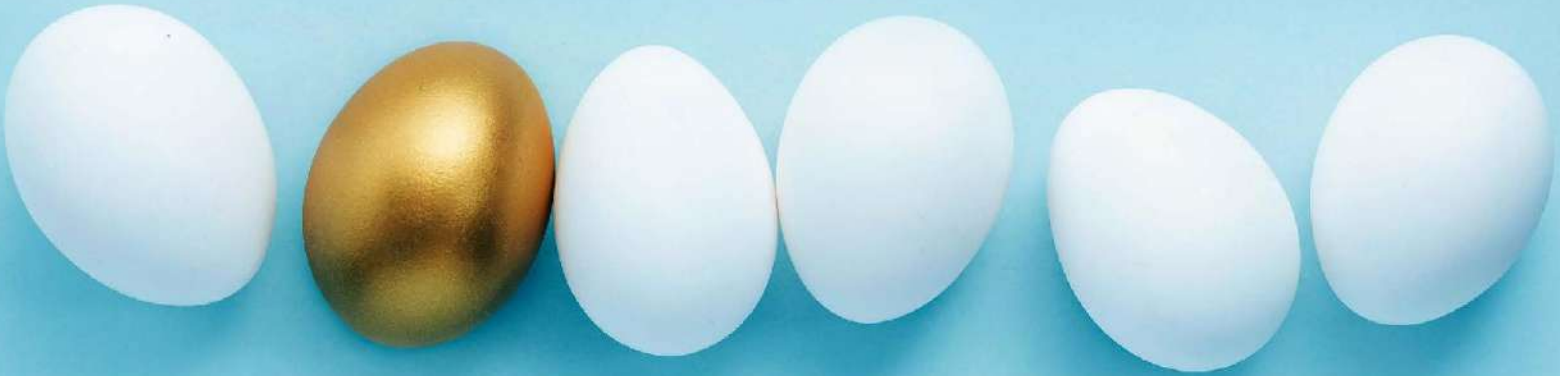


SLEEPN



SUSTAINABILITY DOCUMENTATION

2025



Soñamos con ser el mejor alojamiento *del mundo* con el objeto *para el* de crear un *impacto positivo* en la *sociedad*



Empresa



Certificada



ÍNDICE

SUSTAINABLE MEASURES SLEEP´N Atocha	4
MEASURES TO MINIMIZE IMPACT	8
COMMITMENT TO REDUCING GREENHOUSE GAS EMISSIONS	13
COMMITMENT TO PROTECTING AND SUPPORTING BIODIVERSITY	14
COMMITMENT TO THE WELL-BEING OF OUR STAFF	15
COMMITMENT TO THE LOCAL COMMUNITY	17
COMMITMENT TO CHILDREN	19
QUALITY POLICY	21
POLITICS IN CRISIS MANAGEMENT	23
OCCUPATIONAL RISK PREVENTION POLICY	24
ENVIRONMENTAL POLICY	26
LABOUR AND HUMAN RIGHTS POLICY	28
OCCUPATIONAL RISK PREVENTION POLICY	30
PRODUCT AND SERVICE PURCHASE POLICY	32
LOCAL COMMITMENTS	34
CO2 Net COMMITMENTS	35
ENVIRONMENTAL LEGISLATION	37
LABOUR AND HUMAN RIGHTS LEGISLATION	38
SAFETY AND HEALTH LEGISLATION	39
APPLICABLE FINANCIAL LIABILITY LEGISLATION	40
LICENSES AND PERMITS	41
SUSTAINABILITY REPORT	43
SUSTAINABILITY GOALS 2025	57
INTERNAL SUSTAINABILITY PERFORMANCE REPORT	59
PERSONAL GRIEVANCE AND GRIEVANCE PROCEDURE	66
HOW TO BE A RESPONSIBLE TOURIST	69
SUPPLIER CODE OF CONDUCT	73

Carbon Neutral Phase III (Ecodes) since 2019

certificates

- TRAVELIFE, Gold category
- B-Corp
- BREEAM
- Biosphee
- Choose my company We Impact, At Work y Trainees
- GREAT PLACES TO WORK
- Ecostars 5*****
- The Code

Energy

- Electrical energy 100% from renewable sources
- Gas (Hot Water)-Condensation boilers (use 98%)

Energy saving

- Led technology throughout SLEEP'N Atocha
- Adjustable luminaires in common areas
- Home automation for lighting control in common areas
- Motion sensors in common areas
- Circuit breakers in the rooms
- Rock wool insulation and double thermal break windows throughout SLEEP'N
- Centralized air conditioning system with setpoint control.

- Awareness system of the time of water use in the showers.
(Study carried out in collaboration with Surrey University UK)
- Monthly control of supply consumption
- Measurement of water flows in Cisterns, sinks and showers
- Initial temperature setpoint in rooms 23 degrees, it is reset daily

Staff

- 10% of the workforce with different abilities (Down Syndrome Foundation)
- More than 80% of the workforce are women
- 75% of middle managers are women
- All staff have a variable salary in addition to the fixed salary.
- Staff training on energy awareness and management
- Monthly schedule planning (atypical in the sector)
- Annual activity with a social component of Teambuilding

Materials

- Eco materials in construction (marble floor, eco tile and 100% recycled glass, use of wood (chairs, headboards, tables, corridor ceilings, benches, shelves...))
- Dual use decoration (Table, suitcases, books, typewriter and sewing machine, irons...)
- OSB wood (recycled) from the library and SHOOP'N
- Natural plants in (Entrance, facade, roof terrace and patio)
- Use of ceramics from Talavera ROOFTOP (Intangible Cultural Heritage of Humanity)

- Design materials (bedside tables, lamps, desks/coat racks) locally produced.
- local mattress

Products

- General cleaning of SLEEP'N with Hydrolysis, without using toxic products.
- Eco-certified shampoo & gel amenities
- Purchase of local products (bread, sausages, juices, beers, Álvarez Gómez, chips, Madrid wines...)
- Purchase of Eco and/or Solidarity products (Auara, kombuchas, Yogurts, Chocolate...)
- Homemade (cakes, cakes, cookies, biscuits, muffins, sandwiches...)
- Reduction of the use of paper with the digitization of processes
- FSC and recycled stationery (Napkins and room stationery)
- Zero losses in the F&B department
- We weigh the four types of garbage.
- Recycling, we allocate an employee half an hour a day to take the garbage to the corresponding container.
- Reduction of plastic use in favor of glass
- 92% of suppliers are local (within 80 km)

Solidary

- Tree planting donation
- Donation to Children's Villages
- Assignment of an apartment to accommodate a family of refugees from the war in Ukraine
- Annual GREEN'N week of awareness for the community



PRIMER
**ALOJAMIENTO
B CORP**
DE ESPAÑA

These are the measures that are being carried out at SLEEP'N Atocha to achieve minimum waste and impact targets.

From this, we establish the expense and reduction that we want to achieve with respect to previous years.

RECYCLE

- Careful separation of the different waste by the entire SLEEP'N Atocha team, weighing all types of garbage to calculate the level of waste by type that we generate and its transfer to the corresponding containers.
- 4 bags for recycling by the client in the room.
- Recycling of all components/consumables (light bulbs, batteries and printer toners...).
- Separation and separate treatment of dangerous or special products.
- Have suppliers that use a high percentage of recycled and/or bulk products

These are the measures that are being carried out at SLEEP'N Atocha to achieve minimum waste and impact targets.

From this, we establish the expense and reduction that we want to achieve with respect to previous years.

RE-USE

- Continue using recycled paper in all departments, both internally and externally.
- Reuse of used paper in all departments as "scratch" (paper that we use internally).
- Reuse of room amenities thanks to their bulk use.

REDUCE

- Low use of packaging using bulk products
- Continue to use LED bulbs
- Use of low-consumption or long-life products for all departments
- Work with suppliers that use minimum levels of packaging, and local suppliers, thus limiting excess packaging and emissions from transport
- Only print when necessary. Communication, whenever possible, electronically with customers. For example, Tablet messages informing customers, Whatsapp and mail
- Use of Hydrolysis to eliminate plastic bottles, transport and consumption of chemical products.

