



SUSTAINABILITY GUIDELINES
FOR BASE CAMP

Sustainability Policy

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1. Sustainability Declaration

At Base Camp, sustainability is at the core of our operations. Nestled near the breathtaking Murchison Falls National Park, we are dedicated to preserving the natural environment, supporting the local community, and offering our guests a unique and eco-friendly travel experience. Our sustainability policy reflects our commitment to minimizing our environmental footprint while enhancing the social and economic well-being of the local community. We believe that responsible tourism is not only about protecting the environment but also about fostering meaningful connections between travelers and the places they visit. Through this policy, we aim to promote a model of tourism that respects nature, embraces local cultures, and creates lasting positive impacts.

Vision

To become a leading provider of adventure travel in East Africa, known for our commitment to sustainability, community development, and authentic, immersive travel experiences.

Mission

To deliver unforgettable adventure and safari experiences, while fostering sustainable tourism practices that benefit both the environment and the local communities surrounding our locations.



1. Okulangirira kwa Bukalimagezi

Ku Base Camp, obulamu obulungi obulimu obw'enkomeredde buli ku mutima gw'ebikolwa byaffe. Nga tuli kumpi ne Murchison Falls National Park, tuli mu nteekateeka ya kuterekera obutonde, okuyamba ku bantu abali okumpi, era n'okuweereza abagenyi baffe obulambulizi obw'enjawulo era obutaliiko buzibu eri obutonde bwensi. Enteekateeka yaffe ku bukalimagezi eraga enkolagana yaffe ey'okwewaayo okuggya ku bubenje obulaga ku butonde kyokka nga twekulakulanya ne ku bwenkanya n'obuwangaazi bw'abantu abali kumpi. Tukiraba nti obutale obutaliimu buzibu busobola okukuuma butonde kyokka nga bukyuka okutuusa emikisa emikulu eri abalambuzi n'ebifo bye balambula. Omukutu gw'enteekateeka eno gwegugenda okuleeta obulambuzi obusanyusa obw'eyita mu by'obutonde, okukwata ebika by'abantu okumpi n'okutonda ensonga ezigenda okuteekawo enkyukakyuka entuufu.

Ekiruubirirwa kyaffe

Okufuuka abakulembeze mu kuweereza obulambuzi obulimu eby'obulabe mu Buvanjuba bwa Afrika, nga tukwatiddwa ku kwewaayo kwaffe eri obutonde, enkulakulana y'abantu ab'omu bitundu, n'okuwereza eby'obulambuzi eby'amazima era ebinyuma ebiyingiza abalambuzi mu mbera z'abantu abawangaala mu bitundu bye balambula.

Omulamwa gwaffe

Okutwala abantu mu by'obulambuzi ebyewuunyisa eby'obulabe n'obutale bwa ensolo, nga twewaayo mu kutumbula amakubo agalimu obulamu obutaliimu buzibu era agayingiza ebirungi eri obutonde n'abantu abali okumpi n'ebifo byaffe.



2. About

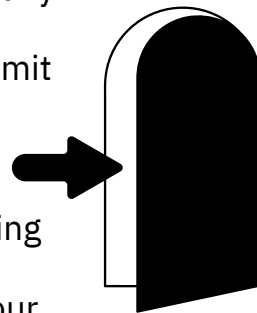
The Base Camp Sustainability Strategy is centered around the three(3) chief pillars of sustainable development, namely, the **environmental, economic and social** pillars. Driven by the vision and culture of Base Camp, this Sustainability Policy outlines what we have already done, what we are currently doing, and what we hope to achieve in the future. It defines practices at the core of our product development, operations, and external partner relationships; It is a work in progress for everyone in our company. We therefore commit to the following objectives:

- 1. Implementing a Comprehensive Sustainability Policy:** Use our position to drive sustainability within our destination(s) by maintaining a written policy to promote positive social, cultural, economic, and environmental impacts.
- 2. Establishing a Sustainability Action Plan:** Set clear targets, actions, and timelines through an actionable plan. Monitor progress regularly to ensure adherence to the policy and alignment with long-term goals.
- 3. Appointing a Sustainability Coordinator:** Assign a dedicated team member to oversee sustainable practices and initiatives, ensuring alignment with industry standards and continuous improvement.
- 4. Developing and Communicating a Sustainability Mission:** Create a clear sustainability mission statement and share it with customers, partners, and suppliers to foster shared values and commitment to responsible tourism.
- 5. Ensuring Transparency and Continuous Evaluation:** Conduct regular assessments of sustainable practices, report progress publicly, and provide staff training to embed the sustainability culture throughout the organization.
- 6. Engaging with External Sustainability Forums:** Actively participate in tourism sustainability networks and working groups, collaborating with industry peers to drive positive change and stay updated on best practices.



