

GREEN BOOK 2023





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Welcome

Hotel Aequora Lanzarote Suites **** is a family business with tradition and great experience. Our hotel complex was inaugurated in 2015 after a complete refurbishment, standing out for its modern interior design and the quality and variety of its services. The hotel has 398 rooms equipped with every comfort and ideal for those who want to enjoy a few days in the privileged environment of the island of Lanzarote.

At our hotel we are aware that the tourist industry generates a multitude of impacts on the destination areas, both positive (generation of income, employment and business opportunities, etc.) and negative (over-exploitation of natural resources, environmental and landscape degradation, generation of pollution, etc.), so our responsibility is to promote the protection of our employees and the environment that surrounds us.

We have developed and implemented sustainability policies in which guests and employees actively contribute with us in order to minimise negative impacts.





Mission and Vision

Mission

To ensure the efficiency, the good functioning of sustainability procedures and good environmental practices in our **Hotel Aequora Lanzarote Suites** ****

Vision

We aim to minimise the consumption of energy and water without disturbing the comfort levels of our guests, reducing solid waste, waste water and dumping as much as possible.





General Policy on Quality and Sustainability

- **1.Quality Assurance:** The satisfaction of our Clients, External Suppliers and Employees is the raison d'être of our daily work. Our guests are the priority when planning and developing our services and products. Our improvement objectives are based on their opinions and suggestions.
- **2.Sustainability and Environment:** We are committed to environmental protection and strive to reduce and minimise our impact on the environment. We separate waste, reduce water and energy consumption, adapt infrastructures to the environment and manage the disposal of hazardous waste through authorised waste managers. We promote sustainability through local suppliers, we prioritise products that are less aggressive towards the environment, including transport and packaging, and we participate in local activities in a spirit of solidarity.
- **3. Human Resources, Health and Safety:** Our staff is our greatest asset; we express our social commitment and responsibility in the working relationship with our Employees, based on personal and professional development, support, respect and fair valuation, as well as strict compliance with legislation in all areas related to their work activity and Human Rights.
- **4. Child Protection:** We avoid any type of discrimination and any form of exploitation, including child sexual exploitation, involving Employees, Collaborators, External Suppliers and Clients. We participate in the HOTELES AMIGOS programme implemented by the UNICEF Spanish Committee, supporting the Project for the Prevention of Child Sexual Exploitation and Protection against Violence in the Tourism Sector in the Dominican Republic.
- **5. Purchasing and Local Community Development:** We apply strict procedures regarding the evaluation and selection of External Collaborators and Suppliers based on the application of current legislation on the Environment, Human Resources policy and Child Protection. We give priority to Local Suppliers and support the development of the Local Community in a supportive manner.





Environmental Policy

At **Aequora Lanzarote Suites** **** we are aware that in the pursuit of economic objectives, the company should not exclusively pursue its own profit, forgetting about the provision of a quality service and the impact of its activity on the environment and society.

We are therefore committed to environmental protection and strive to reduce and minimise the impact on the environment, separate waste, reduce water and energy consumption, adapt infrastructures to the environment and manage the dumping of hazardous waste. We promote sustainability through local suppliers, prioritising products that are less aggressive towards the environment and we participate in local activities in a spirit of solidarity.

Objectives

- **1.**To comply with all current environmental laws and regulations attributable to our activity including legal regulations regarding waste water disposal.
- **2.**Evaluate and monitor our environmental performance against our objectives and targets.
- **3.**We will achieve and maintain our Travelife for Hotels & Accommodations and Biosphere Sustainable awards.
- **4.**Engage and promote among: Employees, Partners, External Suppliers and Customers, the aim and scope of our Environmental Policy.
- 5.To involve and promote the Manual of Good Environmental Practices among Employees.
- **6.**To achieve maximum savings from energy efficient installations, both solar energy and geothermal energy, and maximum savings from water efficient installations.
- **7.**Separate solid waste in accordance with local authority guidelines.
- **8.**Reduce packaging of purchased products as much as possible and use biodegradable or natural alternatives, responsibly managing hazardous substances.
- **9.**Inform customers about protected species according to the Catalogue of Threatened Species of the Canary Islands.



At **Aequora Lanzarote Suites** **** the staff is the greatest asset; we express our social commitment and responsibility in the working relationship with our Employees, based on personal and professional development, support, respect and fair valuation, as well as strict compliance with the legislation in all areas related to their work activity and Human Rights.

We value the contributions of all Employees, creativity and involvement in the defined objectives, respecting freedom of association and Equality Policies.

We are committed to prevention, control of occupational risks and the development of actions to improve the Health and Safety of our Employees and Customers.

Objectives

- **1.Recruitment System:** We prioritise the recruitment of unemployed personnel. Personnel without professional experience. We provide equal treatment and opportunities for men and women, eliminating any discrimination on grounds of sex, gender, religion, race, disability, etc.
- **2.Selection System:** We select candidates according to their profile, taking into account the needs of each job position and hiring according to strictly social and labour criteria. We follow the principles of suitability for the job.
- **3.Recruitment System:** We abide by the labour framework, regulated by the Hotel and Catering Agreement of the Province of Las Palmas and we check that the legally established agreements of Temporary Employment Companies, services or Subcontracted Companies are followed. In the latter case, we check that they comply with current labour legislation.
- **4. Welcome and Integration System for new staff:** All new people joining the Hotel must be provided with information on the Quality and Sustainability System, as well as information on the Hotel and its objectives, the procedures and rules specific to their job, and the materials and work tools necessary for their work. They should feel supported, integrated in their new team and respected in their relationship with colleagues and bosses.
- **5.Personnel Administrative Management System:** The Administrative Management of the Employees is carried out in accordance with the Legal Regulations relating to their work activity, informing the Employees and their legal representatives of the details of their contract and legal obligations.





6.Performance Evaluation and Career Development System: All employees are evaluated personally, based on the needs of their job, with the aim of reaching an agreement with their direct manager on the aspects to be maintained and reinforced and those to be developed.

7.Internal Communication System: Permanent communication, based on the trust and commitment of all Employees, is fundamental for the daily development of our Products and Services. To this end, an Internal Communication System is established, defined and documented.

