

Sun-hat
VILLAS & RESORTS



Sustainability

Doing our bit to help protect the planet

CONTENTS

Introduction	3.
Our Pledge	5.
What we are doing	6.
At the Villa	8.
Tips when Travelling	10.
Plastics in Our Oceans	12.
Unflushables	13.
e-Learning	14.
In the Office	16.
What you can do	18.
Sustainability Policy	20.
Modern Day Slavery Policy	22.

INTRODUCTION

Why we're getting involved

Here at Sun-hat we are joining in the global effort in fighting climate change and making the travel industry more sustainable in a number of ways. We have put together our own policies which as a responsible travel operator we follow with the aim of making travel a much more sustainable industry, not only for the planet but also the many people involved on a day to day basis.

This document illustrates what Sun-hat Villas & Resorts is doing to get involved with the global efforts in fighting climate change. It shows our strategy our plans and our aims of raise awareness of environmental sustainability by communicating our future goals and successes in order to help create a better world through sustainable travel.



Joining the Effort

Making changes

OUR MOTIVES

Why Sun-hat Villas is getting involved



Our goal is simple

To do our bit to help protect the planet



Glasgow Declaration

Climate Action in Tourism

Our Pledge

"Sun-hat Villas & Resorts pledges to support the international effort to reduce carbon emissions by supporting the Glasgow Declaration on Climate Action in Tourism. We pledge to do this by not only reducing and offsetting our own carbon footprint but also our customers. We also pledge to raise awareness of environmental sustainability by communicating our future goals and successes in order to help create a better world through sustainable travel.

We hope to chart the course for a new direction in the travel and tourism industry, one that leads to clean beaches, forests and parks; that fosters local economic development and that results in the protection and longevity of cultural traditions and the natural environment.

Our efforts might be small but we believe every little helps and that our efforts on a local level can make a real difference."

WHAT WE

are doing

What we are doing to help sustainability

Here at Sun-hat we are joining in the global effort in fighting climate change and making the travel industry more sustainable in a number of ways. We have put together our own policies which as a responsible travel operator we follow with the aim of making travel a much more sustainable industry, not only for the planet but also the many people involved on a day to day basis.

Print Marketing

When it comes to our print marketing, we only use suppliers that provide stock from sustainable sources certified by the FSC (Forest Stewardship Council).

Booking Folder Packs

Going forward into 2022 our customer folder packs are now fully recyclable and provided from sustainable sources in partnership with such schemes as Woodland Trust Carbon Capture project. The Carbon Capture project is a programme that plants new trees, forming new areas of woodland in the UK that creates a haven for wildlife and over time removes CO2 from the atmosphere.

Brochures

Our printed mini brochures are small, feature only a selection of villas and are fully recyclable. We only send them out once every 6 - 12 months to help keep our impact on the environment down.

Customers can also opt out of receiving our printed brochure and instead receive a digital version by email which is viewable online. The digital copy is produced alongside our printed copy.



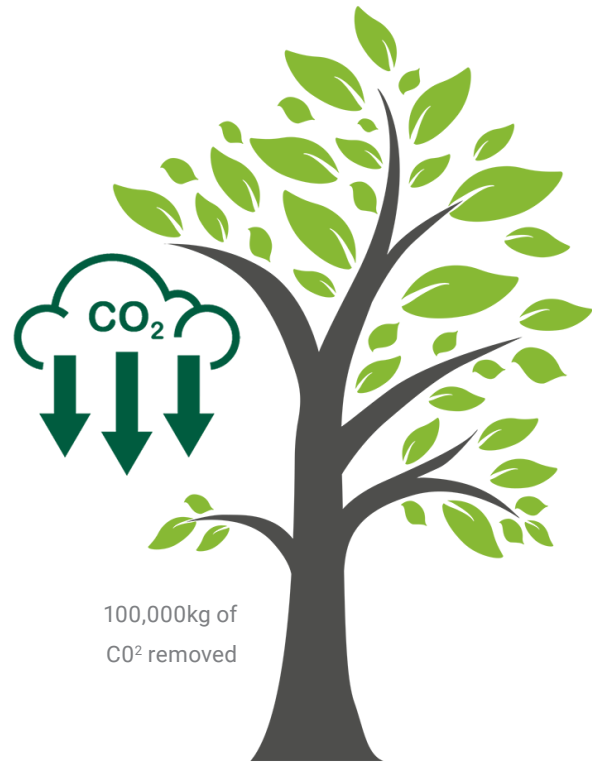
Working with

our print suppliers

Making changes

We only work with print suppliers that source stock from renewable sources and our main supplier works in partnership with the the Woodland Trust's Carbon Capture Project. Therefore for every batch of new marketing material that we order, we know that the carbon foot print is being offset by new trees being planted.