Below are the points for establishing reduction objectives and expenses, as well as their monitoring (Obtained from the Travelife databases):

Monitoring is done through the "Template 3"Waste Management Report" table.

Step 4: Defining your waste reduction target(s)

Now that you have considered your waste minimisation objectives, you should set targets that will measure your property's progress. You may decide that an overall target for waste reduction is appropriate. For example: "To reduce our overall waste production by 10% compared with our 2012 baseline". You may wish to break the main target down by department or to have targets related to specific waste materials such as plastic, paper, glass etc.

You should also consider when you want to achieve your targets, for example, during your financial or calendar year. For example: "To reduce our overall waste production by 10% in 2013 compared with our 2012 baseline."

Step 5: Ongoing monitoring and recording of your usage

To understand progress against your waste minimisation objectives and targets, you should begin monitoring and recording your waste. From this information, you will be able to produce internal reports that can be regularly discussed at meetings with senior management. Over time, this will help you understand your performance against your initial baseline, as well as identify trends relating to those parts of the month or year where waste is most or least produced. You can record the waste and recycling that your property produces in a report like Travelife's Waste Management Report (template 3).

Contenedor	<input checked="" type="checkbox"/> Lo que SÍ se puede reciclar	<input type="checkbox"/> Lo que NO se puede reciclar
Contenedor amarillo	Botellas y envases de plástico, envases metálicos (latas, bandejas de aluminio, aerosoles vacíos, botes de desodorante...) y briks.	Objetos de metal que no sean latas ni envases anteriormente especificados.
Contenedor azul	Cartón y todo tipo de papel.	Papel de cocina, Post-it, servilletas, pañuelos de papel, cartones y papeles manchados de grasa o aceite, papeles plastificados, papeles metalizados, fotografías...
Contenedor verde	Envases de vidrio, botellas, frascos y tarros de alimentos.	Bombillas, espejos, tubos fluorescentes, vasos o vajillas, frascos de medicamentos, gafas.
Punto Limpio	Bombillas, pilas, colchones, bases, electrodomésticos, maderas y metales	
Contenedor Naranja	Todos aquellos residuos que no se reciclan.	



COMMITMENT TO REDUCING GREENHOUSE GAS EMISSIONS

SLEEP'N

Version 6 – 30/01/2025

At SLEEP'N Atocha we are committed to continuing to reduce our greenhouse gas emissions.

To this end, we continue with our policy of continuous improvement in the different areas that can continue to reduce our emissions:

We are committed to reducing energy and water consumption, as well as the amount of solid waste generated by our operations.

To continue to fight against climate change by implementing actions that reduce our greenhouse gas emissions.

And for the record we sign this document as of 30/01/2025.

SLEEP'N ATOCHA
SLEEP STAR ONE S.L.
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28012 MADRID, ESPAÑA



COMMITMENT TO BIODIVERSITY PROTECTION AND SUPPORT

SLEEP'N

Version 6 – 30/01/2025

At SLEEP'N Atocha we are committed to continuing our commitment to protecting and supporting biodiversity, which is why we continue year after year to plant native trees to prevent the desertification of our autonomous community,

Madrid, where we have already planted more than 100 trees in projects such as the one we carry out with Reforesta or RETREE and as this commitment is more than just an economic contribution this year, our solidarity Team Building has been to plant 100 trees (holm oaks, beeches and oaks) in the poor mountains of Madrid in an area that is vital to prevent the loss of biodiversity and to act as a first barrier to prevent the desertification of the area.

And for the record, we sign this document on 30/01/2025.

SLEEP'N ATOCHA
SLEEP STAR ONE S.L.
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28012 MADRID, ESPAÑA

COMMITMENT TO THE WELL-BEING OF OUR STAFF

SLEEP'N

Version 6 – 30/01/2025

At SLEEP'N Atocha our employees are our main asset and therefore their care is fundamental not only for their well-being, but also to offer the best experience to our customers and to meet our sustainability objectives.

That is why our commitment to staff welfare means that we are committed to treating our staff in the fairest way, to respecting labour and human rights legislation. We do not tolerate any form of exploitation, harassment, abuse or discrimination based on the nationality, gender, ethnicity or beliefs of each and every person working or staying at SLEEP'N Atocha.

Accordingly, we are committed to actively working on continuous labour improvement practices including:

- Comply with labour and human rights legislation, ensuring that we meet the required standards.
- Respect all our employees, including their culture, traditions and intellectual property rights.
- Treat all our employees fairly, with dignity and equally, regardless of age, physical ability, nationality, gender, political stance or activity, religion, sexual orientation, in all areas of the business, including recruitment, employment, training and promotion.
- Ensure the physical and psychological well-being of all employees.
- Provide continuous training and career opportunities with equal development opportunities.
- Specific ongoing training on sustainability issues so that they understand needs and motivations and are involved in achieving objectives.

COMMITMENT TO THE WELL-BEING OF OUR STAFF

SLEEP'N

Version 6 – 30/01/2025

- Allow employees to join a union if they wish to do so and to meet during working hours to discuss labour issues.
- A strong commitment against child exploitation is made by adhering to The Code, in which all employees participate.
- A variable salary for the entire SLEEP'N team is established in 2018.
- A suggestion box was established in 2018 to collect all employee feedback and requests for continuous improvement.
- Private health insurance for the entire team was taken out in 2023.
- Since 2017 all staff have life insurance.

SLEEP'N Atocha management is responsible for complying with this policy, signing it, reviewing it annually and encouraging the support and participation of staff, customers and other stakeholders to achieve their commitment.

SLEEP'N ATOCHA
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At SLEEP'N Atocha we seek to feel integrated and valued in the community in which we operate, Madrid.

That is why we are committed to ensuring that our operations have no negative impact on the community and we continually look for ways to ensure that local residents benefit from our presence in Madrid.

As such, we work to contribute to the improvement and wellbeing of our surroundings to generate opportunities for economic, social and environmental development. The community in which we are based is an important asset and one of the reasons, in some cases the main reason why our customers visit us. Therefore, its care and maintenance so that future generations can continue to enjoy it is fundamental, thereby contributing to a better experience for our customers.

Accordingly, we are committed to actively working on continuous improvement practices in our relationship with our local community including:

- Donation to REFORESTA for the reforestation of the community.
- Encourage respect and promotion of local culture, architectural, natural and artistic heritage, the history of the place and local norms.
- Maintain a permanent dialogue with the social agents of the community to contribute to its progress through our activities.
- Development of a purchasing policy for raw materials and services where priority is given to local quality products and services, especially those with a lower cost and services, especially those with a lower environmental impact, in order to contribute to the development of the community.

COMMITMENT TO THE LOCAL COMMUNITY

SLEEP'N

Version 6 – 30/01/2025

- Promotion among our clients of local businesses and activities that reflect the best of the destination they are visiting, contributing to a unique and memorable experience for them.
- Prioritise the hiring of local staff, including in the team, as far as possible, people at risk of social exclusion.
- Collaborate with social organisations in one or more of the following programmes:
 - Community support programmes
 - Environmental programmes
 - Donations of rooms, services or time of our employees
 - Specific financial support programmes
- A firm commitment is made against the exploitation of children in tourism by adhering to The Code, in which all our employees participate

SLEEP'N Atocha management is responsible for complying with this policy, signing it, reviewing it annually and encouraging the support and participation of staff, customers and other stakeholders to achieve their commitment.

SLEEP'N ATOCHA
SLEEP STAR ONE S.L.
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At SLEEP'N Atocha we take supporting children and young people very seriously and that is why we have been a member of The Code since 2017.

Commercial Sexual Exploitation of children and adolescents worldwide is a growing problem (prostitution, pornography and trafficking of children and adolescents for sexual purposes).

The Tourism Industry has a legal and moral obligation to ensure that child protection is incorporated into its development agenda.

At SLEEP'N Atocha we assume the need for the implementation of good practice and self-regulatory actions that strengthen responsible activities that contribute to the eradication of the problem, namely:

- Promote Human Rights and, in particular, the Rights of children and adolescents.
- Reject, repress and condemn the exploitation of human beings in any form, especially sexual exploitation and in particular when it affects children and adolescents.
- Adopt preventive measures to prevent the development or dissemination of tourism programmes that promote or encourage sexual contact with minors.



