

SUSTAINABILITY MANAGEMENT PLAN

2024-2025

DESCRIPTION	NAME/TITLE	DATE
PREPARED BY:	Francoise Punzalan/ Chairman Tricia Marcelo / Secretary	4/15/2024
REVIEWED BY:	Luke Groves / Resident Manager	4/15/2024
APPROVED BY:	Olivier Larcher / General Manager	4/15/2024

HOTEL FACTSHEET

Sofitel Philippine Plaza Hotels and Resort the only 5-star Luxury hotel in Manila with a resort setting, Sofitel Philippine Plaza is a gem in the bustling city. Boasting of spectacular views of the famous Manila Bay, and lush landscapes and financial greenery, the exquisite tropical setting within the city is unrivalled.

Sofitel Philippine Plaza sits adjacent to Cultural Center of the Philippines, with both domestic and international airports only 15 minutes away. Manila's prime cultural attractions such as the renowned Mall of Asia, the historic Spanish walled city of Intramuros and the Manila Cathedral are only a short distance from the hotel. About half an hour away is the vibrant central business district, Makati City. Where world-class entertainment, shopping and dining options abound Sofitel Philippine Plaza is a structural masterpiece created by Philippine National Artist for Architecture Leandro Locsin, while the hotel's grounds, resort pool and gardens were designed by Idefonso Santos, another National Artist

IMPORTANT FACTS

Land Area:	12 acres
No. of Rooms:	609
No. of Floors:	11
No. of Meeting Rooms:	3
No. of Function Rooms:	16
Other Facilities Services:	Lagoon-shaped swimming pool, Kids Club, Fitness Center Spa

Introduction to plan:

Our Sustainability Management Plan encompasses 4 key areas:

- I. Environmental – to be actively involved in conserving resources, reducing pollution, conserving biodiversity, ecosystems and landscapes. Green Globe Certified - Green Globe Members commit to managing and operating their business and organisations to the highest level of sustainability. Green Globe members are committed to benchmarking and managing the use of energy and water with the aim of reducing the use of these resources as well as promoting reuse and recycling of materials
- II. Socio-cultural – to be involved in corporate social responsibility actions, community development, local employment, fair trade, support local entrepreneurs, respect local communities, implement a policy against commercial exploitation, equitable hiring, employee protection and last but not least, that our business do not jeopardize the provision of basic services, such as water, energy, or sanitation to neighboring communities.
- III. Quality – any activity that can sustain itself economically through creating competitive advantages within the industry with inspired service that not only meets, but exceeds guest expectations; it continues to contribute to the economic well-being of the surrounding community through local ownership, employment, buying local products, etc. A sustainable business should benefit its colleagues, customers, business partners, owners, other stakeholders.
- IV. Health & Safety – Sofitel Philippine Plaza complies with all established health and safety regulations, and ensures that both guest and staff protection instruments are in place. Certificates are approved as per Pasay City, Bureau of Fire Protection, HACCP Certification.

As a renowned hospitality company located in Manila, Philippines, we are proud to provide memorable moments for our guests, as well as to ensure a sustainable growth that will protect the unique environment surrounding us. Our vision is to create development in a sustainable world for the future generations. To outline the vulnerabilities of environment and highlight the measures being taken. Our daily mission is to reduce, re-use and recycle to secure the natural resources of this island.

In order to accomplish our mission we implemented in our hotel programs that will help us achieve our sustainable vision.

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7. Provide memorable experiences for our guest in an eco-friendly experiences

1. Sustainable waste management

We have implemented a waste management system that includes recycling and responsible disposal of waste materials.

Initiatives

- Winnow system for food waste management implemented
- Food is prepared in the kitchen according to occupancy, restaurant bookings, staff movements in canteen etc. utilization.
- Staff training & education
- Menus are on QR Codes to stop printing
- Refillable toner cartridge program
- Licensed disposal of electrical items
- Leftover food from buffet donated to NGO- SOS (Scholar of Sustenance)
<https://www.scholarsofsustenance.org/>
- Used cooking oil goes is collected & recycled via the company Rodas Trading
- Creative initiatives such as converting used wine bottles into cheese plates
- Using coffee grounds as fertilizer for the gardens

Planned Initiatives

- Food Digester
- Re-implement sending food waste to local pig farms (ceased due to DENR laws)
- Re-implementing composting program