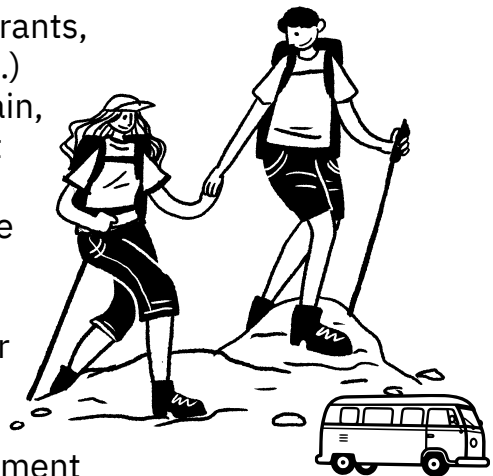
2.1. In our Offices

- We ensure our staff understand our goals and are accountable for the implementation of our sustainable policies.
- Reduce paper usage by opting for digital communication whenever possible.
- We measure our use of natural resources especially energy and look for ways to reduce them.
- We purchase local products where we can and limit the use of small packaging.
- We respect our employees, their diversity and advance their wellbeing wherever we can.
- Avoid single-use plastics in the workplace by using reusable containers, bottles, and cutlery.
- We communicate on our achievements against our sustainable goals, internally and externally through thorough reporting at least once a year.



2.2. On the ground

- We prefer to work with locally owned businesses reflecting local cultures (hotels, lodges, restaurants, handicraft outlets, arts and culture centers etc.)
- We drive positive change within our supply chain, monitor their sustainable practices, share best practices and organize trainings.
- We ensure that travels we organize do not have adverse effects on the environment or society, especially sensitive activities that may bring travellers into contact with animals, children or remote communities.
- We give back to neighboring communities by supporting projects that address local development challenges, encouraging fair employment opportunities and wellbeing advancement.
- We promote Responsible Tourism in our industry and to stakeholders we engage with in our destination(s).
- We put our clients and guests at the forefront of our business and help them to make informed decisions when travelling.



3. Environmental Sustainability

We strive to minimize our ecological footprint through innovative conservation practices, efficient resource management, and active participation in environmental stewardship. Our focus is on adopting renewable energy sources, conserving water, managing waste responsibly, and preserving biodiversity. By implementing these practices, we aim to create a balanced relationship between our operations and the natural environment, ensuring that both can thrive for future generations. Such strategies will include the initiatives outlined below:



3.1. Energy

Our goal is to reduce energy consumption and transition to renewable energy sources wherever possible. Base Camp aims to use solar energy to power our lodges, common areas, and water heating systems. We shall install energy-efficient LED lighting throughout the property and conduct energy audits to identify areas for improvement, ensuring that we continuously reduce our carbon footprint. Guests will be provided with information on how to minimize their energy use while staying with us and shall be encouraged to conserve energy during their stay.

In accordance with our commitment to energy conservation, detailed **guidelines for energy reduction** are provided in the Annex section of this document.

Initiative	KPI	Target
Energy Consumption	Annual energy consumption reduction	5%
Renewable Energy	Adoption of solar energy for lighting and heating	>30%
Eco Rated Equipment	Percentage of Energy-Efficient Equipment	>30%





3.2. Water

At Base Camp, water conservation is a priority due to our proximity to sensitive ecosystems. We shall implement rainwater harvesting systems to collect and store water for non-potable uses such as landscaping and cleaning. Our facilities will feature low-flow showers and taps, reducing water waste in guest lodges. We encourage guests to participate in our towel and linen reuse program, which minimizes laundry needs. All wastewater is channeled through eco-friendly systems before being safely released back into the environment.

Initiative	KPI	Target
Water Consumption	Annual water consumption reduction	5%
Rainwater Harvesting	Rainwater harvested as a percentage of total water used for non-portable uses.	25%



3.3. Waste Management

Efficient waste management is an essential component of environmental sustainability , and our waste diversion and reduction goals will be facilitated through innovative waste management strategies and initiatives. We are committed to achieving a zero-waste policy by reducing, reusing, and recycling as much as possible. At Base Camp, waste is sorted into recyclable, compostable, and non-recyclable categories, with recycling bins placed throughout the property for guest use. We compost all organic waste from the kitchen and garden to enrich our landscaping efforts. Non-recyclable waste is minimized by using reusable containers and avoiding single-use plastics wherever possible. Guests are encouraged to use refillable water bottles, which can be filled at designated stations around the camp.

Initiative	KPI	Target
Plastic free	Reduction of single-use plastic through reusable products.	80%
Recycle	Have recycling areas available in all public spaces	100%





3.4. Transportation

We strive to reduce our transportation-related carbon emissions through fuel-efficient safari vehicles and electric vehicle options where feasible. Guests are encouraged to use our group shuttle services for transfers, reducing the overall carbon footprint. We also promote eco-friendly activities, like guided nature walks, group tours and bicycle rentals for local exploration, providing sustainable alternatives to motorized travel.

Initiative	KPI	Target
Eco-focused tours	Number of eco-tours organized for visitors	>3



3.5. Environmental Protection

Base Camp seeks out collaborations with local conservation organizations to support wildlife protection and habitat restoration efforts. Our team works to educate guests about the unique flora and fauna of the region and the importance of preserving these natural resources. We participate in reforestation projects and organize clean-up campaigns in and around the park to reduce litter and plastic pollution. Our aim is to leave the natural environment in better condition than we found it.

