

REPORTING PERIOD: January 2022 – December 2023

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#### SUSTAINABILITY REPORT

#### ATLANTICA SUNGARDEN HOTEL



#### ATLANTICA HOTELS & RESORTS – AT GLANCE

Established in 1980, Atlantica Hotels & Resorts has now grown into a hotel chain that currently operates over 45 hotels in Cyprus, Greece and Egypt.

Through the years, terms like: Customer focus Personalised Service Attention to detail Value for money Sustainability ...have become synonymous with Atlantica Hotels & Resorts!

- With a wealth of experience and an enviable reputation for quality of service, Atlantica Hotels wherever located, guarantee customer satisfaction at lowest environmental and social impact.
- Our customer-focused approach is founded on attracting, retaining and deepening the relationships with our customers. Customer trust is our most valuable business asset and the foundation for our future growth.
- Value is maximised further with working closely with our partners, communities and key account clients.
- Due to the challenging economic, social and environmental periods, our main goal is to balance well the needs of these three main challenges and yet achieve highest customer satisfaction with minimum on the society and environment.

ATLANTICA HOTELS & RESORTS Responsible business is one of the company's most important values.



## ATLANTICA HOTELS & RESORTS

#### **About Hotel**

Welcome to the Atlantica Sun Garden Beach Hotel in Ayia Napa, Cyprus!

Nestled on the scenic outskirts of Ayia Napa, our hotel boasts stunning sea views and is surrounded by beautifully landscaped gardens.

As a proud member of Meridian Hotels Ltd and managed by Atlantica Hotels, we offer 267 well-appointed rooms, including twin rooms, family rooms, and suites in the main hotel building, as well as garden bungalows featuring family rooms, suites, and swim-up rooms.

Our guests can enjoy a diverse array of facilities, including three exquisite outdoor pools, an indoor pool, a kids' club, sauna, Jacuzzi, massage and beauty services, and sports amenities such as a tennis court and football court.

We also provide a serene area for civil weddings.

At Atlantica Sun Garden, we recognize the various impacts our operations have on the environment and the community. We are committed to minimizing these effects and being a responsible member of society. Our dedicated sustainability team is focused on implementing our environmental initiatives, with all staff trained and encouraged to contribute to our mission.

Our motto, "Even the Small Contribution Counts," reflects our belief that every effort matters. Our sustainability program is straightforward and realistic, with clear targets and timelines to ensure our goals are measurable and achievable. Key highlights of this program are detailed in the following sections.



## ATLANTICA HOTELS & RESORTS

The Sustainability Team at Atlantica Sungarden Beach Hotel is dedicated to achieving the highest level of customer satisfaction while minimizing environmental and social impacts by adhering to Travelifeand, legal and ISO 14001 requirements.

As a member of the Atlantica Hotels & Resorts chain, Atlantica Sungarden Beach Hotel fully embraces all corporate policies.

- Quality
- Sustainability
- Food Safety
- HSE
- Discrimination, Violence & Harassment at work policy

Atlantica **at Atlantica Sungarden Beach** Hotel has evaluated its environmental and social impacts and below actions and measures are the ones carried out to minimize the impact from our activities.

Atlantica Sungarden Beach is firmly committed to environmental responsibility and sustainability in all aspects of its operations.

U We understand the importance of protecting the environment for the well-being of current and future generations.

U We are collectively dedicated to upholding the same standards of excellence and social responsibility.

#### By teaming up with our employees, customers, associates, brands, partners, suppliers, and other business collaborators, we affirm our commitment to:

Reducing greenhouse gas emissions by minimizing energy and water usage, reducing waste, and limiting the consumption of high-emission foods.

**D** Protecting and supporting biodiversity by reducing pollution and safeguarding nature and wildlife.

Protecting and respecting human rights by preventing discrimination, exploitation, and harassment, and promoting fair treatment for all.

#### □ Safeguarding children by preventing their exploitation or abuse and promptly reporting any suspected incidents.

• Our public sustainability documents include commitments in the aforementioned areas, demonstrating our dedication to comprehensive sustainability practices.

Additionally, we have set specific goals, such as reducing our greenhouse gas emissions and achieving at least one other target related to our sustainability initiatives.

□ We adhere to crucial EU sustainability regulations, covering environmental, social, and governance aspects by introduction a bespoke ESG platform which is intended to help hotels report their performance.