8.Training System: The training of our employees is a priority; their capacity for the correct development of our products and services depends on it. For this reason, a Training Plan is planned annually, which incorporates the needs of knowledge, application and development of our Integrated Quality and Sustainability System.

9.Health and Safety System: We are committed to the prevention and control of occupational risks and to the improvement of Health and Safety, in accordance with legal regulations.

Vision

Hotel Aequora Lanzarote Suites **** through its policies and actions aims to respect and encourage the integration and participation of its Employees, in strict compliance with legal regulations, promoting and supporting their professional development.

Leadership

Management leads the application and development of the Human Resources Policy, attending to any incident that may occur in the Hotel or with its Collaborators and External Suppliers.

Scope

- 1. Hotel Employees
- 2.External Collaborators and Suppliers





Management Commitments

- To inform Employees, Collaborators, External Suppliers and Clients about the Policy, Scope and Commitments on Human Resources.
- Prioritise the recruitment of personnel from the island and unemployed people. Guaranteeing dignified and fair treatment, without any kind of discrimination on grounds of nationality, social group, sex, age, disability or religion, and excluding any kind of abuse or harassment.
- To comply with the labour framework, regulated by the Hotel and Catering Agreement of the Province
 of Las Palmas and to control that the agreements of the Temporary Employment Companies,
 services or Subcontracted Companies legally established are followed, checking that they comply
 with the current legislation in labour matters.
- To carry out Performance Evaluations, based on the needs of the job, personally and with the participation of all Employees.
- To inform and train its Employees on the objectives, procedures and rules specific to their job, materials and work tools necessary for their performance, as well as on all aspects related to their work activity that affect their correct professional development.
- Establish an internal, defined and documented Team Communication System.
- To recognise the right of association and trade union membership and to establish a relationship of dialogue and cooperation with the trade unions and their representatives, without this being detrimental to the very existence of the Hotel.
- To plan an annual Training Plan, developing training actions that meet the needs detected through direct observation, satisfaction or process indicators and analysis of weaknesses and risks.
- Establish the necessary health and safety conditions and inform workers and managers about risk situations for the health and safety of workers.
- Documenting, implementing, and monitoring compliance with the Human Resources Policy.





Commitments of our Employees

- · Knowledge and application of the Welcome Manual.
- Completion and submission of the Welcome Manual Control questionnaire to Human Resources management.
- Comply with the internal communication system, defined and documented by the team.
- Avoid actions that generate risks and ensure, according to their possibilities, their own health and safety at work and that of those people who may be affected by their professional activity.
- Properly use any means with which he/she carries out his/her activity and not put out of operation the means and equipment of protection.
- Knowledge and application of the Operational, Health and Safety, Self-protection and Environmental Manuals, as well as the information relating to specific training actions in which they participate.

Commitments of our Collaborators and External Suppliers

 Acceptance and application of the Policy defined and developed in the Integrated Quality and Sustainability Manual, with regard to Human Resources..





Equality Policy

Since its constitution, the **Hotel Aequora Lanzarote Suites** **** has been demonstrating its total commitment to the development of a Human Resources policy in which the condition of man or woman, their origin, social status or any other personal parameter has been neither an obstacle nor an incentive for the maintenance of a job and, where appropriate, a promotion in the development of the professional career, there being countless examples in this regard.

This Management has always believed, and maintains this belief with the passage of time, that competitive service companies must be based on a Human Resources team strongly committed to the values of effort, rigour, education, respect and teamwork, and therefore tolerance of sexist, humiliating, unfair or offensive attitudes cannot be tolerated in any case or, of course, at any level of the organisation, be it management, commanders or base staff, as we have been doing over the years.

And we believe that this is what we have been demonstrating over the years that this organisation has been operating.

In any case, and given the requirement established by the new Organic Law 3/2007 of 22 March, the management of the **Hotel Aequora Lanzarote Suites** **** formally reiterates its commitment and development of policies that integrate equal treatment and opportunities between women and men, without discriminating directly or indirectly on the grounds of sex, as well as in the promotion and encouragement of measures to achieve real equality within our organisation, establishing equal opportunities between women and men as a strategic principle of our Corporate and Human Resources Policy, in accordance with the definition of this principle established in Organic Law 3/2007, of 22nd March, for effective equality between women and men.

In each and every one of the areas in which this company operates, from recruitment to promotion, including salary policy, training, working and employment conditions, occupational health, working time management and work-life balance, we assume the principle of equal opportunities between women and men, paying special attention to indirect discrimination, understood as "the situation in which an apparently neutral provision, criterion or practice places a person of one sex at a particular disadvantage with respect to persons of the other sex".

With regard to communication, both internally and externally, all decisions taken in this respect shall be reported and an image of the company shall be projected in accordance with this principle of equal opportunities between women and men.





Equality Policy

The characteristics governing the Equality Plan are:

- It is designed for the entire workforce, and is not exclusively aimed at women.
- - It is systematic, as it aims to achieve the objectives by carrying out very specific measures within the company, and it must be both adaptable and flexible, as it must design measures that respond to the specific situation of the company.
- It adopts gender mainstreaming as one of its guiding principles and a strategy to make equality between women and men effective. This implies incorporating the gender perspective in the management of the company in all its policies and at all levels.
- - One of its basic principles is participation through dialogue and cooperation between the parties involved (company management, the social partners and the workforce as a whole).
- - It is preventive, eliminating any possibility of future discrimination based on sex.
- - It is internally coherent, dynamic and open to change according to the needs that arise from its monitoring and evaluation.
- - It is based on a commitment from the company that guarantees the human and material resources necessary for its implementation, monitoring and evaluation.
- - It is dynamic, depending on the events that arise, adapting the objectives.





Child Protection Policy

Aequora Lanzarote Suites **** avoids any type of discrimination and any form of exploitation, including child sexual exploitation. It participates in the **HOTELES AMIGOS** programme implemented by UNICEF, supporting the UNICEF Spanish Committee's Project for the Prevention of Child Sexual Exploitation and Protection against Violence in the Tourism Sector in the Dominican Republic.

