



Internal Management: Environment & Community Relations

Why Jordan Tours recognizes that responsible internal management should minimize the environmental impact of our office operations while contributing positively to the communities in which we operate.

Although our direct environmental footprint is relatively small compared with transport and tourism activities, we aim to manage our use of energy, water, paper, materials, and other resources responsibly.

Environmental Responsibility in Daily Operations

We commit to integrating practical environmental measures into our daily office procedures.

We aim to:

- Reduce unnecessary consumption of electricity, water, paper, and other office resources.
- Avoid unnecessary use of disposable and single-use products.
- Prefer reusable alternatives where practical.
- Consider environmental factors when purchasing office equipment, materials, and services.
- Encourage employees to adopt resource-efficient practices in their daily work.
- Review our environmental practices regularly and identify opportunities for improvement.

Paper and Printing

We recognize that reducing paper consumption is a practical way to reduce resource use and office waste.

We therefore:

- Encourage digital communication and electronic document sharing.
- Use internal shared links and electronic systems to reduce unnecessary printing.
- Encourage employees to print only when necessary.
- Set printers and copying equipment to double-sided printing where technically feasible.
- Encourage the reuse of paper where appropriate.
- Prefer paper with recognized sustainability credentials, such as **FSC, PEFC, or EU Ecolabel**, when such options are locally available.
- Monitor office paper consumption as part of our sustainability KPIs.

Our current objective is to **reduce office paper consumption by 10% annually** through increased digitalization and responsible printing practices.

Energy Conservation

We aim to reduce unnecessary energy consumption within our office operations.

Employees are encouraged to:

- Switch off lights when areas are not in use.
- Switch off computers, monitors, printers, and other equipment when they are not required.
- Use energy-saving or sleep modes on electronic equipment where available.
- Avoid unnecessary use of air conditioning and heating.
- Consider energy efficiency when purchasing or replacing office equipment.
- Report electrical faults or inefficient equipment to management.

Our sustainability action plan includes an objective to **reduce electricity consumption by 5% annually compared with the previous year**, subject to operational circumstances.



Water Conservation

Jordan is one of the world's water-scarce countries, making responsible water use particularly important.

Within our office operations, we aim to:

- Avoid unnecessary water consumption.
- Monitor office water usage where reliable information is available.
- Regularly check taps, toilets, and other water fixtures for leaks.
- Arrange timely maintenance and repairs when leaks or water inefficiencies are identified.
- Display practical water-saving reminders where appropriate.
- Encourage employees to use water responsibly.

Our sustainability action plan includes an objective to **reduce water consumption by 5% annually compared with the previous year**, subject to operational circumstances.

Waste Management

We aim to prevent waste wherever possible and manage unavoidable waste responsibly.

We therefore:

- Reduce unnecessary consumption before purchasing new materials.
- Prefer reusable products over disposable alternatives where practical.
- Separate recyclable materials such as paper, cardboard, and plastic where suitable recycling facilities exist.
- Cooperate with available local recycling facilities.
- Encourage employees to dispose of waste responsibly.
- Reduce unnecessary packaging through responsible purchasing.
- Encourage suppliers to provide reusable or recyclable packaging where feasible.

Where recycling infrastructure is available, we aim to increase the amount of office waste that is recycled.

Responsible Use of Office Resources

Employees are encouraged to consider the environmental impact of everyday office activities.

This includes:

- Using office supplies efficiently.
- Avoiding unnecessary disposal of usable materials.
- Reusing materials where practical.
- Repairing or maintaining equipment where this is more sustainable than immediate replacement.
- Purchasing durable products with a reasonable expected lifespan.
- Avoiding unnecessary packaging.
- Considering environmental and social factors when selecting suppliers.

Community Relations

As a Jordanian tourism company, Why Jordan Tours recognizes its responsibility to contribute positively to the communities and destinations in which we operate.

We aim to:

- Support locally owned businesses where practical.
- Encourage the use of local products and services.
- Work with local guides, drivers, restaurants, accommodation providers, activity providers, and other local partners.



- Promote tourism activities that generate benefits for local communities.
- Respect local traditions, cultures, heritage, and community values.
- Encourage customers to purchase locally produced goods and services where appropriate.
- Support responsible community-based tourism initiatives where suitable opportunities exist.

Local Economic Contribution

Where quality, availability, price, and operational requirements are comparable, we give preference to local suppliers and locally owned businesses.

Our sustainability objective is to **source at least 70% of goods and services from local suppliers where feasible and appropriate.**

This approach helps retain tourism expenditure within Jordan and supports local employment, entrepreneurship, and community economic development.

Environmental Awareness and Staff Participation

Environmental responsibility is not limited to management. All employees are encouraged to contribute to the company's sustainability objectives.

We therefore:

- Communicate relevant environmental procedures and sustainability objectives to employees.
- Include environmental awareness in staff sustainability training.
- Encourage employees to suggest practical improvements.
- Share sustainability information through email, internal shared links, meetings, and training sessions.
- Monitor progress through the company's sustainability action plan and KPIs.

Monitoring and Continuous Improvement

Environmental performance is reviewed as part of the company's sustainability management system.

Key indicators include:

- Electricity consumption – **5% annual reduction target; reviewed quarterly.**
- Water consumption – **5% annual reduction target; reviewed quarterly.**
- Office paper consumption – **10% annual reduction target; reviewed quarterly.**
- Digital documentation – **at least 90% of internal documents shared and stored electronically; reviewed quarterly.**
- Waste management and recycling – **reviewed quarterly.**
- Sustainable procurement – **more than 90% of office paper purchases to have recognized sustainability credentials; reviewed annually.**
- Local purchasing – **at least 70% where feasible and appropriate.**

The Sustainability Coordinator monitors these indicators and reports relevant progress, challenges, and improvement opportunities to management through the company's regular sustainability review process.