

ANNEX 07A

Pollution reduction policy and reducing and reusing disposables

Within our office, material waste is minimized and staff is encouraged to engage in recycling and correct disposal of glass, plastic, paper or organic waste, electronic file distribution and cloud data sharing. All employees are made aware from the very beginning of the importance of recycling and reducing the total amount of office waste produced.

The printer is a latest generation printer, as is all office equipment, and is set by our IT technician to minimal toner usage. Printing is centralized and the print setting is set to Ecoprint, black and white printing, duplex. The paper used for printing has EU Ecolabel & PEFC certifications.

We print only documents that need to be archived even in hard copy, such as invoices, all accounting documents and basic documents related to bookings that have been confirmed and will be operated in the near future.

We distribute a printed general grid showing all the tours which are present and 1 page of summary of the itineraries for our guides and escorts only when we are operating shore excursions for cruise ships where guides and escorts accompany rather numerous groups and need a memo support during the briefing. Maps are distributed only to groups and only during shore excursions for cruise ships (1 map per couple of people).

For all the rest of the documentation and for all the manuals, we have implemented an electronic filing policy where the files are accessible through the company's intranet.

We do not have and do not distribute a paper brochure of the company but we only use our website as a promotional medium, instead. Only when strictly necessary, and only when it is not possible to share each other's contact information in any other way, do we use the business card.

Our file archive is therefore almost completely electronic and office communication is done exclusively through the company's intranet which is the central source of information and which has eliminated the need to print and communicate on paper.

To increase efficiency in reducing paper waste, e-ticketing is used exclusively for all ticketing and reservations.

Concerning provisions and food items, we use a water dispenser in the office for all employees instead of bottles, and as for lunch breaks in the office, everyone brings their own food and beverages from home, with containers and thermos/flasks, and uses their own utensils and dishes bringing them back at the end of work hours.

Alternatively, we buy lunch from a local takeaway called Green&go! which is based on products for a healthy diet. The activity also uses exclusively 100% Biodegradable Packaging, fair trade products and raw organic materials of excellent quality and local production, reinforcing the thought of Eco-sustainability. Green&go uses compostable packaging made of PLA corn starch and cellulose. The line of take-away items in the stores is entirely compostable. Website: <https://greenandgo.it/>

The company has an active policy on minimizing and replacing the use of harmful substances, including toners and cleaning materials, with sustainable products and processes. All storage, handling and disposal of chemicals or equipment containing chemicals is handled and maintained appropriately.

The inspection and maintenance of technical equipment present within the offices in accordance with legal requirements in case of emergencies and containing chemical materials, such as fire extinguishers, is entrusted to our consulting company which actively shares an online appointment book with TFL Tours management and sends email alerts when an equipment safety deadline is approaching and the equipment needs to be inspected or maintained. The online agenda is always up-to-date and is the tool we rely on to schedule inspection and maintenance appointments;

TFL recycles ink cartridges and toners through the Ecobox system, the legally compliant box designed by the company Lyreco for the disposal of consumables to recycle all spent toners and cartridges produced in the company in an environmentally friendly manner. The box L 40 x P 40 and H 66 cm can contain up to 20/25 toners and the service that Lyreco offers, in collaboration with an authorized company for the transport and storage of waste, includes:

1. Collection and transport of non-hazardous waste
2. F.I.R. compilation
3. Start of recovery of the waste with documentation in accordance with the law;

The cleaning company that TFL relies on uses Winni's products. Winni's company is a 100% green company at every stage of production which has always aimed to reduce its impact on the environment, aware that the future depends on living sustainably. Winni's products really do have a low environmental impact, in every production phase, they are biodegradable and safe even for the most sensitive skin, they combine quality and accessibility. The Winni's brand was created and developed in line with the principle of sustainability that inspires all the internal choices of the company, with the aim of creating and offering products that are safe, effective and accessible to all, but always respecting the environment and living beings. Winni's products are made from biodegradable, plant-based ingredients: the raw materials they are made from are quickly and completely decomposed in the environment, without polluting it. They are also tested to limit the possibility of allergic reactions and to be delicate even on the most sensitive skin. The entire production process has a low environmental impact, because we use energy only from renewable sources, and are committed to reducing plastic waste by producing refills in single-material bags and using a percentage of recycled plastic in every bottle. Website: <https://www.winnis.it/en/>.