



SINGAPORE  
CLARKE QUAY

## SUSTAINABILITY POLICY

Following consideration of the importance of environmental sustainability and its commitment to benefit Singapore and the Clarke Quay community, **Novotel Singapore Clarke Quay** has strived to achieve environmental and social sustainability for hotels and hotel services.

**Novotel Singapore Clarke Quay** is committed to continually improve the environmental and social sustainability performance. The Hotel has set itself the following goals: fight against climate warming by reducing its greenhouse gas emissions; reduce its consumption of natural resources; preserve and support biodiversity; and last but not least to promote recycling and limit the amount of waste produced in its hotels.

**Novotel Singapore Clarke Quay** will constantly strive to improve our environmental and social performances through compliance with regulations and by initiating sustainable actions to help the environment and society. Our hotel focus areas will include:

1. Reduction in energy consumption and implementation where possible renewable energy sources.
2. To reduce water consumption, recycle water are used where possible and fresh water resources are managed well to ensure efficiency of ecosystem.
3. Ensure effective waste management by sorting, distributing and recycling via eco-friendly collection agencies. Purchasing of biodegradable replacements where possible is also in place to reduce the quantity of waste.
4. To maintain safety policies and support all safety programs throughout the hotel.
5. To manage social and cultural issues between all management, staff and other stakeholders in the community.
6. To ensure proper air quality protection within the hotel and noise control for all guests.
7. To ensure proper land use planning and management where possible.
8. To have a proper maintenance and storage area to store and control usage of environmentally harmful substances.
9. To participate in Charity activities throughout the year.

**Novotel Singapore Clarke Quay** staff is committed in taking a pro-active step to addressing global environment issues by adopting the Green Globe standards as part of the hotel Sustainability Policy. Trainings have been put in place to ensure that all staff is fully aware about The Hotel's responsibility and commitment towards The Hotel's Sustainability Policy.

In consistent with the brand's commitments, **Novotel Singapore Clarke Quay**, a 4 -star hotel located in Clarke Quay Singapore, operates accommodation services, 3 restaurants, 1 bar, and meeting facilities for up to 600 delegates. The Hotel will implement and regularly update the Environmental Management Program. The Hotel will comply with all relevant legislation, regulations and strive to achieve international best practice in energy saving and water conservation.

We have appointed **Simon D Jones**, our **Resident Manager** as the Green Globe Coordinator. Simon will ensure that ongoing environmental performance, identification of environmental risks; recording and monitoring of impacts and implementing environmental and social sustainability measures are all in order.

Whenever possible, special consideration will be given to employing local staff. In addition, environmentally sustainable products and services will be sourced locally.

We encourage all staff, suppliers and guests to be part of our environmental and social sustainability program. As a benchmarked and certified Hotel under the Green Globe programme, we need to regularly request and receive feedback from our guests, suppliers, contractors, agents and wholesalers to allow us to continuously improve.

Heinz Javier Colby  
**Regional General Manager**  
Accor Asia Pacific - Singapore  
7<sup>th</sup> November 2008

Simon D Jones  
**Resident Manager**  
Novotel Clarke Quay, Singapore  
7<sup>th</sup> November 2008

**NOTE:** This policy is a public document to be on display, a copy may be given to anyone. The organisation invites staff, landowners, guests and the community to suggest ways to further achieve best practice environmental and social sustainability. The end of 2008 and subsequently each year will review this policy

Updated 17th November 2008