

TOUR GUIDE AGENT

Biodiversity-Friendly Procurement Policy

Purpose

Tour Guide Agent is committed to ensuring that the products and services we purchase do not contribute to biodiversity loss, habitat destruction or harmful production practices. Although our business operates primarily digitally and has a minimal physical supply chain, we recognise our responsibility to make informed, sustainable procurement choices.

Scope

This policy applies to all goods and services purchased by Tour Guide Agent, including office materials, printed items, digital tools, merchandise, professional services and any supplies used in the operation of the business.

Our Commitments

1. Avoiding products linked to biodiversity harm

We will avoid purchasing products known to contribute to habitat loss, deforestation or environmental degradation, including:

- Products containing unsustainably sourced palm oil
- Items made from non-recyclable or single-use plastics
- Products linked to harmful agricultural or extraction practices
- Goods produced using excessive pesticides, fertilisers or chemicals

2. Choosing sustainable and certified alternatives

Where products must be purchased, we will prioritise:

- FSC-certified or recycled paper and printed materials
- Reusable, recyclable or compostable items
- Suppliers offering environmentally responsible alternatives
- Digital-first solutions to reduce overall material use

Tour Guide Agent is a trading name of Expert Excursions Ltd, registered in Scotland company number SC645204.

Clyde Offices, Second Floor. 48 West George Street, Glasgow, G2 1BP, Scotland.

www.tourguideagent.com

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3. Supporting local and ethical suppliers

We aim to work with small Scottish businesses and ethical suppliers wherever possible. We will give preference to companies that demonstrate strong environmental standards or hold recognised sustainability certifications (for example FSC, MSC, Rainforest Alliance or equivalent).

4. Minimising procurement overall

As a digital, remote-working organisation, we will keep physical procurement to a minimum. We will favour online tools, cloud-based services and digital documents to reduce resource use and waste. We will prioritise the use of sustainable cloud services.

5. Sustainability in service procurement

When selecting external freelancers, contractors or guides, we will prioritise individuals and organisations who demonstrate responsible tourism practices and ethical working standards.

6. Review and Continuous Improvement

This policy will be reviewed annually as part of our wider Sustainability & Responsible Tourism Policy to ensure our procurement choices continue to support biodiversity protection at home and abroad.

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