Initiative	KPI	Target
Conservation Initiatives	Number of environmental conservation projects supported by Base Camp annually	2
Conservation Investment	Total annual investment in conservation projects from stakeholders.	>\$1000
Reforestation	Number of native tree species planted annually	100
Community Engagement	Community Engagement in our Conservation efforts	Yes





3.6. Carbon Management

Achieving carbon offsetting is a long-term goal for Base Camp. We wish to implement strategies to reduce the global carbon footprint, and offer guests the option to offset their carbon emissions through partnerships with local tree planting and reforestation programs. Our transition to solar power and energy-efficient systems further supports our efforts to minimize greenhouse gas emissions.

Initiative	KPI	Target
Carbon Offset	Number of guests participating in carbon offset through tree planting annually.	100
Renewable Energy Usage	Percentage of energy consumed that comes from renewable sources	30%



4. Sustainable Procurement

Prioritizing Ethical Sourcing and Local Impact.

By prioritizing local, ethically produced, and eco-friendly materials, we aim to reduce our environmental footprint and support the economic growth of nearby communities. Our procurement strategy emphasizes transparency, fair trade, and responsible supply chain management, ensuring that our choices reflect our dedication to sustainability. We commit to the following key practices:

- 1. Prioritizing Local Suppliers:** Whenever possible, we source products from local farmers, artisans, and producers, in-turn reducing transportation-related carbon emissions.
- 2. Choosing Eco-Friendly Products:** We focus on products made from recycled, biodegradable, or sustainably sourced materials. This extends to cleaning products, guest amenities, and construction materials used in our lodges.
- 3. Criteria for Suppliers:** We prioritize suppliers that share our commitment to the environment, and have established sustainability guidelines for evaluating new suppliers by their impact, fair-wage labor practices, and product quality.
- 4. Promoting Circular Economy Principles:** We aim to minimize waste through circular economy practices, such as reusing materials, reducing single-use products, and selecting items that can be repurposed or recycled.
- 5. Continuous Improvement:** Our procurement team will work with suppliers to identify new ways to improve our sustainable procurement process.

Initiative	KPI	Target
Sustainable Procurement Plan	Number of suppliers assessed/partnered-with based on the requirement checklist of sustainable suppliers	>10



5. Social and Cultural Sustainability

Empowering Communities and Preserving Culture.

At Base Camp, we believe that tourism should be a force for positive change, benefiting not only travelers but also the local communities that host them. Our social sustainability efforts focus on fostering economic development, preserving cultural heritage, and building strong relationships with the people who call this region home. We aim to create meaningful connections between our guests and the local culture, ensuring that tourism leaves a lasting, positive impact on both the community and the environment.



5.1. Promoting Local Heritage, Culture and Art

Base Camp is committed to celebrating the rich cultural heritage of the communities around Murchison Falls National Park. We work closely with local artisans, offering a platform to showcase and sell their crafts, thus providing them with additional income. Guests can participate in cultural tours, traditional music and dance performances, and local cooking classes, gaining a deeper appreciation of the community's traditions.

We also integrate locally inspired art and décor into our lodges, creating a sense of place that reflects the beauty and creativity of the region.

Initiative	KPI	Target
Promote heritage sites	Number of local or heritage tours organised for visitors	3
Organize cultural events and activities	Number of local artists, musicians, artisans, etc. supported	>20





5.2. Promoting Sustainability with Visitors and the Local Community

Our goal is to educate and inspire both our guests and local communities about the importance of sustainable practices. Through workshops and awareness programs, we encourage community members to adopt environmentally friendly methods as a way of appreciating our natural resources.

We engage guests in community-based projects, like tree planting and wildlife monitoring, giving them the opportunity to contribute directly to local conservation efforts while learning about the region's unique ecosystems.

Initiative	KPI	Target
Community conservation event	Murchison Falls Conservation Run held bi-annually to support local conservation and community projects.	1
Community sports	Onsite football pitch where guests and locals can interact through sports.	1



5.3 Engaging in Educational Programmes

We partner with local schools and educational institutions to support environmental education and conservation awareness among youth. This includes organizing nature walks for students, wildlife talks, and providing educational materials related to biodiversity and sustainable living.

Base Camp also offers internships and training programs for local youth interested in careers in eco-tourism, providing hands-on experience in the hospitality and tourism industry.

Initiative	KPI	Target
Education Trips	Number of trips organized for educational institutions to learn about our environment and conservation each year.	2





5.4. Improving accessibility

Base Camp aims to be inclusive and accessible to all travelers, including those with physical disabilities or special needs. We shall implement wheelchair accessible pathways and accessible lodging options to ensure that everyone can enjoy our services.

We also strive to create an inclusive environment for our staff by ensuring that training programs are accessible and tailored to meet the diverse needs of our team members.

