

Sustainability Policy

Report Events Limited are committed to promoting sustainability. Concern for the environment and promoting a broader sustainability agenda are integral to Report's professional activities and the management of the organisation. We aim to follow and to promote good sustainability practice, to reduce the environmental impacts of all our activities and to help our clients and partners to do the same.

Principles

Our 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.
- To ensure that all staff are fully aware of our Sustainability Policy and are committed to implementing and improving it.
- To minimise the impact on sustainability of all office and transportation activities.
- To make clients and suppliers aware of our Sustainability Policy, and encourage them to adopt sound sustainable management practices.
- To review, annually report, and to continually strive to improve our sustainability performance.

Our sustainability definition and ambition

We endorse the spirit of the 'Brundtland' and 'Caring for the Earth' definitions of sustainable development: 'development that meets the needs of the present without compromising the ability of future generations to meet their own needs' and 'improving the quality of life while living within the earth's carrying capacities'.

What this means to us is that we operate our professional activities and the management of our organisation in a way that enables all people to realise their potential and improve their quality of life while protecting and enhancing the earth's natural capital. This aspiration is operationalised for our purposes by our sustainability objectives, targets and indicators.

We are therefore committed to continually improve the integration of sustainability into our working environment and business processes. Our aim is to play a proactive role in contributing to achieving sustainability where we have influence. We are committed to accountability and transparency in our sustainability performance.

In order to put these principles into practice we have identified key areas where we can make positive changes to benefit the environment. These are as follows:

Travel to meetings and events

Walk, cycle and/or use public transport to attend meetings, site visits etc, apart from in exceptional circumstances where the alternatives are impractical and/or cost prohibitive.

Train travel will replace air travel in the UK as much as is practicably possible.

eventia
MEMBER

Report Events Ltd
215 Ducie House
37 Ducie Street
Manchester
M1 2JW

+44 (0) 161 236 0770

hello@rapportevents.com
www.rapportevents.com

Event Design & Production

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Travel / Transportation

- Include the full costs of more sustainable forms of transport in our quotations, rather than the most cost effective option which may involve travelling by car or air. Where the only practical alternative is to fly, we will offset our fuel emissions.
- Avoid physically travelling to meetings etc where alternatives are available and practical, such as using teleconferencing, video conferencing or web cams, and efficient timing of meetings to avoid multiple trips. These options are also often more time efficient, while not sacrificing the benefits of regular contact with clients and partners.
- Where travel to meetings is necessary (i.e. to undertake site visits or to run events), we will organise public transport where possible or if not facilitate car sharing.
- Our office is in a central location that is easy to reach by public transport. We will encourage all staff to travel by public transport rather than by car where possible.
- Use an emissions recording scheme for business travel to monitor our impact.

Purchase of equipment and consumption of resources

- Minimise our use of paper and other office consumables, for example by double-sided all paper used, and identifying opportunities to reduce waste.
- As far as possible arrange for the reuse or recycling of office waste, including paper, computer supplies and redundant equipment. Currently Ducie House operates an offsite recycling policy for all office waste.
- Reduce the energy consumption of office equipment by purchasing energy efficient equipment and check that all equipment is switched off overnight and at weekends.
- Purchase electricity from a supplier committed to renewable energy. Seek to maximise the proportion from renewable energy sources, whilst also supporting investment in new renewable energy schemes.
- Ensure that as much as possible any stationery and paper purchased are recycled products.
- Purchase fair-trade and/or organic beverages.

Working practices and advice to clients

- Undertake voluntary work with the local community and/or environmental organisations and make donations to seek to offset carbon emissions from our activities.
- Ensure that all staff account for sustainability issues in their advice to clients.
- Include a copy of our Sustainability Policy in our initial proposals to clients, this will also be downloadable from our website.

Monitoring and reporting

Our Sustainability Policy will be monitored and reported on annually (from October 2009), via our website, against the objectives, targets, indicators and targets see below.