For this reason, SLEEP'N Atocha expresses its commitment to comply with the six criteria of the Code of Conduct for the Protection of Children and Adolescents from Sexual Exploitation in Travel and Tourism, to which it adhered in May 2017:

- Establish a corporate ethical policy against commercial sexual exploitation of children and adolescents.
- Train its staff both in the country of origin and in destination countries.
- Introduce a clause in contracts with suppliers establishing the common rejection of commercial sexual exploitation of children and adolescents.
- Provide information to users (tourists) through catalogues, brochures, in-flight videos, ticket labels, websites, etc.
- Provide information to "key local actors" in each destination.
- Report annually on the implementation of these points.



La Dirección de SLEEP'N Atocha es responsable de cumplir con esta política, firmarla, revisarla cada año y fomentar el apoyo y participación del equipo, clientes y otros actores para lograr su compromiso.

SLEEP'N ATOCHA
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At SLEEP'N Atocha 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.

This is why it has established the following principles that make up our QUALITY POLICY:

- Integration of the Quality and Environment system in the company's strategy, forming part of the development of SLEEP'N Atocha development of SLEEP'N Atocha and the sustainability of the business.
- Establishing compliance with legal and other requirements as a priority, keeping the applicable legislation up to date and carrying out periodic and other requirements, keeping applicable legislation up to date and carrying out periodic evaluations to ensure compliance.
- Prevent pollution, save energy and natural resources to the best of our ability, reducing and managing waste, as well as respecting and protecting our cultural and social environment.
- To promote internal communication at all levels of the organisation and also externally, fostering a system of values that includes ecological awareness.
- Continuous improvement of service and processes.

At SLEEP'N Atocha 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.

To this end, we are committed to:

- Exceed our customers' expectations with a personalised service, anticipate their needs and create links with them. and creating links with them.
- Continuous training and motivation, as it is people who make the difference and are our main and best asset. and best asset, with special emphasis on professional development.
- Risk analysis, maintenance and periodic review of all our facilities to guarantee the comfort and satisfaction of the customer, incorporating and customer satisfaction, incorporating technologies that increase the value of the hotel and the comfort of our customers.
- Collaborate with stakeholders (internal and external) to promote mutual benefit in the relationship with our customers, suppliers and other organisations to our customers, suppliers and other organisations to protect and improve the environment.
- Establish objectives and targets on a regular basis to promote and ensure continuous improvement of our hotel's environmental performance Quality and Environmental performance at SLEEP'N Atocha.

SLEEP'N Atocha management is responsible for complying with this policy, signing it, reviewing it annually and encouraging the support and participation of staff, customers and other stakeholders to achieve their commitment.

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At SLEEP'N Atocha we are aware that we can suffer a crisis at any moment and for this reason we carry out fire drills and first aid courses, as well as courses on how to use the defibrillator.

In the Reception Back we have a self-protection manual that any employee can consult, which defines the different incidents that may occur, as well as the protocols to be activated in each case.



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SLEEP'N ATOCHA
SLEEP STAR ONE S.L.
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At SLEEP'N Atocha, our commitment is to protect the health and safety of all our employees, with the conviction that accidents at work and occupational illnesses can and must be avoided.

To this end, we are committed to adopting the principle of permanent improvement of preventive action, which includes, among others, the following activities:

- Prevention and health protection
- Action in the event of emergencies
- Adaptation of work to the person
- Selection of work equipment and products
- Coordination between companies
- Other obligations included in the regulatory framework of prevention.

We are at the service of our clients, committed to society, the environment and the health of all those who make up the company. Accidents at work or any injury generated in the same are, fundamentally, management failures and, therefore, avoidable through adequate management that allows us to adopt measures for the identification, evaluation and control of possible risks. The hierarchical line is responsible for accident prevention and must consider it as important as quality or productivity.

OCCUPATIONAL RISK PREVENTION POLICY

SLEEP'N

Version 6 – 30/01/2025

At SLEEP'N Atocha, our commitment is to protect the health and safety of all our employees, with the conviction that accidents at work and occupational illnesses can and must be avoided.

SLEEP'N Atocha promotes and establishes the necessary means for the communication of deficiencies and/or suggestions for improvement to be analysed and, if possible, implemented. The spirit of participation, innovation and continuous improvement is fundamental for the future of SLEEP'N Atocha.

People are the most important asset of SLEEP'N Atocha. Therefore, they must be qualified and identified with the objectives of our organisation and their opinions must be taken into account. Training and information on risks, as well as the means and measures to be adopted for their prevention are of paramount importance and must reach all employees of the Company. The Prevention Plan specifies the guidelines for action. It must be known by everyone.

For the implementation and development of this Prevention Policy, SLEEP'N Atocha relies on the participation of its workers.

SLEEP'N Atocha assumes the above as a guarantee of survival and growth.

SLEEP'N Atocha management is responsible for complying with this policy, signing it, reviewing it annually and encouraging the support and participation of staff, customers and other stakeholders to achieve their commitment.

SLEEP'N ATOCHA
SLEEP STAR ONE S.L.
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28012 MADRID, ESPAÑA

At SLEEP`N Atocha we believe that economic growth and the well-being of society are inextricably linked to the health of the environment.

Consequently, we are committed to minimising the negative impacts of all our hotel's activities on the environment.

We actively engage in continuous environmental improvement practices aimed at:

- Comply with local, national and international environmental legislation.
- Integrate the best environmental practices in the day to day that promote the responsible use of energy and water.
Minimising energy losses, water pollution and waste.
- Installing efficient technology where old technology needs to be replaced.
- Incorporate a waste management programme to mitigate waste production following this hierarchy:
avoid, reduce, reuse and recycle.
- Monitor, reduce and offset our carbon footprint.
- Apply our procurement policy for products and services at all times.

We create awareness and inspiration for the personal and professional lives of our customers, employees and partners:

- Internal communication, delegation and education. All team members are encouraged to work in an environmentally responsible way environmentally responsible. They are given a copy of the environmental policy, they are offered to represent their department in the Green Team their department in the Green Team and receive continuous training to improve their daily practices.
- External communication, contribution and education. Customers, suppliers, authorities, local community and business partners are invited to join our and business partners are invited to be part of our environmental programme. We communicate to them what we are doing why we are doing it and how they can be part of it. And they are given the option to contribute to the reforestation of Madrid.

We work through a commitment to:

- Setting targets in energy and water consumption, waste management and in our purchasing policy.
Communicate these targets regularly to stakeholders.
- Analysing monthly achievements and comparing them with the targets.
- Document and report on our environmental management.

SLEEP'N Atocha management is responsible for complying with this policy, signing it, reviewing it annually and encouraging the support and participation of staff, customers and other stakeholders to achieve their commitment.

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At SLEEP'N Atocha our employees are our main asset and therefore their care is fundamental not only for their wellbeing, but also to offer the best experience to our customers and to meet our sustainability objectives.

As a company policy we must encourage the recruitment of people who belong to our local community and therefore, whenever possible, staff should reside in our community.

We encourage equality in recruitment:

- Equal Pay, all staff receive equal pay for equal roles, where this is not the case it will be due to greater experience or unique skills.
- Equal benefits, the whole team has the same benefits such as life insurance, health insurance, variable salary which is the same for the whole team regardless of seniority or the department to which they belong.
- Equal opportunities, every year we offer all the SLEEP'N Atocha team the opportunity to receive training in subjects that are of interest to them, whether or not they are part of their normal job. We also give them training in occupational hazards, prevention and first aid.
- Equal employment for all members of SLEEP'N Atocha, regardless of seniority or functions.

Accordingly, we are committed to actively working on continuous labour improvement practices, including:

- Complying with labour and human rights legislation, ensuring that we meet the required standards.
- Respecting all our employees, including their culture, traditions and intellectual property rights.
- Treat all our employees fairly, with dignity and equality, regardless of their age, physical ability, nationality, gender, position or activity nationality, gender, political stance or activity, religion, sexual orientation, in all areas of the business, including recruitment, employment, training and promotion.

