# LODOICEA APARTMENTS SEYCHELLES

# SUSTAINABILITY POLICY



## INTRO

Lodoicea Apartments, situated in the verdant hills of Bel Ombre, Mahé, provides a distinctive combination of comfort and convenience with its six self-catering units. This locally owned property boasts private outdoor areas, a saltwater pool complemented by tranquil gazebos, and generous free parking. Emphasizing sustainability, alongside services such as food delivery and massage, guests are guaranteed an environmentally friendly, exceptional, and authentic experience in the Seychelles.

## VISION STATEMENT

At Lodoicea Apartments, our vision is to redefine hospitality by providing exceptional, personalized service that creates unforgettable experiences by being a recognized small-scale sustainable accommodation that conserves resources, supports local livelihoods, and offers guests an authentic Seychellois stay.

## SUSTAINABILITY MANAGEMENT

Lodoicea Apartments is committed to operating as a responsible, low-impact self-catering accommodation in Seychelles. We will minimize environmental impact, protect local biodiversity and cultural heritage, support the local economy, ensure staff welfare and safety, and deliver an authentic, high-quality guest experience. We will comply with all applicable national legislation and international best practice, pursue continuous improvement, and maintain transparent reporting of our sustainability performance.

## 1. Objectives and Commitments

### Key Objectives

- **Energy:** Reduce electricity consumption by **10%** within 24 months.
- **Water:** Reduce potable water use by **10%** within 24 months.
- **Waste:** Achieve **30%** diversion of recyclable and compostable waste within 24 months.
- **Local Economy:** Source **30%** of consumables from local suppliers within 12 months.
- **Governance:** Maintain documented roles, training, monitoring and a two years sustainability review

## 2. Governance and Responsibilities

- **Role:** The General Manager Mrs. Silvia Weiss is the Sustainability Coordinator at Lodoicea Apartments.
- **Responsibilities**: Implementation of sustainable practices, key performance indicators (KPI) tracking, reporting, training and management review.
- **Authority:** Approve sustainability purchases, sign supplier agreements, and request budget for improvements.

## 3. Planning and Strategy

- **Focus Areas:** Waste management; water conservation; energy efficiency; guest engagement; local procurement; staff training; biodiversity protection; disaster preparedness.
- **Target Setting:** Annual targets set by the Sustainability Coordinator and approved by management.
- **Risk Assessment:** Identify environmental and operational risks such as water scarcity, storm damage, and supply chain disruption. Integrate mitigation measures into the Disaster Management Plan.

## 4. Policies and Procedures

### Waste Management

- Provide labelled bins for recyclables and general waste in apartments and common areas.
- Compost organic kit (wood shredder)
- Water filters provided in the apartments to reduce single use plastic bottles
- Shower gel and hand soap refilled from bulk dispensers
- Double side black copying printing
- Double A paper which is sustainably source
- List of chemicals purchase
- Use of phosphate free washing powder and detergents
- Saltwater pool to reduce chemical purchase

### Energy Conservation

- Replace all lighting with LED bulbs. Use solar power were possible
- Use of energy efficient devices (AC, fridge)
- Electronic devices are switched off when apartment is not occupied
- Water heating with solar power
- Install timers or occupancy sensors in corridors and common areas
- Service air conditioning and refrigeration units annually; maintain thermostat setpoints with a smart remote and encourage guest behavior to reduce usage

### Water Conservation

- Fit low-flow taps and showerheads; install dual-flush toilets where feasible
- Repair leaks within 48 hours of detection
- Implement guest linen and towel reuse program with clear in-room instructions
- Collection of rain water for toilet flush and outdoor watering
- Drip-watering and sprinkler systems for the garden

### Purchasing and Procurement

- Prefer local, low-packaging, eco-certified products
- Bulk purchase staples to reduce packaging waste
- Apply basic due diligence for suppliers on labour and environmental practices

### Health, Safety and Compliance

- Comply with Seychelles Employment Act and health and safety regulations
- Maintain risk assessments, emergency procedures, and PPE for staff
- Conduct regular fire and evacuation drills

### Cultural and Biodiversity Protection

- Provide guests with guidance on respecting local culture and protected species
- Prohibit sale or display of protected artifacts and products derived from endangered species
- Use native plants in landscaping and avoid invasive species
- Growth of a variety of fruits on the premises such as mango, banana, local orange and lemon, soursop, coconut and avocado
- Vegetable and spice garden accessible for guests
- Showcase of local art and natural decoration in the apartments

## 5. Monitoring and Evaluation

### Key Performance Indicators (KPIs)

- kWh per guest night
- Liters of water per guest night
- % waste recycled

- % local procurement by value
- Guest sustainability satisfaction score

**Data Collection and Records**

- Monthly utility bills; waste logs; procurement records; training attendance; waste disposal receipts.
- Maintain a quarterly KPI summary and an annual sustainability report.
- Client's feedback

**Reporting Cadence**

- Monthly operational checks; quarterly KPI review; annual public summary available to guests and stakeholders.