100,000kg of CO₂ removed from the atmosphere.



In the last year our print provider has created over 2,000 m² of new native woodland in the UK

(as of November 2021)



Woodland Trust Carbon Capture

In December 2021 the Woodland Trust Carbon Capture Project certified that Sun-hat Villas created 4.97m² of new native woodland in the UK, to remove 199kg of Carbon Dioxide as a direct result of our new sustainability policy when working with suppliers.



Raising Awareness

What you can do

At the Villa

Living Sustainably

What can you do to help?

Here at Sun-hat Villas & Resorts we wanted to do our bit to help raise awareness of sustainability in travel and how you can do your bit to help protect the planet. Whether this is your first or one of many visits to one of our luxury villas, there's always that little extra we can all do to help lower that carbon footprint we leave behind.





Air Conditioning

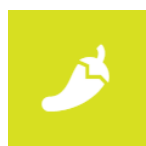
If you're using the air conditioning whilst staying in the villa,

- ▶ Keep the windows and patio doors closed
- ▶ Don't leave it switched on when you go out
- ▶ Don't leave it switched on in rooms you're not using
- ▶ Don't leave it switched on overnight



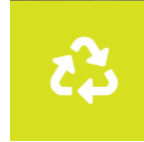
Pool Heating

Pool heating is great during the cooler months of the year, but to help save energy be sure to put the pool cover on at night time. This will help keep the pool warm and save energy at the same time.



Eating In

When eating at the villa try to buy fresh local ingredients. This will help reduce your carbon footprint, packaging waste and food miles. This will also benefit the local economy.



Recycling Waste

Be sure to familiarize yourself with where the closest recycling stations are for your recyclable waste. There are numerous recycling stations dotted around the resorts and they are usually not too far away from most villas.



Lights

Energy efficient bulbs are great but they still use energy. You can still do your bit by turning off lights during the day and by making sure they aren't left on in rooms not being used.



Laundry

Nearly all villas now come with washing facilities to wash your laundry after a day out at the beach, but when it comes to drying them, the warm rays of the mediterranean sun is a perfect alternative to using a tumble dryer and consuming energy.

TOP TIPS

When travelling

How you can be more sustainable

Tips for environmentally friendly travel

When travelling abroad We've put together a list of our top tips and suggestions to being more sustainable when we travel. Whether it's about finding the right water bottle to fill up when you're abroad, or sourcing alternatives to using over-priced travel miniature shampoos, we've got your trip covered so you can do your bit in helping protect the enviroment whils on your holidays.





1. Buy sun cream that doesn't harm the oceans



6. Buy fresh local produce



2. Pack a reusable water bottle/cup



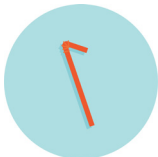
7. Use environmentally friendly soaps & shampoo



3. Use reusable cutlery when eating on the go



8. Take your beach toys back to the villa with you



4. Don't use plastic straws



9. Re-use your villa towels



5. After a day out, dispose of your rubbish carefully or take it home with you

Raising Awareness

What you can do

Plastics

In our oceans

How you can be more sustainable

When travelling abroad We've put together a list of our top tips and suggestions to being more sustainable when we travel.



Plastic Cutlery
20 years



Plastic bag
20 years



Plastic Bottle
450 years



6-Pack Plastic Rings
20 years



Plastic Straws
200 years



Coffe Cup
20 years



Disposable Nappie
450 years



Data sourced from:
World Wildlife Federation
The Life Cycle of Plastics
02 July 2021

Unflushables

Products that harm our beaches & oceans

Cotton Buds

Being so small, cotton buds can squeeze through sewage filters if flushed and end up lining our rivers and beaches and ultimately end up in our oceans.

Wet Wipes

The number of wet wipes found on beaches has increased dramatically in the last decade. Whether you're using wipes to take your make-up off, change your baby's nappy or any other reason, put them in the bin rather than flush them down the toilet.

Tooth-Floss

Most tooth-floss contains plastic but there are some on the market that don't! Long, stringy items like tooth-floss and hair very easily tangle and contribute to 'fatbergs' that can block sewers. Over time the plastics can break down in to smaller plastics that then filter through and out into our oceans.