- Ensure the physical and psychological well-being of all employees.
- Providing continuous training and career opportunities with equal development opportunities
- Specific ongoing training on sustainability issues to understand needs and motivations and to engage in achieving objectives and to involve them in the achievement of objectives.
- Allow employees to join a trade union if they wish to do so and to meet during working hours to discuss work-related issues. to discuss work-related issues.
- A strong commitment is made against child exploitation, through adherence to The Code, in which all employees participate which all employees participate in.
- Recruitment of disabled staff to promote opportunities and contribute to normalisation within the workforce and the vision of the employees the workforce and the vision of customers.
- We guarantee all our staff the right to join a trade union, without any retaliation from management.
- Management also encourages staff to hold meetings to discuss labour issues, which are held during working hours.

SLEEP'N Atocha management is responsible for complying with this policy, signing it, reviewing it annually and encouraging the support and participation of staff, customers and other stakeholders to achieve their commitment.

SLEEP'N ATOCHA
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28012 MADRID, ESPAÑA

At SLEEP'N Atocha, our commitment is to protect the health and safety of all our employees, with the conviction that accidents at work and occupational illnesses can and must be avoided.

To this end, we are committed to adopting the principle of permanent improvement in preventive action, which includes, among others, the following activities:

- Prevention and health protection
- Action in the event of emergencies
- Adaptation of work to the person
- Selection of work equipment and products
- Coordination between companies
- Other obligations included in the regulatory framework for prevention.

We are at the service of our clients, committed to society, the environment and the health of all those who make up the Company. Accidents at work or any injury generated in the same are, fundamentally, management failures and, therefore, avoidable through adequate management that allows us to adopt measures for the identification, evaluation and control of possible risks. The hierarchical line is responsible for accident prevention and must consider it as important as quality or productivity.

SLEEP'N Atocha promotes and establishes the necessary means for the communication of deficiencies and/or suggestions for improvement to be analysed and, if possible, applied. The spirit of participation, innovation and continuous improvement is fundamental for the future of SLEEP'N Atocha.

People are the most important asset of SLEEP'N Atocha. Therefore, they must be qualified and identified with the objectives of our organisation and their opinions must be taken into account. Training and information on risks, as well as the means and measures to be adopted for their prevention are of paramount importance and must reach all employees of the Company. The Prevention Plan specifies the guidelines for action. It must be known by everyone.

For the implementation and development of this Prevention Policy, SLEEP'N Atocha relies on the participation of its workers.

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SLEEP STAR ONE S.L.
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SLEEP'N Atocha in its aim to always offer the best experience to its customers is committed to adopting ethical, social and environmental considerations in the purchase and/or contracting of products and services for the development of its operations, minimising negative impacts and maximising positive ones.

SLEEP'N Atocha considers its suppliers to be a fundamental part of its commitment to sustainability and therefore takes the following principles into account when contracting and/or purchasing products and services:

Priority is given to local products and services, with the aim of fostering the local economy, promoting the authenticity of the region and reducing the negative impacts of freight transport.

- Priority is given to companies that strive to integrate people at risk of social exclusion.
- Priority is given to products with a lower environmental impact in their manufacture, use and disposal.
- Energy efficiency and water consumption criteria are followed in the purchase of machinery.
- Products containing toxic substances are minimised, opting for non-harmful alternatives, including non-toxic, hypoallergenic and biodegradable hypoallergenic and biodegradable.
- Avoid purchasing disposable products unless they are biodegradable or can be recycled.
- All wood and wood products used in the management of the building are legally harvested and traded.
- We give priority to suppliers with a third-party certified environmental management system (EMS).
- Priority is given to bulk products, which reduce the amount of packaging.

PURCHASING POLICY FOR PRODUCTS AND SERVICES

SLEEP'N

Version 6 – 30/01/2025

- In the selection of products, consideration is given to:

- Their quality
- Whether they are recycled or recyclable
- Sustainably produced
- They have fair trade, organic, EU ecolabel, FSC, MSC, etc. labels.
- Delivered with minimal packaging
- Their environmental impact during their life cycle

- Supplier prioritisation criteria:

- The purchase of products that have Bcorp Certification, are Local and have some other sustainable certification.
- The purchase of products that are Bcorp Certified, are Local.
- The purchase of products that are Bcorp Certified and have some other sustainable certification.
- The purchase of products that are Bcorp Certified.
- The purchase of products that are Local and have some other sustainable certification.
- The purchase of products that are Local

If there is no alternative Bcorp, local or sustainable product, buy the most environmentally friendly product.

Compliance with this policy aims to maximise the sustainability of SLEEP'N Atocha's supply chain, thus offering a higher quality to customers.

This policy is published internally and disseminated externally.

SLEEP'N Atocha management is responsible for complying with this policy, signing it, reviewing it annually and encouraging the support and participation of staff, customers and other stakeholders to achieve their commitment.

SLEEP'N ATOCHA
SLEEP STAR ONE S.L.
CIF: E-86917297
C/ DOCTOR CALZADEN 4,
28012 MADRID, ESPAÑA

LOCAL COMMITMENTS

SLEEP'N

Version 6 – 30/01/2025

SLEEP'N Atocha is committed to procuring more than 50% of non-labour and commodity costs from local independent suppliers in Madrid.

SLEEP'N Atocha is committed to ensuring that 100% of our staff have their usual place of residence less than 50 km from the location of our facilities.

SLEEP'N ATOCHA
SLEEP STAR ONE S
CIF: B-86917297
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We continually work to improve our impact on people and places. We are committed to reducing our greenhouse gas emissions and protecting and supporting biodiversity.

As part of that commitment, in 2024 we set a target to reduce our greenhouse gas emissions from energy, water and waste by 50% by 2030.

We are pleased to report that, as of 31 December 2024, we have achieved an 18% reduction in electricity consumption/housed customer, a 4% reduction in water consumption, a 31% reduction in gas consumption and a 136% reduction in waste generated.

We know we still have work to do and in 2026 we are implementing a number of new initiatives across our operations that will help us achieve our 2030 target.

We encourage our guests, employees and visitors to support us by following the reminders we have distributed throughout the hotel about saving water and energy, as well as minimising waste.

This year we have exceeded 1000 trees planted since 2018 with the project carried out with Reforesta and Retree.

In 2026 we will continue to support the reforestation of the mountains of Madrid and therefore we invite you to help us with the reforestation poster in the rooms or with direct donations on our website.

We are committed to respecting and protecting human rights. We believe that everyone should be treated fairly and respectfully.

As part of this commitment, we regularly train our staff on the prevention of discrimination.

We are also committed to safeguarding the welfare of children and young people. And that is why we are part of The Code.

Y for the record we sign this document on 30/01/2025

SLEEP'N ATOTCHA
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APPLICABLE LEGISLATION

- Royal Decree 1055/2022, on packaging and packaging waste (https://boe.es/diario_boe/txt.php?id=BOE-A-2022-22690)
- European Regulation 517/2014, fluorinated greenhouse gases (<https://www.boe.es/doue/2014/150/L00195-00230.pdf>)
- Royal Decree 1027/2007, which approves the Regulation of Thermal Installations in Buildings (<https://www.boe.es/buscar/doc.php?id=BOE-A-2007-15820>)
- Royal Decree 919/2006, which approves the Technical Regulation for the distribution and use of gaseous fuels and its complementary technical instructions ICG 01 to 11 (<https://www.boe.es/buscar/doc.php?id=BOE-A-2006-15345>)
- Royal Decree 512/2017, which approves the Regulations for evaluations and promotions of Civil Guard personnel (https://www.boe.es/diario_boe/txt.php?id=BOE-A-2017-5862)
- Royal Decree 487/2022, which establishes the health requirements for the prevention and control of legionellosis (https://boe.es/diario_boe/txt.php?id=BOE-A-2022-10297)
- European Regulation 1907/2006, regarding the registration, evaluation, authorization and restriction of chemical substances and preparations (REACH) (<https://www.boe.es/buscar/doc.php?id=DOUE-L-2006-82750>)
- Law 7/2022, on waste and contaminated soils (<https://www.boe.es/buscar/act.php?id=BOE-A-2022-5809>)
- Municipal Ordinances of the Madrid City Council