## 6. Staff Training and Engagement

**Onboarding**

- Sustainability induction for all new staff covering waste separation, energy and water saving, guest communication, and emergency procedures

**Ongoing Training**

- Quarterly refresher sessions and toolbox talks
- Practical demonstrations for composting, recycling, and equipment operation

**Engagement and Incentives**

- Staff suggestion scheme with recognition and small rewards for implemented ideas that reduce resource use or costs

**Example:**

***Staff Training Checklist***

| ***Training Topic*** | ***Description*** | ***Frequency*** | ***Completed (signature/date)*** |
|---|---|---|---|
| *Sustainability induction* | *Overview of sustainability policy and goals* | *Onboarding* | |
| *Waste separation and composting* | *How to separate and manage waste* | *Quarterly* | |
| *Energy and water saving practices* | *Daily conservation actions* | *Quarterly* | |
| *Guest communication on sustainability* | *How to inform and engage guests* | *Quarterly* | |

| | | | |
|---|---|---|---|
| *Emergency procedures and first aid* | *Evacuation, fire safety, first aid* | *Bi-annually* | |
| *Equipment operation and maintenance* | *Safe and efficient use of appliances* | *Annually* | |

## 7. Guest Communication and Involvement

### In-Room Materials (guest kit)

- Clear, concise guidance on AC handling, towel and linen reuse, recycling, water saving, reef-safe sunscreen, and local cultural etiquette

### Arrival Briefing

- Welcome message that explains sustainability initiatives and how guests can help

### Feedback

- Include sustainability questions in guest satisfaction surveys and act on feedback to build trust and loyalty

**Example:**

***Guest In-Room Card (A5 — one page)***

***LODOICEA APARTMENTS — SUSTAINABILITY GUIDE***

*Welcome to Lodoicea Apartments. Help us protect Seychelles by following these simple steps:*

- ***Reuse towels and linens:*** *Hang towels to reuse; request fresh linens only when needed.*
- ***Save water:*** *Take short showers; turn off taps when not in use.*
- ***Save energy:*** *Switch off lights and appliances when not in the room.*
- ***Recycle:*** *Use the labelled bins provided for recyclables and general waste.*
- ***Reef safety:*** *Use reef-safe sunscreen and avoid touching corals.*
- ***Respect local culture:*** *Support local artisans and follow local customs*
- ***QR Code to access the survey***

## 8. Supplier and Community Engagement

### Local Sourcing

- Prioritize Seychellois suppliers for food, crafts, touring and transfer services; target 30% local procurement within 12 months.

### Fair Trade and Due Diligence

- Transparent procurement criteria; basic checks on supplier labour and environmental practices.

**Community Support**

- Collaborate with local conservation groups and support community initiatives where feasible.

## 9. Documentation and Record-Keeping

**List what documents are maintained:**

- Utility data for water and energy
- Training records
- Procurement logs for eco-products
- Pest control Contract-Including of methods use

## 10. Action Plans

Through the action plan below, we have identified activities which will be implemented and which we target to be completed within the next 24 months to minimize our negative impact on the environment.

| Target Area | Activities | Outcome | Timeframe |
|---|---|---|---|
| Waste Management | Introduce labelled recycling bins; start composting kitchen waste; contract recycler | Reduced landfill; increased recycling rate | 0–12 months |
| Water Conservation | Install low-flow fixtures; fix leaks promptly; implement guest reuse program | Lower water consumption per guest | 0–12 months |
| Energy Conservation | Replace bulbs with LEDs; install timers for common area lights; service AC units | Reduced kWh/guest/night | 0–18 months |
| Local Procurement | Map local suppliers; set 30% local sourcing target; update purchasing policy | Increased local economic benefit | 0–12 months |
| Training and Awareness | Deliver induction and quarterly training; staff suggestion scheme; continuous training of the coordinator (GSTC courses); involve guest as stakeholders with more information and allow them to participate through a survey; sustainability as an own topic on the website | Improved staff and guest engagement and compliance | 0–6 months |

## 11. Monitoring Results

The table below will be used to measure the water and energy consumption to provide comprehensive data on the usage and give indications on how to plan and become more efficient.

**Water**

| Year | Month | Quarter | Amount SR | Occupancy | Comparison % |
|---|---|---|---|---|---|
| | *January* | *First* | | | |
| | *February* | | | | |
| | *March* | | | | |
| | *April* | *Second* | | | |
| | *May* | | | | |
| | *June* | | | | |
| | *July* | *Third* | | | |
| | *August* | | | | |
| | *September* | | | | |
| | *October* | *Fourth* | | | |
| | *November* | | | | |
| | *December* | | | | |

**Energy**

| Year | Month | Quarter | Amount SR | Occupancy | Comparison % |
|---|---|---|---|---|---|
| | *January* | *First* | | | |
| | *February* | | | | |
| | *March* | | | | |
| | *April* | *Second* | | | |
| | *May* | | | | |

| | | | | | |
|---|---|---|---|---|---|
| | *June* | | | | |
| | *July* | *Third* | | | |
| | *August* | | | | |
| | *September* | | | | |
| | *October* | *Fourth* | | | |
| | *November* | | | | |
| | *December* | | | | |

## 12. Other Management Practices

Lodoicea Apartments is committed to ensure;

- All staff are paid equally for equal work done immaterial of gender
- Minimum pay and working conditions as prescribed by the Employment Act are fully respected.
- Being against the commercial and sexual exploitation of children and adolescents, and to pledge to provide equal opportunities to women and minorities

## 13. Availability

- This Sustainability Policy is available to all staff, guests and the public on request and via the website of the business

## 14. Review

- The policy will be reviewed every two years or sooner if operational or regulatory changes require it. Continuous improvement will be driven by KPI performance and stakeholder feedback.