



TRAVELIFE PARTNER · CHAPTER 3

Sustainable Purchasing Policy

Pai Dai DMC

Paidai Online Co., Ltd.
Operating in Bangkok, Thailand
Approved by the Executive Board
Version 1.1 · September 2026

1 Purpose and Scope

Pai Dai DMC is a destination management company operating in Thailand (Bangkok), serving European wholesale partners with B2B group and MICE travel. Our Bangkok office is our principal place of physical procurement: office supplies, paper, consumables, food and beverages for meetings, and any branded merchandise.

This policy sets out the criteria Pai Dai applies when buying goods and services for its own operations. It applies to all staff who are responsible for making or authorising purchases, from a packet of coffee to a bulk stationery order. Procurement decisions affecting our supplier network and tour-product supply chain are governed by the Sustainability Policy and the Supplier Sustainability Addendum; this policy covers internal office procurement only.

This policy is reviewed annually by the Executive Board and revised whenever operational context or applicable standards materially change.

2 Why Sustainable Purchasing Matters to Pai Dai

Sustainable purchasing is not a compliance overhead. It is the place where Pai Dai's values become daily decisions. The supply chain that supports even a small office, from the paper in the printer to the coffee in the kettle, carries environmental and social costs that compound across an industry. Choosing better has a measurable impact, and it gives Pai Dai the standing to ask the same of the suppliers and partners in its broader network.

Practically speaking, European wholesale partners and travellers expect the companies they work with to operate responsibly. Demonstrating that Pai Dai applies the same standards internally that it asks of its suppliers makes our sustainability commitments credible rather than cosmetic.

3 Sustainable Purchasing Principles

Pai Dai applies the following principles to all internal procurement decisions, in order of priority.

Priority order (5R). Refuse what is not genuinely needed. Reduce what is consumed. Reuse and repurpose before replacing. Recycle at end of life. This order is not a checklist; it is a hierarchy. The right first question before any purchase is whether the item is needed at all.

Certification preference. Where a certified alternative exists at comparable cost and quality, Pai Dai chooses it. Recognised certification schemes include FSC (paper and wood-based products), Thai Green Label, EU Ecolabel, Fairtrade, Rainforest Alliance, and WFTO (fair trade organisations). Certification is preferred, not mandatory at every transaction, but it is the default starting point.

Local and locally-owned suppliers. Preference is given to local businesses and locally-owned suppliers, particularly those that are community-run, women-owned, or employ people from marginalised groups. Local sourcing reduces transport emissions and supports the economies in which Pai Dai operates.

Packaging. Products with less packaging, minimal packaging, or recyclable and compostable packaging are preferred over equivalents with excess single-use packaging.

Excluded categories. Pai Dai will not knowingly purchase products derived from CITES-listed species or IUCN Red List species, or products that require the exploitation of protected animals or ecosystems at any stage of their supply chain.

Labour standards. Pai Dai will not knowingly purchase from suppliers who violate applicable labour law, employ child or forced labour, or operate in demonstrably unsafe working conditions. For significant or recurring suppliers, Pai Dai reserves the right to request basic labour compliance documentation.

4 Designated Buyer and Governance

Purchasing decisions must flow through a designated buyer. Uncoordinated, ad hoc procurement undermines both sustainability criteria and cost control.

- Bangkok office: Wanwisa Puengsawang (Sally), CEO and Sustainability Coordinator, is the designated buyer. All non-trivial purchases require her approval or delegation.

The Sustainability Coordinator (Wanwisa Puengsawang) owns this policy, reviews it annually, and is responsible for communicating it to all staff.

5 Record-Keeping and Baseline

Pai Dai is a small, digital-first company with a rented Bangkok office and low physical procurement volumes. No baseline consumption data has yet been formally recorded. Beginning from the next procurement cycle (target 2026 Q3), the designated buyer will record purchases in each category listed in Section 6, noting item, quantity, supplier, cost, and any certification held. This record will form the Year 1 baseline from which future reduction targets are set.

Baseline records are held by the Sustainability Coordinator and reviewed annually as part of the Travelife reporting cycle.

6 Category-Specific Commitments

Paper. All office paper must carry a recognised sustainability credential: recycled content, FSC, Thai Green Label, or certified sustainable production (e.g. ISO 14001); recycled, FSC, or Thai Green Label paper is preferred and will be adopted as those options become reliably available at comparable cost and quality. The designated buyer confirms the certification status of paper brands in use at the beginning of each year. Default printing is double-sided and only when a digital alternative is not available.

Coffee and tea. Pai Dai commits to sourcing certified or locally produced coffee and tea as a minimum 50 percent share of all coffee and tea purchased from the next buying cycle. Preferred options are Fairtrade, Rainforest Alliance, Organic, or produce from Thai highland farming communities. The designated buyer documents the brand and certification at each purchase.

Office supplies and stationery. Pai Dai's policy is to order stationery and office supplies in quarterly batches rather than ad hoc; quarterly batch ordering is being introduced from Q4 2026 (target: fully in place by end 2026). The designated buyer prefers recycled or recyclable materials, refillable products (pens, cartridges) over single-use, and eco-labelled products where available at comparable cost.

Bulk purchasing. Recurring consumables, including coffee, tea, cleaning products, kitchen supplies, and paper, are ordered in quantities sufficient for at least one quarter. This reduces packaging waste per unit, lowers transport frequency, and supports cost efficiency. Bulk ordering is coordinated by the designated buyer.

Catering for meetings and events. Pai Dai works fully remotely and company gatherings are rare. When food or beverages are provided at any company event, Pai Dai's policy (adopted with this document, in application from Q4 2026) is: local and seasonal food where available; vegetarian options included; no single-use plastic plates, cups, or cutlery; and food quantities planned to minimise waste. Catering suppliers for events are selected in line with the general principles in Section 3.

Give-aways and branded merchandise. Any branded merchandise or client give-aways must meet at least one of the following criteria: handmade by a local artisan or social enterprise; certified organic or Fairtrade; or made from recycled or natural materials, functional and durable rather than disposable. No give-away may be derived from CITES-listed or IUCN Red List species, and packaging must be minimal and recyclable. This applies equally to items for trade shows and partner gifts.

Printed promotional materials. Pai Dai does not produce printed brochures; all promotional and informational materials are digital. In the exceptional case that a physical print item is required (certificates, business cards, event signage), the printing company must hold ISO 14001 or EMAS certification, or equivalent, and the paper stock must be FSC-certified, recycled, or chlorine-free.

7 Communication, Accessibility, and Revision

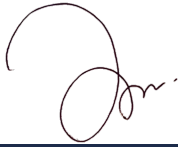
This policy is:

- To be published in English and Thai on paidaimc.com under the Sustainability page (target: Q4 2026); until publication it is available from the Sustainability Coordinator on request.
- Included in the staff induction pack and reaffirmed annually through our team communication channels.
- Provided to wholesale partners and key clients on request.

This policy is included in the staff induction pack for new hires; all staff with purchasing responsibilities will be briefed on it via our team communication channels (first briefing bundled with the all-staff sustainability update, target 30 November 2026) and are responsible for applying its criteria at the point of purchase. Questions or exceptions are referred to the Sustainability Coordinator. This policy is reviewed at least annually, in line with the Travelife reporting cycle. The current version supersedes any previous version, and material changes are communicated to staff within 30 days of approval.

APPROVAL

This Sustainable Purchasing Policy is adopted and endorsed by the Executive Board of Pai Dai DMC (Paidai Online Co., Ltd.).



Wanwisa Puengsawang (Sally)

Chief Executive Officer & Sustainability Coordinator

15 September 2026

Date