Initiative	KPI	Target
Improving accessibility	Number of hours of training for sector staff on improving accessibility, providing support, etc.	6



6. People

Investing in Our Team and Promoting Inclusion.

We believe that our success depends on the strength, well-being, and commitment of our team. We are dedicated to fostering a positive work environment where every employee feels valued, respected, and motivated to contribute to our mission of sustainable tourism. By focusing on staff development, diversity, and inclusion, we aim to create a workplace that is not only rewarding but also a reflection of the communities we serve.



6.1. Staff Empowerment

Training and Development: Base Camp is committed to continuous learning and professional growth for all staff members. We provide regular training sessions in hospitality, customer service, sustainability practices, and wildlife education, ensuring our team has the skills needed to excel in their roles.

Local Hiring: We prioritize hiring from local communities, providing meaningful employment opportunities and ensuring that our operations directly benefit the region. By mentoring local talent, we help to build a skilled workforce that contributes to both Base Camp's success and the broader community's prosperity.

Employee Well-being: Our focus on staff well-being includes creating a safe, supportive work environment where team members can thrive. We offer competitive wages, benefits, and opportunities for career advancement. Regular staff feedback sessions help us understand their needs and continuously improve the workplace.

Initiative	KPI	Target
Development programs	Number of development programs and upskilling offered to all employees	3
Internships	No. of internships offered to community youth annually	25





6.2. Diversity and Inclusion

Inclusive Hiring Practices: Base Camp is committed to maintaining a diverse workforce, reflecting the different backgrounds and perspectives of the communities we serve. We ensure that our recruitment process is free of bias and provides equal opportunities for all, regardless of gender, age, ethnicity, or background.

Creating an Inclusive Culture: We foster a culture of respect and collaboration, where every team member feels heard and valued. Our cultural awareness training helps staff appreciate the rich traditions and customs of the local community and understand how to share these authentically with guests.

Equal Opportunity Policies: We uphold equal opportunity policies that prevent discrimination and promote fairness in the workplace. Our team is encouraged to embrace diversity and contribute to a welcoming environment that supports the growth and success of every individual.

Supporting Women and Underrepresented Groups: We actively support the empowerment of women and other underrepresented groups through specific training programs and leadership opportunities, ensuring that everyone has a chance to thrive within our organization.

Initiative	KPI	Target
Representation	Gender, race and disability	>3 each
Women empowerment	Allotment for women employees	60%



6.3. Staff Roles in Achieving Sustainability

At Base Camp, each team or staff member can play a critical role in promoting and implementing sustainability. Below are key ways different staff members can integrate sustainable practices into their roles:

1. Tour Guides and Field Staff

- **Educating Tourists on Environmental Responsibility:** Tour guides can inform visitors about local ecosystems, wildlife conservation, and responsible behavior during tours. Encourage tourists to stay on designated paths, avoid littering, and respect wildlife.



- **Promoting Eco-Friendly Practices During Tours:** Guides can reduce the environmental impact by ensuring all waste is collected and disposed of properly, and by using refillable water bottles instead of single-use plastics.
- **Supporting Local Communities:** Guides can highlight and promote local culture, ensuring that tours involve ethical visits to local communities, and support local artisans or businesses.
- **Minimizing Impact on Fragile Environments:** Guides should be aware of the environmental sensitivities of areas they operate in and adjust activities to avoid overuse or degradation of ecosystems.

2. Drivers and Transport Staff

- **Fuel Efficiency:** Drivers can reduce carbon emissions by ensuring vehicles are regularly maintained, driving efficiently (e.g., avoiding rapid acceleration or excessive idling), and using the most fuel-efficient routes.
- **Using Low-Emission Vehicles:** Where possible, transition to hybrid or electric vehicles for tours and transfers. Encourage carpooling or group transportation to minimize the number of vehicles used.
- **Carbon Offset for Transportation:** Collaborate with the company to offset carbon emissions by promoting reforestation projects or other carbon offset initiatives.

3. Customer Service and Booking Staff

- **Promoting Sustainable Travel Options:** Encourage clients to choose eco-friendly tour packages or activities, such as nature conservation tours, cultural immersion experiences, or low-impact adventures like hiking or cycling.
- **Digital Communication:** Use digital tools for booking confirmations, itineraries, and communications instead of printing physical documents, reducing paper waste.
- **Informing Clients About Sustainability:** Provide information on sustainable travel practices before their trips, such as guidelines on water conservation, waste reduction, and respecting local customs.

4. Operations and Management

- **Sustainable Supplier Partnerships:** Ensure that partnerships with hotels, lodges, restaurants, and activity providers align with sustainability principles, such as energy efficiency, water conservation, waste reduction, and supporting local businesses.
- **Energy and Water Conservation:** Implement energy-efficient lighting, appliances, and water-saving fixtures in the company's offices and any facilities they manage.
- **Tracking and Reporting Environmental Impact:** Use metrics to track carbon emissions, water usage, and waste generation in operations, and regularly report progress to employees and customers.
- **Developing Sustainability Guidelines:** Create and enforce a company-wide sustainability policy that includes reducing environmental footprints, supporting conservation efforts, and committing to community engagement.