□ We invite all stakeholders to support us in achieving these goals and commitments.

□ For transparency and broader engagement, our public sustainability documents are available online, ensuring that guests, the public, and other stakeholders can access and understand our sustainability efforts.

□ The following report sections indicate the hotel performance.

#### OUR COMMMITMENT

#### ESG REPORTING SYSTEM

By inputting data into the Atlantica Group ESG platform, we adhere to crucial EU sustainability regulations, covering environmental, social, and governance aspects.

- Indicatively, information is recorded regarding:
- Scope 1,2,3 emissions
- Energy Consumptions
- Donations
- Suppliers performance and analysis (local vs regional)
- Waste Production
- Staff trainings
- Purchasing of hazardous substances and single-use plastics
- Analysis of indicators related to social/ human resources (women vs men, salaries of women vs men, minorities, age differences, etc.)

Through the above, we aim in complying with Environmental, Social, and Governance (ESG) principles and with the Sustainable Development Goals (SDGs).

## ATLANTICA HOTELS & RESORTS

## CERTIFICATIONS & AWARDS

The management and staff of Atlantica Sungarden Beach Hotel are dedicated to upholding the highest standards of quality, safety, and hygiene in our products and services.

We strive to exceed customer expectations, diligently manage our environmental impact, and actively contribute to the protection and preservation of our environment.

Furthermore, we are committed to safeguarding the health and safety of our employees, customers, partners, and all individuals impacted by our operations.

We comply with relevant legal requirements, respect human rights, and strive to positively impact the local residential and business community.

Achieving these commitments and objectives requires the involvement and training of all employees.

Accordingly, Atlantica Sungarden Beach Hotel has been awarded/holds the following awards/certifications:

TRAVELIFE GOLD AWARD

EN ISO 9001:2015

EN ISO 14001: 2015

EN ISO 22000:2018

EN ISO 45001: 2018

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#### ESG PROGRAMMES

- The hotel has established an ESG programme and reporting systems specifying reporting areas, timelines, responsibilities.
- All hotel employees and management are actively involved in executing the ESG programme.
- A comprehensive action plan has been developed, regularly assessed, and improved through corrective actions.
- The Hotel Manager and Sustainability Team are accountable for achieving the sustainability program's objectives.
- ESG objectives include performance indicators and analysis of: Energy and water use, CO2 emissions, waste, social and community actions.





#### ENVIRONMENTAL& SOCIAL ISSUES





#### WATER

□ Water is sourced from the Local Municipality (public & Biological).

- □ All laws and regulations are being adhered to
- □ At our hotel, we prioritize responsible water usage by implementing water-saving practices that ensure both the satisfaction and safety of our guests while promoting their health.Water is used in detail as per below:
- Public restrooms
- □ Kitchen & Restaurant
- □ Laundry facilities (limited)
- □ Health club/gym
- Guestrooms
- **Garden irrigation**
- □ Staff room and staff accommodation
- **D** Engine rooms
- Pools

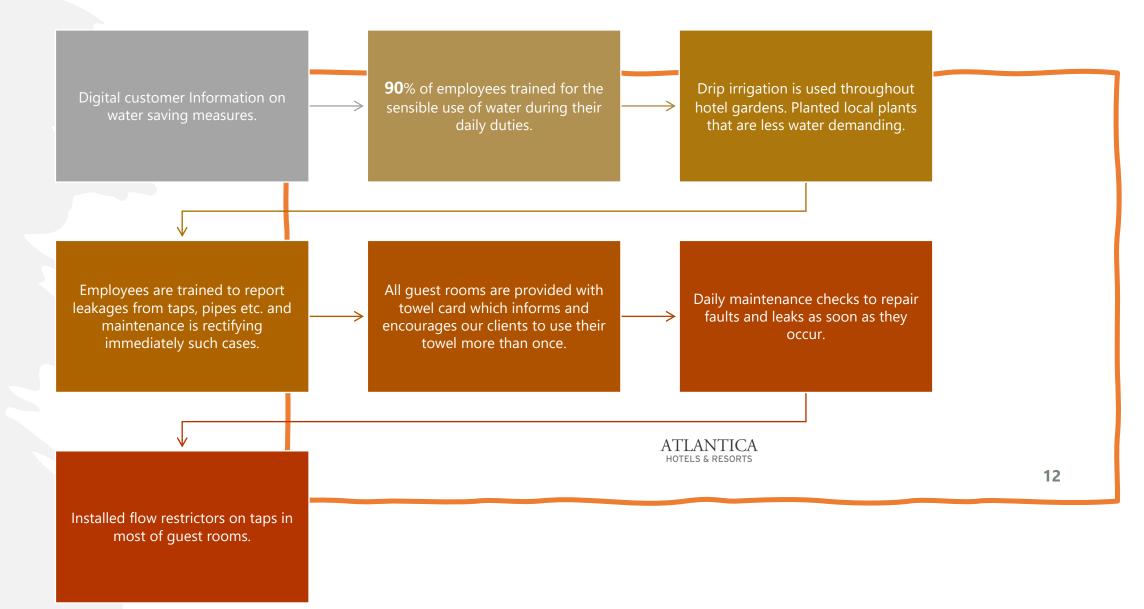
#### 2025 Target:

□ To install BMS (Building Management System) for more efficient water distribution assessment and monitoring.





#### WATER SAVING MEASURES



## ACTIONS TAKEN FOR ENSURING HIGH WATER QUALITY:

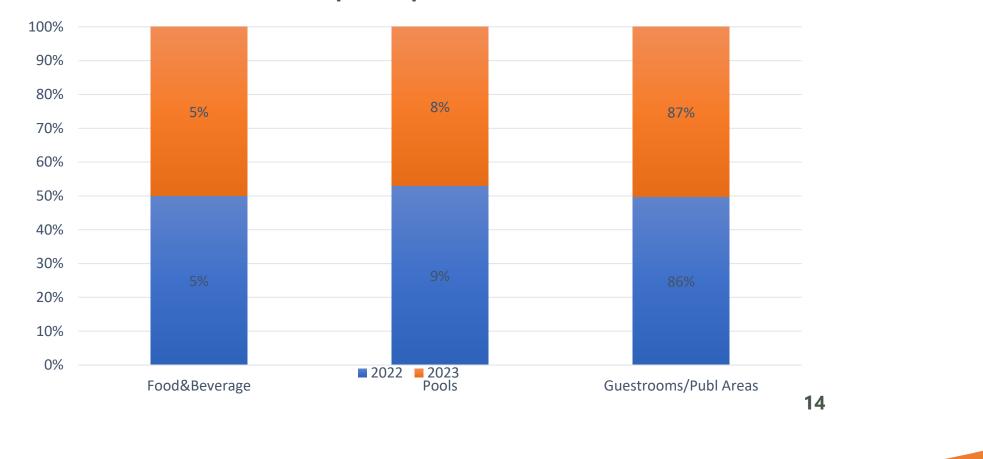
- □ A comprehensive microbiological and chemical analysis of pool water is conducted monthly.
- Ph levels and other parameters are monitored daily in all swimming pools and adjusted by an automatic dosing system.

□ Monthly microbiological testing of potable water is conducted.

□ Legionella testing is performed before the hotel opens and at various locations throughout the hotel.

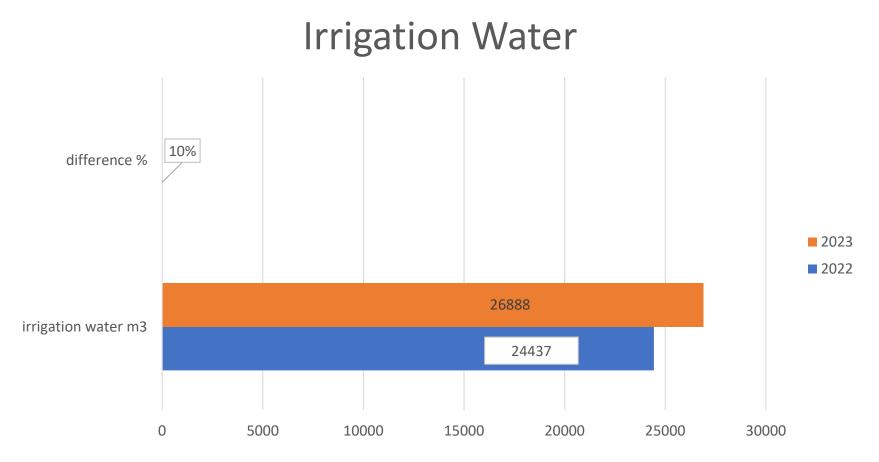
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## WATER QUALITY



#### Water Assessment per department 2022&2023

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#### WATER CONSUMPTION

2024 KPI: 308 lit/pppd

2022	2023
333	342

\*IMPORTANT NOTE: The 2023 target was not met due to higher occupancy levels than in 2022 which led to higher water consumptions consequently increased per-person daily consumption.