1.1 Food Waste Management

We are one of the first businesses in Philippines to Implement Winnow, a food wastage management system. It assists us to:

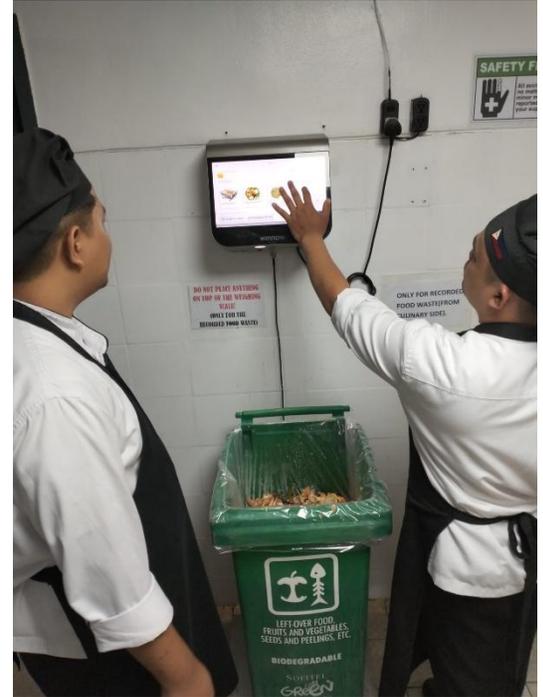
REDUCE ENVIRONMENTAL IMPACT – Significantly reduce the amount of waste going to landfill, energy consumed from cooking food that would’ve been wasted, and reducing our Hotels carbon footprint.

PROVIDE VISIBILITY ON KITCHEN OPERATIONAL PERFORMANCE - We are shown the value of each item thrown away, driving behavior change. Daily reports are also sent to our inbox that pinpoint key opportunities to cut waste, benchmark multiple sites and track performance

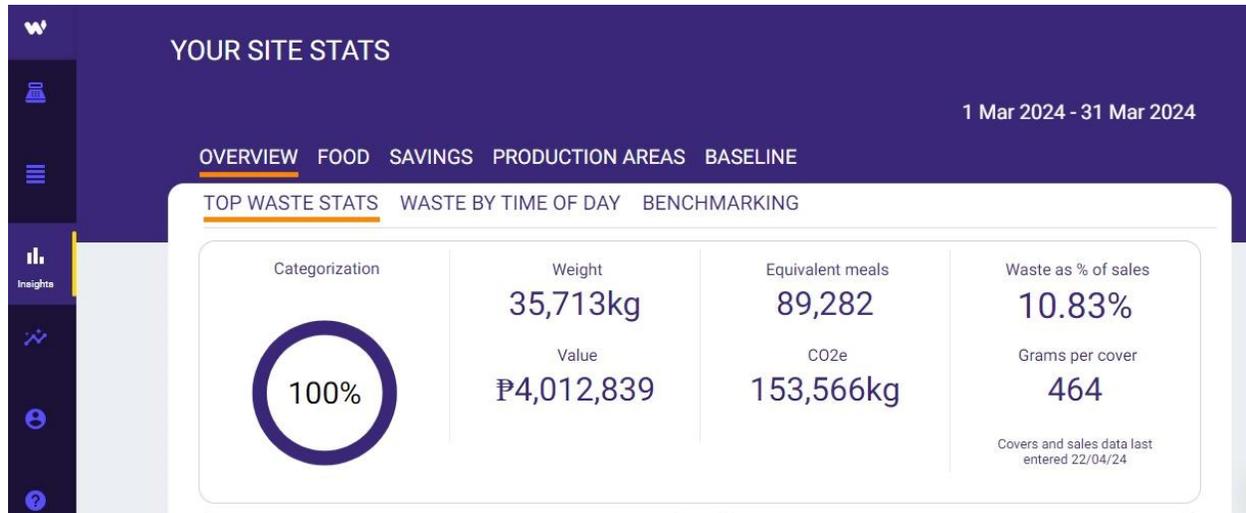
SAVE STAFF TIME - Wasted food is also wasted labor, by saving time not producing food that would’ve been wasted and save time on unnecessary paperwork staff can focus on giving more focus on our customers

We have established targets as follows:

- 30% reduction of wastage



Winnow Dashboard



1.2 BANNING SINGLE-USE PLASTIC

- Use of Balmain refillable bottles for bathroom amenities
- Glass bottles in bedrooms and meetings using MODA water bottling system
- Use of wooden key card
- Replacing plastic stirrer to wooden and teaspoon
- Policy on using “paper straw upon request” on hotel’s restaurants and bars
- Removal of cling wrap on kitchen use
- Laundry bags changed to reusable fabric material
- Toothbrush, shaver, and shower cup made from PLA renewable raw materials
- Bin liners in bedrooms uses biodegradable materials
- Removal of plastic covers from bedroom slippers and sewing kit
- All to-go containers made from recycled paper, plant starch, bamboo (sustainable biodegradable materials)



2. Sustainable Water Management

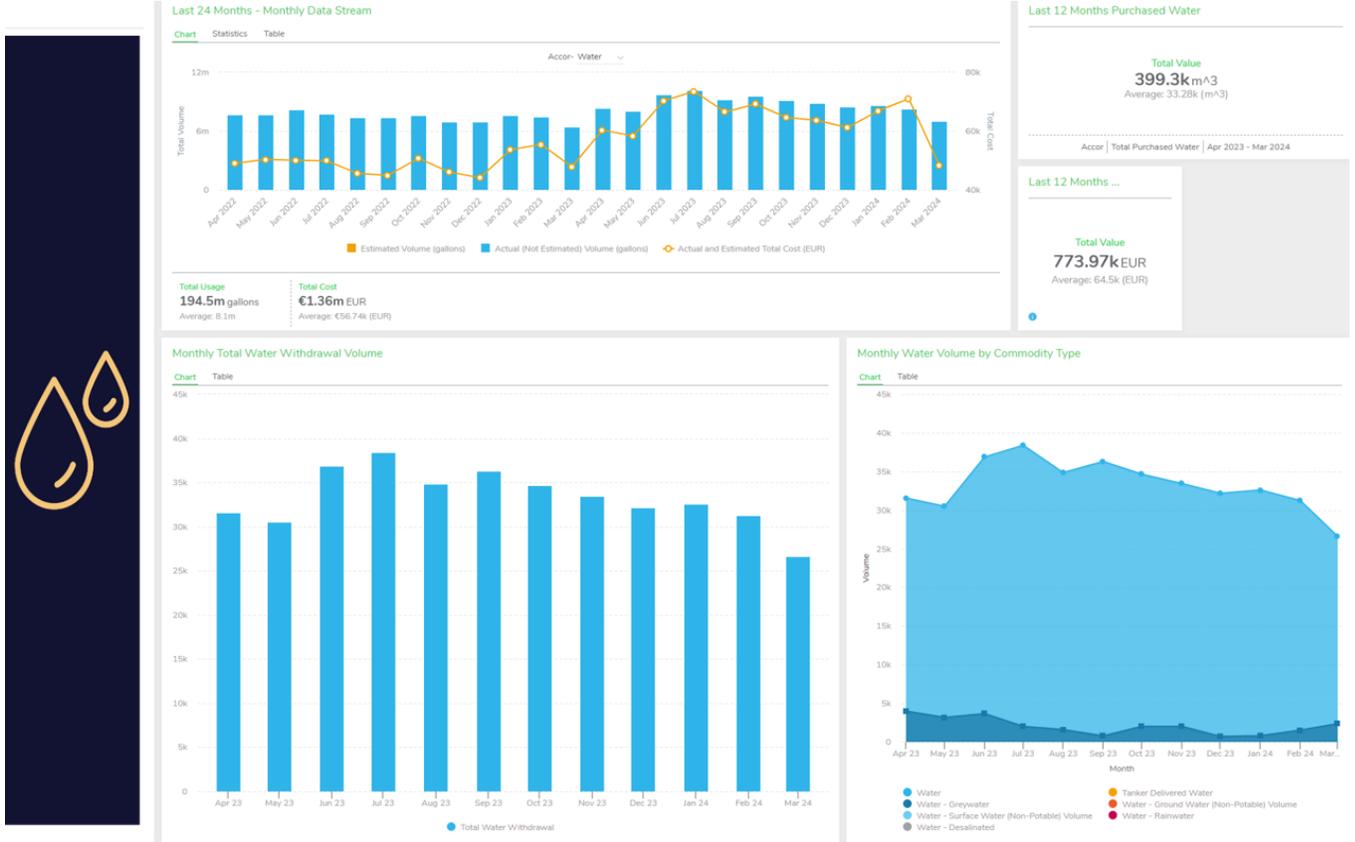
We are connected to the city's main water supply, we then have our own water treatment plant using reverse osmosis to re-use waste water for our irrigation & cooling towers. Water consumption is monitored on a daily basis & monthly basis. In addition to stop the use of plastic bottles we have installed our own water bottling plant to be used around the property for our staff & guest usage. We conserve our water resources through:

- Target 5% reduction vs previous year
- Linen and towel program in place to encourage the guest to not change the sheets daily
- Awareness of local water supplies and our consumption
- Implementing measures to considerably reduce consumption when needed
- Involving the teams in finding new ways to conserve water
- Promoting washing, cleaning & hygiene practices that are respectful of water resources

Daily Tracking – Excel

DATE	WATER CONSUMPTION m ³						
1-Jan-24	1,020	1-Feb-24	1087	1-Mar-24	1055	1-Apr-24	1768
2-Jan-24	1,026	2-Feb-24	915	2-Mar-24	1040	2-Apr-24	1412
3-Jan-24	1,015	3-Feb-24	1023	3-Mar-24	993	3-Apr-24	1137
4-Jan-24	922	4-Feb-24	1023	4-Mar-24	1008	4-Apr-24	1301
5-Jan-24	1,085	5-Feb-24	891	5-Mar-24	865	5-Apr-24	1134
6-Jan-24	1,016	6-Feb-24	963	6-Mar-24	1106	6-Apr-24	1261
7-Jan-24	1,057	7-Feb-24	1033	7-Mar-24	1063	7-Apr-24	1135
8-Jan-24	1,044	8-Feb-24	944	8-Mar-24	1151	8-Apr-24	1327
9-Jan-24	886	9-Feb-24	1121	9-Mar-24	1202	9-Apr-24	1209
10-Jan-24	957	10-Feb-24	1123	10-Mar-24	1182	10-Apr-24	1070
11-Jan-24	1,105	11-Feb-24	1040	11-Mar-24	1100	11-Apr-24	1253
12-Jan-24	1,097	12-Feb-24	1042	12-Mar-24	1176	12-Apr-24	1164
13-Jan-24	1,022	13-Feb-24	1043	13-Mar-24	1035	13-Apr-24	1203
14-Jan-24	1,025	14-Feb-24	968	14-Mar-24	1121	14-Apr-24	1227
15-Jan-24	988	15-Feb-24	989	15-Mar-24	1069	15-Apr-24	1105
16-Jan-24	973	16-Feb-24	1028	16-Mar-24	1057	16-Apr-24	1246
17-Jan-24	847	17-Feb-24	1088	17-Mar-24	1082	17-Apr-24	1097
18-Jan-24	1,029	18-Feb-24	1019	18-Mar-24	1061	18-Apr-24	1302
19-Jan-24	951	19-Feb-24	990	19-Mar-24	1034	19-Apr-24	1230
20-Jan-24	1,046	20-Feb-24	1104	20-Mar-24	1111	20-Apr-24	1389
21-Jan-24	1,102	21-Feb-24	1534	21-Mar-24	893	21-Apr-24	1108
22-Jan-24	921	22-Feb-24	1064	22-Mar-24	0	22-Apr-24	1230
23-Jan-24	942	23-Feb-24	1101	23-Mar-24	698	23-Apr-24	
24-Jan-24	1,048	24-Feb-24	1046	24-Mar-24	3176	24-Apr-24	
25-Jan-24	1,045	25-Feb-24	1058	25-Mar-24	1008	25-Apr-24	
26-Jan-24	1,005	26-Feb-24	965	26-Mar-24	1317	26-Apr-24	
27-Jan-24	1,097	27-Feb-24	986	27-Mar-24	1023	27-Apr-24	
28-Jan-24	922	28-Feb-24	1124	28-Mar-24	1012	28-Apr-24	
29-Jan-24	1,057	29-Feb-24	907	29-Mar-24	1028	29-Apr-24	
30-Jan-24	976			30-Mar-24	1118	30-Apr-24	