Sanitary Products

Many large branded packs of sanitary pads contain the same amount of plastic as up to 5 carrier bags! Try to use plastic-free pads if possible, it's better for your body, your wallet and the ocean!

Nappies

The average baby gets through 4,000 disposable nappies by the time they're potty-trained and most are destined for the bin and hopefully not the toilet. Could washable nappies be the future?

Contact Lenses

Contact lenses are often made from a mixture of acrylic glass, silicones and fluoropolymers (plastic). One US study found that 14 billion lenses – 200,000 kg of plastic waste – was being thrown away every year. Make sure they always go in the bin, not the loo!

Cigarettes

Cigarette butts are full of toxic chemicals and the filters also contain plastic. Waste water plants aren't designed to deal with this kind of waste and neither is the sea. Always dispose of your cigarette butts responsibly.



Raising Awareness

What you can do



e-Learning



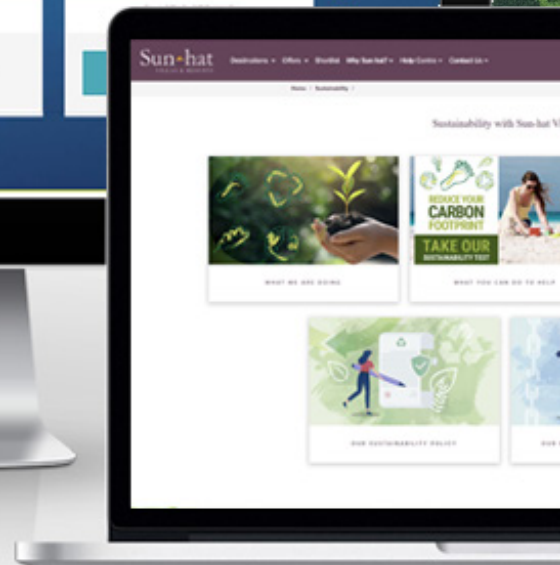
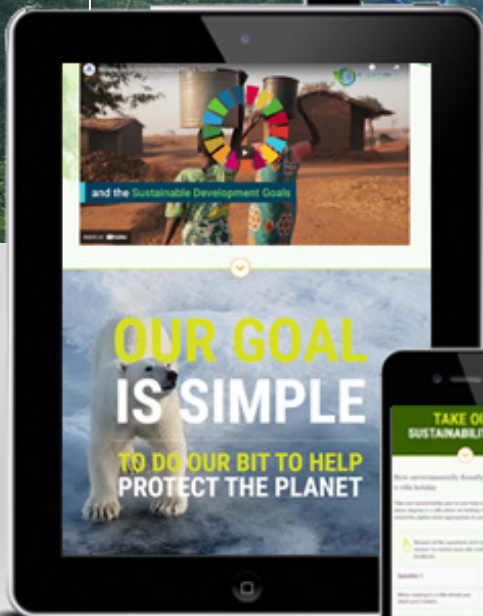
Dynamic Online Learning

Our online learning tool is a great way to engage and inspire our customers and website visitors, and raise awareness of the importance of sustainability in travel.

You can even take our online test to find out how environmentally friendly you are when you are on your holidays.

