

etc.venues

# Sustainability Policy

**etc. venues is a London based global leader in urban conference and event venues.**

As a global organisation etc.venues recognises the impact that the c 18,000 events hosted by our venues and attended by over 900,000 delegates can have on the environment. etc.venues is committed to reducing these impacts by setting and achieving clearly defined objectives and targets, as well as developing frameworks to achieve continual improvement.

## **Our principles**

### **The objectives for sustainability are:**

To maintain our understanding of the ISO20121 standards and to run the venues or events in line or above ISO20121 standards

### **Our commitment to sustainable event management extends to:**

The supply chain for our events, both product and service providers. The full event life cycle, from planning, implementation, final evaluation and review. Maintaining a record of documents and relevant communications with regard to the sustainability of this event.

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# Our targets and objectives for 2019/20

- Since our beginnings in 1992 we have undertaken many successful initiatives.
- etc.venues believe that it is important to build on these each year.
- In order to achieve our ambitions we will continue to develop and review our sustainability policy and plan and review actions that are completed, ongoing and scheduled.

**We have divided out policy into 2 key areas.**

**1. Venue and Facilities**

**2. Food Supply Chain**

## 1. Venue and facilities:

- Sustainability policy in place.
- Consider the sourcing of renewable energy as a part of our procurement work on utilities.
- Measure our energy demands.
- Set reduction targets and monitor for utilities.
- Ensure that gas, electricity and water meters are calibrated once a year.
- Locate our venues close to mass transport links and have agreements in place with nearby hotels to minimise the need for individual transport.
- Include a provision relating to sustainability in our procurement policy in relation to our suppliers.
- Use low energy fittings in the venues and phase out old fittings under planned maintenance.
- Clean light fittings regularly and upgrade to LED where possible.
- Ensure that the venue uses non-toxic cleaning materials.
- Purchase items in bulk to minimise waste packaging.
- Provide recycling as well as encouraging waste minimisation at events.
- Provide more advanced recycling at the venues for waste minimisation and to comply with 0% landfill waste.
- Ensure that project planning and refurbishments take into account sustainability in relation to the choices of materials, equipment, finishes, fixtures and fittings.
- Define procedures in relation to dealing with environmental and non environmental incidents as a part of the venues crisis and recovery plans.
- Keep records of standards and procedures at the venues.
- Keep records of accidents and near misses at the venues.
- Ensure that venues have a Health and Safety representative on site.

## 2. Our food supply chain:

- Establish long term, mutually benefiting, trusting relationships with our suppliers with no quality compromise.
- Promote purchasing policies and decisions that embrace ethically sourced products as well as being environmentally sound.
- Local and regional sourcing: we are using the Defra definition where local means sourced within the UK where possible.
- Ensure that food safety and traceability is key to our choices. Our food suppliers will be monitored on their health and safety records.
- Minimise delivery impacts in order to reduce CO2 emissions from delivery of suppliers.
- etc.venues Chef's group meets regularly in order to plan menus, promotions, and remain innovative when producing nutritious and tasty food at each of our sites. Promotions are held during the year ensuring that food remains at the heart of our activities.
- Offer seasonal food where possible.
- Provide Fair Trade or Rainforest Alliance products and ensure that our food products are purchased from fairly traded supply chains.
- Consider health and wellbeing by offering food that includes a healthy alternative at all times.
- Encourage the use of filtered water at our venues and monitor our use of bottled water.
- Source fish from sustainable sources only, and avoid endangered species by raising our staff awareness and sharing good practice.
- Use washable cutlery and crockery in our restaurant service and do not use table linen.
- Consider carefully the use of disposable items such as paper cups, plastic cups, napkins, straws and any other sundries.
- Serve our food with minimal packaging in mind where possible.
- Provide food options for all dietary requirements.
- Recycle all food packaging and food waste.