The SLEEP'N Atocha Management is responsible for complying with these laws, signing and reviewing their compliance

SLEEP'N ATOCHA
SLEEP STAR ONE S.L.
CIF: B-86917297
C/ DOCTOR ARCE 4,
28012 MADRID, ESPAÑA

APPLICABLE LEGISLATION

- V State labor agreement for the Hospitality sector (ALEH V) BOE N°121
- Collective Agreement for Hospitality and Tourist Activities in Madrid, 2016 - 2020 (BOCM No. 141)

The SLEEP'N Atocha Management is responsible for complying with these laws, signing and reviewing their compliance

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APPLICABLE LEGISLATION

- Article 153 of the Treaty on the Functioning of the European Union
- Law 23/1997, of November 19, creating the Regional Institute for Safety and Health at Work
- Law 31/1995, of November 8, on Prevention of Occupational Risks BOE nº 269 11/10/1995)

The SLEEP'N Atocha Management is responsible for complying with these laws, signing and reviewing their compliance

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APPLICABLE LEGISLATION

- Royal Decree of August 22, 1885 by which the Commercial Code is published
- Royal Decree 1514/2007, of November 16, which approves the General Accounting Plan
- Royal Legislative Decree 1/2010, of July 2, which approves the revised text of the Capital Companies Law
- Royal Decree 1784/1996, of July 19, approving the Mercantile Registry Regulations

The SLEEP'N Atocha Management is responsible for complying with these laws, signing and reviewing their compliance

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All the information on permits and activity licenses is in a folder inside the SLEEP'N Archive, the whole team has access to said store since the keys are at the reception.

In May 2019 we had an inspection that confirmed that we have all the necessary permits to carry out our business activity.



SLEEPN

ESTERNA ADOZ

SLEEPN

* Modelo de negocio a regim. COVID-19 *



PARA
SOÑAR
HAY QUE
DORMIR

SLEEPN
ATOCHA



At SLEEP'N Atocha we work every day to develop our business in a responsible way with the environment and the community. For this reason, our social responsibility policy endorses us before our clients and society in general, focusing on three main areas: environment, human team and society.

We invite you to get to know the commitments and objectives that SLEEP'N Atocha has set in each of these areas.

ENVIRONMENT

At SLEEP'N Atocha we believe that economic growth and the well-being of society are undoubtedly linked to the health of the environment.

Consequently, we are committed to minimising the negative impacts of all our establishment's activities on the environment.

The most important point has been that we are carbon neutral, calculating and offsetting our carbon footprint from 2019, being the first accommodation in Spain to be carbon neutral.

We also work actively in continuous practices of environmental improvement, achieving achievements such as the following:

ENVIRONMENT

Efficient energy management

The energy we use is 100% renewable (CYE ENERGIA S. L), certified in the Ekoenergía seal.

- We promote the use of ventilation instead of air conditioning and remind customers of the importance of keeping windows closed when using air conditioning.
- Monthly meter readings are carried out to check consumption (water, electricity and gas) and to see if these are in line with the consumption of our customers consumption obtained in previous years, per month and per number of guests.
- The consumption of water, gas and electricity is below the European average according to the levels proposed by Travelife, according to ECOSTARS, we consume 70% less than the average for accommodation of the same characteristics.
- The readings will be evaluated, after recording 12 months, in order to plan a more accurate consumption strategy and to evaluate opportunities to further reduce consumption and evaluate opportunities to further reduce our environmental impact.
- Staff have been trained on the importance of energy saving and how to manage it efficiently.
- In cases of replacement or purchase of electrical equipment, priority will be given to those with efficient technology.

ENVIRONMENT

Efficient energy management

The energy we use is 100% renewable (Gesternova), certified under the Ekoenergía seal.

- There are energy saving systems throughout the establishment:
 - Use of LED technology throughout the establishment.
 - Lights regulated with movement sensors in corridors.
 - The air conditioning is automated to reset itself twice a day (at 23°) and is regulated from the room. We monitor the use of the appliances from reception to ensure responsible use.
 - The lights on the ground floor are automated to make the most of natural light and save energy.
 - The lights in the rooms are activated by placing the key in the key box and are automatically deactivated when the key is removed.
 - Only one key is given at check-in to avoid electricity costs when the room is empty.
 - Electronic equipment that is not used at night is switched off and the lights in the common areas are also switched off (except for the reception).

- The staff are aware of the energy saving measures and are reminded of them in the morning during the daily meeting.
- Guests can find the hotel's energy saving measures on the website.

ENVIRONMENT

Waste management

- We are committed to products made from recyclable or low-impact materials:
- Plastic has been eliminated from most products sold or used in the establishment.
- Recycling bins with 3 parts (cardboard/paper, plastic and glass) are available on all floors for the use of customers and employees, as well as a biodegradable bin for the recycling of waste and employees, as well as a common biodegradable bin.
- There are 4 bags in the rooms so that waste can be correctly separated in the rooms.
- Exhaustive control is exercised over toxic products such as batteries (the kilograms used are weighed monthly and taken to a collection point) and taken to a collection point), printer toner and light bulbs.
- Breakfasts are calculated the night before so as not to waste food.
- Incoming and outgoing food is managed efficiently with FIFO analysis.
- Products are purchased in bulk to avoid excessive packaging.
- Preference is given to electronic communication over paper printouts.
- The paper used is always 100% recycled.
- 2-sided printing is used whenever possible.
- Paper that has already been written on is reused for daily reports and internal memos.

ENVIRONMENT

Management of hazardous substances

- There are hardly any hazardous substances in the establishment.
- These substances are mainly found in cleaning products for sporadic and regulated use, and in some maintenance products.
- They are stored safely, away from other incompatible products and always below eye level, away from the environment and at a safe distance from the environment eye level, away from sunlight, under lock and key and in containers with sand to prevent spillage.
- Gloves and goggles are available to staff for the use of these substances.
- The employees in charge of the use of these products are fully aware of how to use them.
- Employees have direct access to the technical data sheets of all the products they handle.
- The use of these substances is recorded together with the details of the employee using them.

Animal life

- The accommodation does not have animal specimens.
- This establishment does not sell tickets, nor does it provide information about shows where animals are injured, killed or forced to engage in behaviour that is unnatural to them.
This includes zoos, aquariums, bullfights and the like.
- The accommodation also suggests alternative options when specifically asked by the client.
for these types of shows.

HUMAN TEAM

At SLEEP'N Atocha we believe that our employees are the main value of the company itself and therefore their care is fundamental not only for their wellbeing, but also to offer the best experience to our customers and meet our sustainability objectives.

Consequently, we are committed to actively working on continuous improvement practices, including:

Derechos humanos

- The accommodation has no underage workers.
- All workers have a contract freely signed by both parties, where they agree to the hours, remuneration and duties.
and their duties. After signing, they receive a copy of the contract.
- The remuneration of the workers is the same as that set out in the collective agreement for the community of Madrid.
- Family reconciliation is favoured for all our employees.
- No personal documents such as ID cards or passports are retained from employees under any circumstances.
- Employees are free to terminate their contract whenever they wish (always respecting the terms of the contract).
- The policies of respect for workers' rights and protection of workers are accessible through the website
in the sections "Prevention of occupational risks" and "Respect and Employment".
- Likewise, the policies of respect and cooperation with the local community are included in the section "Respect and Employment" "Integration with the local community".

HUMAN TEAM

Human rights

- Employees are free to join a trade union.
- Grievances by employees will be reported to their direct departmental managers, who will endeavour to resolve them as effectively as possible to resolve them as effectively as possible.
- In the event of disagreement with the resolution provided by the head of department, another complaint may be formalized to a person other than the person who initially dealt with the incident, this time in writing, and the employee shall obtain a copy of the complaint and the employee will obtain a copy of the complaint.
- A certificate of good practice is available thanks to the training received by all our trainees.
trainees. Currently, half of the receptionists recruited have been on work experience through the university previously.
- Discrimination:
 - The integration and job training of people with disabilities is encouraged.
 - We try to promote employment equity between men and women: currently 79% of our staff is made up of women and 21% of our staff is made up of men.
 - Discrimination between employees on any grounds (gender, religion, ethnicity, etc.) is not tolerated.
 - The percentage of permanent employees out of the total number of employees is 100%.

