



BARAHI JUNGLE LODGE

Sustainable Purchasing Policy & Procedure

Prepared in reference to Travelife Certification Requirements — Criteria E3 & E4

Document Owner: General Manager / Sustainability Coordinator

Applies to: All departments involved in procurement: Kitchen & F&B, Housekeeping, Maintenance, Front Office, Administration

Effective Date: Date of first Travelife audit and ongoing

Review Frequency: Annually, or upon change in supplier base or applicable law

1. Purpose

This policy sets out Barahi Jungle Lodge's commitment to sustainable procurement. It ensures that whenever we purchase equipment, capital goods, food, beverages, building materials, consumables, installations and services, preference is given to options that meet the greatest number of relevant sustainability criteria, and that we never knowingly procure goods or services involving the Unacceptable Practices set out in Appendix I of the Travelife Certification Requirements.

2. Scope

This policy applies to all staff involved in selecting suppliers, placing orders, or approving purchases on behalf of the Lodge, including the Kitchen & Food and Beverage team, Housekeeping, Maintenance and Engineering, Front Office, Administration and Purchasing/Store staff. It covers all categories of procurement: equipment, capital goods, food, beverages, building materials, consumables, installations and services.

3. Policy Statement — Sustainable Purchasing (Travelife E3)

Barahi Jungle Lodge requires all staff with purchasing responsibility to actively consider sustainability at every stage of the procurement process. Before finalising any purchase, staff must check whether the product or service being considered — or an available alternative — meets one or more of the sustainability criteria listed below, and must give preference to the option that meets the greatest number of relevant criteria, whenever this is practical and possible.

Relevant staff are briefed on this policy during induction and refresher training, and copies of this policy are made available at the Purchasing/Store office and in relevant departmental files.

3.1 Sustainable Purchasing Criteria

The following criteria are used to assess and compare suppliers, products and services. Not every criterion will be relevant to every purchase; staff select the criteria relevant to the item in question and prefer suppliers/products that satisfy the highest achievable number of them.

#	Sustainable Purchasing Criterion
1	Made from recycled materials
2	Can be recycled locally
3	Can be easily reused or repurposed by the organisation or a third party
4	Sustainably produced/sourced
5	Produced locally
6	From locally owned businesses
7	From small businesses
8	Has a reputable sustainability certification (e.g. Rainforest Alliance, MSC, FSC)
9	Delivered in less packaging and/or more sustainable packaging
10	Energy and/or water efficient
11	Low pollutant
12	Reduces the need for printing
13	Requires less shipping/transport
14	Uses cleaner, more resource-efficient, low-emission transport
15	Reflects the area's nature, history and culture

#	Sustainable Purchasing Criterion
16	From fair trade suppliers
17	Minimises food waste
18	Minimises single-use or disposable items (e.g. single-use plastics)

3.2 Procurement Procedure

- Identify the need and category of the item or service to be purchased.
- Identify at least one alternative supplier or product option where feasible, so a genuine comparison can be made.
- Assess each option against the Sustainable Purchasing Criteria table above.
- Select the option that best balances quality, cost, availability and the greatest number of sustainability criteria met.
- Record the supplier/product choice in the relevant purchase order or store record.
- Where none of the available options meet any criteria, this is noted and alternative sourcing is explored for future purchases.

3.3 Current Practice: How Barahi Jungle Lodge Applies This Policy

The table below documents concrete examples of how this policy is currently being implemented across the Lodge's operations.

Procurement Area	Current Practice at Barahi Jungle Lodge	Criteria Met
Fruit & Vegetables	Our primary produce supplier is based in the local area and sources directly from local farmers. We also grow a range of vegetables in our own kitchen garden for use by guests and staff.	Produced locally; From locally owned/small businesses; Reflects area's nature & culture
Produce Hygiene	Incoming fruit and vegetables are washed using Oxy Clean, a produce wash formulated with natural ingredients, rather than harsher synthetic chemical sanitisers.	Low pollutant; Sustainably produced/sourced

