

### 1. Introduction

#### 1.1. Our Story

From Hobby to Dream Job: The Slotrips Journey

Our story began as a hobby in 2007 when Miha, the founder, conceptualized Slotrips.si - an "interactive online guide for active holidays in Slovenia." This marked the inception of the Slotrips company. Initially, we didn't offer products or services; instead, we provided a wealth of information on a non-commercial website aimed at assisting those who wished to explore Slovenia's natural wonders independently.

However, an unexpected outcome of the Slotrips.si project emerged as travelers from around the world approached us, asking for help in organizing their active holidays in Slovenia.

Having extensively explored Slovenia on foot and by bike (and we continue to do so), we have uncovered numerous hidden gems, breathtaking natural landscapes, serene spots with panoramic views, and the finest local accommodations and eateries. Eager to share our wealth of knowledge, we transitioned from a mere information hub to organizing guided & self-guided hiking and biking trips.

By showcasing our "backyard" and introducing visitors to the culinary treasures of our grandmothers, we transformed our hobby into a fulfilling job. Since then, we have been passionately guiding individuals through Slovenia's wonders, creating memorable experiences that showcase our deep connection with the country.

Our growth has been a natural and unplanned evolution, leading us to our current position as one of the leading active travel operators in Slovenia.

#### 1.2. Our Mission

We aim to ensure excellent guided and self-guided active travel in Slovenia for all people who seek in-depth experiences with the highest standard of service and attention to detail. Our goal is to make a positive impact in communities and environments where we live and work.

#### 1.3. Our Vision

Well-organized, meaningful immersion in authentic Slovenia.

#### 1.4. Company Values

Satisfy and delight our travelers. Team member growth and happiness. Win-win partnerships with our suppliers. Care for our communities and environment.

### 1.5. Our Philosophy

Walk a mile in your shoes

We discuss your wishes, get an insight into what is important for you and design the best possible personalized travel experience in Slovenia. One that you will never forget. It's not the smart suit that makes a professional, but the skill, knowledge, attention to detail, and the efficient execution of our services. We put a lot of thought into creating carefree travel experiences, which are as unique as our travelers. Moreover, we want to see your happy faces, feel your warm handshakes, strong embraces and even experience the odd tear of joy.

We cherish your word of mouth, firm partnerships with renowned international operators of the highest standard of service, our local partners (hotels, farm stays, restaurants, winemakers, taxi drivers, local characters...), our team, families, and friends, and everyone who you will meet along the way. We appreciate their work and close relationships which reflect in the best possible experience for our travelers, and who help us make our lives and business exceptional.

## 2. Human Resource Management Policy

### 2.1. Recruitment and Selection

We are committed to fair and transparent recruitment processes to ensure that qualified individuals are selected based on merit. Our recruitment practices aim to create diverse and inclusive teams, fostering an environment that values different perspectives and backgrounds. We actively seek candidates who align with our values of diversity, equity, and inclusion. We comply with all applicable local regulations and national laws.

### 2.2. Employee Onboarding

New employees will undergo comprehensive onboarding to become familiar with our company culture, values, and job responsibilities effectively. This process includes training on our mission, policies, and procedures, as well as mentorship opportunities to facilitate a smooth transition into their roles. We encourage a collaborative and supportive onboarding experience to ensure that new team members feel valued and connected from day one.

### 2.3. Work Hours and Attendance

We promote a flexible work environment while ensuring that employees adhere to agreed-upon work hours and attendance policies. This flexibility is designed to support work-life balance and cater to individual needs while maintaining operational efficiency. We trust our employees to manage their time effectively and encourage open communication to address any challenges related to work schedules.

### **2.4. Remuneration**

Prioritizing well-being, prosperity and fair compensation, we are committed to providing our employees with remuneration that surpasses the minimum wage standards. We believe in fostering a workplace environment where individuals are not only valued for their contributions but also rewarded equitably for their dedication and work. We strive to ensure that our team members feel valued, motivated, and secure, thereby contributing to a harmonious and thriving professional community.

### **2.5. Training, Development & Performance**

We aim to provide continuous learning opportunities to enhance the skills and knowledge of our employees. We empower our team to stay abreast of industry trends and advancements as well as expect similar initiatives and motivation from their side as well. Regular performance assessments and feedback sessions are conducted to support employee growth and development. Clear performance expectations and constructive feedback are integral to us for ensuring our team excellence. We believe in recognizing outstanding performance while providing constructive feedback to address areas for improvement.