5. Marketing and Communications Staff

- Promoting Sustainable Tourism: Highlight eco-friendly tour options, and conservation efforts in marketing materials and online content.
- Encouraging Responsible Travel Behavior: Develop educational materials that emphasize responsible tourism practices, such as reducing plastic use, respecting wildlife, and supporting local communities.
- Showcasing Sustainable Achievements: Share the company's sustainability milestones, such as reduced carbon emissions, partnerships with conservation groups, or community projects, to attract environmentally-conscious travelers.

6. Office and Administrative Staff

- Reducing Office Waste: Implement recycling programs in the office, minimize the use of single-use plastics, and encourage employees to use reusable items like water bottles, coffee mugs, and office supplies.
- Digitalization and Paperless Systems: Transition administrative tasks to digital platforms, reducing paper waste through digital communications.
- Energy Efficiency in the Workplace: Use energy-efficient lighting, set thermostats appropriately, and ensure that electronic devices are switched off when not in use to reduce the office's energy consumption.

7. Finance and Procurement

- Sustainable Purchasing Decisions: Source supplies and equipment from eco-friendly vendors that prioritize sustainable materials and practices.
- Investment in Green Initiatives: Allocate part of the company's budget toward conservation projects, renewable energy or certifications like Travelife.
- Cost Analysis of Sustainability Efforts: Regularly assess the financial benefits of sustainable practices, such as cost savings or eco-friendly travel alternatives.

8. Housekeeping and Maintenance Staff (For the Lodges and Camps)

- Water and Energy Conservation: Use water-saving fixtures, energy-efficient appliances, and sustainable cleaning products. Encourage guests to reuse towels and linens to reduce water and energy consumption.
- Waste Management: Implement effective waste sorting and recycling programs, compost organic waste, and work to minimize landfill contributions.
- Sustainable Materials: Use eco-friendly cleaning supplies and materials for maintenance and repairs, reducing harmful chemicals and waste generation.

9. Catering and Food Service (For the Lodges and Camps)

- Sourcing Local and Organic Ingredients: Source food locally, prioritizing organic and seasonal produce, and minimizing the use of imported goods.
- Reducing Food Waste: Implement portion control, repurpose leftovers and compost food waste to minimize the environmental impact of catering operations.
- Offering Plant-Based Menu Options: Provide plant-based meal options, which generally have a lower environmental impact compared to meat-based dishes.



7. Resilience and Risk Management

Safeguarding Our Operations and Guests.

At Base Camp, we recognize that resilience is key to maintaining a safe and sustainable environment for both our guests and staff. Our risk management approach is designed to identify potential risks, plan for contingencies, and ensure that we can quickly adapt to changing conditions. By prioritizing health and safety, and building resilience into every aspect of our operations, we aim to create a secure and dependable experience for everyone who visits.



7.1. Health and Safety

Comprehensive Safety Protocols: The safety of our guests and staff is our top priority. We have established detailed safety protocols covering everything from fire safety procedures to wildlife encounter guidelines. Regular safety drills ensure that all staff members are prepared for emergency situations.

Health and Hygiene Standards: We adhere to strict hygiene practices throughout our facilities, including regular cleaning and sanitation of guest rooms, common areas, and safari vehicles. Our kitchens follow food safety guidelines to ensure that all meals served to guests are safe and of high quality.

First Aid and Medical Support: Base Camp staff are trained in first aid and emergency response. We maintain first aid kits on-site and in safari vehicles, and have established emergency contact procedures with local medical facilities to ensure quick access to medical care if needed.

Initiative	KPI	Target
H.S.E training	Provide and conduct regular health and safety training	every 120 days





7.2. Risk Mitigation and Resilience

Risk Assessment and Preparedness: We conduct regular risk assessments to identify potential hazards related to our location, activities, and guest interactions. These assessments inform our contingency planning, ensuring that we are prepared to handle everything from extreme weather events to operational disruptions.

Climate Resilience Strategies: Recognizing the potential impact of climate change on tourism, we have implemented measures to reduce our vulnerability to extreme weather. This includes using flood-resistant infrastructure and developing water conservation practices that help us adapt to seasonal variations.

Financial Resilience: We maintain a financial reserve to support the business through periods of low occupancy or unforeseen economic downturns. By diversifying revenue streams, such as offering off-peak discounts and packaged experiences, we ensure steady income even during slower months.

Insurance Coverage: Base Camp holds comprehensive insurance policies, covering public liability, property damage, and business interruptions. This ensures that we are well-prepared to recover from unexpected incidents and continue serving our guests.

Collaborative Crisis Management: We engage with local authorities and tourism associations to stay informed about potential risks and collaborate on regional emergency preparedness plans. This allows us to respond quickly and effectively to crises, ensuring the safety of our guests and the continuity of our operations.

