

SUSTAINABLE TRAVELER GUIDE



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1. BCD Travel's Commitment

1.1. Sustainability Policy

BCD Travel Colombia is committed to mitigate the impact derived from its activities, products, services related to corporate travels and Works on the following items:

Environment:

- To promote of responsible use of natural resources within the organization with the recycling program.
- To promote responsible use of water and energy.

Socio-cultural aspects:

To promote actions with different groups of interests that allow to spread consciousness about:

- Any type of exploitation or child/teenagers abuse.
- Flora and fauna trade and trafficking.
- Illegal trade and trafficking of goods with historic and cultural value at regional, national and world level.
- Any form of discrimination including race, religious, sexual orientation, disabilities and any other form established by the current governing rules.
- Social vulnerability conditions, focused on children and older adults.

Economic aspects

Establish mechanisms that allow:

- To keep direct employment under fair conditions.
- To promote training programs for the community that generate job opportunities within the company.
- To promote purchase and use of good produced by local communities in branches where the Company operates.



We invite all of our travelers, employees and colleagues to be part of the commitment of our Company to the sustainable development, by supporting our programs.

2. How can I contribute to sustainability?

BCD Travel complies with the sustainability policy objectives, by means of the following programs:



Program and follow-up of efficient use of water



Program and follow-up on efficient use of energy



Program and follow-up on comprehensive use of solid waste material



Sociocultural and economic program

How can I contribute to programs as a sustainable traveler?

Participating of **environmental programs** (efficient use of water, energy and comprehensive management of solid waste material) by using in a proper way energy and water resources and by providing support in recycling campaigns, and putting solid waste in the corresponding cans, according to their color classification.

Regarding the **sociocultural commitment**, the traveler shall avoid any type of trading or trafficking of national products, or flora and fauna at risk of extinction. It is also important to be committed to children and older adults by caring and fighting for their rights and physical and psychosocial integrity and by reporting to the corresponding legal and governing entities those cases where their rights are violated.

To end up, regarding our **economic commitment**, the traveler can be policy compliant by supporting vulnerable communities and population, by taking care of their legacy and promoting its care and conservation.

The following is a brief summary of topics related to our sustainable commitment.

2.1. Environmental commitment

BCD Travel promotes activities related to the sustainable management of solid waste produced within the Company, due to both its economic activity and production of waste by its employees, promoting a culture that cares about the environment. This our commitment to the environment, reason by which our employees care for preserving and promoting the recycling culture.

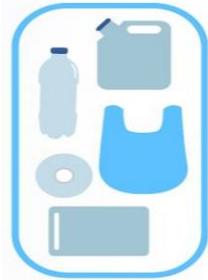
How should you recycle?

The green wastebasket contains common waste; it includes tissues, paper packages, tetra pack packages, food waste, disposable cans and aluminum foil. The gray wastebasket is used to place paper, newspapers and clean cardboard. And the blue wastebasket includes plastics, plastic bags, disposable cans, glass bottles (whenever they do not contain any food).

According to decree 1713 of 2012, recycling is the process by which waste is regained and transformed and its components are given the potential to reincorporate as raw materials and consumables for manufacturing new products.



CANECA VERDE



CANECA AZUL



CANECA GRIS



Recommendations for the sustainable traveler. How can the traveler contribute to the development of the environmental program?

- Making proper use of waste baskets, by placing waste as per instructed by the “ecologic zones” in each one of the destinations.
- Saving energy by: not turning on the lights in areas where it is not needed, not charging electronic devices in the electrical outlets.
- Saving water by: avoiding wasting water in your destinations; if it is not needed to use it, please avoid turning on the tap or participate in activities that imply wasting water.

2.2. Commitment to cultural heritage

Which types of cultural heritage can we find?

The immovable tangible heritage is comprised by cultural manifestations including practices, use, representations and manifestations in cultural-dedicated spaces, evoking identity feelings and collective memory of communities.