Monthly Tracking – Schneider Electric tool



3. Health, Safety & Crisis Management

It is the policy of Sofitel Philippine Plaza Manila to establish and maintain a safe working environment in compliance with company guidelines, standards & government regulations

- We have weekly safety committee meetings discussing any incident, hazard, concern relating to guest & staff safety.
- Excom/HODs are Trained in ALERT Accor's crisis management tools, procedures & guidelines
- ▪ Taking full account of health, safety and environmental considerations in all planning, decision making and execution of processes.
- Ensure the safe use, handling, storage, disposal and transportation of equipment, substances and waste generated through company activities.
- Provide the necessary information, instruction, training and supervision in order to enable all employees to identify hazards and contribute positively towards occupational health, safety and environmental risk management at work.
- Ensure that appropriate safety instructions, advice and guidance are given to contractors and visitors to the premises.
- Regular fire & earthquake evacuation drills

The full Hotel evacuation drill as part of health and safety (March 26, 2024)



4. Energy Management

Our Hotel uses main electricity from the grid. Air conditioning can be operated centrally and temperatures can be controlled in guest rooms. We have a set temperature for vacant rooms also. Mangers on duty and security teams ensure lights/AC is switched off in empty offices. We encourage team members to switch of AC/lights when they are not in use. Based on office and room occupancy reducing energy use in this area has significantly financially benefited us.

- Target 5% reduction vs previous year
- BMS System controlling chillers
- Perimeter lights regularly adjusted considering sunset & sunrise
- Daily & Monthly review of consumption