Objectives

Promote and encourage among: Employees, Collaborators, External Suppliers and Clients, the Objective, Definitions and Scope of our Child Protection Policy.

To actively collaborate with the UNICEF Spanish Committee in the achievement of the main objectives of the initiative HOTELS FRIENDS OF UNICEF in Spain and to raise funds to support the Project for the Prevention of Child Sexual Exploitation and Protection against Violence in the Tourism Sector in the Dominican Republic.

Vision

To ensure a child protection space where Employees, Collaborators, External Suppliers and Clients respect and promote the rights of children with respect to protection from harm, abuse, neglect or exploitation.

Leadership

Management leads the implementation and development of the Child Protection Policy, addressing any incidents that may occur in the Hotel or with its Employees and External Suppliers.

Scope

Hotel Employees; External Collaborators and Suppliers; Clients.





Child Protection Policy

Management Commitments

- Inform Employees, Collaborators, External Suppliers and Clients about the Policy, Scope and Commitments on Child Protection, including the agreement with UNICEF Spanish Committee.
- Investigate incidents of Child Abuse, internally or through the relevant Authorities in accordance with Spanish legislation.
- To expel from the Hotel or prevent the entry of Persons with a proven history or facts of Child Abuse; demanding the same commitment from External Suppliers or Collaborators.
- Avoid taking action against whistleblowers, if acting in good faith, regardless of the final outcome of the reported incident.
- To take legal or other complementary action, at Management's discretion, in the event of false or malicious reports of Child Abuse made by Employees or Customers.

Commitments of our Employees

Avoid actions that generate risk of harm to children, communicating to Management any incidence of Child Abuse detected in the Hotel and cooperating to create an environment of respect for the rights of minors, or in the case of abuse, with the Authorities.

Avoid situations of physical or emotional risk in the activities carried out at the Hotel, as well as content exclusively for adults in the Hotel's Programme of Activities, requesting permission from parents or guardians before taking images of children.

Commitments of our External Collaborators and Suppliers

 Acceptance and application of the Policy defined and developed in the Integrated Quality and Sustainability Manual, with regard to Child Protection.





Local Community Policy

Aequora Lanzarote Suites **** applies strict procedures regarding the evaluation and selection of External Collaborators and Suppliers based on the application of current legislation on the Environment, Human Resources policy and Child Protection. Prioritising Local Suppliers and supporting the development of the Local Community in a supportive manner.

Objectives

- To maintain a reciprocal, ethical and lawful relationship with External Collaborators and Suppliers.
- To select External Collaborators and Suppliers that comply with legal regulations; meet the criteria of Quality and Sustainability based on the Policies of Aequora Lanzarote Suites ****; minimise the production of waste and environmental risks; support the development of the Local Community, including the protection of minors; develop Human Resources and labour risk policies in accordance with current legal regulations, excluding any type of discrimination or abuse at work or of any other kind.
- Prioritise Local Suppliers whenever possible, maintaining contact with the Local Community, Entities and Institutions to support the development of social and/or commercial actions.
- Promote and apply its Child Protection Policy.
- To promote knowledge and respect for the natural areas and native species of Lanzarote among its customers, informing them about the different possibilities of local consumption in the cultural, gastronomic or handicraft fields.
- Local Community Support: Sponsorship of sports teams, cars, cycling, basketball and Golf Tournaments.
- Daypass; With this service we try to make the establishment known to the local population and that they can use the hotel's services.

Vision

Aequora Lanzarote Suites **** through its policies and actions aims to ensure a space of cooperation with external collaborators and suppliers, which favours the permanent development of its quality and sustainability policies, while collaborating with the local community for its development.

Leadership

Management leads the application and development of the Purchasing Policy and the development of the Local Community.

Scope

1. External Collaborators and Suppliers; Employees; Customers; Local Community.



Quality Policy

Hotel Aequora Lanzarote Suites **** works daily to adapt to the quality needs demanded by an increasingly competitive hotel market in the area. For this and to meet all the requirements of our customers, we have a Tourism Quality System based on the **UNE-EN-ISO 9001:2015 Standards** for the provision of its services:

Accommodation service and catering service.

The Management of the establishment expressly states its fundamental commitment to promote Quality in the Hotel and to encourage ethical behaviour and integrity of its managers and employees, in order to achieve, among others, the following objectives:

- To keep the guest always in accordance with the requirements provided, as well as to satisfy their
 needs at all times. To this end, we will maintain proper communication with the client and the hotel
 will always be in a perfect state of cleanliness and conservation. Likewise, all the facilities of the Hotel
 are adapted for people with physical disabilities, as well as some of the rooms are prepared for
 people with reduced communication capacity.
- In our Hotel the three steps of the service will always be practised by all our employees, being understood by these:
 - To give a cordial and sincere welcome to our guests, using their name whenever possible.
 - Anticipating, satisfying and exceeding the wishes and needs of our guests.
 - Giving our customers a warm and friendly farewell.
- To enhance the selection, development and promotion of human resources with a focus on quality, and with a strong emphasis on internal training.
- The management will provide the hotel with all the necessary resources to promote all the improvements proposed to achieve the objectives.
- We are committed to compliance with the legislation applicable to the hotel, as well as any other non-legal requirements.
- We are committed to continuous improvement, both in environmental management and in the correct provision of our services.
- Continuous improvement will form part of the company's quality culture and all staff will be committed to promoting this improvement. The prevention of errors shall be prioritised over their correction and the Quality system implemented shall become a tool for the achievement and improvement of results.





Quality Policy

- The improvement objectives set each year will be consistent with the needs of our customers, stakeholders and today's society.
- All the employees of the Hotel will be committed to the fulfilment of the objectives set, through the knowledge of the same and their state of fulfilment throughout the year.
- To approve, implement and keep up to date a Code of Conduct applicable to managers and employees that guarantees good governance, transparency and integrity in the relations established with clients and other stakeholders.
- Promote transparency through the implementation of internal and external communication systems and channels.

The general management, as the main driving force behind the quality management system, takes advantage of the distribution of this policy to emphasise that all the people in the organisation within their jobs are important for the correct functioning of the Hotel, to satisfy the requirements of the services and therefore to achieve the required level of quality, as each task carried out within the company forms part of the process established to offer the client a quality service. At **Hotel Aequora Lanzarote Suites** **** we understand quality as the commitment to meet the requirements, and even exceed the expectations of our clients.