The movable heritage is comprised by products and material goods that can be moved such as monuments and sculptures, which are the expression of the country's identity.

Touristic network of towns declared as cultural heritage in Colombia

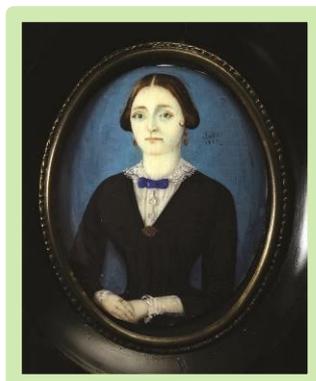
According to the touristic network of towns declared as cultural heritage, Colombia is now part of the cultural tourism wave, so this represents an opportunity for us to provide a huge diversity of regional cultures and customs.

The network is promoted by the Ministry of Commerce, Industry and Tourism and gets support from the Fondo Nacional del Turismo - FONTUR- and the Ministry of Culture. Colombia offers tourist attractions in Bogotá, Manizales, Cali, Pasto, Boyacá, Santa Marta, Eje cafetero, Medellín, the Pacific region, Amazonas, Huila, Barranquilla, Santander and San Andrés Islands.

What does traffic of cultural heritage mean?

- Traffic or illegal trade of cultural heritage is understood as the exploitation of cultural objects, which are considered as cultural heritage as per the current regulations or seen as essential in order to preserve heritage.
- This illegal trade system handles art works, crafts, antique objects and archeological discoveries that are taken from they were created. Their sale does not have a patriot or cultural reason that justifies this illegal action.

According to Act 397 of 1997, article 4, cultural heritage makes reference to the following: material goods, non-material expressions, culture products and representations which are the Colombian nationality expression such as traditions, costumes and habits to which historic, artistic esthetic, plastic, architectonic, urban, archaeological, landscape-related, linguistic, sound-related, musical, audiovisual, movie-related, scientific, storytelling, literary, bibliographic, museum-related or anthropologic interest.



Acuarela sobre marfil by José Gabriel Tatis

Photograph: www.mincultura.gov.co
Museo Nacional de Colombia

Recommendations to the sustainable traveler: how can a traveler support our socio-cultural program?

- In the tourism context, the illegal trade of cultural heritage became one of the biggest sectors of international trade. This is the reason why the following illegal acts affecting the cultural heritage of Colombia shall be avoided: commercialization, sale, traffic or exhibition of archaeological objects, unless the corresponding legal rights to do so are provided.
- A tourist can support any socio-cultural program by following the recommendations provided in each one of the visited touristic destinations and by showing respect and care for cultural goods.
- **Remember that Colombian laws prohibit and penalizes acts by which cultural heritage is damaged or traded (Act 103 of 1991, decree 904 of 1991 – Act 397 of 1997, decree 833 of 2002 – Act 1185 of 2008).**

2.3. Commitment to natural heritage

It makes reference to natural monuments resulting from geological or biological formations. Their main characteristic is their exceptional value from both esthetic and scientific points of view.

Colombia has several natural heritages and its regions offer tourists a huge number of places, cultural expressions and practices that are part of our non-material heritage that we can appreciate as our natural world. These spaces let us identify biosphere reserves, natural monuments and national parks.

Recommendations to the sustainable traveler: how can a traveler support our socio-cultural program?

- Do not extract flora and/or fauna from its natural habitat. Remember, it is an environmental crime.
- Do not take exotic flora and/or fauna to inadequate spaces, this alters the habitat.
- Do not trade or support sale, traffic or exhibition of flowers or animals in danger of extinction, unless you have the corresponding legal permits to do so.
- Do not feed animals with food which is not authorized by the establishments.
- Report to the corresponding entities those acts related to flora or fauna trafficking.
- Do not make burnings or campfires, since it generates contamination and damages natural areas.
- Place solid waste in the corresponding waste baskets.
- Take these recommendations into account in all of the places visited regarding behavior, respect and care for animals and nature.
- **Do not trade or traffic fauna or flora, this act is punished by Colombian Act 17 of 1981.**

What is fauna?
Fauna is the group of animal species that inhabit a geographic region, belong to a geologic period or that can be found in a determined ecosystem.

