



ENERGY MANAGEMENT POLICY

Date of issue: August 2025

The present energy management policy sets out Balkan Pro Travel's goals concerning energy use and management.

Balkan Pro Travel is committed to measure, monitor and reduce energy consumption.

Target for Y2026:

Keep the average KWH per square meters in Y2025 and Y2026 to 36 KWH
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ACTIONS TO BE TAKEN

HEATING AND VENTILATION

- Inform your staff about the efficient use of heating/cooling and ventilation use;
- Heating/cooling system should be set off at night and on weekends;
- Programme the individual heating/cooling periods and temperatures optimally to 22 degrees celsius
- Use a combination of ventilators and air conditioning

LIGHTING:

- Maximize the use of daylight
- Replace conventional light bulbs with energy saving ones
- Switch off the lights after office hours

TECHNICAL EQUIPMENT:

- When purchasing computers and printers, look for energy labels and compare energy usage;
- Set screens to automatically go on stand-by after not being used for approx. 20 minutes;
- Pre-set all equipment to energy-saving mode; it can save about 40W;
- Equipments (including aircon) are switched off after office hours or during lunch breaks (and, not on sleep modes), whenever feasible.

EMAILS:

Emails and Internet use also generate a carbon footprint. Emails are estimated to leave a CO₂ footprint of 6g, while paper mailings are estimated at 14g. When crafting emails, here are some things to consider:

- 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;