



ENERGY REDUCTION POLICY

Practical energy management for efficient office operations

Company	Viajes Matatu Ltd	Policy owner	Operations & Administration Lead
Effective date	28 July 2026	Review cycle	Annual
Version	1.0	Approved by	Director(s)

1. Commitment

Viajes Matatu Ltd is committed to using energy efficiently and reducing avoidable energy consumption and related greenhouse-gas emissions. The company will apply practical energy-saving measures in its office and purchasing decisions while maintaining staff comfort, equipment safety and reliable client service.

2. Scope

This policy applies to directors, employees and contractors using the Viajes Matatu office or company equipment. It covers lighting, cooling and ventilation, computers, printers, internet equipment, kitchen appliances and other electrical devices. The company operates from rented premises; therefore, actions involving the building, shared systems or metering will be coordinated with the landlord or workspace manager.

3. Objectives and targets

Timeframe	Target	How it will be checked
Within 3 months	Establish an energy baseline using available electricity bills, meter data or landlord records.	Monthly kWh and cost, where available
Within 12 months	Reduce electricity use per office working day by at least 5% against the baseline, adjusted for occupancy and operational changes.	Annual comparison of kWh per working day
Immediate and ongoing	Use LED lighting and energy-saving settings for all compatible office equipment.	Purchase records and quarterly spot checks
Annual	Review at least one additional energy-saving improvement with staff and the landlord or workspace manager.	Review notes and action list

Where separate Viajes Matatu consumption data is unavailable, the company will document the limitation and monitor the actions within its direct control.

4. Immediate actions

4.1 Lighting and use of daylight

- Use natural daylight whenever practical and keep windows and light sources unobstructed.
- Switch off lights when rooms are unoccupied and at the end of the working day.
- Use LED bulbs for replacements and avoid unnecessary decorative or daytime lighting.

4.2 Cooling and ventilation

- Use natural ventilation or fans before air-conditioning where weather, security and comfort permit.
- Keep doors and windows closed when air-conditioning is operating and avoid excessive cooling.
- Switch off cooling and ventilation when rooms are unoccupied, at night and during weekends.
- Clean and service fans and air-conditioning equipment as required, and report leaks or poor performance.

4.3 Computers, printers and other equipment

- Enable energy-saving mode and automatic sleep after approximately 20 minutes of inactivity.
- Shut down computers, screens, printers and non-essential equipment at the end of the day rather than leaving them on standby.
- Use switched power strips where practical so several devices can be safely disconnected together.
- Switch on printers, kettles, coffee machines and similar appliances only when needed.
- Choose energy-efficient equipment when replacing computers, printers, lighting or appliances, considering both purchase price and running cost.

4.4 Digital working

- Keep emails concise and use shared links or folders instead of repeatedly sending large attachments.
- Maintain mailing lists, unsubscribe from unnecessary messages and periodically remove unneeded files and emails in line with record-retention needs.
- Use appropriately sized images and email signatures; avoid unnecessary high-resolution graphics.

5. Responsibilities

Role	Responsibility
Directors	Approve the policy, support reasonable improvements and review annual performance.
Operations & Administration Lead	Maintain available energy records, brief personnel, conduct quarterly spot checks, coordinate with the landlord and report progress.
Employees and contractors	Follow switch-off and energy-saving practices, use equipment responsibly and report faults or improvement ideas.
Landlord/workspace manager	Where applicable, provide available metering information and support reasonable building or shared-system improvements.

6. Monitoring and review

The Operations & Administration Lead will review electricity data monthly where it is available and assess implementation at least annually. Any material increase will be checked against changes in occupancy, equipment, working days and business activity. The company will record corrective actions and update the target when a reliable baseline or more accurate metering becomes available.

This policy will be communicated to staff and contractors and reviewed annually or when the office, equipment or operating arrangements change materially.

Approval

Approved by: _____	Position: Director
Signature: _____	Date: _____
Next review date: 28 July 2027	Version: 1.0

This policy supports the Viajes Matatu Sustainability Policy and Travelife energy-management requirements.