Take our Sustainability Quiz

<https://www.sun-hat-villas.com/sustainability/what-you-can-do#5>



TAKE OUR SUSTAINABILITY QUIZ

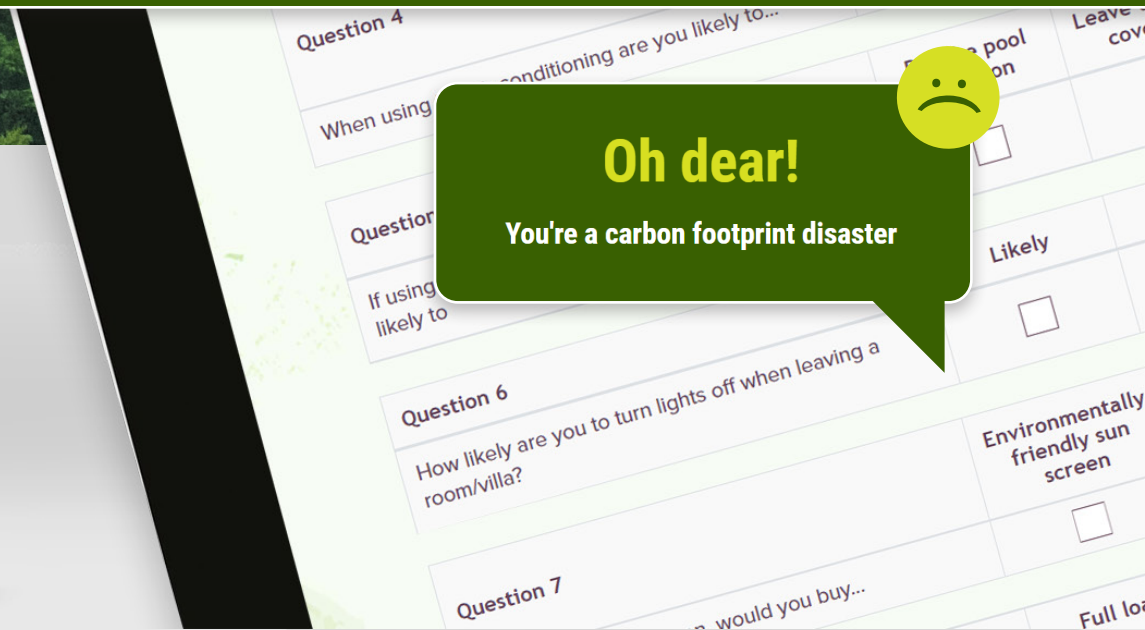
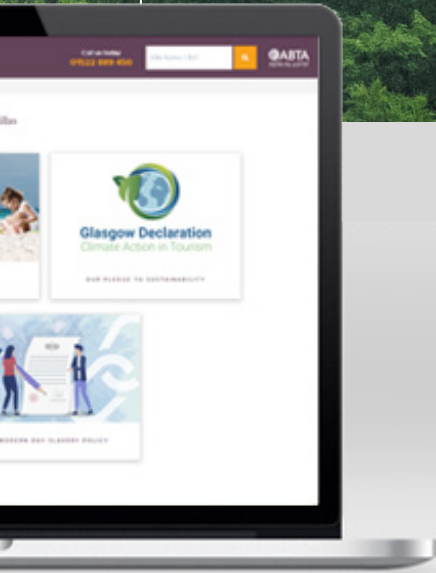


Are you a true eco warrior or a carbon footprint disaster?



Congratulations!
You're a true eco warrior!

Excellent!
You're doing your bit to help save the planet, but there's still room for improvement!



Oh dear!
You're a carbon footprint disaster

In the Office

How we can be more green in the office

Saving Energy

Turn lights out in rooms not in use

Do not leave office lights on overnight

Don't leave heaters on over night.

It uses energy unnecessarily over night and can also be dangerous.

**Do you really need the heater on?
Heaters use a lot of energy!**

Turn your computer off at the end of the day. It's actually a myth that switching you computer off at the end of the day damages the hardware.

Printing

Don't print of documents unnecessarily

If you have to print, set your printer settings to print of both sides of the sheet.

Try to go paperless!

Commuting

It's not possible for all of us but a good way to be friendlier to the environment is to leave the car at home and use public transport instead.

If you live close to the office then walking or cycling to work is a great way for us to reduce our carbon footprint.

Lunch

We don't often realise it but when lunch time comes many of us leave the office and head out to the local shops in our cars to buy our lunch. This creates added population and extra waste from food packaging that often ends in land fill sites.

An eco friendly way would be to bring and eat our lunches in the office. Why not give it a go and know that you're doing your bit to help the environment.

Recycling

Make sure any waste that can be recycled is placed in the appropriate bin.

We now have designated bins for:

- ▶ General waste
- ▶ Cardboard & Paper
- ▶ Plastics, metals and Glass



OUR MOTIVES

Why Sun-hat Villas is getting involved

Our goal is simple

To do our bit to help protect the planet



Making changes

What you can do

Go Paperless

Opt out of receiving post

Going paperless

Regular customers can opt out of receiving our printed booking pack in the post and instead receive their documents via email.

Opting out of receiving the printed pack benefits the environment by

- ▶ Using less paper
- ▶ Reducing CO2 emissions from delivery vehicles
- ▶ Reducing the impact of waste



Saving paper saves tress, helps wildlife and helps remove CO²





Donate

To a carbon offset scheme

Support a scheme

Like us, you can donate to help offset your carbon footprint. There are numerous national and international schemes that you can support in order to offset your carbon footprint whilst on your travels.