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ELECTRICITY

- Electricity is monitored daily by the maintenance department in order to ensure the sensible daily consumption.
- Electricity is obtained from the Electricity Authority of Cyprus.

 Electricity is used primarily for A/C, refrigerators, pumps, lights and other equipment.
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LPG

□ LPG is monitored daily by the maintenance department in order to ensure the sensible daily consumption.

LPG obtained from EKO Ltd.

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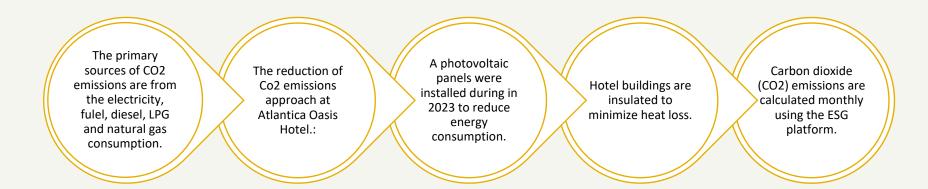
LPG is only used by the kitchen department.

#### ENERGY SOURCES

### ENERGY & CO2 EMISSIONS REDUCTION

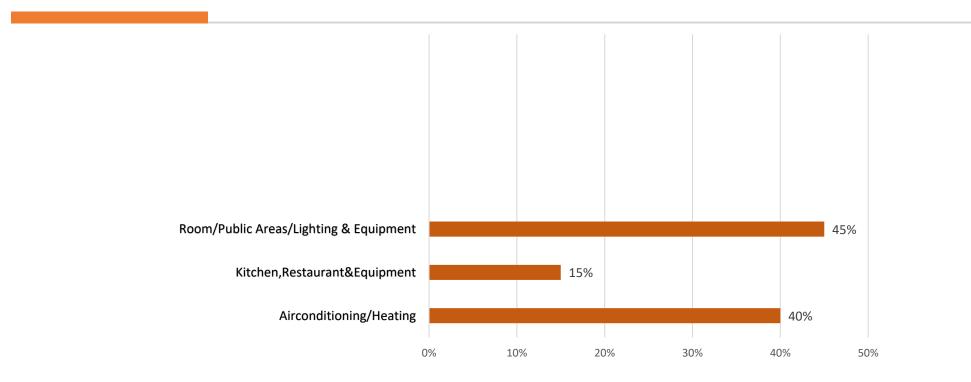
- LED installed in most rooms and hotel public areas.
- Fluorescent LED Lamps installed in all back of house areas .
- All new equipment is purchased according to our environmental policy where energy efficiency is taken into consideration.

- □ Information to our guests in TV channel rooms and info kiosk on energy saving measures.
- Use of natural light for the lighting of the lobby and breakfast restaurant if possible.
- To install BMS (Building Management System) for more efficient energy distribution assessment and monitoring.





#### ENERGY ASSESSMENT 2023





#### **ELECTRICITY CONSUMPTION**

#### KPI: 14 kwh/pppd

2022	2023	
13.95	12.48	

\*IMPORTANT NOTE: Between 2023-22 electricity consumption pppd decreased by 10.5% due to: 1.Installation of Photovoltaics in 2023. 2.Higher Bed nights in 2023.

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#### LPG CONSUMPTION

KPI: 0.14 lit/pppd

2022	2023
0.17	0.16

\*IMPORTANT NOTE: LPG is used only in kitchen for cooking purposes. For 2023-2022 LPG consumption is almost at the same levels. This is because of higher bed nights in 2023 than 2022.

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#### Gas Oil CONSUMPTION-YOY COMPARISON

#### KPI: 0.05 it/pppd

2022	2023	
0.07	0.05	

\*IMPORTANT NOTE: Gas oil consumption has decreased dramatically due to replacement of the two burners with one burner and heat pump.

