

ENVIRONMENTAL AND CSR POLICIES

ACCESSIBILITY FOR ALL

Apex Hotels understands that every guest has different needs and we aim to make our hotel facilities available and accessible to all of our guests equally. In rare instances where this is not possible, we'll endeavour to offer a range of facilities for guests with a perspective on disability including:

- Designated car parking, accessible entrance, WC, accessible bedrooms
- Induction loops can be arranged with advanced requests
- Assistance Dogs welcome.

COMMUNITY AND LOCAL SUPPORT

Apex Hotels is supportive of local community projects in each hotel's region and assistance to local charities. Each request is given due consideration. We also operate environmental impact programmes for each hotel.

All activities, donations and sponsorships raised by guests, suppliers and staff will contribute to the Company's objective of supporting local charities. Each hotel has a nominated charity which staff support through a number of activities. This is reviewed annually by relevant charity committees.

Within our hotels we aim to provide:

- Information on walks, wildlife and parks
- Organised walking and jogging tours
- Organised biking clubs
- Support of a local community garden called Heriot Bridge Garden (Edinburgh)
- Provide local transport services information
- Provide cycle hire information
- Use and promote local produce.

DAILY ACTIONS

On a day to day basis the teams in all Apex Hotels take the following actions in their contribution to helping the environment

- Recycling
- Re-use towels (on guest request)
- Provide newspapers on request
- Bulk purchase of chemicals & use of dosage dispensers
- Donate used soap bars and toiletries to charity
- Compact waste so less collections required
- Encourage car share
- Encourage cycle to work (cycle rack facilities provided plus discount on cycling goods with local retailers)
- Encourage local transport and provide information on their facilities
- Provide environmental awareness and training as part of the new staff induction programme
- Dedicated environmental groups driving forward new initiatives
- Conference call phone usage between properties to minimise travel

- Co-ordinate in advance staff taxi journeys and pick-ups to minimise number of taxi journeys.

GREENHOUSE GASES

Reduce the use of energy through awareness programmes and through designing efficiency into new buildings, equipment, travel and transport and other working practices.

MINIMISE CARBON FOOTPRINT

If customers wish to offset their carbon footprint from flights, weddings, conferences and events we recommend ClimateCare, who will offset carbon emissions on your behalf through a variety of their projects.

HAZARDOUS SUBSTANCES

Reduce the use of hazardous or non-degradable chemicals. We'll work with our supplier partners to encourage use of environmentally friendly soaps and detergents for laundering bed linen and towels. Where the use of such substances is unavoidable, we train staff in their handling and disposal and take precautions to minimise the impact of spillage.

Reduce the use of ozone depleting substances in supplied packaging materials, refrigerants and fire suppression systems by specifying new equipment that is free of such materials and replacing existing systems as directed by legislation. Staff are COSHH trained.

OVERVIEW OF THE STRATEGY AND ACTION PLAN

In 2006 Apex Hotels reviewed each area of their environmental policy. The main focus in 2008 was on reducing consumption and improving efficiency in our Energy and Waste Management processes. The strategy was to investigate and implement new technology or practices to reduce levels and to agree ongoing best practice and improvement in its overall environmental impact.

Our current aim still has a strong focus to work towards continuous improvement in environmental management and performance by employees and to encourage support from all stakeholders.

Approach to the environment is guided by a number of principles with which all hotels are required to comply.

PRINCIPLES

The Environment Policy is everyone's responsibility from kitchen porter to Executive team, and sets out the responsibility for environmental performance and develops and maintains an adequate system of management, measurement and improvements.

- All actions comply with relevant regulations
- Business is conducted with due regard to the environment, its habitats and biodiversity
- The business operations are regularly assessed for compliance with policy, performance and achievement of targets
- Environment considerations are taken into account in all major business decisions
- Employees are encouraged to work in an environmentally responsible manner
- Suppliers are encouraged to operate in an environmentally responsible manner and such encouragement is made a condition of any supply

- Where appropriate, encourage support from customers by providing them with products and services that are environmentally responsible in use
- Customers are made aware of all environmental policies in the specific areas where they are in direct contact

RESOURCES

Reduce the use of water and materials through awareness programmes and through designing efficiency into new buildings, equipment and working practices.

Set and meet targets for the reduction of utility consumption.

STANDARDS MANAGEMENT

The Commercial Manager is responsible for the overall environmental performance, which is reported to the Apex Board of Directors.

Develop and thereafter maintain an adequately documented environmental recording and reporting system.

Ensure that the implications for the environment are taken into consideration in all major business decisions.

When tendering for new suppliers, their green and CSR credentials will be assessed before awarding business.

Develop and thereafter maintain a record of formal written comments concerning environmental performance and set targets for their reduction.

WORKING WITH OUR LOCAL COMMUNITIES

Reduce as far as commercially practicable the level of harmful or nuisance emissions.

Collect used cooking oil and recycle it through a licensed contractor.

Carry on business in a responsible manner with due regard to the hotels' immediate environment, particularly at unsociable hours and in relation to noise, odour, lighting, litter, uncollected waste or deliveries and collections.

Maintain building exteriors, outdoor equipment and grounds to create a positive visual impact within the hotels' community.

Introduce contingency plans for major incidents to reduce their environmental impact.

Supporting the local economy

- Provide information on walks, wildlife and parks for our guests
- Organised walking and jogging tours running from the hotels
- Organised biking clubs running from the hotels
- Support of a local community garden called Heriot Bridge Garden
- Provide local transport services information to our staff and guests
- Provide cycle hire information
- Use local produce for beverages, fish, meat, fruit, vegetables and dairy
- Use organic produce in our breakfast items

- Work closely with cycle clubs
- Work closely with golf courses.