



ACME Voyages – Sustainable Purchasing Policy

1. Our Commitment

At ACME Voyages, we believe every purchasing decision is an opportunity to make a positive environmental and social impact.

We are committed to reducing our ecological footprint, supporting local and ethical suppliers, and encouraging responsible consumption in all areas of our business – from office operations to tour logistics.

Our goal is to ensure that what we buy aligns with our values of sustainability, efficiency, and fairness.

2. Responsible Purchasing Approach

Before making any purchase, our team is encouraged to reflect and ask:

Key Question

Do we genuinely need this item?

Can it be borrowed, rented, or shared instead of bought?

Is it durable or reusable, rather than single-use?

Does it minimize waste, pollution, and energy use?

Can we source it from a local or sustainable supplier?

Can it be ordered in bulk or refill form?

Guidance

If not essential, avoid purchasing.

Opt for shared use whenever possible.

Choose quality over quantity.

Select eco-labeled or certified options.

Support local, ethical businesses.

Consolidate orders to reduce packaging and transportation emissions.

All purchasing decisions should be documented and reviewed to measure progress and identify improvement areas.

3. Our Purchasing Priorities

ACME Voyages prioritizes:

- Environmentally responsible products - recycled, organic, or low-impact materials.
- Local suppliers - to reduce transportation emissions and support community economies.
- Fair and ethical sourcing - suppliers with fair-trade or sustainability certifications.
- Reuse and repair - extending the life of materials before replacement.
- Minimal packaging - requesting suppliers to avoid single-use plastics and excess wrapping.

Standard Supplier Note:

"Please deliver our orders without plastic or unnecessary packaging. Reusable or no wrapping is preferred."

4. Product-Specific Guidelines

Paper & Printing

- Use FSC-certified or recycled paper (preferably 60-70 gsm).
- Print only when necessary and use eco-fonts.
- Prefer vegetable-based inks and plastic-free finishes.
- Prioritize digital versions of itineraries, brochures, and reports.

Office & Uniform Supplies

- Choose sustainable materials (e.g., organic cotton, recycled paper, bamboo, refillable pens).
- Limit orders to essential items and consolidate purchasing.

Tea, Coffee & Catering

- Source fair-trade and locally produced items.
- Purchase in bulk and minimize food and packaging waste.
- Favor seasonal and organic ingredients.

Gifts & Giveaways

- Purchase authentic local crafts directly from artisans or community cooperatives.
- Avoid mass-produced plastic souvenirs.

Cleaning Products

- Use biodegradable, non-toxic cleaning agents.
- Encourage staff to dilute concentrates properly and use refill systems.

Lighting & Equipment

- Choose energy-efficient options such as LED lighting.
- Check the ratio of lumens per watt for energy performance.
- Ensure lights are installed only where needed.

Paint & Maintenance Materials

- Use lead-free, water-based paints and finishes.
- Plan regular maintenance to extend product lifespan and efficiency.

5. Energy Use and Equipment Replacement

- Purchase energy-efficient models (with Energy Star or equivalent certification).
- Recycle or donate usable old equipment to schools or community groups.
- Dispose of e-waste responsibly through certified recycling partners.
- Ensure air-conditioning systems use non-CFC refrigerants.
- Prefer latest-generation technology, which typically consumes less energy and lasts longer.

6. Implementation and Training

- Staff involved in purchasing will be trained annually on sustainable procurement practices.
- Sustainability standards will be communicated to all suppliers and service partners.
- Preference will be given to those demonstrating measurable environmental responsibility.

7. Monitoring and Review

- The Sustainability Officer will monitor procurement data annually.
- Progress toward reducing unsustainable purchases will be reviewed and reported each year.
- The policy will be updated periodically to reflect new sustainability standards, technologies, and best practices.

8. Conclusion

Through this policy, ACME Voyages reinforces its mission to operate responsibly, reduce waste, and inspire positive change throughout its supply chain.

By working collaboratively with our suppliers, partners, and team members, we strive to make sustainable purchasing a daily habit — not an exception.

Approved by: **Surinder Yadav**

Director, ACME Voyages

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1 Think Before You Buy

Ask. Do we really need this item? Can it be shared, reused, or rented?



Instead of buying new chairs for a small office event, borrow from a nearby community center



Choose Eco-Friendly & Local

- **Paper & Printing** Use FSC-certified or recycled paper. Prefer digital itineraries over printing.
- **Office Supplies** Choose bamboo pens, recycled notebooks, and organic cotton uniforms
- **Tea, Coffee & Catering** Buy local, fair-trade products in bulk to reduce packaging.



Reduce Waste

Minimize single-use items and packaging. Extend product life through reuse and repair.

4 Energy & Equipment

Choose energy-efficient models (LED lights, Energy Star appliances). Dispose of old equipment responsibly or donate if still functional.



Gifts & Giveaways

Support local artisans and avoid plastic souvenirs. Give handwoven scarves from a local community cooperative instead of mass-produced keychains.

6 Supplier Guidelines

Avoid unnecessary packaging. Prefer suppliers demonstrating environmental responsibility and best practices.