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#### CO2 EMISSIONS

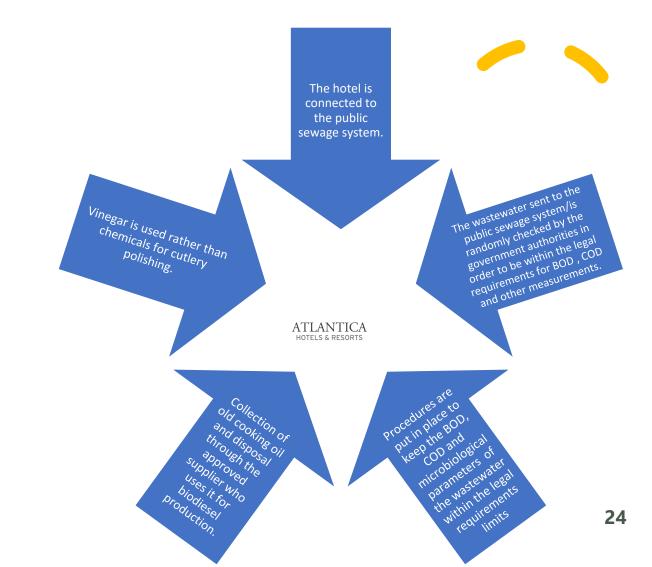
#### KPI: 11.5 kg/pppd

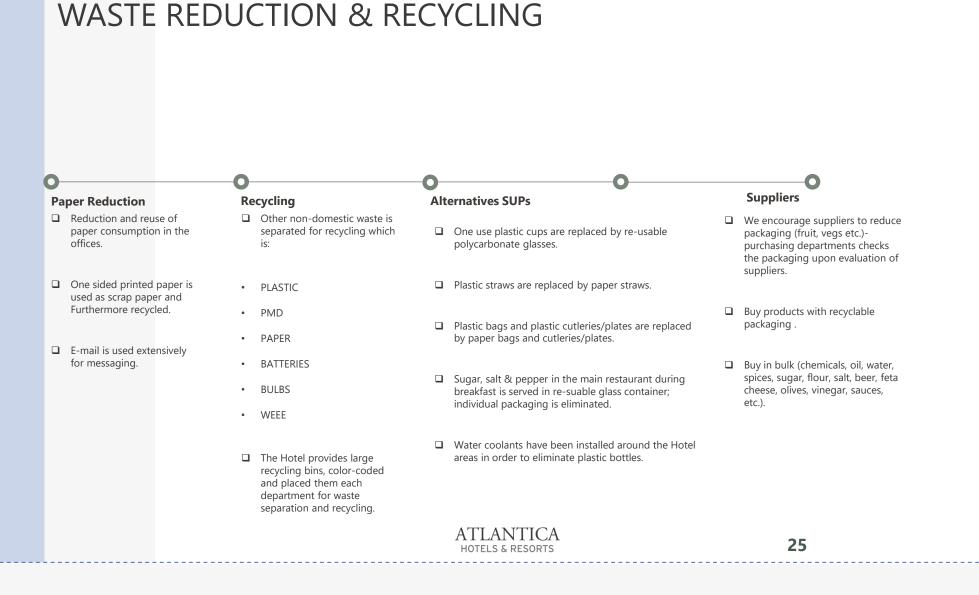
 2022	2023
9.40	8.39

\*IMPORTANT NOTE: CO2 Emissions consumption has started to be recorded from 2023 and on. No accurate data available for years before.

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## WASTE MANAGEMENT (wastewater disposal)





## SOLID WASTE PRODUCTION

KPI: 0.04 kg/pppd

2022	2023	
0.08	0.05	

**\*IMPORTANT NOTE:** Solid waste production decreased in 2023 compared to 2022 as more renovations and solid waste scraps were dispose in 2022 . KPI target was very nearly met.



#### SUSTAINABILITY IMPROVEMENTS

#### • CO2 emissions

• Electricity Consumption









#### SUSTAINABILITY IMPROVEMENTS

#### • Water Consumption

Food Waste





## Internal and External communication

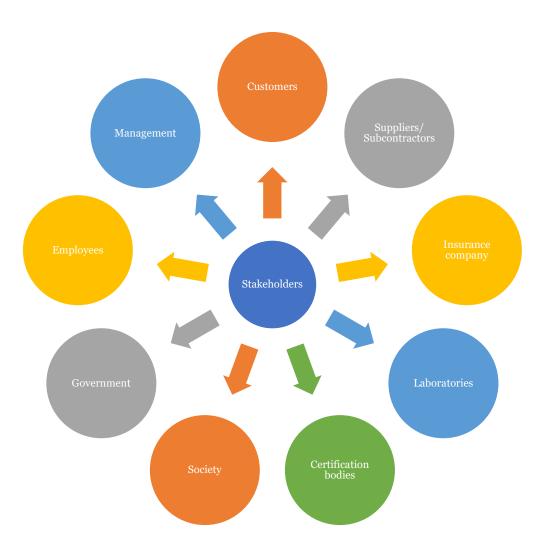
We are well aware that strong internal communication strategy will keep everyone on the same page and set the precedence of a collaborative environment. This builds team unity and makes employees and guests feel valued.