Initiative	KPI	Target
Risk management plan	Develop and implement a risk management plan	filed



8. Communications and Reporting

Building Trust through Transparency.

Effective communication is central to Base Camp's sustainability strategy. We believe that by keeping our stakeholders informed—whether they are guests, local communities, or partners—we can inspire broader support for our sustainability goals and foster a culture of shared responsibility. Our approach to communications and reporting ensures that our sustainability practices are clear, transparent, and continuously improving.

Key Practices for our Communications and Reporting:

- 1. Annual Sustainability Report:** We commit to publishing an Annual Report detailing our progress towards our sustainability goals. The report will include updates on our energy and water consumption, carbon reduction initiatives, waste management, and community engagement efforts.
- 2. Guest Communication and Awareness:** We shall actively engage our audience in our sustainability journey by providing information on our eco-friendly practices through our digital channels, welcome materials, info. signs around the property, and sustainability-focused tours; encouraging potential guests and partners to choose Base Camp, and participate in our initiatives - helping them to make more sustainable travel choices during their stay.
- 3. Internal Sustainability Updates:** Regular staff meetings and training sessions ensure that our entire team is up-to-date on our sustainability goals and performance. This empowers staff to share our practices with guests and contribute ideas for further improvements.
- 4. Stakeholder Engagement:** Base Camp maintains open communication channels with local communities, conservation groups, and industry partners to stimulate opportunities for mutually beneficial collaboration.
- 5. Feedback and Continuous Improvement:** We value feedback from our guests, staff, and community partners as a way to improve our sustainability efforts.



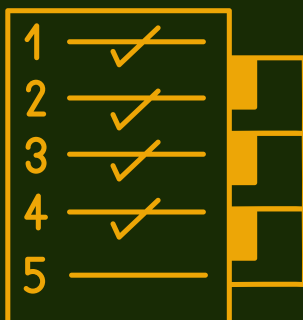
9. Sustainability Tools

Ensuring Consistency in Our Practices.

To maintain our commitment to sustainability, Base Camp has developed a series of sustainability trackers that guide our daily operations and long-term goals. These checklists serve as practical tools to ensure that we consistently adhere to best practices in environment management, community engagement, and employee well-being. They allow us to monitor our progress, identify areas for improvement, and ensure that every aspect of our operation aligns with our sustainability mission. By using these tools, we can maintain high standards of transparency, accountability, and continuous improvement in our journey toward a more sustainable future.

Base Camp's Sustainability Tools:

1. Checklist for sustainable accommodation partners
2. Responsible Partners Code of Conduct
3. Internal sustainability audit checklist
4. Guidelines for energy reduction
5. More..



Baseline checklist for sustainable accommodation partners



Date _____

Lodge name: _____

Location: _____

Spoken with: _____

Criteria	Y	N	Criteria	Y	N
Do you have all the necessary licences to operate?			Do you take water saving measures?		
Do you have a Sustainability policy/plan for your lodge?			Do you take energy saving measures e.g. solar/LED?		
Do you employ locally for the majority of your staff?			Do you have a rainwater collecting system?		
Do you implement fair trade labour laws?			Do you use organic cleaning products/soaps for clients?		
Do you recycle in your lodge?			Do you use soap dispensers?		
Do you train staff on health, safety and sustainability?			Do you serve locally sourced food?		
Do you do waste water management?			Have you reduced or eliminated single use plastic?		
Easily seen and clear info. for guests on sustainability?			Are you supporting a nature or conservation project?		

Evaluating above 10 YES answers shall be considered a PASS.



Responsible Partners Code of Conduct



Memorandum of Understanding (MoU)

This Memorandum of Understanding (MoU) is made between Base Camp Lodge Limited and Base Camp Tours Limited (hereafter collectively referred to as Base Camp) **AND** _____ (hereafter referred to as Partner).

At Base Camp, we are committed to fostering sustainable tourism practices that positively impact the environment, economy, and communities where we operate. We seek to collaborate with partners who share our vision of responsible tourism and contribute to preserving the cultural and natural heritage of our destinations. By signing this MoU, both Base Camp and the Partner affirm their shared commitment to responsible tourism practices.

The Partner agrees to the following:

1. Commitments Towards Our Guests

- Provide exceptional service with a welcoming and respectful attitude.
- Ensure availability and responsiveness to guest needs at all times.
- Respect cultural differences and offer an inclusive and non-judgmental environment.
- Share relevant regional information, including health and safety guidelines.
- Guide guests on Tourist Code of Conduct to promote responsible behavior.

2. Commitments Towards Their Employees

- Provide fair employment conditions.
- Pay employees a fair living wage that meets or exceeds local standards.
- Employ at least 80% of the employees are local.
- Ensure that employees are aware of their rights to free speech.

3. Commitments Towards Business Partners

- Maintain open and regular communication with partners.
- Establish formal partnership agreements with all collaborators.
- Ensure that all partners uphold the Responsible Partner's Code of Conduct.
- Work collaboratively with partners, avoiding unnecessary competition, while fostering mutual respect and teamwork.