A donation of as little as £6.99 a month will plant 20 new trees which will help remove up to 15 tonnes of CO2 from the atmosphere every year.



WOODLAND
TRUST

Woodland Trust

<https://www.woodlandtrust.org.uk/>

By phone: **0330 333 3300**

By email: enquiries@woodlandtrust.org.uk



National
Trust

National Trust

<https://www.nationaltrust.org.uk/>

By phone: **0344 800 1895**

By email: enquiries@nationaltrust.org.uk



Ecologi

<https://ecologi.com/>

By email: sales@ecologi.com



Carbon Neutral Britain

<https://www.nationaltrust.org.uk/>

By email: info@carbonneutralbritain.org

Sun-hat

Sustainability Policy

Dated: November 2021

As a leading Algarve villa specialist, we are committed to creating a greener and better future for everyone. We take sustainability very seriously. We want to minimise our impact on the world as much as possible and we take responsibility not only as a company but as individuals too. We have been making several changes within our business to support this, to help both the Algarve and the whole world.

Why Sun-hat Villas is going green

In light of the recent events of the COP26 conference in Glasgow, Sun-hat Villas wanted to join the global effort in fighting climate change and help make the travel industry more sustainable. We pledge to do this by not only reducing and offsetting our own carbon footprint but also of our customers. We also pledge to raise awareness of environmental sustainability by communicating our future goals and successes in order to help create a better world through sustainable travel

What we are doing

Sun-hat Villas & Resorts want to see a positive impact on the environment not only within the Algarve but in the world as a whole. To do this we have implemented new strategies and policies to demonstrate our commitment to sustainability.

Working with Our Suppliers

When it comes to our print marketing, We have taken steps to ensure we only use suppliers that provide stock from sustainable sources certified by the FSC (Forest Stewardship Council).

Going forward into 2022 our customer folder packs are now fully recyclable and provided from sustainable sources in partnership with such schemes as Woodland Trust Carbon Capture project

Our printed mini brochures are small, feature only a selection of villas and are fully recyclable. We only send them out once every 6 - 12 months to help keep our impact on the environment down. Customers can also opt out of receiving our printed brochure and instead receive a digital version by email which is viewable online. The digital copy is produced alongside our printed copy.

Regular customers can opt out of receiving our printed booking pack in the post and instead receive their documents via email

Our Pledge

In November 2021, as a pledge to tackle climate change in Tourism, Sun-hat Villas signed a pledge to the Glasgow Declaration stating our support towards the international effort of reducing carbon emissions. Our pledge is one we stand by and will continue to uphold.





Raising Awareness

We've created a short educational e-Learning course accessible through our website. The purpose of the course is to help raise awareness of environmental sustainability and the impact that tourism has on the environment and local economy, with a focus on staying in a villa.

Communicating our goals and measuring our success

As our efforts towards becoming more sustainable as a company grows we will continue to let our customers know what our goals are and we will continue to update our customers of our successes and achievements. We will communicate these via our website, updating our policies, expanding our awareness campaign and promoting our achievements via newsletters and across our social media channels

Our team

We will manage and evolve our policy when needed, with the whole team receiving ongoing sustainability training

Sun-hat Villas are fully committed to a more sustainable and greener future. Furthermore, legal compliance is important to us, so everything we do will be in line with environmental legislation, Equality Act 2010 and Modern Slavery Act 2015.



Sun-hat

Modern Day Slavery Policy

Dated: November 2021

As a UK based travel company operating in numerous countries across the globe, Sun-hat Villas & Resorts recognises it's moral and ethical responsibilities to ensuring that our business and supply chain is slavery free.

Sun-hat Villas & Resorts recognises that modern slavery and human trafficking is a serious global issue and affects all industries and sectors. We have policies and processes in place to prevent this directly within our organisation and we will continue to review our engagement with our supply chain to work towards tackling modern slavery.

This statement outlines our actions and activities regarding efforts to combat slavery and human trafficking within our business and supply chain.

Sun-hat Villas & Resorts

Sun-hat Villas is a leading vacation rentals and holiday resorts company mainly focused in Europe; specifically Portugal and the Algarve.

We have over 1,000 accommodation choices across 6 different countries and welcome thousands of holiday makers each year. Overall, we employ between 20 - 30 members of staff and as Sun-hat Villas continues to grow, we ensure that new additions to our portfolio are required to follow our policies and procedures.