Quality and the achievement of objectives requires the collaboration and participation of all levels and for this, information, communication and a good working environment are essential. Therefore, it is part of the management's commitment to encourage these factors in all personnel in order to achieve the objectives.





Our actions UNICEF

A unique opportunity to show solidarity

Hoteles Amigos is a UNICEF Spain initiative aimed at companies in the tourism sector to help children affected by climate change.

The Hotel Aequora Lanzarote Suites **** has joined the "HOTELS FRIENDS OF UNICEF" initiative and we are committed to actively collaborate in achieving the main objectives of this initiative in Spain:

- Promote the commitment of the hotel sector to respect and promote children's rights.
- Promoting greater awareness in society of the work carried out by UNICEF through the Water, Sanitation and Hygiene Programme.
- Fundraising to support the Water, Sanitation and Hygiene Programme and to raise awareness of the effects of climate change on children.









Nuestras acciones WHITE PARTY

The Hotel Aequora Lanzarote Suites **** celebrated the White Party every Sunday, from 30.06.23 to 22.10.23 in order to collect donations for UNIFEC with the sale of tickets for it.

CENTIDO COLIODA	COLABORACIÓN Y	R22-SOD
JENTIDU/EQUUKA	DESARROLLO CON LA	Nº Edición: 3
DALDAU I DALIDA	COMUNIDAD LOCAL	Fecha: 21/06/2023

FIESTA BLANCA

N° DE ENTREGA	FECHA	OBJETO
1	0/06/23-08/10/2	Fiesta Blanca cada domingo para nuestros clientes. Recaudación a favor de Unicef

MANTENIMIENTO:

- Ruego chequear toda la zona del Chill Out (pintura, posibles averías etc.) los días antes de la fiesta.
- Necesitaremos un alargador para conectar la mesa del DJ y las luces. Aseguraos que los cables no estén conectados con la corriente de la barra para evitar un corte de luz.
- . Debe hablar con Garden Care para hacer un repaso de la zona antes de cada fiesta, al final de su jornada.
- DA entregara los fuegos artificiales (el viernes 30/06 no hay fuegos artificiales), se tirarán a las 23:00 horas desde encima del tejado del bloque 5.
- Colocar un extintor en el tejado del bloque 5 por seguridad.

COMERCIAL:

 Promocionar la fiesta en las redes sociales y otros medios disponibles en el hotel un día antes de cada fiesta.

La información para promocionar la fiesta será entregada 1 semana antes del evento por parte de DA

DIA FIESTA BLANCA:

El horario de la fiesta será de 20:30 h a 23:00 h.

BARES:

- Preparar la bebida de bienvenida. (Algo pequeño y sencillo para que luego consuman), DA&B y el Maitre deben establecer este tema.
- Poner 4 mesas altas del Nautilus en el Bar Chill Out.
- Instalar máquina de hielo seco.
- Como en todos los puntos de venta los clientes en MP y AD deben abonar sus bebidas, clientes TI y TP tiene las bebidas incluidas.
- Durante la fiesta se sirveria solamente 2 cocktails, Mojito y Daiquiri de fresa Precio especial para aumentar ventas de mojitos es de €4 y daiquiri de fresa €4

ANIMACION:

- Animación decorará el Chill Out con la ayuda de DA.
- Animación anunciará a los ganadores del sorteo en el descanso, es decir, entre las 21:45 22:15. Lo regalos a sortear serían:
- 1 Jacuzzi para 2 personas
- 2 masajes relajantes de 30 minutos
- 1 servicio de cama balinesa con cava, fruta y chocolate para 2 pax
- 1 servicio de cama balinesa con cava, fruta y chocolate para 2 pax
- 1 cena a la carta para dos personas en Restaurante Don Paco.

NOTA: El Chill Out se cerrará a las 23:00h el viernes y la barra estará abierta hasta las 22:50h.

DESPUÉS DE LA FIESTA:

ANIMACION

 Se retiran toda la decoración y se guardan ordenadamente y se guardan en el office de decoración para eventos.

|!!! OJO DEJAR LA ZONA COMO LO HAN ENCONTRADO ANTES DE LA FIESTA!!!!!!

BARES:

· Al finalizar la fiesta todo debe quedar recogido para que se puede abrir el bar chill-out el día siguiente.

|!!! OJO DEJAR LA ZONA COMO LO HAN ENCONTRADO ANTES DE LA FIESTA!!!!!!

PISOS:

· Ruego limpiar la zona del chill-out por la mañana antes de la apertura a las 14:00h

MANTENIMIENTO:

Después de la fiesta, retirar la caja de fuegos artificiales del tejado del bloque 5 y el alargador.

(SI HAN ABIERTO OTROS PUNTOS DE LUZ TAPARLO TAMBIEN)

 Aseguraos que la caja de fuegos artificiales está completamente apagada antes de depositarla en e contenedor de basura.





Nuestras acciones WHITE PARTY

The Hotel Aequora Lanzarote Suites **** organized the International Circuit at the Costa Teguise Golf Course on 17.06.23











Nuestras acciones WHITE PARTY

The Hotel Aequora Lanzarote Suites **** organized the III Ladies Open Canarias Tournament at the Tías Golf Course on 15.09.23 and 16.09.23. The only women's tournament held in the Canary Islands

SENTIDO ÆQUORA

COLABORACIÓN Y DESARROLLO CON LA COMUNIDAD LOCAL R22-SOD N° Edición: 3 Fecha: 21/06/2023

COLABORACIÓN CIRCUITO INTERNACIONAL DE GOLF

N° DE ENTREGA	FECHA	ОВЈЕТО
1	15/09/23 y 16/09/23	III Ladies Open Canarias







Nuestras acciones CÁRITAS

The Hotel Aequora Lanzarote Suites **** has celebrated Charity Day on December 8, 2023, along with activities and raffles for hotel guests with the following objectives. Raise funds for the Caritas organization working in specific areas of need. Highlight how charity can have a positive impact on society as a whole. Inspire and foster values of altruism and service to others.



