

## Global environment, health and safety policy

BCD Travel is committed to managing Environmental, Health and Safety (EHS) matters as an integral part of our business. In particular, it is our policy to assure the EHS integrity of our processes and facilities at all times, so that all work will be carried out in a safe manner to ensure the health, safety and welfare of our staff and others who may be affected by our activities. We will do so by adhering to the following principles:

### **COMPLIANCE**

We will strive to comply with applicable laws and regulations and will implement programs and procedures to assure compliance. Compliance with EHS standards additionally forms a key component of employee training.

### **RISK REDUCTION, PREVENTION, RESOURCE MANAGEMENT**

We will seek opportunities, beyond regulatory compliance requirements, for reducing risk to human health and the environment. We will employ management systems and procedures specifically designed to prevent activities and/or conditions that pose a threat to human health, safety, or the environment. We will look for ways to minimize risk and protect our employees and the communities in which we operate by employing clean technology, including safe technologies and operating procedures, as well as being prepared for emergencies.

We will minimize the amount and any toxicity of waste generated and will ensure the safe treatment and disposal of waste. We will manage scarce resources, such as water, energy, land, and forests in an environmentally sensitive manner.

We will minimize the use of paper in our offices, will reuse and recycle all paper where possible and will seek to buy recycled and recyclable paper products. To reduce energy and water use we will strive to reduce the amount of energy used as much as possible, switch off lights and electrical equipment when not in use and will take the energy consumption and efficiency of new products into account in the purchasing process.

### **OBJECTIVES & TARGETS**

BCD Travel's target is to achieve a zero accident rate and zero work-related ill health to be achieved by applying best practice in EHS management.

In addition, we have implemented targets to reduce waste, save energy and promote sustainable procurement initiatives.

### **COMMUNICATION**

We will communicate our commitment to EHS quality and the company's EHS performance to our staff, vendors, customers, visitors, and interested parties. We will consider their input in meeting our EHS goals and in turn will offer assistance to meet their goals.

All employees are expected to be proactive on EHS issues as part of the continued development of the EHS culture of the organization. Feedback on EHS matters is therefore encouraged and welcomed.

### **CONTINUOUS IMPROVEMENT**

We will strive to continuously seek opportunities to improve our adherence to these principles and to improve our EHS performance. We will review and measure our progress, to the extent possible, on at least an annual basis.

Kathy Jackson  
Sustainability executive chair

May 1st, 2018