



## Appendix 1.3 - Environmental & Sustainability policy

### Introduction and aim

Corporate & Sporting Events (CSE) is an Event Management business, operating from a site in Birmingham. Our main business is operating an Events and Business Travel management company, under the ATOL / IATA Licence Agreement. We are therefore tightly regulated by these operating licences, and as such are compliant with the associated Environmental Policy. CSE acknowledges our part in tackling climate change, and is devoted to recording, lowering, and balancing our impact. It is our aim to comply with legislation and other requirements, continue to reduce the environmental impacts of our business and operate in an environmentally responsible manner. We value our duty of care is to measure and balance CO<sub>2</sub>, and preserve our values with employees, suppliers, and every person that travels or attends events planned by us.

We are a business that is continually growing and evolving, and so we ensure that our sustainability policy does this also. We will continue to work on making improvements that will allow us to become Carbon Net Zero. This policy describes how we will achieve our aim.

### Responsibility to Sustainability

This environmental policy applies to all our operations including management, office services, printing, delivery and procurement. With our Corporate Social Responsibility, Environmental and Sound Sourcing policies, we have finalized how obligations will be delivered. The Sourcing Policy is designed to provide suppliers with clear advice on how to align with our sustainable approach and to work collaboratively with us in support of sustainable business travel solutions. Simon Hainsworth, Managing Director, is responsible for ensuring that the policy is implemented. However, all employees have a responsibility in their area to ensure that the aims and objectives of the policy are met, and we will ensure that resources are available to enable us to achieve our objectives and targets.

### Objectives

we aim to:

- Utilise our registered 'low emissions' environmentally compliant purpose-built offices in Birmingham.
- To provide a detailed year-by-year plan, with progress assessed on a frequent basis, as a road map for decreasing our environmental impact and to achieving Carbon Net Zero.
- Inform all customers and suppliers of our commitment to reducing our environmental impact.
- To report per annum on greenhouse gas emissions in tonnes of CO<sub>2</sub> equivalent (including the seven gases included under the Kyoto Protocol). This includes scope 1 and 2 GHG emissions from activities for which the company is accountable and a defined subgroup of Scope 3 emissions.
- Endeavour to use fewer Event vehicles, where possible, without interruption to performance or service to clients.
- To constantly investigate and implement actions to reduce the impact of the company on the environment.
- Adopt where possible a Car Share Scheme to and from Events and utilise less carbon-generating modes of transport.
- To frequently explore and apply methods that will help our clients to reduce their impact on the environment.
- Where possible, use Charter flights for group transfers of more than 70 passengers.
- Continue our 'Best Intentions' approach to utilising environmentally friendly products, office supplies and stationery. This is currently in operation in adherence to our Contractual obligations with local Council Events.

Incorporated in this plan are actions to allow us to reach carbon net zero, noticeably seeing emissions decreasing over the upcoming years.

### Targets:

To achieve our aims, we have set ourselves the following targets:

- Inform all customers and suppliers about our environmental policy presently and, thereafter, all new customers and suppliers.
- Ensure all employees receive training in good housekeeping presently and incorporate this training into the induction programme for new starters thereafter.
- Introduce an electronic Booking Management system to reduce the amount of wastepaper being disposed of annually.
- Evaluate the costs and benefits of 'add-on' Booking systems for each client event held annually or quarterly.

### Monitoring and auditing

Progress against these objectives will be monitored through monthly management meetings at Director level.

### Employee Travel

CSE are concentrating on approaches to reduce the carbon emissions in all aspects of our company including employee commuting and business travel. We have a flexible hybrid working approach which reduces the number of travel-to-work miles. Staff are actively encouraged to utilise public transport for their commute into our office.

Travel required for business purposes are evaluated closely to ensure that the most sustainable method of travel is chosen, virtual meetings are also chosen where possible. For transport to events and meetings, CSE staff will use trains and public transport as their method of travel on all occasions unless this option is not available.

### Our initiatives

We are committed to enhancing practices and employee behaviours in the business to meet our sustainability objectives. We have reviewed our procedures and aim for a policy of constant development that contributes towards our sustainable goals.

CSE constantly review and update our policies in relation to both the sustainability of the suppliers that we engage as well as internally considering aspects of our business that we may evolve to further enhance our credentials as a responsible business and employer.

Our guiding principle is to work with clients to explore suitable and viable solutions in relation to the logistics services that we provide as part of the event delivery process.

Throughout this process, we work with hotels and transport stakeholders to find solutions that include:

**Accommodation Partners**

- Energy conservation
- Water conservation
- Recycling and waste reduction
- Reusable room keys and in-room products
- Cleaning materials
- Food preparation and local supply chain
- Bottled water alternatives
- Plastic use elimination targets
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**Transport Partners**

- Paperless confirmations and contracts
- Fuel efficient modern fleets
- Introduction of electric vehicles
- Recycling waste left on board
- Detailed route planning
- Stop/Start and anti-idling protocols
- Regular vehicle maintenance
- Providing appropriate vehicle sizes to projected numbers

In the lead up to any event that we operate, we meet regularly with hotels and transport companies to review the criteria detailed above and challenge these assumptions to ensure we provide the most sustainable and practical solutions whilst maintaining the highest standards.

We also meet post-event to evaluate the stated outcomes and to note and consider future enhancements to our stated policies. CSE would welcome extensive discussions with the event stakeholders to ensure we exceed the proposed targets and delivery a series of sustainable events as a group of socially responsible organisations.