### **2.6. Code of Conduct and Professionalism**

Employees are expected to maintain high ethical standards, professionalism, and integrity in all interactions. Our code of conduct outlines the principles and behaviors that guide ethical decision-making and promote a positive workplace culture. We believe that a culture of professionalism contributes to a harmonious work environment and builds trust among team members.

### **2.7. Equal Opportunities**

We are dedicated to fostering an inclusive and diverse workplace that values equal opportunities for all. We believe in creating an environment where each individual, regardless of their background, race, gender, age, sexual orientation, or abilities, has an equal chance to thrive and contribute to our collective success. Our commitment to equal opportunities extends across all aspects of our employment practices, from recruitment and onboarding to training, development, and performance assessments. We actively seek to eliminate bias and discrimination, promoting a workplace culture that celebrates differences and recognizes the unique strengths each team member brings. We are committed to upholding the principles of equal opportunities, ensuring that every employee feels valued, respected, and has the same opportunities for professional development and promotion within our organization.

### **2.8. Employee Benefits**

We offer competitive benefits to promote employee well-being and job satisfaction. We continuously assess and enhance our benefits package to meet the evolving needs of our employees.

## **2.9. Grievance and Conflict Resolution**

Open communication channels and fair dispute-resolution processes are in place to address concerns promptly. Our goal is to foster a work environment where employees feel heard, valued, and empowered to voice their concerns without fear of reprisal. We believe that addressing conflicts transparently contributes to a healthy workplace culture.

## **2.10. Termination Procedures**

Termination procedures will be conducted with sensitivity and adherence to legal requirements. We strive to handle terminations respectfully, providing support to affected employees and ensuring a smooth transition for both departing employees and the team. Our approach to terminations is guided by empathy and fairness.

## **3. Workplace Health and Safety**

We are committed to providing a safe and healthy working environment for our employees. We adhere to the following:

### **3.1. Workplace Safety**

We primarily engage in office work, and as such, our employees are not routinely exposed to hazardous areas, equipment, or substances. Our work environment is designed to prioritize the safety and well-being of our team members. The nature of our office-based activities allows us to maintain a controlled and secure setting, minimizing potential risks associated with dangerous elements. We are committed to providing a safe and conducive workspace where our employees can thrive, collaborate, and contribute to the success of our organization without exposure to hazards. We implement safe working practices to ensure that employees are aware of and follow established guidelines for their safety and the safety of their colleagues. We take proactive steps to prevent risks to our employees' health.

### **3.2. Equipment and Facilities Maintenance**

Regular checks are conducted to ensure that equipment is being used as intended and is well-maintained, minimizing the risk of accidents. The landlord of the building, where we rent our offices, regularly checks the ventilation, temperature, lighting, toilet facilities, washing facilities, and rest areas to ensure compliance with health, safety, and welfare requirements.

### **3.3. Workspace Design**

Workstations are designed to be suitable for employees and their tasks, providing sufficient space and ergonomic considerations.

### 3.4. Breaks and Leave

The company ensures the breaks and annual leave in compliance with the local regulations and laws. Employees are entitled to proper breaks and leave to ensure their physical and mental well-being.

### 3.5. Display of Information and Accident Reporting

Warning posters are displayed appropriately to enhance awareness of emergency procedures. We have established procedures for reporting and recording accidents, injuries, diseases, and dangerous occurrences to ensure a thorough understanding of incidents and continuous improvement in safety measures.

### 3.6. First Aid Facilities

Adequate first aid facilities are provided, and employees are trained to respond effectively in case of emergencies.

### 3.7. Emergency Plans

Emergency plans in the building, where we rent our office, are established and communicated with all tenants to ensure a swift and coordinated response in the event of unforeseen circumstances or emergencies.

## 4. Sustainability Policy

At Slotrips, we are committed to promoting and practicing sustainable tourism in the realm of active outdoor adventures. We recognize the importance of preserving the environment, supporting local communities, and providing our travelers with meaningful and responsible travel experiences. Our sustainability policy encompasses the following principles:

### 4.1. Energy Reduction and Responsible Office Operations

- Through active advocacy, raising awareness among our employees and conscious control of energy consumption (turning off lights and heating/cooling systems that are not in use), we promote a culture of energy saving in all our operations and strive for maximum energy efficiency within the office.
- Our office building has established some robust procedures that ensure the systematic shutdown of heating/cooling systems during non-operational hours, weekends, and holidays, strategically optimizing our energy usage.
- We prioritize the maximization of natural light and have implemented energy-saving bulbs.