Internal Communication Leads to a **Better Work Environment**, therefore we are using below means of internal communication to improve our operations as well as reduce environmental and social impacts by choosing not to print or travel and we instead:

- We encourage all management team members to communicate via e-mail
- We send internal memos via e-mail
- We have a full electronic and remote access to the company processes and procedures
- We use power point presentations for trainings
- We use electronic records for staff trainings
- We do REMOTE TEAMS meetings

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#### Stakeholders



Stakeholders are defined as individuals or groups whose interests are or may be affected by our activities, paying particular attention to the interested parties located in the areas where the respective hotel operates. A key element is the constant communication with the interested parties, while the communication channels between them and the company are analysed below.

# Stakeholder needs, expectations and communication, including compliance requirements

Stakeholders	Needs & Expectations	Compliance requirements	Communication channels	Language
Customers	<ul> <li>High quality services, according to the contract</li> <li>Consistency</li> <li>Confidentiality</li> <li>Compliance with legal requirements, regarding compensation</li> </ul>	<ul> <li>Monitoring of evaluations</li> <li>Strategic partnerships with the UK.</li> <li>Staff competence &amp; internal procedures.</li> <li>Internal inspections according to GL-GE-P-005.</li> </ul>	<ul> <li>Corporate website</li> <li>Announcements</li> <li>Annual Report on Sustainable Development</li> <li>Guest Relations</li> <li>Communication with relevant departments</li> <li>Customer Questionnaires/ Evaluation</li> <li>Events</li> <li>Emails</li> <li>Atlantica application</li> </ul>	Greek/ English/Russian
Suppliers/ Subcontractors	<ul> <li>Good cooperation with suppliers</li> <li>Clarity in requirements</li> <li>Combination of consistency, quality &amp; price</li> </ul>	<ul> <li>Purchases in accordance with procedure AS-PU-P-010.</li> <li>Evaluation of suppliers according to GL-GE-P-120 procedure.</li> </ul>	<ul> <li>Meetings</li> <li>Evaluation</li> <li>Emails</li> <li>Annual Report &amp; Sustainable Development Report</li> </ul>	Greek/ English
Insurance company	<ul> <li>Follow-up of requirements and proposals of insurance companies &amp; brokers to improve policies and reduce major risks</li> </ul>	<ul> <li>Signing of liability &amp; property insurances annually.</li> <li>Holding meetings every year before signing the above.</li> </ul>	<ul> <li>Send files</li> <li>Emails</li> <li>Meetings</li> <li>Teleconferences</li> </ul>	Greek/ English

# Stakeholder needs, expectations and communication, including compliance requirements

Stakeholders	Needs & Expectations	Compliance requirements	Communication channels	Language
Laboratories	Perform analyses and measurements using accredited methods	<ul> <li>Annual cooperation agreement with the Chemicothechniki laboratory.</li> <li>Monthly Sampling Schedule.</li> <li>Equipment calibration by the Globetech company in March and June.</li> <li>Noise measurements by Globetech.</li> </ul>	<ul> <li>Emails</li> <li>Meetings</li> <li>Annual Report &amp; Sustainable Development Report</li> <li>Chemicotechniki platform/ results uploading</li> </ul>	Greek/ English
Certification bodies	<ul> <li>Compliance with the requirements of ISO standards</li> <li>Annual certification/surveillance inspections</li> </ul>	<ul> <li>IMS review &amp; revision.</li> <li>Internal &amp; external inspection program.</li> <li>Carrying out certifications.</li> </ul>	<ul> <li>Send files</li> <li>Emails</li> <li>Meetings/ Inspections</li> <li>Annual Report &amp; Sustainable Development Report</li> </ul>	Greek/ English
Society/ Community	<ul> <li>Encourage the volunteering for actions related to the place or society</li> <li>Supporting the society where the hotels operate</li> </ul>	The hotel carried out several actions this year as well. Also, some were planned for the next period of time. They are presented in detail in the file GL-EN-F-040-ESG Programme.	<ul> <li>Annual Report &amp; Sustainable Development Report</li> <li>Events</li> <li>Sustainability actions</li> </ul>	Greek/ English