Procurement Area	Current Practice at Barahi Jungle Lodge	Criteria Met
Food & Beverage Packaging	Food and beverage items are purchased in bulk/larger pack sizes wherever possible to reduce the volume of packaging used per unit of product.	Delivered in less packaging
Supplier Packaging Requirement	Suppliers are formally asked to use packaging made from recycled material for goods supplied to the Lodge.	Made from recycled materials; More sustainable packaging
Waste Segregation & Recycling	Waste is segregated on site into tin/metal, cardboard, glass, electronic waste and plastic. Segregated recyclables are handed to a local recycling vendor for local processing.	Can be recycled locally; From locally owned businesses
Refrigeration Equipment	Air-conditioning and refrigeration equipment use refrigerant gases permitted under current local law, avoiding gases restricted under the Kigali Amendment where legally required.	Energy/water efficient; Low pollutant (E4 compliance)
Staff Food Waste Awareness	The staff cafeteria operates a 'no-bin day' initiative on a periodic basis, removing waste bins for a day to encourage staff to plan portions and raise awareness of food/waste minimisation.	Minimises food waste; Minimises single-use/disposable items

4. Policy Statement — Unacceptable Practices (Travelife E4)

Barahi Jungle Lodge does not knowingly procure any equipment, goods or services involving the Unacceptable Practices listed in Appendix I of the Travelife Certification Requirements. This commitment has been in place since our first Travelife audit and remains in effect on an ongoing basis.

An exception applies only where (a) the Lodge is required by law to purchase the item, or (b) no viable alternative exists and purchase of the item is lawful in Nepal. Any such exception must be approved by the General Manager and documented with the justification on file. Unacceptable practices relating to animals are addressed separately under Travelife requirements H3 and H4.

Prohibited Practice	Lodge Position
Knowingly working with suppliers engaged in any form of human exploitation or abuse	Not procured
Purchasing or introducing invasive species	Not procured
Purchasing pesticides, insecticides, fungicides or herbicides containing banned POP chemicals listed in Appendix A or B of the Stockholm Convention	Not procured
Purchasing sun protection products containing ingredients harmful to marine life	Not procured
Purchasing personal care products containing microplastics ('microbeads')	Not procured
Purchasing equipment containing refrigerant gases with high global warming potential, currently being phased out under the Kigali Amendment to the Montreal Protocol	Not procured

4.1 Current Compliance Measures

- Suppliers are known local partners; the Lodge does not knowingly engage suppliers involved in human exploitation or abuse.
- No invasive plant or animal species are purchased or introduced onto the property; the kitchen garden and landscaping use native/locally appropriate species.
- Pest and weed control products are checked against the Stockholm Convention Annex A/B banned substance lists before purchase; banned Persistent Organic Pollutants are not procured.
- Sun protection products supplied to the spa/amenities are selected to avoid ingredients known to harm marine life (e.g. oxybenzone, octinoxate).
- Personal care products (guest amenities, housekeeping and staff supplies) are checked to ensure they do not contain plastic microbeads.
- Air-conditioning and refrigeration equipment use refrigerant gases that are permitted under current Nepalese law; the Lodge monitors the phase-down schedule under the Kigali Amendment and will transition equipment as required by law and as viable low-GWP alternatives become available.

5. Roles & Responsibilities

- General Manager: overall ownership of the policy, approval of any documented exceptions, annual review.

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- Purchasing/Store In-Charge: day-to-day application of the criteria and unacceptable-practices checks when selecting suppliers and placing orders.
- Department Heads (Kitchen, Housekeeping, Maintenance, Front Office): ensure staff raising purchase requests are aware of, and apply, this policy within their department.
- All staff involved in procurement: apply the criteria in Section 3.1 and avoid the practices in Section 4 in every purchasing decision.

6. Staff Awareness & Training

This policy is introduced to relevant staff during induction and reinforced through periodic refresher briefings. Awareness is also reinforced operationally — for example, the staff cafeteria's periodic 'no-bin day' is used as a practical, visible reminder to staff of the Lodge's waste-minimisation and sustainability commitments.

7. Monitoring & Review

The Purchasing/Store In-Charge maintains records of supplier selections and, where relevant, the sustainability criteria met. This policy is reviewed at least annually by the General Manager, and updated whenever there is a material change in suppliers, applicable law, or the Lodge's operations.

Approved by: _____

Position: General Manager, Barahi Jungle Lodge

