



SXS EVENTS, 23 BONVILLE ROAD, BRISTOL BS4 5QH

Environmental and Sustainability Policy for SXS Events Ltd

Our Environmental and Sustainability Policy is based upon the following principles:

- To comply with, and exceed where practicable, all applicable legislation, regulations and codes of practice.
- To integrate sustainability considerations into all our business decisions and practices.
- To ensure that all staff are fully aware of our Environmental and Sustainability Policy and are committed to implementing and improving it.
- To minimise the environmental impact of all office, site, warehouse and transportation activities.
- To make clients and suppliers aware of our Environmental and Sustainability Policy, and encourage them to adopt sound sustainable management practices.
- To review, annually report, and to continually strive to improve our sustainability performance.

How we aim to achieve these principles:

1. Identify the areas of our working practice and industry which affect our sustainability performance and implement best practice to counteract, where possible, or reduce the environmental impact of our activities.
2. Recognise that commitment to sustainability involves enhancing participation and through consulting outside agencies in reviewing the policy.
3. Commit to reviewing the effectiveness and openness of existing mechanisms and forums for communication when reviewing our Environmental and Sustainability policy and procedures, and encourage ideas, proposals and initiatives to improve sustainability performance emanating from any area of our working practice.
4. Encourage staff and management to contribute to a culture of collective reflection on our role, policies and practices in relation to changing cultural, ecological, economic and social conditions.
5. Ensure that this policy, as a live document, promotes change in active conjunction with other company strategies and is viewed both as a catalyst and a challenge in helping us to respond to environmental and social priorities of the 21st Century.
6. Monitor our environmental performance in order to demonstrate continuous improvement.

The above policy was written for SXS Events Limited on Wednesday 14th January 2009 and is due for review in twelve months, i.e. 14th January 2010.

All current staff at SXS Events Limited have been in attendance of a briefing with regard to the above policy and have undersigned to demonstrate their understanding of and commitment to the principles outlined. The below details are a result of consultations with existing staff and outline initiatives and contributions by the collective staff team.

- 1.1 Travel and Transport (Meetings)** – We arrange block bookings for client meetings and consultations and schedule efficient timing to avoid multiple trips. We offer webcam, teleconferencing and videoconferencing to clients for the duration of contracts where appropriate.
- 1.2 Travel and Transport (Site)** – We encourage clients to use as few suppliers as possible to minimise the number of vehicles utilised, and for our provision of services we use the most efficient style and smallest number of vehicles to transport our equipment to and from site.
- 1.3 Travel to SXS Premises** – We support alternative working arrangements to reduce carbon emissions, including the promotion of car sharing schemes and use of public transport for our staff travelling to work.
- 1.4 Office Working Practice** – We minimise the use of paper and other office consumables and identify opportunities to reduce office waste by: encouraging the use of electronic documentation in our e-mail and CRM systems, PDF creation and paperless fax facilities; double siding all paper and use all non-confidential correspondence as ‘scrap paper’ for staff use; implementing a recycling scheme for all paper, card and recyclable materials; utilise electronic password-controlled storage of all confidential correspondence and shred any paper versions for delivery to the local pet shelter; encourage staff to drink only fair-trade and organic beverages and rather than use disposable vessels encourage use of ceramic mugs for hot drinks and glasses for cold drinks.
- 1.5 Waste Materials** – We minimise waste output to landfill sites through development and implementation of best practice waste management routines including segregation and repair, re-use and recycling schemes. Every effort is made to reduce and, wherever practicable, discontinue use of potentially hazardous and polluting materials both in indoor and outdoor settings.
- 1.6 Energy Consumption (SXS Premises)** – We have changed our energy contract to a supplier that is committed to renewable energy, ensure that we manage and conserve energy efficiently, and are reducing the energy consumption of our office equipment by purchasing energy efficient equipment and encouraging office staff to never leave equipment on ‘standby’
- 1.7 Energy Consumption (Site)** – We predominantly utilise low-current LED lighting and where tungsten lighting is requested for creative effect we use highly efficient optics over less-efficient ones. We have also converted to switch-mode amplification and over-rated cabling to ensure lower current draw and better efficiency.
- 2.1** We encourage every individual member of our company to participate in achieving the goals of our environmental policy.
- 2.2** We integrate environmental management policies and practices into every department of our work setting and working practice on site.
- 2.3** We will work with our clients to pursue, promote and develop sustainable business outcomes and will ensure that our company representatives take account of environmental issues in their advice to clients. We will ensure to

