicraft store from local communities we work with

3. All give aways for staff, guests or partners are locally made handicrafts from Andaman Discoveries local villages

4. Office cleaning supplies will be home-made by our Director Pi Tui using office gathered fruit waste that is recycled and fermented. Hand soap used in the bathroom will be hand-made from the BTN women's soap cooperative

5. Paper (promotional use)

Andaman Discoveries will follow the guidelines below to reduce paper consumption for promotional use:

Not use sub-contracted printing, only our office printer that is energy efficient and set for low toner consumption and regulated by AD staff

All promotional material will have electronic preference and if printed, done with recycled paper and at low volumes (less than 50 Andaman Discoveries pamphlets, flyers, brochures and study and service trip flyers per year)

6. Energy Policy

In order to reduce energy in the Andaman Discoveries office, all Staff members will follow the below guidelines and inform interns, guests and volunteers of the policy if they will be using the office:

Shut down computers each evening and have in sleep mode setting

Use Thai style toilet with bucket water to flush

Only running air conditioning during very hot season for no more than 5 hours per day. Turn off air conditioning one hour before lunch break and one hour before office closes at 5:30PM

Only turn on one energy efficient light in the office. The front of the office is a window panel and allow for natural light to enter

Turn off all lights when not in the office

Turn off and unplug all electrical equipment when not in the office

Close doors securely when air conditioning is running

Policy to Measure Energy Consumption

Receipts issued monthly by the Provincial Electrical Authority are to be kept and documented in our sustainability and monitoring excel spreadsheet under the energy consumption tab

Changes in energy consumption will be monitored and discussed at weekly team meeting as part of our sustainability monitoring and evaluation policy. If fluctuations take place, we will look at strategies to reduce energy consumption if unusually high or look at reasons why energy consumption are low and implement new strategies to continually lower our energy consumption

Carbon Offset

In order to reduce carbon emission and the use of fossil fuel Andaman Discoveries will follow the below guidelines:

Staff members will walk or ride bicycle when available

Staff members will use low impact form of transportation or group transportation

Staff members will only fly when absolutely necessary; otherwise they will take overnight buses or trains

Staff will adhere to the Andaman Discoveries' transportation policy when dealing with transportation partners and drivers

Staff will participate in carbon offset programs twice a year

Staff will inform and give guests and partners sustainable transport options

Policy to Measure Carbon Offset

Use carbonfootprint.com to calculate Andaman Discoveries company carbon emissions

Carbon emission data will be collected and entered into our sustainability monitoring and evaluation excels spreadsheet under GHG Carbon Emissions. This will be done twice a year.

Carbon emission will be monitored and discussed at weekly team meeting as part of our sustainability monitoring and evaluation policy. If fluctuations take place, we will look at strategies to reduce carbon emissions and implement new strategies to continually lower our carbon emissions

Once Carbon emission is calculated, we will decide on a carbon emission offset program to be completed by all Andaman Discoveries staff that will be completed and posted on our social media for public reporting. This will be done twice a year.

Energy Efficient lighting

Andaman Discoveries will use bulbs that are 100 percent energy efficient

Automatic switch on /off system- MANUAL and Equipment “switch off” Policy- MANUAL

The first Andaman Discoveries staff member to enter the office in the morning is responsible for turning on and plugging in necessary equipment

The last Andaman Discoveries staff member to leave the office is responsible for turning off and unplugging necessary equipment

7. Water Reduction Policy

In order to reduce water consumption Andaman Discoveries will follow the below guidelines

Turn off all water taps if not using to fill bucket for flushing toilet

Only use water from our bin as needed to flush the toilet and wash hands. Only run water in bathroom to fill the bin when empty

Do not run the outdoor tap when washing dishes, fill the bucket half way, wash, refill and rinse

Run water outside with hose at low level to water outdoor plants only during the dry season(December-May), once a week

Policy to Measure Water Use

Look at the water bill that is received once a month to monitor and measure water use, our office average is 20 THB and expect it to never exceed 30THB.

Water use data will be entered into our sustainability monitoring and evaluation excels spreadsheet under water use once a month when we receive our office water bill

Water use will be monitored and discussed at weekly team meeting as part of our sustainability monitoring and evaluation policy. If fluctuations take place, we will look at strategies to reduce water use and implement new strategies to continually lower water use

8. Waste Management Policy

Andaman Discoveries staff member will follow the below guidelines to reduce waste:

Use re-usable bags, re-usable waterbottles, re-usable containers and utensils for personal use and when doing packed lunch or take-away lunches for guests

Print front to back 100 percent of the time and use recycled paper 100 percent of the time, unless printing promotional materials or professional documentation

Recycle all recyclable materials

Re-use appropriate materials

When printing have setting on low toner mode

Send itineraries, documents, internal staff materials via email or google drive

Fruit waste will be kept and fermented to be made into office cleaning supplies

Office cleaning supplies will be home-made by our Director Pi Tui

Soap used in the bathroom will be hand-made from the BTN womens soap cooperative

Policy to Measure waste

We will measure by setting a standard of only filling one small trash can in the kitchen and in the bathroom once a week for our 5 staff members to dispose of un-recyclable waste

We will recycle our paper, plastic and glass bottles collected by selling to a local recycler once a week once a month. We can measure this by looking at our recycle bins kept in the office.

Waste as per our recyclables will be entered into our sustainability monitoring and evaluation excels spreadsheet under waste when we sell our recyclables

Waste reduction will be monitored and discussed at weekly team meeting as part of our sustainability monitoring and evaluation policy. If fluctuations take place, we will look at strategies to reduce waste

9. Pollution Reduction Policy

Andaman Discoveries will not use harmful chemicals

Andaman Discoveries will only use organic, home-made office cleaning supplies and organic hand-soap purchased from the women's soap cooperative in Ban Talae Nok Homestay

10. Staff Travel Policy

In order to promote sustainable travel among staff, Andaman Discoveries will follow the below guidelines:

Staff members will walk or ride bicycle when available

Staff members will use low impact form of transportation or group transportation

Staff members will only fly when absolutely necessary; otherwise they will take overnight buses or trains

Staff will adhere to the Andaman Discoveries' transportation policy when dealing with transportation partners and drivers

Staff will participate in carbon offset programs twice a year

Staff will inform and give guests and partners sustainable transport options

Policy to Measure Business Travel Emissions

Use carbonfootprint.com to calculate Andaman Discoveries staff carbon emissions from business travel

Carbon emission data will be collected and entered into our sustainability monitoring and evaluation excels spreadsheet under GHG Carbon Emissions, staff. This will be done twice a year by each AD staff member

Carbon emission will be monitored and discussed at weekly team meeting as part of our sustainability monitoring and evaluation policy. If fluctuations take place, we will look at strategies to reduce carbon emissions and implement new strategies to continually lower our carbon emissions for business travel