Policies

Our Business Principles represent the core of our business philosophy requiring our employees to act both ethically and legally when dealing with fellow employees and third parties with whom we do business.

Slavery and human trafficking

This policy confirms Sun-hat Villas & Resorts is committed to ensuring that there is no modern slavery or human trafficking in any part of its business or its supply chains. Sun-hat Villas & Resorts operates the following policies for preventing human slavery and trafficking in our operations:

- ▶ Whistleblowing policy; we encourage all employees, customers and suppliers to report any suspicions of human slavery without fear of retaliation
- ▶ The Sun-hat Villas & Resorts Code of Conduct reflects our commitment to acting lawfully, ethically and with integrity in all our business relationships.
- ▶ Human Resources; our Recruitment Policy demonstrates our commitment to ensuring all our employees have the right to work and our approach to human slavery and trafficking.
- ▶ Supply chain; we request information from our suppliers regarding their approach to Modern Slavery, and would work with our suppliers in the event of any concerns identified.

Due Diligence and Risk Management

- ▶ Sun-hat Villas & Resorts operates predominantly in the UK and Europe, with a strong focus on Portugal. Sun-hat Villas & Resorts recognises it's moral and ethical responsibilities and continuously acts to ensure that we act lawfully in each country in which we operate.

Sun-hat Villas & Resorts acts as an agent for our supply chains, mainly consisting of resort representatives and holiday accommodation owners most of whom we engage with directly. As well as resort representatives and owners our supply chains also consist of agency, cleaning and caretaking staff, with whom we engage directly or via reputable agencies on behalf of our owners.

We have a zero tolerance policy to slavery and human trafficking. We encourage our employees to report certain matters confidentially or anonymously, including circumstances that may give rise to slavery or human trafficking concerns.

The Company's assessment suggests that the risks of slavery and human trafficking taking place in our supply chains are relatively low. We are, however, not complacent. Over the past year we have been implementing a process of due diligence.

We have:

- ▶ Reviewed and amended our standard terms of business and supplier qualification with the Company's supply chain and contractors, to ensure compliance with the Modern Slavery Act 2015
- ▶ Identified our key risk areas. These include; holiday representatives, agency workers cleaning and caretaking staff, all of which are mainly managed through third party agencies. We have brought this to the attention of our supply chain management and will we will continue

to monitor their response throughout 2021/2022.

- ▶ Continued to manage the risks of Modern Slavery in recruitment of our permanent and fixed term staff.
- ▶ Provided our statement to customers and to internal staff through our website
- ▶ Evaluated the options for undertaking ethical audits of our supply chain

We conduct vendor risk assessments, which cover modern slavery and human trafficking, of our larger corporate suppliers, where applicable. In light of this, we believe there is a very low risk of slavery and human trafficking occurring in our business and supply chains.

Ongoing actions:

We also plan to continually reinforce our due diligence processes. In particular, we will:

- ▶ Review our options for undertaking ethical audits of our supply chain, which may include third party assessment.
- ▶ Conduct a risk assessment of our supply chain taking into account; the risk profile of individual countries based on the Global Slavery Index, services rendered by suppliers and presence of vulnerable demographic groups.
- ▶ Evaluate the options for training to relevant members of staff to ensure a high level of understanding of the risks of modern slavery and human trafficking in our supply chains and our business;
- ▶ Share this statement with all our staff through internal procedures, raising awareness of modern slavery and human trafficking. We will develop an appropriate training model, based on awareness and e-learning for our employees in 2022.

Engage and work with those suppliers or contractors who identify modern slavery,

- ▶ Engage and work with those suppliers or contractors who identify modern slavery, or believe there is a risk to them or their supply chain from modern slavery in order to eliminate.

This statement is made pursuant to section 54(1) of the Modern Slavery Act 2015 and constitutes Slavery and Human Trafficking Statement for Sun-hat Villas & Resorts.

Sun-hat Villas will continue to look forward and develop our policies and practices for the better, we are committed to maintaining our commitment to combatting slavery and human trafficking by continuing to develop resources, refine our goals, and educate our employees across relevant areas of our business and supply chain. This is an ongoing process and to that end, we aspire to continue to work with the industry to make an impact within our sphere of influence.

Sun-hat

VILLAS & RESORTS

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www.sun-hat-villas.com

ALGARVE - TUSCANY - BALEARICS
CROATIA - SICILY - BARBADOS