HUMAN TEAM

Child Protection

- Employees have completed a training course on the prevention of sex tourism, and therefore know how to respond to situations of abuse or suspected abuse how to act in situations of abuse or suspected abuse.
- The accommodation does not allow entry to minors who are not accompanied by their parents or, failing that, are accompanied by another adult are accompanied by another adult with the corresponding parental authorisation.
- The accommodation is a member of The Code movement to prevent the sexual exploitation of children.

SOCIAL

At SLEEP'N Atocha we guarantee social welfare by preserving the authenticity, cultural heritage, values and traditions of Madrid. In addition, we seek long-term economic balance, providing local people with stable jobs and opportunities, and keeping the money spent by tourists within the local economy.

Local community

- The SHOPP'N sells local products.
- Customers are encouraged to get to know the local culture, both by recommending places of interest and by making national newspapers and television available national newspapers and television.
- When recommending places to eat or shop, priority is given to local independent businesses rather than foreign businesses, multinationals or franchises. NGO Reforesta
- Staff have undertaken a day of environmental volunteering to raise awareness of the importance of preserving the environment.
- AUARA, a mineral water brand that invests 100% of its dividends in bringing clean drinking water to people, is used. who do not have it, and which also manufactures its bottles with 100% recycled RPet plastic.

HIGHLIGHTS

Most importantly, we are **Carbon Neutral**, calculating and offsetting our carbon footprint **from 2019**.

Reforesta

Reforesta is a non-profit association founded in 1991 whose mission is to contribute to the fight against desertification, preventing land and forest degradation.

They develop their mission through various areas of activity, including environmental education, conservation and restoration of forests and mitigation and adaptation to climate change.

Thus, SLEEP'N, in accordance with its values, has wanted to participate in this initiative by being part of this association since November 2018. Since then, an initiative has been carried out in which customers choose during their stay, if they want the room to be tidied by the flat department. If this service is waived, 5 € will be donated to the association Reforesta. With this we want to raise customer awareness of water and energy saving through the conservation of trees.

In order to motivate the client to continue with this initiative and feel completely involved in the project, the donated tree will be monitored and information about its location and growth will be sent to the client via email.

ECOSIA

Ecosia is an Internet search engine that works together with the search engine Bing. This search engine helps different non-profit associations to plant trees.

At SLEEP'N we have joined the Ecosia project to collaborate with the environment. The search engine has been installed on all staff and client computers, as every search helps the growth of new vegetation.

HIGHLIGHTS

Gresite Hisbalit

It is a LEED-certified glass tile made of approximately 99% recycled glass, the composition of which is shown in the attached test. It uses ceramic pigments in the remaining proportion. These pigments are multi-constituent substances supplied by manufacturing suppliers in the European Union which are affected by the REACH regulation (EC) No 1907/2006 (Registration, Evaluation and Authorization of Chemicals). Therefore, these substances are the result of a manufacturing process and their quantitative chemical composition complies with the criteria of the aforementioned regulation.

Ekoenergía

At SLEEP'N Atocha we are committed to the environment in all areas of the hotel. For this reason, we also want to make a commitment to the energy companies, so that all the energy they supply us with comes from renewable energies. CyE Energía is the company that guarantees that all the energy used comes from renewable sources.

Down Madrid

The aim of Down Madrid is to defend the right to life and dignity of people with Down syndrome or other intellectual disabilities, as well as to promote and carry out all activities aimed at achieving their full family, school, work and social integration in order to improve their quality of life, always counting on their participation and that of their families.

In SLEEP'N we have two people in the team who suffer from this disability, the first one joined in 2018 and the second one in 2019. Both for them and for us it is a very enriching experience.

HIGHLIGHTS

Breakfast improvements

Breakfast is the service in which most transformations will take place since 2016. After an initial review, it was decided to change the materials used in the service, such as wooden boxes and napkins, for other recyclable materials.

In 2019, the renovation of the building will be completed, where breakfast will be moved and the buffet will be served. Crockery and cutlery will be implemented, greatly reducing the use of materials that are more harmful to the environment.

As for the products we offer

Homemade pastries, made daily and looking to make a vegan, gluten-free and lactose-free offer.

Coffee, infusions and yoghurts with Bcorp certification.

All products are bulk products and, as far as possible, local.

Suppliers

At SLEEP'N Atocha we have decided to go for suppliers that bring benefits to society and the environment.

With this philosophy we work with companies such as EN CAJA MEJOR (bottles water in cardboard instead of plastic), AUARA (uses recycled plastics for its bottles and develops projects to make water accessible to everyone) or suppliers such as CHOCOLATE AND LOVE (fair trade chocolate).

Agreements have also been reached with local suppliers such as LA JAMONERA to promote trade in local products.

On the other hand, there has also been an evolution in the products offered. We have tried to reduce the consumption of plastics and therefore all the drinks we offer come in cans or glass containers.

HIGHLIGHTS

Suppliers

At SLEEP'N Atocha we have decided to go for local suppliers and/or suppliers that bring benefits to society and the environment. With this philosophy we work with companies such as AUARA (uses recycled plastics for its bottles and develops projects to make water accessible to everyone) or suppliers DANONE, FLAX&KALE, HEMPER, CISTROSIAL, ECOALF , ILLY CAFÉ, CUPPER, CIRCOOLAR and RETREE & SPACE SOLUTIONS, S.L which has Bcorp certification, CyE Energía (Ekoenergía), other suppliers with sustainable certification:

MULTISERVICIOS TECNOLOGICOS S.A	JEN QUIMICA SL	CANAL DE ISABEL II GESTION S.A	QUALIANZA SER INT DIST SLU
ADA HOTELCOSMETICS SLU	PAVIMENTOS Y REVESTIMIENTOS MAGIN SL		IKEA IBERIA S.A.
EUROPASTRY SA	MESEFOR SL	PALACIOS ROCA SA	GRUPO ALIMENTARIO ARGAL S.A.
ENVASES PARA PROFESIONALES SL	ORONA S. COOP.	GRUFESCO, S.L.	JACOBS DOUWE EGBERTS ES S.L.U.
TELEFONICA DE ESPAÑA SAU	Stichting B Lab Europe		AKROCARD SL
VANNG PUBLICIDAD E IMAGEN SL	DISTRIBUIDORES AUTOMATICOS DE BEBIDAS Y ALIMENTOS SA		
TELEFONICA MOVILES ESPAÑA S.A.	ASPY PREVENCION, S.L.U.	DANONE, S.A.	ANNA ECOLOGICA, S.L
CORDIS INTEGRALIS SERVICE, S.L	COCA COLA IBERIAN PARTNERS SAU		INTEC SL
ABM REXEL SLU	TECNOLOGÍA Y DESARROLLO MEDIOAMBIENTAL SL		ANTICIMEX 3D SANIDAD AMBIENTAL
RETREE & SPACE SOLUTIONS, S.L	DORMAKABA ESPAÑA SA		ENAGIC EUROPE GMBH
INFORCOPY TOLEDO SL	DELITAST S.L.	GARCIA DE POU SA	LYRECO ESPAÑA SA
RANDSTAD EMPLEO EMPRESA TRAB	EXCLUSIVAS LAS CAPITAL DPS	GREEN ICE, S.L	PYMES PLATAFORMA COMERCIAL , S
DISTRISOCIAL, S.L			

HIGHLIGHTS

Suppliers

Agreements have also been reached with local suppliers such as

AGRONATUR INGENIEROS, MESEFOR, PALACIOS ROCA, EXCLUSIVAS ALICENTRO, PRODUCTOS LACTEOS TGT,, TAPICERIAS GANCEDO, MOMENTOS DEBUENCAFE, CITRAMA, ECOALF, ANVI DISTRIBUCIONES, JULFER, VIVEROS CASLA, PAN Y JARA, ENTRAPIENSASERVICIOS, CERVEZAS LA CIBELES, HEMPER, PROMOVINOS, BEBIDAS DE CALIDAD DE MADRID, EXCLUSIVAS LAS CAPITAL, ALVAREZ GOMEZ, DISTRISOCIAL, FABRICA DE PATATAS LA SANTAMARIA, para fomentar el comercio de productos propios de la zona.

