



ACME Voyages

Staff Communication Kit for Sustainability

This document contains sample internal communication materials including:

- Internal Email
- Staff Newsletter Extract
- Office Notice
- Minutes of Meeting

ACME Voyages - September 2025



Internal Email to Staff

Subject: ACME Voyages - Strengthening Our Sustainability Practices

Dear Team,

At ACME Voyages, we believe in creating travel experiences that inspire and also protect our planet. As part of our Sustainability Policy, we are introducing new practices across departments to reduce our environmental impact and support local communities.

This month's focus:

- Reduce single-use plastics in office and operations.
- Encourage digital-first communication instead of printing.
- Collect staff ideas for our "Green Ideas Challenge."

We count on your active participation in making our company a leader in responsible tourism.

Warm regards,

Surinder Yadav
Sustainability Team
ACME Voyages Pvt. Ltd.



Internal Newsletter Extract (Monthly)

Recent Achievements:

- 20% reduction in office energy use.
- 2 new eco-certified hotel partners onboarded.

Staff Spotlight:

Congratulations to the Reservations Team for switching to paperless booking confirmations.

What's Next:

Training on *Responsible Guest Communication* scheduled for 15th October.



Office Notice

Notice: Sustainability Update - October 2025

Please switch off lights, ACs, and equipment when not in use.

All staff are requested to bring reusable water bottles and cups.

Share your "Green Idea" with the HR desk by 10th October - best idea will be recognized in our monthly newsletter.

Let's work together to reduce our carbon footprint.

Sustainability Team, ACME Voyages



Minutes of Meeting (Staff Sustainability Committee)

Meeting Date: 1st September 2025

Attendees: Sustainability Committee Members + Department Representatives

Agenda: Review of sustainability initiatives & next steps

Discussion Points:

1. Policy Review - reminder of company-wide goals.
2. Office Practices - switch to LED lighting completed.
3. Partner Assessment - ongoing, 15 suppliers rated so far.
4. Staff Involvement - launch of Green Ideas Challenge.
5. Training Plan - upcoming session on Responsible Tourism (20th September).

Decisions Taken:

HR to circulate Green Ideas Challenge details by 5th Sept.

Operations to ensure compliance with energy-saving checklist.

Communications team to prepare newsletter update by 10th Sept.

Next Meeting: 1st October 2025