

## ENVIRONMENTAL STATEMENT

Absolute Corporate Events Ltd is committed to minimising both our industry's and our own company's impact on the environment. Through participation in the HBAA (Hotel Booking Agents Association) we want to promote and support environmental awareness and industry wide strategies through suppliers, agents and corporate clients. The objective is to minimise consumption of raw materials and promote and increase the recycling of those materials used.

### Introduction to the ACE Environmental Management Policy

Summary of how we intend to implement and execute our policy in order to deliver real improvements in environmental performance.

*It is our policy to manage our obligations to the environment in a responsible manner and to develop our business to meet the needs of the country's trade in a way which has due regard for sustainable development both for our business and for the environment. This will involve campaigns to raise awareness of environmental issues, along with targeted training to ensure competence of staff.*

As part of this policy we aim to:

- Manage our operations so as to be economically and environmentally sustainable. This involves not only complying with relevant legislation, but also adopting best practice and introducing robust environmental management mechanisms.
- Identify, understand and prioritise the environmental risks inherent in our business, allocating the necessary resources to ensure that these risks are managed effectively and economically.
- Continue to give primary emphasis to our statutory duties to protect the environment
- Promote a culture within the organisation whereby responsibility for positive environmental management is embraced by each individual, whatever their role or position.
- Use science and information to help us to understand the environment and its needs when making decisions which affect the environment.
- Ensure that pollution prevention is a major consideration in all operational activity.
- Build on the environmental management we have achieved through a process of continuous improvement.



## Current Activities

Absolute Corporate Events' current activities to reduce consumption and recycle include:

- developing an environmental compliance system that ensures compliance with applicable environmental laws and regulations;

We will always conform with and where possible exceed all the relevant current British and European legislation.

- implementing processes to ensure awareness of and compliance with changing environmental regulations;
- Encourage venues and hotels to adopt CSR policies and work closely with those who do.
- Make it a condition of booking that venues supply locally produced and sourced catering and supplies wherever possible.
- All suppliers will have a written environmental policy, which demonstrates that they have identified all the key impacts of their products' life cycle and (where applicable - factory operations). Suppliers must be actively committed to addressing them and be able to demonstrate real achievement.
- Encourage the delivery of tender documents electronically, either by email or supplied on CD / USB.
- Promoting the event invitation and confirmation process to be done electronically by offering ways of making methods more cost effective for the client, and easy to use by the delegate.
- Offering various methods of supplying materials at events.
- Obtaining feedback electronically from delegates – during and after events.
- Assisting with delegate gifts – e.g. recycled cloth bags from Fair Trade companies instead of the normal corporate laptop bags made from nylon and manufactured in high volume by those below the poverty line.

Everyone at ACE is responsible for ensuring that their actions do not compromise the environmental policy. They must be aware of what their responsibilities are and held accountable for them.

## **Future Activities for Consideration**

To achieve continuous improvement future activities to be considered and developed include:

- Working with suppliers to understand, promote and improve their own Environmental policies. This is particularly important with hotels as their consumption of energy and raw materials are significant.
- Explore environmentally friendly solutions for client offerings from recycling badges through to carbon offsetting for a whole event.
- Develop a full Corporate Social Responsibility Policy which encompasses continuous improvement in our approach to the environment.

## **CORPORATE SOCIAL RESPONSIBILITY**

Absolute Corporate Events believes in conducting business in a manner which achieves sustainable growth whilst demonstrating a high degree of social responsibility. We believe that this approach creates a source of competitive advantage for our business.

Our responsibility encompasses interaction with:

- Our marketplace
- Our environment
- Our community and
- Our people

Demonstrating our commitment to Corporate Social Responsibility is a journey, in the course of which we aim to align our business values, purpose and strategy with the social and economic needs of our stakeholders, whilst embedding responsible and ethical business policies and practices into everything we do.

By working together and embracing CSR, Absolute Corporate Events opens doors to new markets, opportunities and relationships, increasing competitiveness and profitability and demonstrating our continued commitment to sustainable development.