16:00 Sangria (€1) 18:00 Encendido de las luces navideñas Turing on of the Christmas lights 21:00 Rifa de la Caridad (ticket€2,50)

Hablar con el equipo de animación si quieren hacer un donativo, les estaremos muy agradecidos.

If you'd like to donate, please talk to the entertainment team, we would really appreciate it.





Our actions REMAR.ORG

The **NGO REMAR** in the Canary Islands has been carrying out solidarity work for more than 30 years on the islands of Las Palmas, Lanzarote and Tenerife, carrying out entirely non-profit work and providing humanitarian aid to the most needy people on the islands.

ENTIDO	TIDO ÆQUORA COLABORACIÓN Y DESARROLLO COM		ON LA	R22-SOD
LANZAROTE SUITES ****		COMUNIDAD LOCAL		Nº Edición: 3 Fecha: 21/06/2021
	CON	TROL DE MATERIAL ENTREGADO A REMAR INTERNA	ACIONAL	
N° ENTREGA	FECHA	OBJETO		UNIDADES
	SILLAS		7	
		LAVAVAJILLAS		2
		CACEROLAS Y SARTENES		60
		CAZOS VARIOS COCINA		60
1	26/01/2016	FREIDORA		1
		EXPOSITORES DE ALIMENTOS		2
		CABEZAL CAMA		1
		APARADOR MADERA		1
		ESTANTERIAS		2
				FIRMADO
	CON	L TROL DE MATERIAL ENTREGADO A REMAR INTERNA	ACIONAL	
N°				
ENTREGA	FECHA	ОВЈЕТО		UNIDADES
2	29/01/2016	CALANDRA		1



Our actions OUR STAFF

At **Hotel Aequora Lanzarote Suites ****** we have sponsored 2 of our reception staff.

SENTIDO FOLIORA	COLABORACIÓN Y DESARROLLO CON LA COMUNIDAD LOCAL	R22-SOD
LANZAROTE SUITES ****		Nº Edición: 3
	COMUNIDAD LOCAL	Fecha: 21/06/202

COLABORACIÓN CON EMPLEADOS

N° DE ENTREGA	FECHA	ОВЈЕТО
1	29/06/2016	COLABORACIÓN CON 2 EMPLEADOS DE RECEPCIÓN. EMPLEADOS PATROCINADOS PARA REALIZAR CARRERAS. SUS EQUIPAJES CORREN A CARGO DEL HOTEL.









Our commitments



THESE ARE OUR COMMITMENTS

SUSTAINABLE CONSCIENCE



We sensitise our employees, customers and suppliers not to waste what can be conserved.

SAVING ENERGY



We use energy consciously and protect the environment!

EMISSIONS REDUCTION



Year by year we reduce our CO2 emissions.

CLIENT SATISFACTION



Our customers are the heart of our business.

HEALTH AND SAFETY



We have policies in place to protect our customers and employees.

EFFICIENT WATER USE



We are committed to sustainable consumption of this resource.

WASTE MANAGEMENT



We not only manage them but also work to reduce their generation.

SOCIAL ACCION



We contribute through social projects to the advancement and well-being of our local communities.

OUR TEAM



We promote professional development within an egalitarian, equitable and ethical environment.





In order to act responsibly with the environment, we must follow a series of guidelines and instructions described below:

SAVING ENERGY CONSUMPTION

Excessive energy consumption means polluting the environment, indirectly, by turning on the heating or air conditioning, by turning on the switch, we are generating a series of impacts on the environment, but the way in which we can contribute to reducing them is by following a series of practical and simple measures when carrying out our activities.

Good practice:

- Replacing conventional light bulbs with low-energy bulbs allows us to achieve significant savings in electrical energy, as these not only consume less energy but also have a longer average lifespan.
- Switching off lights in rooms when they are not being used, or when leaving them, helps to reduce energy consumption.
- It is not advisable to switch off fluorescent tubes where they are to be switched on for less than two hours, as the highest energy consumption occurs when they are switched on.
- Dust reduces the effectiveness of the lighting. We should keep spotlights and fluorescent tubes clean
 and use translucent lamps and shades instead of opaque ones, thus increasing the effectiveness of
 artificial lighting.
- Turn off unnecessary lights or unplug appliances that are not in use.
- When hot food is put in the refrigerator, it works harder to maintain the same temperature inside, increasing electricity consumption.
- We should not keep the television on when we are not paying attention to it.
- Do not use the washing machine at half its capacity, as it consumes twice as much energy as necessary. When washing with hot water, electricity consumption shoots up, it is preferable to wash with cold water.
- If the temperature of the heater can be regulated, set it to a maximum of 60 degrees, as hotter water means using more cold water.
- Gas cookers, heating and heaters use less energy than electric ones.
- If you cook with an electric hob, you should turn it off a few minutes before you finish cooking to take advantage of the residual heat.
- Keeping the oven door firmly closed when cooking and avoiding opening the refrigerator door too many times will reduce energy loss.



SAVING ON WATER CONSUMPTION

Water is an increasingly scarce resource, but many of us use it as if it would never run out. For this reason, it is necessary to establish practical and simple measures to save water.

Good practices:

Turning off the taps helps to save water. One drop per second translates into several litres per day. If you are thinking of changing the water taps, choose single lever taps designed to regulate the water temperature better, as they reduce consumption and do not drip.

If you see a dripping tap or a water leak, notify the maintenance staff as a matter of urgency. To be clean you don't have to be wasteful; don't use the toilet as a rubbish bin and avoid flushing the toilet unnecessarily.

Cleaning

When the washing machine is used at half its capacity, we consume more water, electricity and detergents that pollute the water. In addition, there are now washing machines on the market that allow you to select programmes to save money when washing clothes.

In the kitchen we can clean vegetables and fruit in a container. Do not clean them by letting the water run.

When paint, varnish, solvents or oils are flushed down the drain, this makes water treatment more difficult.

Watering

Using drip and micro-sprinkler irrigation techniques in the garden consumes less water compared to traditional hose watering. Irrigation during low sunshine hours reduces evaporation losses.