On the other hand, there has also been an evolution in the products offered. Efforts have been made to reduce the consumption of plastics and therefore all the drinks we offer come in cans or glass containers.

Purchasing, contracting and general operations

- Continue to work with local suppliers and purchase certified products.

Emissions and Biodiversity

- Continue to look for sustainable food for our breakfast and expand the range of certified products.
- Look for an alternative to gas and the domotization of the rooms to save consumption.
- Maintain the purchase of ecological amenities, look for alternatives to plastics and the few toxic products we use.
- Acquisition of autochthonous or endemic plants for our façade.
- Inform our guests about how to be respectful with the environment.
- Reduce the consumption of supplies (water, gas, electricity) and the waste generated by 1%.
- Continue with donations for reforestation.

Human rights and community

- Make local recommendations and offer our venues free of charge to the community in exchange for drinks.
- Increase the percentage of women in management positions and review salaries in line with inflation.
- Continue to donate to Reforesta, Retree, Food Bank and raise awareness through our social media channels.
- Continue to collaborate with The Code in the protection of children's rights.

Animal welfare

- Bird nests and insect hotels

All our sustainability objectives and measures are communicated to our stakeholders:

- Guests
- Staff
- Community
- Suppliers

And for the record we sign this document as of 30/01/2025.

SLEEP'N ATOTCHA
SLEEP STAR ONE S.L.
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INTRODUCTION

This report details the progress we have made towards our 2024 sustainability goals and objectives.

DONATIONS

Since November 2018 we have been working to try to do our bit to reduce desertification in the community of Madrid. During 2024 we have collaborated with Reforesta, Banco de Alimentos, Reetre, CEAR, Cooperación internacional and we have donated materials to give a second life to the association ReUtilízame.

At this point the objective is to continue helping those who need it by donating 5€ for not cleaning the room.

Conclusions and Recommendations

This year the total donation amounts to 15.600 €.

Continue to offer it at check in to all our guests staying more than one night.

INTRODUCTION

This report details the progress we have made towards our 2024 sustainability goals, objectives and outcomes.

ENVIRONMENTAL IMPACT

One of our environmental impact targets in 2024 was not to increase our electricity consumption.

But thanks to the measures we have taken, we have achieved an 18% improvement.

Iniciativa	Estado/Actualización
Nuevo protocolo de actuación sobre el aire acondicionado	Se ha creado una nueva automatización que nos garantiza el reseteo de todas las máquinas de AC a las 12:00 a 23º parado. Tamien el parado de las máquinas de 1:00 a 8:00.
Reducir el impacto solar en la terraza	Se han instalado unos vinilos para reducir el calor solar en la zona interior de la terraza, así como unos estores en la zona con mayor impacto de luz solar. Se ha crado un procedimiento de encendido de luces para el mejor aprovechamiento de las horas de luz solar.
Readaptación de la domotización de la planta 0	Se ha configurado para mayor aprovechamiento de la luz natural, que tenemos después de la instalación del ascensor

INTRODUCTION

This report details the progress we have made towards our 2024 sustainability goals and objectives.

ENVIRONMENTAL IMPACT

Comparison of electricity use during the 2023/2024 reporting period.

Conclusions and Recommendations

We have achieved the target, but we must continue to optimise our energy use per customer energy use per customer.

We need to monitor and raise awareness among staff to reduce, where possible, air-conditioning on the terrace as well as luminaires.

	Electricidad Cosumo kW / Clientes			
	Real	2023	Objetivo	Var
Enero	3,271	3,624	3,624	11%
Febrero	2,759	3,492	3,492	27%
Marzo	1,747	2,549	2,549	46%
Abril	0,979	2,343	2,343	139%
Mayo	2,181	2,589	2,589	19%
Junio	2,637	3,798	3,798	44%
Julio	3,066	4,895	4,895	60%
Agosto	4,531	4,721	4,721	4%
Septiembre	5,291	3,293	3,293	-38%
Octubre	2,917	2,969	2,969	2%
Noviembre	2,661	2,553	2,553	-4%
Diciembre	2,103	3,187	3,187	52%
2024	2,842	3,346	3,346	18%

INTRODUCTION

This report details the progress we have made towards our 2024 sustainability goals and objectives.

ENVIRONMENTAL IMPACT

Comparison of water use during the 2023/2024 reporting period.

Conclusions and Recommendations

We have achieved the target, but we must continue to optimise water usage per customer.

Thanks to the installation of aerator/reducer on all water points.

	Agua Consumo m3 / Clientes			
	Real	2023	Objetivo	Var
Enero	0,107	0,104	0,102	-5%
Febrero	0,107	0,116	0,114	6%
Marzo	0,100	0,112	0,110	10%
Abril	0,102	0,109	0,106	5%
Mayo	0,102	0,113	0,111	9%
Junio	0,107	0,118	0,116	8%
Julio	0,101	0,098	0,096	-5%
Agosto	0,102	0,095	0,093	-8%
Septiembre	0,108	0,130	0,127	17%
Octubre	0,103	0,130	0,127	24%
Noviembre	0,115	0,109	0,107	-7%
Diciembre	0,103	0,100	0,098	-5%
2024	0,105	0,111	0,109	4%

INTRODUCTION

This report details the progress we have made towards our 2024 sustainability goals and objectives.

ENVIRONMENTAL IMPACT

Comparison of waste production during the 2023/2024 reporting period.

Conclusions and Recommendations

We have achieved the objective, but we need to optimise further
Looking to buy products with less packaging.

	Basuras Kg / Clientes			
	Real	2023	Objetivo	Var
Enero	0,158	0,154	0,151	-5%
Febrero	0,146	0,176	0,173	18%
Marzo	0,130	0,204	0,200	53%
Abril	0,105	0,192	0,188	79%
Mayo	0,096	0,230	0,226	134%
Junio	0,072	0,198	0,194	169%
Julio	0,160	0,223	0,219	36%
Agosto	0,110	0,197	0,193	75%
Septiembre	0,148	0,176	0,172	16%
Octubre	0,151	0,247	0,242	60%
Noviembre	0,178	0,235	0,230	29%
Diciembre	0,156	0,189	0,185	19%
2024	0,134	0,202	0,198	48%

INTRODUCTION

This report details the progress we have made towards our 2024 sustainability goals and objectives.

GUEST SATISFACTION

Since the opening of SLEEP'N Atocha, our main objective has been guest satisfaction.

And that is why we have two people whose daily work consists of improving your experience, this is carried out during breakfast and check-in.

Conclusions and Recommendations

We have reached the number 2 position in TripAdvisor thanks to all of our customers who have been very satisfied with their experience at SLEEP'N Atocha.

We must continue like this, we cannot lower our level of self-demand, Since in 2024 we have had worse comments than in 2023.





Purpose

This procedure aims to provide a fair and effective means for employees to raise and resolve work-related grievances, including cases of discrimination, harassment or bullying.

Scope

This procedure applies to all employees of [Company Name], regardless of position or seniority.

Procedure

Informal resolution

The employee should attempt to resolve the problem informally with his or her immediate supervisor.

If the grievance is about the immediate supervisor, the employee may approach management or the CEO.

Formal grievance

If informal resolution is not possible or satisfactory, the employee may file a formal grievance:

The employee should submit the grievance in writing to either management or the CEO.

The grievance should include specific details of the incident or situation, dates, names of those involved and any relevant evidence.

The company will acknowledge receipt of the complaint within 7 working days.

Investigation

An impartial investigator will be appointed to review the complaint.

The investigator will meet with the employee within 2 working days of receipt of the complaint.

The employee may be accompanied by a colleague or union representative at this meeting.