# Stakeholder needs, expectations and communication, including compliance requirements

Stakeholders	Needs & Expectations	Compliance requirements	Communication channels	Language
Government	<ul> <li>Issuance of all permits as defined in the relevant legal requirements</li> <li>Review of legal requirements</li> </ul>	<ul> <li>The hotel has all the necessary permits, which are kept on file.</li> <li>An annual review of statutory requirements is carried out in file GL-GE-F-011.</li> </ul>	<ul> <li>Submission of data in the context of participating in programs</li> <li>Letters</li> <li>Emails</li> <li>Annual Reports</li> <li>Press Releases/Announcements</li> </ul>	Greek
Employees	<ul> <li>Management leadership (strategy, decisions)</li> <li>Good collaboration within the organization</li> <li>Knowledge for correct execution of tasks</li> <li>Staff development program</li> </ul>	<ul> <li>Quality &amp; HR policies are followed.</li> <li>Targets have been set (GL-GE-F-160) and are being monitored.</li> <li>Define &amp; achieve annual training program (GL-GE-D-130/v12)</li> <li>Appraisal &amp; promotion potential. Nomination of student/employee of the month with monetary reward.</li> </ul>	<ul> <li>Communication of group policies</li> <li>Open daily communication with Management and HODs</li> <li>Meetings between HOD's and employees</li> <li>Events</li> <li>Trainings</li> <li>Staff Handbook</li> <li>Emails</li> </ul>	Greek/ English
Management	<ul> <li>Achieving business results</li> <li>Fulfilling the commitment to the customer</li> <li>Good relationship with customers</li> </ul>	<ul> <li>Measurement of results &amp; their evaluation</li> <li>Awards</li> <li>Staff training (SOPs)</li> <li>Certifications</li> </ul>	<ul> <li>Annual general meeting</li> <li>Corporate website</li> <li>Meetings</li> <li>Teleconferences</li> </ul>	Greek/ English

## Stakeholders Communication- per thematic section

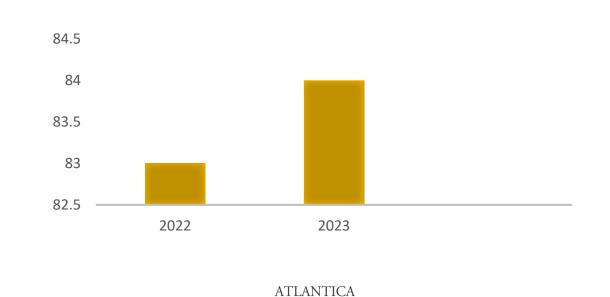
Communication per thematic section	Stakeholders	Communication Channels Language
Communication of policies and crisis management policies.	rite 🐲 🖅 🧾 👬 👬	Atlantica website Greek/ English Email
Training on health and safety, quality assurance and crisis management policies.		Live/Online trainings Greek/ English
Accessibility information.	itė 🐲 🖅 🧾 🏥 🗰 🛓	Atlantica website Greek/ English Sustainability Report
Public sustainability document.	itė 🐲 妚 🗊 🏥 IIII 📩	Atlantica website Greek/ English
Seeking feedback.	👬 🔆 🐲 🇾 🧾 🏭 🏭	Email     Greek/ English       Meetings     Audits       Implementation of ISO standards     Implementation of ISO standards
Inviting community feedback.		Email Greek Meetings and contacts with municipality
Respecting local indigenous peoples.	N/A	N/A N/A
Employment terms and conditions.		Interviews Greek/ English Contracts
How staff can raise concerns and make complaints.		Trainings     Greek/ English       Employees handbook     Discrimination, Violence & Harassment at       work policy     Greek/ English
Disciplinary procedure.		Employees handbook Greek/ English