- Remember that it is forbidden to buy, sell, collect or hunt these natural resources (resolution 572 of 2005).

What does a cultural landscape refer to?

Our cultural landscape is the result of the development of human activities in a specific area; it is a complex reality which is comprised by tangible and intangible natural and cultural resources that should be preserved for future generations of our country.



Ballena Jorobada

Photograph: www.minambiente.gov.co

If you want to know more about our historical, cultural and natural heritage and our commitment to sustainable development, please visit our website: [www.bcdtravel.com/nuestra politica de sostenibilidad/Enlaces de interés / Colombia realismo mágico.](http://www.bcdtravel.com/nuestra-politica-de-sostenibilidad/Enlaces-de-interes/)

2.4. Commitment to children and teenagers care in the tourism sector

Do you know what the abbreviation ESCNNA stand for?

It stands for *Explotación Sexual Comercial de Niñas, Niños y Adolescentes* – ESCNNA – (in Spanish) and it refers to childhood rights violation and it is considered as a crime by the Colombian Law. One or more people called *pimps* use men or women under 18 years old (victims) to perform sexual, erotic or pornographic activities with the purpose of satisfying interests or desires of a third party (abuser) in exchange of money or a promise of payment, that can be in cash, in kind or any other type of economic involvement for the victim and/or *pimp*.

**MILLIONS ARE TRAPPED°
TRAFFICKED, EXPLOITED, ENSLAVED
TOGETHER WE CAN END IT.**



"Millones están atrapados, son traficados, explotados y esclavizados. Juntos podemos ponerle fin"

Recommendations to the sustainable traveler. How to prevent sexual exploitation of children and teenagers?

- When traveling with under age children, please keep their documents updated.
- If you notice any improper behavior towards a child, please report the situation to the authorities.
- Pursuant to article 17 of Act 679 of 2001, any type of sexual exploitation or abuse and teenagers deserves a criminal penalty and an economic sanction, as per current regulations (Act 697 of 2001).

2.5. Economic commitment

Recommendations to the sustainable traveler. How to contribute to the economic development?

We invite travelers to contribute to the economic and social development with small contributions, such as:

- Buying local crafts and products to support local economy, taking into account fair trade practices.
- Comply with policies established in each destination for buying local products of each region.

We encourage you to buy Colombian crafts and typical products of its regions. Get more info about Colombian crafts in artesanasdecolombia.com.co and www.colombia.travel

3. Security tips for the sustainable traveler

1. Never take all of your money and documents with you in the same place. Keep them separate.
2. Keep your bag or travel case closed and don't lose sight of it.
3. Take you bag in front of you, never on your back.
4. Scan your most important documents such as birth certificate, travel insurance, and passport that will serve as supporting documents in case of losing any of them.
5. Purchase travel/medical insurance
6. Keep your vaccination card updated
7. Identify emergency exits and fire extinguisher at the hotel and places you visit, follow the instructions of brigade members in case of emergency and keep calm.
8. Be careful with strangers and new people you meet during your travel.
9. Avoid visiting dangerous, isolated or lonely places.
10. Do not accept objects, bags or gifts from strangers.

Irregularities Report

BCD Travel is committed to prevent ESCNNA (childhood rights violation as per its abbreviation in Spanish), flora, fauna and cultural heritage trafficking and provides contact numbers to report cases related to those crimes:

Flora and fauna: in Bogotá: The Secretariat of Environment 3778854/3; at national level: Ministry of Environment 01 8000 915 081

Cultural heritage: in Bogotá: Ministry of Culture 3424100; at national level: Ministry of Culture: 01 8000 938 081

Sexual exploitation of children: in Bogotá: ICBF 4377630; at national level: Policía Nacional 01 8000 910 112.