



CAS Trips

CAS Trips Code of Conduct

CAS Trips acknowledges their responsibility towards society to be a good corporate citizen. Besides compliance with applicable laws, the focus issues for corporate responsibility within all our global destinations are:

- our employees,
- contractors,
- sustainable supply chain management,
- sustainable products,
- human and labor rights,
- natural resources,
- climate change, and
- governance and compliance.

In order to reach its goals in the field of corporate responsibility, CAS Trips cooperates closely with its own employees, customers, partners such as NGOs, suppliers and local people within the destinations.

This Code of Conduct serves as a guideline to the required standard of ethical conduct, values and principles we expect of our hoteliers, tour operators, excursion providers and any other suppliers (herein referred to as 'Supplier' or collectively as 'Suppliers'). CAS Trips expects our partners to adhere to this code when operating for or on behalf of our team.

1.0 Legal Compliance

- 1.1 The Supplier shall hold all required permits and licenses in the country, state, region and/or province where the Supplier is located, and comply with all valid laws, regulations and other relevant statutory requirements.

2.0 Social Welfare & Human Rights

- 2.1 All CAS Trips suppliers must respect basic Human Rights: fight against forced labor, child labor and sexual exploitation of women and children.
- 2.2 The Supplier shall not discriminate against employees based on gender, age, religion, race, tribe, caste, social background, disability, nationality, membership in workers' organizations, political affiliation, sexual orientation, or any other personal characteristics.
- 2.3 The Supplier shall comply with local employment legislation and ensure that employees are paid at least the legal national minimum wage or above.
- 2.4 The Supplier shall ensure that all employees are free to enter and terminate their employment without penalty in accordance with the employment contract.

- 2.5 The Supplier does not engage in any workplace practice and conditions which violate basic rights; Physical abuse or punishment or threat of physical abuse or punishment, any kind of sexual or other harassment and other forms of intimidation are prohibited.
- 2.6 The Supplier provides a complaints procedure through which employees can make representation to senior management about key employment issues, raise grievances (including those about harassment) and seek redress.
- 2.7 The Supplier shall provide a safe and hygienic working environment. Suppliers shall take adequate steps to prevent diseases, accidents and injuries arising during work.

3.0 Anti-Bribery and Corruption Laws

- 3.1 Each party shall comply, and shall ensure that each of its employees, officers, directors, contractors and agents complies with all applicable laws, regulations, codes and sanctions, including but not limited to anti-bribery and corruption, foreign corrupt practices and anti-terrorism laws and specifically the applicable laws of the Territory, the Criminal Code Act 1995 (Australia), the Bribery Act 2010 (United Kingdom) and the Foreign Corrupt Practices Act 1977 (United States of America). Neither party shall engage in any course of conduct that would cause the other party to be in violation of the laws of any jurisdiction, including, without limitation, the laws, regulations, codes and sanctions referred to in this clause. Each party shall ensure that it has in place and maintains policies and procedures adequate to prevent bribery and corruption, foreign corrupt practices and terrorism and to ensure compliance with the applicable laws, regulations, codes and sanctions referred to in this clause. Each party shall, and shall ensure that each of its employees, officers, directors, contractors and agents shall uphold the highest standards of business ethics and conduct and undertake not to give or receive any advantage that could be perceived as payment or receipt of a bribe, not to make facilitation payments and not to bribe a foreign public official.

4.0 Biodiversity & Animal Welfare

- 4.1 The Supplier shall ensure that any (captive) animals owned by the business and/or present on the premises have been acquired legally and in accordance with CITES¹. Any captive animals shall only be kept by those authorized and suitably equipped to house and care for them humanely in the ABTA Animal Welfare Guidelines²
- 4.2 The Supplier shall ensure that wildlife species are not harvested, consumed, displayed, sold, or traded, except as part of a regulated activity that ensures that their utilization is sustainable and in compliance with local, national and international law.
- 4.3 The Supplier shall ensure that excursions, which include interactions with animals, comply with relevant (e.g. ABTA) codes of conduct. Considering cumulative impacts, activities shall not lead to any adverse effects on the viability and behavior of populations in the wild. Any disturbance of natural ecosystems shall be minimized, rehabilitated and compensated by a contribution to conservation management.

¹ Convention on International Trade in Endangered Species of Wild Fauna and Flora; www.cites.org

² <http://abta.com/about-abta/raising-standards/animal-welfare>

5.0 Local Sourcing and benefiting communities (Socio-Cultural Conditions)

- 5.1 The Supplier shall not sell or promote souvenirs, which contain historic and archaeological artifacts, except as permitted by law.
- 5.2 The Supplier shall actively purchase locally produced goods in preference to imported ones wherever reasonably possible.
- 5.3 The Supplier shall promote local products and services to guests, by recommending guides, restaurants, markets and craft centers wherever this is safe and reasonably possible.

6.0 Information Security

- 6.1 The Supplier shall implement appropriate confidentiality measures to protect the privacy of customers, clients and employees; and
- 6.2 All Parties agree to safeguard customer, client, and employee information and the transfer of technology, services, and know-how in a manner that protects any applicable international, national and local intellectual property and data protection rights.

7.0 Environment

- 7.1 The Supplier shall minimize his negative impact on the environment wherever possible.
- 7.2 The Supplier shall actively reduce the amount of energy and water used and shall minimize the use of chemicals known to cause damage or pose risks to health and/or the environment.
- 7.3 The Supplier shall comply with mandatory national and international law, particularly regarding the procedures and standards for waste management, handling and disposal of chemicals and other dangerous materials, emissions and effluent treatment.
- 7.4 The Supplier shall monitor, and control wastewater and solid waste generated and shall treat it as required prior to discharge or disposal. Suppliers shall reduce waste of all types to the greatest extent reasonably possible.

8.0 Compliance

- 8.1 CAS Trips is committed to implementing the terms of the Supplier Contract and Code of Conduct throughout its business operations and shall support any supplier in achieving full compliance with the stated clauses. Failure to comply or should there be any willful breach of the terms of conduct, is therefore against our pledge towards our agreed business practices, and we reserve the right to re-evaluate our supplier agreements with the possibility of terminating the contract should the supplier fail to cooperate in changing its actions.