## Communication with stakeholders, per thematic section

Communication per thematic section	Stakeholders		Communication Channels	Language
Reminders about using less energy.	<b>ŶŤĊ</b>		Trainings Sustainability Policy Sustainability Report Atlantica website Info channel/guests rooms	Greek/ English
Reminders about using less water.	<b>Å</b> Å.		Trainings Sustainability Policy Sustainability Report Atlantica website Info channel/guests rooms	Greek/ English
Reminders about reducing waste.	<b>₽₽₽₽</b>		Trainings Sustainability Policy Sustainability Report Atlantica website Info channel/guests rooms	Greek/ English
Customer information, suggestions, complaint registration.	₽ ₽ 1		Email Guest Relations	Greek/ English / German/ French/ Russian
How guests can report child exploitation and abuse.	<b>ÅÅ</b> .		Εκπαίδευση Policy	Greek/ English
Staff sustainability training.			Sustainability Report Training presentation	Greek/ English
Human rights statement for suppliers.	45	ļ.	Sustainability Report Policies	Greek/ English
Linen and towel reuse policy.	**************************************		Towel card/guests room	English
Information about how to separate waste.	<b>††</b> .		Trainings Sustainability Policy Sustainability Report Atlantica website Info channel/guests rooms	Greek/ English

### Guest Satisfaction Questionnaires on the Hotel Environmental Performance

Target 2024: 87%



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#### **EMPLOYEES ENGAGEMENT** 4.5 hours of training per employee on an annual Celebration of the basis Between 2022-23 there is a World Environment Day decrease of 2% in total in staff volume for 2023. For Continuous 2024 compared to 2023 improvement by asking 12& increase. quest's opinion about 99.10 % of Full Time the hotel's sustainability Employees to Part Times. practices 53.10 % of Female Vs Male. 11% Female to Male in management positions all locals. 34.51% Staff under 30s, 50.44% between 30-50, 15% over 50s. 2023 staff accidents compared to 2022 are at the same level (2022-3 work accid 2 non serious 1 medium 112hrs off-3 work accid all non serious) more attention when executing tasks due to-common human mistakes

As part of our sustainability concept we give: • Priority and support first to local F&B suppliers and then to surrounding regions, global sourcing only when

no local option.
Work with key sustainable suppliers to reduce waste and footprints on the environment.

• Sustainability criteria applied when evaluating suppliers are the following: Environmental & Quality ISO14001 ISO9001, ISO22000 Food Safety Certified, fair trade, fair labour treatment,

Eco-friendly cleaning products, recyclable, delivered in less packaging).

• Purchasing in bulk quantities to minimise waste, eco-label products.

• Full Cyprus Buffet Night organised once a week to promote local cuisine/ products etc.

**COMMUNITY ACTIVITIES** 

- Provision of food for animals in shelters
- BEACH CLEAN UP by the hotel staff
- Medical Treatment of cats/ animals funding expenses from the hotel
- Support and promotion of local suppliers
- Raising guest awareness by informing them how to protect local culture and tradition, animal welfare, local plants and nature.
- Staff training in child labour and safeguarding
- Participating in local projects & events i:e Keep our Sand & Sea plastic free, Zero Beach Waste, Life Food print.
- Accommodation/Meal vouchers to Local Primary Schools to support Association of Parents and Guardians/partners/suppliers.
- Hotel Staff Donates clothes to church.
- Support number of the local and international organisations such as One dream one wish foundation, Melathron Agonistes Foundation etc 2023 donations 7,176euro).

## HOTEL ACTIONS & ACTIVITIES









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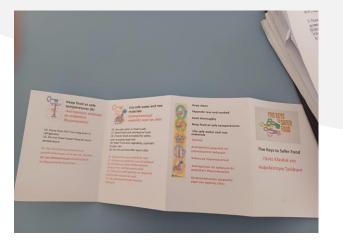
## STAFF TRAININGS















### HOTEL ACTIONS & ACTIVITIES



Supporti ng local

by offering

2 euro to

on for

Facilitating charity events for local organizations by staff purchasing their XMAS creations







World Environmental Day 2023

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elo.



#### **BECAUSE THERE IS NO PLANET B**







Cyprus Curry Faskomilo



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# HOTEL ACTIONS & ACTIVITIES

#### BECAUSE THERE IS NO PLANET B

World Environmental Day 2023

Kids club sessions with theme 'BeatPlas tic Pollution' ' & 'activities with





Tips to kids how to minimize plastic pollution with simple actions!!!

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The kids crafted earth and nature with reused bottle plastic lids and painted stones!!!

#### COMPANY POLICIES



https://www.atlanticahotels.com/information/sustainabilty