4. Commitments Towards the Local Community

- Operate in a manner that respects the local community and its resources.
- Avoid overusing vital resources such as water, ensuring access by locals.
- Create opportunities for meaningful interaction between tourists and local residents.
- Celebrate and showcase local culture and heritage through information, experiences, or decor.



5. Commitments Towards the Environment

- Implement waste management practices, including recycling and composting.
- Minimize packaging and eliminate the use of plastic bags.
- Conserve water and energy and avoid water contamination.
- Use natural and eco-friendly cleaning products whenever possible.
- Source locally produced food to support sustainable agriculture.
- Participate in and support local environmental initiatives.

By signing this MoU, the Partner commits to aligning their business practices with Base Camp's responsible tourism principles. Both parties acknowledge the importance of sustainability and agree to work together to achieve these shared goals.

Name of Partner Company/Business: _____

Name of Partner Representative: _____

Designation of Partner Representative: _____

Phone Contact of Partner Representative _____

Date: _____

Place: _____

Base Camp Director's Signature:

Partner Representative Signature:



Internal Sustainability Audit Checklist



Criteria	Y	N
Sustainable Tourism Policy <ul style="list-style-type: none"> – Does the hotel have a responsible tourism policy? – Is it a comprehensive policy? – Have realistic environmental targets been set in the policy for the future? – Is there a designated team or staff responsible for implementing the overall strategy? 		
Environmental Management <ul style="list-style-type: none"> – Have they completed an initial assessment of their environmental impacts? – How do they measure and monitor their progress periodically? – Are staff educated about the goals and activities through meetings, memos, etc? – Is regular feedback given to staff, guests and the local community on progress? 		
Energy <ul style="list-style-type: none"> – Has a member of staff been designated to monitor performance continually? – Have meters been installed to help with the monitoring of the energy use? – Has an initial assessment been undertaken and short term wins been identified? E.g. changing to energy efficient light bulbs, motion detectors etc. – Is equipment serviced regularly to ensure it is functioning efficiently? – Do they use any renewable energy sources? – Are measures in place to ensure that the hotels energy supply does not impact on the energy for the local residents? – Are flow restrictors or controllers used to limit the output of inefficient showerheads and taps? – Are housekeepers trained to identify common maintenance problems? – Have they got an energy management system installed to turn lights and air conditioning off in empty guest rooms? – Do they have a towel reuse / bed linen changing program? – Are bicycles available for guests to use to move around? – Do they include it in their policy to design energy efficiency into all new constructions and refurbishing projects? 		



Criteria	Y	N
<p>Water</p> <ul style="list-style-type: none"> – Has an initial assessment been undertaken so that the main areas of water consumption can be identified and an action plan for savings can be created? – Has a member of staff been designated to monitor performance continually? – Has the property been checked for leaks? – Have short term wins been identified e.g. leaks from cisterns, taps and pipes blocked, reducing washing, sensors and low flow devices fitted? – Is equipment serviced regularly to ensure it is functioning efficiently? – Do they have any technologies installed to reduce water use through recycling e.g. is rainwater or grey water captured and reused for gardening, toilets etc? – Has the supply system been checked to ensure it does not conflict with use for locals? – Are employees trained about water saving practices and being able to detect and repair leaking showers, toilets etc? – Have water reducing policies been implemented e.g. not hosing surfaces to clean them and not watering gardens in the day? – Are drought resistant native plant species chosen for landscaping? – Is the use of chemicals that end up in wastewater such as detergent or bleach minimised wherever possible? – Is waste water treated before it is let back into the environment? 		
<p>Waste</p> <ul style="list-style-type: none"> – Have they done an audit to identify what waste they create e.g. paper, plastic, aluminium, glass etc. and to see which departments are responsible for the waste and how it is currently disposed of? – Are procedures now in place to reduce or reuse the waste where possible e.g. providing the relevant recycling bins, buying in bulk, less packaging? – Have waste reduction targets been implemented? – Are recyclable items collected separately? – Is organic waste composted? – Have disposable items been replaced with reusable ones e.g. refillable soap and shampoo containers, cloth laundry bags, rechargeable batteries etc? – Do they avoid using single use condiments, jam, butter etc? – Are waste bins provided for guests around the lodge? – Do they work with other businesses in the local community to support the development of efficient waste 		



Criteria	Y	N
<p>Purchasing</p> <ul style="list-style-type: none"> – Have they developed a written purchasing policy using sustainability criteria? – Is there a procedure in place to monitor annually how well purchasing policy is being turned into practice? – Are products sourced from local suppliers wherever possible? – If a product cannot be sourced locally then does it come from a fair trade supplier instead? – Do they try to use seasonal and local produce where possible? – Do they place an emphasis on purchasing products that are certified for their environmental quality? – Do they choose to work with suppliers who have a code of practice setting out minimum standards and or an environmental policy? – Does the lodge take an active role in influencing and working with suppliers to identify locally produced, fair trade and environmentally friendly products? – Are products brought in bulk to minimise packaging? – Is purchasing discussed with other hoteliers to investigate the potential for joint purchasing? 		
<p>Community Support</p> <ul style="list-style-type: none"> – Do they support and actively contribute to any local community development projects? – Do they support and actively contribute to any conservation or cultural heritage projects through financial or in kind supports? – Do they provide any support for schools? – Do they showcase local artwork or handicrafts? – Are employees encouraged to volunteer in the local community? – Are they working together with government officials / other hotels / tourism businesses to improve environmental standards in the local area? – Do they work with the local community to promote environmental education? – Are events such as beach clean ups etc organised for staff and communities to get involved with? – Does their overall business practice respect the surrounding local culture and heritage? 		