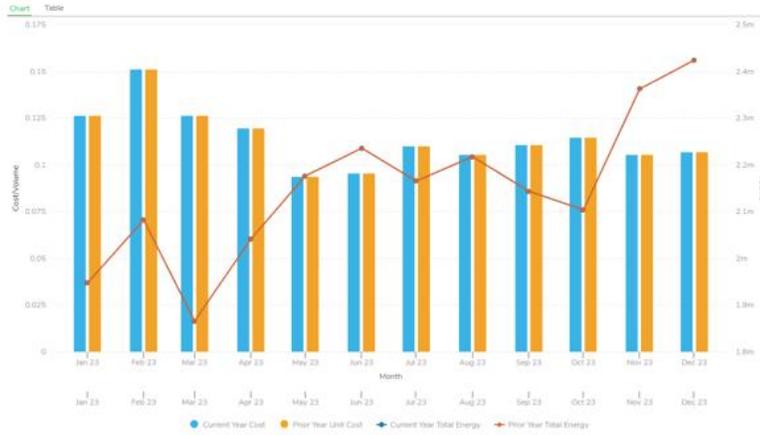
Daily Tracking & Monitoring

DATE	POWER CONSUMPTION, KW						
1-Jan-24	52,500	1-Feb-24	47,250	1-Mar-24	47,250	1-Apr-23	47,250
2-Jan-24	49,875	2-Feb-24	47,250	2-Mar-24	47,250	2-Apr-23	49,875
3-Jan-24	55,125	3-Feb-24	44,625	3-Mar-24	47,250	3-Apr-23	49,875
4-Jan-24	49,875	4-Feb-24	49,875	4-Mar-24	47,250	4-Apr-23	52,500
5-Jan-24	49,875	5-Feb-24	47,250	5-Mar-24	49,875	5-Apr-23	47,250
6-Jan-24	55,125	6-Feb-24	52,500	6-Mar-24	44,625	6-Apr-23	49,875
7-Jan-24	52,500	7-Feb-24	47,250	7-Mar-24	49,875	7-Apr-23	49,875
8-Jan-24	55,125	8-Feb-24	49,875	8-Mar-24	49,875	8-Apr-23	47,250
9-Jan-24	55,125	9-Feb-24	44,625	9-Mar-24	49,875	9-Apr-23	52,500
10-Jan-24	55,125	10-Feb-24	47,250	10-Mar-24	47,250	10-Apr-23	44,625
11-Jan-24	49,875	11-Feb-24	44,625	11-Mar-24	47,250	11-Apr-23	49,875
12-Jan-24	49,875	12-Feb-24	44,625	12-Mar-24	49,875	12-Apr-23	49,875
13-Jan-24	47,250	13-Feb-24	49,875	13-Mar-24	47,250	13-Apr-23	52,500
14-Jan-24	49,875	14-Feb-24	47,250	14-Mar-24	52,500	14-Apr-23	47,250
15-Jan-24	47,250	15-Feb-24	49,875	15-Mar-24	44,625	15-Apr-23	47,250
16-Jan-24	44,625	16-Feb-24	49,875	16-Mar-24	44,625	16-Apr-23	49,875
17-Jan-24	47,250	17-Feb-24	49,875	17-Mar-24	47,250	17-Apr-23	47,250
18-Jan-24	44,625	18-Feb-24	47,250	18-Mar-24	47,250	18-Apr-23	55,125
19-Jan-24	47,250	19-Feb-24	47,250	19-Mar-24	47,250	19-Apr-23	49,875
20-Jan-24	49,875	20-Feb-24	52,500	20-Mar-24	47,250	20-Apr-23	47,250
21-Jan-24	47,250	21-Feb-24	55,125	21-Mar-24	42,000	21-Apr-23	47,250
22-Jan-24	49,875	22-Feb-24	47,250	22-Mar-24	44,625	22-Apr-23	49,875
23-Jan-24	47,250	23-Feb-24	49,875	23-Mar-24	49,875	23-Apr-23	
24-Jan-24	49,875	24-Feb-24	49,875	24-Mar-24	44,625	24-Apr-23	
25-Jan-24	47,250	25-Feb-24	49,875	25-Mar-24	44,625	25-Apr-23	
26-Jan-24	49,875	26-Feb-24	52,500	26-Mar-24	47,250	26-Apr-23	
27-Jan-24	49,875	27-Feb-24	44,625	27-Mar-24	49,875	27-Apr-23	
28-Jan-24	44,625	28-Feb-24	4,200	28-Mar-24	49,875	28-Apr-23	
29-Jan-24	47,250	29-Feb-24	44,625	29-Mar-24	49,875	29-Apr-23	
30-Jan-24	49,875			30-Mar-24	49,875	30-Apr-23	
31-Jan-24	49,875			31-Mar-24	49,875		
TOTAL, KW	1,540,875	TOTAL, KW	1,358,700	TOTAL, KW	1,477,875	TOTAL, KW	1,084,125

Monthly Tracking & Monitoring



Monthly Consumption and Unit Cost



Last 12 Month Energy Consumption



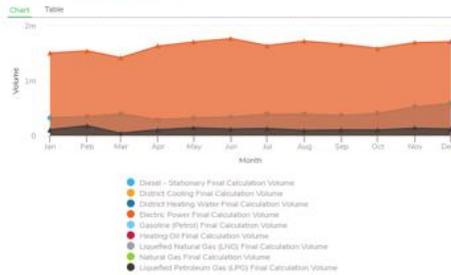
Last 12 Month Energy Cost



Last 12 Months Onsite Renewable Energy

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Monthly Consumption per Commodity



Last 24 Months - Monthly Data Stream



5. Promote local products, local & responsible suppliers

LOCAL PRODUCTS



LOCAL & RESPONSIBLE SUPPLIERS

- Works with local supplier that promotes sustainability Pedro Farms and Fruit Garden
- Use of cage-free eggs in restaurants
- Works with supplier for fish and meat with MSC certification
- Supports local suppliers within the vicinity/community
- Sourcing wood, cardboard and paper fibers that has FSC or PEFC certification
- Favoring chemical products which is eco-labelled

6. Partnership with local communities & programs to promote sustainable devolvement

- Diversity and inclusion policy in place
- Supporting local teams in sports development
- Partnering with Virlanie Foundation; “Care Bear”, promotes their talent in Restaurant, etc.
- Whiskers – program of hotel to take care of stray cats and ready for adoption
- Donating condemned linens and other housekeeping items in Pasay City Hall
- Provide memorable experiences for our guest in an eco-friendly experiences



2024 ACTION PLAN

1. To add CO2 e-calculations and greenhouse gas emission in every function room
2. To procure digester for conversion of organic food waste into grey water
3. To bring back the composting program
4. To install "spray brooms" or hoses with auto shut-off valves for outdoor area
5. To develop and adopt a long-term action plan setting out the measures and timelines that reduce CO2-e emissions
6. To include a program with scientific experts to manage wildlife species.

Luke Groves

Resident Manager, Sofitel Philippine Plaza Manila