WASTE MANAGEMENT AND MINIMISATION

We must take action to minimise, recycle and recover the materials that make up the products we buy. We can all contribute by adopting a series of good environmental practices:





Non-hazardous waste

- Separate waste, such as glass, paper and cardboard (magazines, newspapers, advertising mail, cardboard, paper and cardboard wrappings), plastic, cooking oil, in the containers provided for this purpose in the complex or nearby to encourage recycling.
- Efforts will be made to separate as much as possible in the complex for later management.
- Sturdy, properly marked containers shall be used for each waste group.
- Waste shall be disposed of in a manner that does not disturb customers or neighbours.
- Every effort will be made to reduce the amount of waste, not generating more than necessary.
- Expired medicines should not be thrown in the rubbish bin or flushed down the toilet, but taken to the nearest pharmacy where they will be taken care of.

Hazardous Waste

- Separate hazardous waste in the containers assigned for this purpose by each department before external collection.
- Disposing of used batteries in specific containers contributes effectively to reducing pollution.
- Containers and their closures shall be made in such a way as to avoid any loss of contents and shall
 be made of materials that are not susceptible to attack by the contents, nor to form dangerous
 combinations on contact with them. Containers and their closures must be strong and resistant to
 safely respond to the necessary manipulations and be maintained in good condition, without defects
 in their structure and without apparent leaks.
- The packaging or the packaging containing it must be clearly, legibly and indelibly labelled. At least in Spanish.
- The label should be firmly attached to the packaging or container and when the waste is individual (e.g. coolers) it should be attached to the waste and taken to the temporary waste store.
- Previous confusing labels should be cancelled.
- The labels must match the contents.
- When storing hazardous waste, care should be taken to avoid heat generation, ignition, or any other effect that increases the hazardousness of the waste.
- The storage time should not exceed six months from the time the container is full.





USE OF PAPER

Paper consumption should be reduced to what is necessary. To this end, a series of practical and simple measures should be established:

MANUAL OF GOOD HOUSEKEEPING PRACTICES

- Use paper on both sides, often sheets of paper already printed on one side can be used for internal notes, for receiving faxes, printing drafts, etc.
- Preferably use recycled paper, as this not only saves raw material but also means less energy is used in its production.
- · Reuse envelopes for internal mail.
- If possible, use computerised means to reduce paper consumption.

NOISE

It should be taken into account that those who come to the establishment to rest are generally oversaturated with the noise of the big cities, and are therefore more sensitive to it; it is therefore advisable to adopt a series of measures:

- Communicate among colleagues, avoiding shouting and loud expressions.
- Televisions and musical equipment installed throughout the complex should be constantly checked for volume limits. Likewise, telephones.
- Mark in your guidelines a timetable of silence, from 11pm to 8am, for example, remember this rule, comply with it and enforce it.





Our Sustainable Actions



ENERGY SAVING MEASURES

- Solar energy (solar panels) for domestic hot water (DHW).
- Geothermal energy to produce domestic hot water (DHW) and to heat swimming pool water.
- Photovoltaic energy to produce electricity for self-consumption.
- Use of domotics: computerised remote control system for energy management.
- Astrological clock for the establishment's outdoor lighting.
- · Minimum consumption by switching kitchen equipment on and off.
- · LED system for all lighting.
- Installation of motion sensor lighting in public and staff areas.
- Key card system in guest rooms to deactivate lighting and air conditioning.
- Thermostats programmed with a minimum and maximum comfort temperature range in accordance with European standards.
- · Magnetic switch on windows and doors to deactivate the AC in case of opening.
- Thermal insulation of pipes to keep the temperature stable.



WATER SAVING MEASURES

- Own water production with reverse osmosis water purifier.
- Flow reducers: aerators in ECO type taps with triple saving and double position.
- Computerised control of the installations to centralise information and obtain information on possible deviations to be rectified immediately.
- WC with two flushes of water of different flow rates.
- Use of pre-impregnated mops and cloths for cleaning surfaces and floors. The average monthly saving calculated for this system is 40,000 litres.
- · Gardening of native plants with low irrigation.
- Swimming pool treatment with salt chlorinators.
- · Drip irrigation system.





Our Sustainable Actions

WASTE MANAGEMENT

MUNICIPAL WASTE GENERATION

The Hotel has implemented the selective collection at source of the majority of urban and urban waste to facilitate its recovery, recycling or revaluation.

Currently, the following waste is sorted at source and subsequently collected: organic waste, garden waste, packaging, glass, paper and cardboard, used vegetable oil and printer toner waste. We have two clean points for the recycling of waste available to our customers

PRODUCTION OF HAZARDOUS WASTE

Within the classification of hazardous waste, the Hotel generates: fluorescent bulbs, energy-saving light bulbs, packaging containing hazardous substances, batteries, rags contaminated with oils and solvents. Currently, all this hazardous waste is separated and delivered to an authorised waste manager, with the exception of swimming pool and laundry products, which are collected by the supplier.





Certificates

OUR CERTIFICATES

Acting in a sustainable and responsible way allows us to offer better experiences and help build the future we all want.

At **Hotel Aequora Lanzarote Suites** **** we are committed to providing the best service to our clients, taking into account every detail and achieving their maximum satisfaction. Over the last few years we have strengthened our Quality and Environmental systems.



ISO STANDARD 9001:2015

An international standard that establishes an organisation's Quality Management System by fulfilling the requirements it proposes.



TRAVELIFE GOLD SUSTAINABILITY IN TOURISM

A leading training, management and certification initiative for tourism businesses committed to achieving sustainability.



BIOSPHERE REPONSIBLE TOURISM

The internationally recognised tourism sustainability certification.





Responsible Traveler Manifesto

Responsible tourism seeks to minimise the negative impacts on the ecosystem, economy, society and culture of the place where the tourist activity takes place, not only from the traveller's point of view but also taking into account the businesses or institutions involved in the offer and promotion of tourist services. In other words, both a tourist and a hotel or town council can carry out responsible tourism practices. Practices that we provide you with in these ten tips with which we have no doubt that you are going to be a responsible tourist.