Criteria	Y	N
<p>Staff Issues</p> <ul style="list-style-type: none"> – Do all staff sign formal contracts? – Are all staff paid a fair wage and given fair benefits? – Is there a written policy regarding staff employment with specific information about working hours, conditions, salaries, health and safety and benefits? – Does all of this information comply with local legislation? – Are equal opportunities offered to all employees regardless of their gender, age, ethnicity etc? – Does the hotel employ local workers? – Are the local staff trained with the view of integrating them into the longer term management positions? – Are any communication systems in place to inform employees of their rights? – Are freely elected workers representatives respected and provided with relevant information? – Is there a system in place to allow for safe and confidential reporting of and follow up on grievances? – Are all levels of staff trained about sustainable tourism issues? – Do they use posters or information boards? Are regular training days held? 		
<p>Customer Communications</p> <ul style="list-style-type: none"> – Are guests encouraged to buy products that are made locally? – Is there a list showing guests what products and souvenirs to avoid buying? – Is information provided to guests regarding the areas cultural and religious characteristics? – Are guests provided with information about how to use, reuse and recycle during their stay? – Do they provide information and encourage guests to follow energy saving practices e.g. switching off lights, air conditioning, washing towels etc? – Are guests given information and tips for water saving e.g. turning off taps when brushing teeth etc? – Do they educate guests about how they can make a positive contribution to local biodiversity conservation efforts? – Are environmental goals communicated to guests along with advice to help them reduce their environmental impact and support local conservation and community development projects? 		



Guidelines for Energy Reduction

Guideline	
<p>Tips for saving energy with lighting:</p> <ul style="list-style-type: none">• Try to maximize the use of daylight, for example by making sure all windows are accessible and clean;• Replace conventional light bulbs with energy saving ones, such as compact fluorescent lights and LED lights, which use up to 80% less energy;• Minimise use of halogen lights;• Optimise illumination of shop windows with timers and light sensors;• Use dimmers for lights;• Use timers and/or sensors for evening/night lighting if necessary;• Use timers and/or sensors for stairway and bathroom lighting.	
<p>Tips for saving energy with technical equipment:</p> <ul style="list-style-type: none">• When purchasing electronics, look for energy labels and compare energy usage;• Set screens to automatically go on stand-by after no use for approx. 20 minutes;• Set printers to be switched off at night and outside office hours.• Use plug boxes (surge protectors) with on/off switches thus enabling staff to switch off several appliances simultaneously;• Pre-set all equipment to energy-saving mode; it can save about 40W;• Set coffee machines to be switched on only when necessary;• Prefer a fridge without freezer; ensure your fridge is properly used and regularly emptied. If you have a freezer, defrost it regularly;• Put the fridge in a cool spot (without air conditioning, as fridges produce net warmth); avoid placing it near or facing a window and do not cover it.	
<p>To raise awareness:</p> <ul style="list-style-type: none">• Put tags or signage next to equipment you wish to have switched off;• Organize a meeting to instruct your employees about energy saving methods including switching off equipment;• Remind staff of the policy on a regular basis (via the intranet or other means); be sure this information is included during onboarding.• Exceptions of course can be made for security lighting.	



Guideline

Tips for saving energy with emails:

- Develop a company habit to keep emails “short and simple,” as the length of emails determine the use of energy. You may also consider removing the email thread of conversations.
- Use links and shared folders instead of sending heavy attachments, as the more bits the message, the more energy is needed to send them;
- Consider if electronic bulk-mailings have an effective response or open rate and keep your mailing list up to date;
- Encourage your employees to clean up their mailboxes regularly and unsubscribe to unnecessary mailing lists.

Equipment & Lights Switch Off Policy

- Use a surge protector or automatic system with an on/off switch to switch-off all “silent users” simultaneously;
- Instruct staff to switch-off all equipment when they leave their desks;
- Open windows instead of switching on the air conditioning;
- Set a time (e.g., every night at 10pm) when all equipment is shut down;
- Make sure equipment is unplugged at the end of a workday and sockets are switched off (e.g., chargers consume energy even when no devices are plugged in).
- Put tags or signage next to equipment you wish to have switched off;
- Organise a meeting to instruct your employees about energy saving methods.
- Remind staff of the policy on a regular basis (via the intranet or other means); be sure this information is included during onboarding.



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