- We prioritize the selection of energy-efficient electronic devices. We also implement standby or off modes for screens and printers when not in use.
- As part of our energy-saving initiatives, we encourage employees to adopt streamlined email practices.
- Recycling and waste reduction are integral components of our office procedures, ensuring responsible disposal of materials. We advocate for the 5R rule (refuse, reduce, reuse, repair, recycle) and try to implement it whenever possible.
- Our transition to a paperless company is complete, which significantly reduces our carbon footprint associated with paper production.
- We offer our office staff the option to work from home, contributing to a reduction in commuting-related carbon emissions.
- Carpooling practices are promoted for business events and meetings to minimize the number of vehicles on the road.
- Our office location features a bicycle and electric car-sharing point to encourage sustainable commuting.

### 4.2. Transport Choices

- We prioritize activities that emphasize human-powered transport, such as walking, cycling, and other eco-friendly modes, to reduce carbon emissions.
- We design meticulous itineraries for hiking and biking tours, minimizing the need for long transfers between locations and promoting a low-impact travel experience.
- Where public transport is feasible, we incorporate it into our itineraries to reduce the environmental impact of our tours.
- We engage local drivers for alternative transfers, minimizing distances and lowering the overall environmental footprint.

### 4.3. Accommodation Choices

- We prefer accommodations certified with recognized sustainable tourism certifications, with a preference for those bearing the 'Green Label' from the Slovenian Tourist Board.
- We support establishments that adhere to renewable energy use, reduction of single-use plastics, and effective waste management plans.
- In our commitment to support small local businesses, we prioritize small size locally owned accommodations.

### 4.4. Dietary Choices and Water Consumption

- We actively promote and provide vegetarian and vegan options during our trips, aligning with our commitment to reducing the carbon footprint associated with animal agriculture.
- We organize field-to-fork meals with local farmers, taking advantage of locally grown fruits and vegetables whenever possible.
- We advocate for the consumption of tap water over bottled water to reduce plastic waste and support local water sources.
- Guides and participants are encouraged to carry reusable water bottles to minimize single-use plastic waste.

### 4.5. Nature Preservation

- We prioritize wildlife conservation and do not organize specialized wildlife interaction tours. In the possible case of our guests' special requirements, we'd make sure of a responsible approach towards wildlife protection in compliance with relevant codes of conduct and minimized disturbances to natural ecosystems.
- Wildlife species are occasionally harvested/consumed on our tours as a part of regulated activities only. We're there ensuring their sustainable utilization and compliance with relevant codes and laws. We strictly don't run these activities for displaying, selling or trading purposes.
- We do not allow the purchase of souvenirs containing threatened flora and fauna species, any illegally obtained historic/archaeological artefacts, drugs or illegal substances, and abide by local and international laws in place to prevent this.

### 4.6. Community Engagement

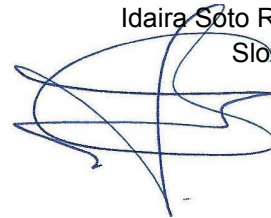
- We actively engage with and support local communities, respecting their cultural heritage and contributing positively to their economic development.
- Whenever possible, we collaborate with appropriately licensed and qualified local guides and businesses to ensure that the benefits of tourism are distributed equitably.
- We are dedicated to fostering responsible and ethical interactions with everyone in our chain and uphold a zero-tolerance policy against sexual exploitation (especially of children and other sensitive groups).
- We make regular donations to different local NGOs and give back to local communities.

### 4.7. Continuous Improvement

- We regularly try to review and update our sustainability practices, incorporating new technologies and methods to further minimize our environmental impact.
- Feedback from clients, staff, and partners is actively sought and considered to enhance the effectiveness of our sustainability initiatives.

By adhering to these principles, we aim to lead the way in responsible tourism, providing our clients with unforgettable experiences while minimizing the impact on the environment.

Idaira Soto Rodriguez,  
Slotrips CEO



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