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## Objective

Create a written document that describes your commitment to manage the environmental impact of your business operations and the steps you will take to reduce and minimise your impact. This policy will be available publicly.



### 1: Write a general statement of commitment

This should be one paragraph. It should show your understanding of the importance of protecting the environment and that you are committed to reducing, managing and minimising the environmental impact of your operations.



### 2: Write specific, measurable and achievable environmental goals

Set goals that you are willing to publicly commit to. These should be specific, measurable, achievable and you should have at least one goal for each of the following areas:

Reducing carbon emissions (energy use) | Waste | Water | Pollution | Conservation



### 3: Write the steps you will take to achieve each goal

Summarise the processes you will put in place to ensure you achieve each goal. These should be specific and measurable because you will need to report on them in both your internal and external sustainability reports each year.



### 4: Have senior management approve the policy

It is important that you can show your senior management support the policy. This should be done through a statement within the policy and by including physical signatures.



### 5: Translate the policy

The policy should be available in all of the following languages:

The local language/s | The languages your staff speak | The languages most of your guests speak



### 6: Communicate the policy to staff, guests, suppliers and your community

The policy should be available in all of the following places:

Staff areas such as a break room or canteens | Guest areas (either in rooms or another central guest area) | Your website or The Travelife Collection Website

## More Information & Resources

[Travelife Environmental Policy example](#)