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Sources of Impact	Objectives	Policies and Targets	Indicators	Actions
Travel by Rapport staff and event crew	<p>To minimise carbon emissions and other impacts by avoiding unnecessary business travel.</p> <p>To minimise the impact of necessary staff business travel by maximising the use of public transport, walking or cycling.</p> <p>To offset the residual carbon emissions from business travel.</p>	<p>80% of all journeys to work by staff by public transport, walking or cycling (or electric vehicles).</p> <p>90% of the number of journeys and 80% of the distance of journeys by staff on company business by public transport, walking or cycling.</p> <p>Consider the option for train travel to mainland Europe (if practicable).</p> <p>Reduce year on year the total carbon emissions from Rapport travel per full time equivalent (FTE) and £ turnover.</p> <p>Increase year on year the proportion of replacements to out of office meetings (e.g. teleconference, video conference and web cam) compared with the total number of meetings.</p>	<p>Number of business journeys by mode/distance travelled by mode per annum. The ratio of distance (km) travelled by train to distance travelled by air (km).</p> <p>Total carbon dioxide emissions from Rapport travel and average per FTE and £ turnover.</p> <p>Amount of carbon emissions offset per annum.</p> <p>Number of replacements to out of office meetings (e.g. teleconference, video conference and web cam) per annum.</p>	<p>Record all lengths of business travel by mode and calculate emissions/warming potential.</p> <p>Record the number of out of office meetings and alternatives (teleconference/video conference/web cam) where it is a replacement for meetings.</p> <p>Offset all travel where carbon emissions have been emitted.</p> <p>Develop a target for reducing carbon emissions from air travel per full time equivalent (FTE) and turnover per year.</p> <p>Investigate becoming carbon neutral.</p> <p>Produce advice for employees.</p>
Events	<p>To minimise energy consumption and carbon emissions at each of our events.</p> <p>To educate suppliers and venues (where necessary) to adhere to environmental policies.</p>	<p>Ensure all venues and third parties are aware of our sustainability policy at the outset.</p> <p>Discuss with third parties sustainable alternatives to initial suggestions.</p> <p>Advise clients of environmental impacts of their choices and steer them towards a beneficial solution.</p>	<p>Reduced carbon emissions from events.</p> <p>A seamless event organising process where environmental factors are seamlessly integrated with the management processes.</p>	<p>Consider carbon off-setting as part of our management fee if certain venues are not able to comply with our high sustainability standards.</p>
Office energy consumption	<p>To minimise energy consumption.</p> <p>To minimise the impact of the energy used by supporting renewable energy sources.</p>	<p>As office equipment is replaced, purchase the most energy efficient equipment when compared with alternatives of a similar cost and performance.</p> <p>Maximise the proportion of electricity used from renewable energy sources, whilst also supporting investment in new renewable energy schemes.</p>	<p>Total carbon dioxide emissions from Rapport office energy use and average per FTE and £ turnover.</p> <p>Total Rapport office energy use and average per FTE and £ turnover.</p> <p>*As we are in a managed office within a larger building, we need to liaise with the building manager to find out if this is possible.</p>	<p>Ensure computer equipment is set to go to standby when left for a short period and equipment turned off at night and weekends where practical.</p> <p>Produce advice for employees.</p>
Paper	<p>To minimise paper use.</p> <p>To minimise the impacts of producing the paper used.</p>	<p>Total paper consumption per FTE will not increase.</p> <p>All direct paper consumption will be on 100% recycled paper.</p> <p>50% of paper consumption through print orders will be on recycled paper.</p> <p>All new printers to be capable of duplex printing.</p>	<p>Total direct paper consumption and average per FTE and £ turnover.</p>	<p>Baseline for monitoring paper use to be established and paper use monitored.</p> <p>Produce advice for employees.</p>
Waste generation	<p>To minimise the amount of waste generated.</p> <p>To maximise the proportion of waste recycled.</p>	<p>All waste office paper and toner cartridges will be recycled.</p> <p>All glass, cans and plastic bottles will be recycled.</p> <p>All redundant office equipment will be sold or donated for reuse or recycled.</p> <p>As office equipment is replaced, purchase the most resource efficient equipment (e.g. toner, etc) compared with alternatives of a similar cost and performance.</p>	<p>Annual report to be generated by the BandM Waste as to the amount of waste recycled per annum from Ducie House.</p>	
Working environment	<p>To reduce the impact of emissions/toxins from office equipment.</p>			<p>Create a healthy working environment – including having plants in the office.</p>
Consumption of other products	<p>To reduce the impact of beverages purchased and to support fairtrade.</p> <p>To reduce the impact of products purchased (including product miles).</p>	<p>100% of tea and coffee purchased fairtrade.</p> <p>All waste bags to be made from recycled and/or biodegradable plastic.</p> <p>Use re-used office equipment where practical.</p>		
Local community	<p>To support local businesses and contribute to our local community and the environment.</p>	<p>Purchase products and use suppliers locally wherever practical.</p> <p>One day's voluntary work by every employee per year.</p>	<p>Number of person days of voluntary work undertaken per year.</p>	