- include a copy of our sustainability policy in all our proposals to clients, or at least a link to the policy in its published format online.
- 2.4 As practicable we will move towards sustainable procurement of goods and services used within our operations, with avoidance of materials that are from non-renewable sources and/or that cannot be recycled, maximising local sourcing with respect for fair and just trade.
 - 2.5 The policy in its current format is the outcome of a comprehensive consultation with all staff members and outside agencies with interest and expertise in this area of our working practice.
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- 3.1 We ensure that a live copy of the policy is published online so that it is available to our clients and to the public, and that all reports and reviews are communicated to all staff members.
 - 3.2 We will evaluate work undertaken with respect to their sustainability risks and opportunities and, where appropriate, discuss these with the client.
 - 3.3 We will continue to support innovative approaches to the implementation of sustainability strategies on projects.
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- 4.1 We will provide continual education and regular forums for discussion for all staff on environmental and sustainability issues relevant to the industry and the businesses of SXS Events Ltd.
 - 4.2 We aim to employ and retain staff who have a high degree of awareness and, where possible, expertise in sustainability for all disciplines practiced.
 - 4.3 We take a broad view of sustainability that encompasses interconnected environmental, cultural, economic, health and social spheres.
 - 4.4 Given the importance we attach to sustainability we intend to attract contracts by embedding sustainability commitment and culture in our marketing, recruitment and other promotional material.
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- 5.1 We aim to integrate environmental management policies and practices into every facet of our working practice.
 - 5.2 We recognise that dimensions of our environmental and sustainability policy overlap significantly with aspects of our Human Resources, Equal Opportunities Policy and Code of Practice for staff.
 - 5.3 We are mindful of the tension between our environmental and sustainability policy and our desire to engage in regional, national and international arenas, all of which involve travel and carbon miles. Multi-purpose journeys and virtual attendance at meetings are developments in line with our commitment to cut down travel.
 - 5.4 In all operations we recognise the fact that one of our most significant negative impacts on the environment is through transport generated either directly or indirectly by our activities and requirements, and we will commit to taking all reasonable steps to minimise those impacts.
 - 5.5 Our eventual aim is to achieve accreditation to a nationally or internationally recognised environmental management standard as a benchmark of good environmental practice.
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- 6.1 We have directed all staff to heed advice as published on Directgov to monitor individual carbon footprints, and to monitor their emissions within their working practice.

- 6.2** All staff are made aware that the company's performance is accountable to their working practice through objective measurements, and staff will be commended or offered supplementary education depending on their individual impact.
- 6.3** Following our twelve-monthly review of our environmental and sustainability policy, the outcome will be recorded and communicated to all in-house staff. The review will focus and report on all initiatives undertaken in the previous twelve months and the policy's effectiveness in working practice to ensure that we are able to demonstrate continuous improvement.

We, the undersigned, agree to commit to the better practice standards outlined in the above environmental and sustainability policy of SXS Events Limited, and will strive to integrate the practices recommended in the above policy into our everyday working practice at SXS Events Limited.

Signed:

Date:

Monitoring and Reporting

Scheduled for: 14th January 2010

Sources of Impact	Objectives	Policies and Targets	Indicators	Actions
<i>e.g. Transport and Travel</i>	<i>e.g. To reduce our carbon emissions as a result of travel and transport directly and indirectly associated with the businesses of our company.</i>	<i>e.g. 1) Identify the areas of our working practice and industry which affect our sustainability performance and implement best practice to counteract, where possible, or reduce the environmental impact of our activities.</i>	<i>e.g. 'Carbon footprint' measurement as indicated by Act on CO2 calculator.</i>	<i>e.g. Arrange block-bookings for meetings, schedule efficient timing to avoid multiple trips, employ most efficient transport option for loading in and out of events, offer and encourage virtual attendance at meetings with clients.</i>