RESPONSIBLE TRAVELER

MANIFESTO

PLAN YOUR TRIP

Be aware of the risks associated with traveling and take the necessary precautions.

LEARN ABOUT YOUR HOST COMMUNITY

Share and learn about your host community, respecting their values and traditionss.

RESPECT THE DIVERSITY

Respect diversity and do not encourage or participate in discriminatory activities.

SUSTAINABILITY OF THE HERITAGE

Promote the sustainability of the heritage and infrastructures of the destination.

PROMOTE THE FAIR WORK

Promote decent and fair labor conditions that respect the rights of workers.

CONSUME LOCAL PRODUCTS

Support the local development of the destination by consuming local products and services.

PROTECT THE ECOSYSTEMS

Contribute to the conservation, protection and regeneration of the aquatic and terrestrial ecosystems of the destination.

MINIMIZE YOUR IMPACT

Consume responsibly and participate in the sustainable management of resources.

ENHANCE THE R&D

Choose products, services or experiences that enhance the sustainability of the destination through R&D.

SHARE GOOD PRACTICES

Join the Responsible Traveler Manifesto and share it!





Responsible Traveler Manifesto

"A responsible tourism enterprise is one that takes full account of current and future economic, social and environmental impacts to meet the needs of visitors, the industry, the environment and host communities". WTO



MANIFESTO OF THE

RESPONSIBLE TOURISM ENTERPRISE

ENSURE SAFETY

Be aware of the risks of your activity and take the necessary precautions.

INNOVATE TECHNOLOGICALLY

Offer products, services or experiences that can boost the sustainability of your Enterprise through R&D.

PROMOTE SUSTAINABILITY

Promote the sustainability of the heritage and infrastructures of the destination.

PROMOTE TRAINING

Improve the quality of your products, services or experiences through training.

RESPECT DIVERSITY

Promote diversity and do not encourage or participate in activities which are discriminatory.

TRANSPARENT INFORMATION

Be responsible for your communications and provide the necessary media contact.

CONSUME LOCAL PRODUCTS

Support entrepreneurship and local development consuming local products or services.

MINIMIZE THE IMPACT

Consume responsibly and participate in the sustainable management of resources.

PROTECT THE ECOSYSTEMS

Participate in the activities of conservation, protection and regeneration of the aquatic and 6 terrestrial ecosystems.

SHARE THE CULTURE

Encourage the knowledge of cultural elements and use them properly.

ENCOURAGE FAIR WORKING CONDITIONS

Ensure dignity and fair working conditions respecting the rights of workers.

EXCHANGE OF EXPERIENCES

Join the Responsible Enterprise Manifesto and share it!





Sustainable Development GOALS

The **Sustainable Development Goals (SDGs)** are a call to action for all countries to eradicate poverty and protect the planet as well as ensure peace and prosperity.





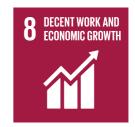


































Lanzarote, the world's first destination with Responsible Tourism certification

In 2015, **Lanzarote** became the **first destination** in the world to be certified under **the Biosphere Responsible Tourism standard** since its approval by the Global Sustainable Tourism Council. The GSTC, a body attached to the World Tourism Organization.

World's first destination

Lanzarote became the first destination in the world to obtain the Biosphere Responsible Tourism certification, unique and recognised by the GSTC (Global Sustainable Tourism Council), an international organisation attached to the World Tourism Organisation, which provides a worldwide system of recognition, approval and accreditation in Sustainable Tourism certification programmes.

Obtaining Biosphere Responsible Tourism certification is not an end in itself but a way to improve day to day sustainable tourism, an objective that Lanzarote has systematically pursued in its tourism development.

The Responsible Tourism Institute is an independent organisation and its objective is the implementation of sustainable development actions and programmes in the tourism industry. To this end, it follows the recommendations of the United Nations Conference for the Protection of the Environment and Development (Rio, 1992), and the guidelines of various programmes of the World Tourism Organisation and UNESCO on sustainable development and the protection of cultural and natural heritage.

The RTI created and developed the Responsible Tourism System (RTS), which is recognised under the Biosphere Responsible Tourism label. This certification emerged as a response to establish criteria for sustainable behaviour in the international tourism business. Therefore, the RTS promotes tourism activities as sustainable products. Currently, the RTI maintains a Collaboration Agreement with UNESCO and is affiliated to the World Tourism Organisation (UNWTO), and is a member of the Global Sustainable Tourism Council (GSTC).



Lanzarote, Biosphere Reserve

Lanzarote was the second Biosphere Reserve of the Canary Islands, adding a novel component: for the first time a territory was declared by UNESCO as a whole, including all its population centres. The perfect symbiosis achieved in Lanzarote between man and nature is undoubtedly the main reason for this international recognition.



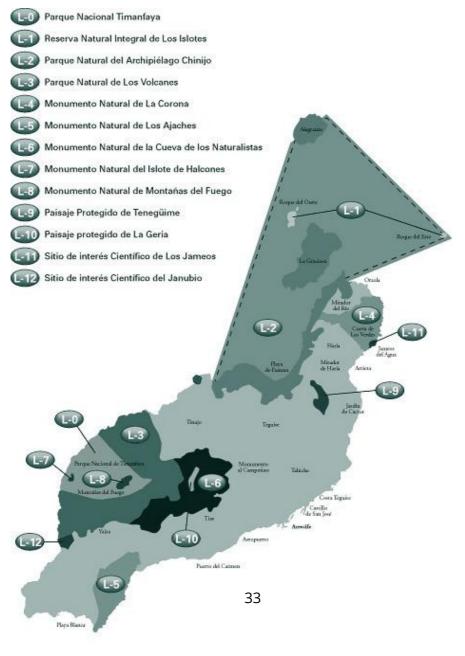


Lanzarote, protected natural spaces

Lanzarote, the island with the most volcanic aspect of the Canary Islands, was declared a **Biosphere Reserve by UNESCO in 1993**, which is a recognition of the example of sustainable development that Lanzarote has been for the archipelago.

Today, Lanzarote's cultural heritage includes more than 25 Assets of Cultural Interest, 70 more in the pipeline and an extraordinary network of Art, Culture and Tourism Centres run by the Island Council.