All relevant parties will be interviewed and evidence will be gathered.

The investigation will normally be completed within 7 working days.

- **Resolution**

Upon completion of the investigation, a decision will be made and communicated in writing to the employee within 10 working days. If corrective action is required, it will be implemented immediately.

- **Appeal**

If the employee is not satisfied with the outcome, he/she may appeal in writing within 15 working days.

The appeal will be reviewed by management provided they have not previously been involved, in which case it will be the CEO.

The appeal decision is final and will be communicated within 20 working days.

- **Confidentiality**

All complaints will be treated as confidentially as possible.

- **Protection against retaliation**

SLEEP'N Atocha strictly prohibits any form of retaliation against employees who file complaints in good faith.

- **Accessibility**

This procedure will be available on the website, internal channels, printed in the library and on the QR in the rooms and will be provided in alternative formats or languages as required.

- **Revision**

This procedure will be reviewed annually to ensure its continued effectiveness.



We must reflect on the impact of our holidays.

Now we are going to leave you a series of keys to be a responsible tourist:

- Choose responsibly, Whenever possible, choose eco-friendly tour operators, airlines and hotels. with the environment.
- Find out about the destination. Every place has its very own history, culture and natural values, we must find out about it. to know how to behave without harming them. In addition to researching about current legislation so that you don't have any mishap.
- Consume resources responsibly, Use natural resources such as water, electricity or gas with responsibility, only consume what you need. Our advice at this point are:
 - Water:
 - Turn off the tap while you lather your hands or brush your teeth.
 - Sparely fill the sink when shaving instead of letting the water run.
 - Use the bathroom trash can to avoid using the toilet as garbage.
 - During the shower turn off the tap while you lather up.
 - Use the cisterns correctly, using the small button for half flush or the large one for full flush.
 - Electric power:
 - Use the necessary light.
 - Turn off the air conditioning if you are going to open the windows.

- Reduce our waste, do not throw garbage. Keep them with us until we find a suitable place to dispose of them. them (bins, containers, etc.). It is advisable to bring reusable containers, such as bags or bottles This way you will generate less waste.
- Travel in collective and/or non-motorized means of transport. Use public transport whenever we can. local or collective, we will contribute to caring for the environment. In the case of being able to use means of transport Non-motorized, such as the bicycle.
- Do not go to shows where animals are injured, killed or forced to practice behaviors far from their nature (zoos, aquariums, bullfights...).
- Do not disturb the natural environment, Observe wildlife from afar without disturbing it, do not uproot flowers or plants or buy souvenirs or products made from endangered species. In natural spaces, and above all in protected areas, always try to follow the trails.
- Carry out actions that are respectful of the environment. Do not take "souvenirs" from natural and archaeological spaces. Nor deteriorate their environment with graffiti or carrying out unsustainable activities, such as 4x4.
- Respect the local culture, Establish correct and cordial relationships with local populations, without prejudice. When you arrive at your destination, always try to adapt to local uses and customs, without imposing your habits and lifestyles. People are not part of the landscape, it is advisable to ask their permission before taking photos of them.
- Consume local products. Support cultural manifestations and local crafts.
- Reflect on the trip. When you return home, reflect on what you have seen and learned. If you have acquired Commitments with the local people (send postcards, photos or other small favors), try to keep them.

If you have witnessed serious and intolerable situations, let the competent authorities know.

We hope these tips will be useful for you to be a more responsible tourist.

- Certain ingredients found in some sunscreen products are very harmful to marine life and reefs, even in trace amounts and even when showering with them in the hotel room. If a sunscreen contains any of these ingredients, look for a marine-safe alternative: Oxybenzone, benzophenone-1, benzophenone-8, OD-PABA, 4-methylbenzylidene camphor, 3-benzylidene camphor, nano titanium dioxide, nano zinc oxide, octinoxate, octocrylene.
- Personal care products Washing or swimming with shampoos, lotions and gels containing "microbeads" can cause serious long-term damage to biodiversity. Many countries have already banned them, so don't travel with them.

SLEEP'N Atocha is fully committed to supporting the welfare of children, we are members of the NGO The Code. We do not tolerate any form of child exploitation or abuse. If you are concerned about the welfare of a child during your visit or if you have witnessed serious and intolerable situations, please contact the local police on 091.

You can also report your concerns to any member of our staff who will assist you in informing the authorities.

We hope these tips will help you to be a more responsible tourist.



All SLEEP'N Atocha suppliers must respect the principles of the Universal Declaration of Human Rights and the conventions that develop it, as well as the recommendations of the International Labor Organization regarding the rights of workers in the performance of their activities. .

In particular, the supplier must promote and respect, among others, the following principles:

- Guarantee the non-existence of all forms of child labour. Comply with all laws, regulations and declarations international, national and local, referring to the minimum age to work.
 - Guarantee the non-existence of any type of forced or coerced labor.
 - Do not subject your employees to any type of physical or verbal abuse or any other form of intimidation.
 - Integrate criteria of equal opportunities and non-discrimination, making a selection, promotion, access to the training and any other people management practice based on professional merit and objective assessments.
 - Do not allow any type of discrimination associated with ethnic or cultural origin, sex, gender identity, sexual option, disability, nationality, religion, age, social origin or ideology, among others.
 - Respect the maximum working hours, as well as the minimum wages established by law and by agreements.
- applicable international standards in the aforementioned field. Guarantee that its employees carry out their activity in a place of safe and healthy work and in accordance with applicable international legislation and conventions on safety, hygiene and occupational health. The supplier must favor the adoption of preventive measures that minimize the associated risk to the development of its activity, as well as training its employees in matters of health, safety and well-being at work, in to ensure their safety and that of those around them who may be affected during the development of the activity.

- Respect and promote human rights, with special attention to the freedoms and rights of vulnerable groups such as indigenous communities, women, children and ethnic minorities, among others, and promote the extension of this respect to suppliers and other stakeholders.
- Guarantee freedom of association, the right of association and collective bargaining of its professionals, without this being able to carry any type of sanction.
- Establish training, dissemination and awareness measures so that its managers and employees know, assume and comply with the Code of Conduct for suppliers of the Red Eléctrica Group.

All suppliers will carry out their activity in compliance with applicable legislation and international agreements, as well as with the commitments derived from the commercial relations that they maintain with SLEEP'N Atocha.

Likewise, it will base its performance on the orientation towards the quality of the goods and services it provides.

The supplier will carry out its commercial activity with integrity, expressly complying with the following principles:

- Respect at all times the applicable regulations, developing their activity in accordance with the values and principles of SLEEP'N Atocha.
- Know your own suppliers, carrying out the due diligence that guarantees the reputation of SLEEP'N Atocha and the supply chain integrity.
- Maintain behavior in accordance with the principles of action contained in this Code.

- Avoid any situation that entails a conflict of interest in your commercial relations.
- Not make or accept any type of gift, loan, favor or compensation to the people of SLEEP'N Atocha with the exception of those gifts that are of irrelevant or symbolic value and that respond to courtesy uses.
- Not engage in irregular business practices.
- Not disclose or misuse inside, confidential or secret information obtained as a result of the relationship.
- Promote surveillance against corruption in its sphere of action to prevent and detect activities such as fraud, money laundering or embezzlement.
- Foster commitment to responsible procurement in their supply processes.
- Guarantee at all times the right to protection of personal data of its employees and of the people who integrate their interest groups, protecting and making appropriate use of them and respecting in all cases the applicable legislation on data protection.
- Implement the necessary information security measures to ensure that both digital information, such as the documentary type, have adequate protection based on their level of security risk.

CODE OF CONDUCT FOR SUPPLIERS

SLEEP'N

Version 6 – 30/01/2025

All suppliers must ensure that their contractors have policies and practices that respect the principles contained in this Code, and ensure that they respect principles similar to those of SLEEP'N Atocha.

In the event of a breach being identified, depending on its seriousness, this may lead to the termination of the contract or order and the review of its classification as a SLEEP'N Atocha supplier.

VALIDITY

This document will remain in force until a new update is approved or it is repealed.

This document is in force as of 31/01/2025.

SLEEPN