With its National Park, 13 protected areas and other areas of great natural value, the island's biodiversity is especially valuable due to its high level of endemism.







Lanzarote, Flora & Fauna

SPECIES OF LANZAROTE

Due to the oceanic, climatic and geological characteristics of the Canary Islands, among other factors, the archipelago is home to a great variety of species, many of which are endemic and in danger of extinction. Almost half of the total species of wild vascular flora endemic to Spain and nearly 40% of the invertebrate fauna are found in the Canary Islands.

Given the threat that human activities threaten the habitats of the islands, the Regional Ministry of Territorial Policy and the Environment of the Canary Islands Government issued a decree drawing up the Catalogue of Threatened Species of the Canary Islands. The decree, in addition to drawing up the catalogue, establishes how it is to be managed, and the creation of species recovery and conservation plans. The Catalogue of Threatened Species of the Canary Islands is available on the website of the Government of the Canary Islands.

Please take into account some of the following considerations about threatened and endangered species that inhabit the island of Lanzarote, and take special care when driving around, helping to preserve and protect these species.

PROTECTION OF THE SHEARWATERS

The islet of Alegranza is home to an important biological diversity, especially its ornithofauna, which has important populations of different species of birds that are threatened, not only at a regional level but also at a national and international level.

The colonies of seabirds (Bulwer's petrel, Cory's shearwater, Lesser spotted shearwater, Lesser spotted shearwater, Pechialbo's storm petrel, European storm petrel and Madeira storm petrel) and birds of prey (osprey, Eleonora's falcon, Egyptian vulture and Tagarote falcon) stand out in the area due to their degree of threat in the European context. In addition, Lanzarote and the surrounding islands are an important resting place for birds on their migratory journeys.







Lanzarote, Flora & Fauna

HUBARA CANARIA

The houbara bustard is an endangered species, of which there are barely 1,000 specimens left, more than half of which live on Lanzarote. This species mainly inhabits Guatiza, Famara, Playa Quemada and the area between Janubio and Rubicón, as well as the island of La Graciosa and the islet of Alegranza. Its main enemies and threats are human activities. Avoid, as far as possible, driving off-road vehicles in these areas, leaving rubbish and any other activity that you think could damage their natural habitat.





JAMEOS BLIND CRAB

The blind crab is a species endemic to Lanzarote that only inhabits some of the Jameos, such as the Jameos del Agua, and is in serious danger of extinction. This species, a natural symbol of the island of Lanzarote, has a whitish colour and is particularly sensitive to light and noise. In addition, metals are highly dangerous and harmful to its life, which is why it is strictly forbidden to throw coins into the Jameos del Agua and into the sea.





Pollution

MARINE POLLUTION

Marine pollution is the result of the contamination of the oceans. Until the 1970s, there was a popular belief that due to the large amount of water in the oceans, the oceans had the capacity to dilute all pollutants without causing any consequences in the environment. During those years, all kinds of chemicals, untreated sewage and even radioactive waste were dumped into the oceans in the hope that they would disappear into the deep blue.

However, far from being diluted, these pollutants have accumulated both in the water and in the food chains, and have managed to spread throughout the planet, reaching places where human activity is not so present, such as the Mariana Trench and Antarctica.



Causes of marine pollution

The causes of pollution of the oceans and seas, or marine pollution, are diverse and numerous. The following are those that have the greatest impact on saltwater or marine ecosystems:

· Pesticides and herbicides

Although mainly used on land, they can reach the seas through rivers and groundwater. They can deplete populations of phytoplankton, algae and marine plants causing a decrease in dissolved oxygen in the water. In addition, they can bioaccumulate in tissues and move up the food chain, as well as cause alterations in behaviour and reproduction, and damage the immune, endocrine and neurological systems of animals (crustaceans, fish, mammals, birds).





Pollution

· Fertilizers and detergents

Both cause nutrient enrichment of the water (eutrophication), as they are mainly composed of nitrogen (fertilisers) and phosphorus (fertilisers and detergents). When these reach the bodies of water, the algae that live in them begin to grow and form a layer of biomass that prevents the entry of sunlight and the renewal of oxygen, thus making life in these eutrophicated areas impossible.

· Chemicals products

All kinds of chemicals can be found in the ocean as a result of intentional dumping or transport from continents and coasts. The range extends from heavy metals and radioactive waste from industries to medicines, drugs and hormones among others. The effects of these substances are death by poisoning in the most extreme cases, the appearance of malformations, various metabolic and behavioural disorders and bioaccumulation in the food chain, and they can find their way back to us.

Hydrocarbons

They reach the ocean through spills, inland water drainage or other human activities (fishing boats, boats, cruise ships, etc.). When oil spills occur, animals (fish, birds) suffocate to death, and the oil prevents sunlight from entering and the components from its decomposition can affect the behaviour and physiology of organisms.

· Waste water

In many cases wastewater from towns and industries is discharged without any control. This favours eutrophication due to the enrichment of the water with organic matter and nutrients, as well as the entry of chemicals and even micro-organisms and parasites, destabilising the aquatic communities and increasing the level of toxicity of the water.







· Plastics and microplastics

One of the most polluting elements on the planet. Plastics can cause injuries, malformations and amputations in animals if they get caught in any part of their bodies. Large plastics (bags, straws, bottles) are mistaken for food by animals. Their ingestion causes obstruction of the respiratory tract and can lead to death by asphyxiation; in other cases they become entangled in the stomach and intestines and the animal ends up dying as it is unable to eat or expel them.

Microplastics (plastics smaller than 5 mm) such as nurdles (raw materials for the manufacture of plastics), glitter, cosmetic microbeads and other small plastic fragments have been found in the digestive tracts of fish, birds and even humans as a result of their movement up the food chain. But the problem of plastics goes much deeper than this. As organic compounds, they are capable of absorbing toxins from the environment, so once ingested they accumulate in tissues and move through the food chain.

Ghost nets

These are nets that are lost or thrown into the sea. When drifting, animals such as turtles, birds, dolphins and sharks become entangled in them and become their tormentors. They can cause severe injuries, lacerations and death as the animals are unable to move and escape.