Absolute Corporate Events is committed to the following CSR principles:

- We manage the business with pride and integrity
- We are committed to full legal compliance in all that we do
- We aim to provide a safe, fulfilling and rewarding career for all our employees
- We actively assess and manage the environmental impacts of all our operations
- We will further develop our standing as a responsible business in the community
- We will benchmark and evaluate what we do in order to constantly improve our competitive edge in the Marketplace
- We will continually benchmark and evaluate what we do in order to improve our CSR performance



## **In Summary...**

### **Environmental Responsibility**

We will consider the obligations we have to our surroundings, from local to global

### **Human Rights**

We will honour and observe and not exploit fundamental human entitlements

### **Equality and Diversity**

In our purchasing activities we will commit to improve our organisation's performance in relation to fairness to all

### **Corporate Governance**

Our system of internal and external reporting and responsibility matches our espoused values

### **Sustainability**

We will proactively promote sustainable practices and products throughout the supply chain without jeopardising future security

### **Ethics and Ethical Trading**

All our purchasing activities will be transacted with due regard to the needs and challenges of all involved parties

## **EQUAL OPPORTUNITIES AND DIGNITY AT WORK**

### **Policy statement**

Absolute Corporate Events Ltd. is an equal opportunity employer and is fully committed to a policy of treating all its employees and job applicants equally.

ACE is committed to eliminating discrimination and encouraging diversity amongst our workforce. Our aim is that our workforce will be truly representative of all sections of society and each employee feels respected and able to give of their best.

To that end the purpose of this policy is to provide equality and fairness for all in our employment and not to discriminate on grounds of gender, marital status, race, ethnic origin, colour, nationality, national origin, disability, sexual orientation, religion or age.

We oppose all forms of unlawful and unfair discrimination. All employees, whether part-time, full-time or temporary, will be treated fairly and with respect. Selection for employment, promotion, training or any other benefit will be on the basis of aptitude and ability. All employees will be helped and encouraged to develop their full potential and the talents and resources of the workforce will be fully utilised to maximise the efficiency of the organisation.

Our commitment:

- To create an environment in which individual differences and the contributions of all our staff are recognised and valued.
- Every employee is entitled to a working environment that promotes dignity and respect to all. No form of intimidation, bullying or harassment will be tolerated.
- Training, development and progression opportunities are available to all staff.
- Equality in the workplace is good management practice and makes sound business sense.
- We will review all our employment practices and procedures to ensure fairness.
- Breaches of our equality policy will be regarded as misconduct and could lead to disciplinary proceedings.
- This policy is fully supported by and has been agreed with Senior Management.
- The policy will be monitored and reviewed annually.

Employees have a duty to co-operate with the Company to ensure that this policy is effective in ensuring equal opportunities and in preventing discrimination or harassment. Employees should also bear in mind that they can be held personally liable as well as, or instead of, the Company for any act of unlawful discrimination.

Employees should draw the attention of their line manager to suspected discriminatory acts or practices or suspected cases of harassment. Employees must not victimise or retaliate against an employee who has made allegations or complaints of discrimination or harassment or who has provided information about such discrimination or harassment. Such behaviour will be treated as potential gross misconduct in accordance with the Company's disciplinary procedure.

## **Recruitment, advertising and selection**

The recruitment process will be conducted in such a way as to result in the selection of the most suitable person for the job in terms of experience, abilities and qualifications. The Company is committed to applying its equal opportunities policy statement at all stages of recruitment and selection.

Advertisements will encourage applications from all suitably qualified and experienced people. When advertising job vacancies, in order to attract applications from all sections of the community, the Company will, as far as reasonably practicable undertake a form of monitoring to gather information on sexual orientation, religion and belief and gender identity

Where vacancies may be filled by promotion or transfer, they will be published to all eligible employees in such a way that they do not restrict applications from employees of any particular gender, sexual orientation, religion or racial group or from employees with a disability.

Ace agrees to:

- Advertise widely to attract a diverse workforce
- Publish recruitment results internally where appropriate – to help promote transparency
- Maintain confidentiality – individuals will not be identified
- Offer work experience opportunities or mentoring for students
- Work with community groups and arrange local sponsorships.
- Ensure that the setting of age limits as a criterion of any specific job is justifiable.

The selection process will be carried out consistently for all jobs at all levels. All applications will be processed in the same way. The staff responsible for short-listing, interviewing and selecting candidates will be clearly informed of the selection criteria and of the need for their consistent application. Wherever possible, all applicants will be interviewed by at least two interviewers and all questions asked of the applicants will relate to the requirements of the job. The selection of new staff will be based on the job requirements and the individual's suitability and ability to do, or to train for, the job in question.

With disabled job applicants, the Company will have regard to its duty to make reasonable adjustments to work arrangements or to work premises in order to ensure that the disabled person is not placed at a substantial disadvantage in comparison with persons who are not disabled.

## **Training and promotion**

The Company will train all line managers in the Company's policy on equal opportunities and in helping them identify discriminatory acts or practices or acts of harassment or bullying. Line managers will be responsible for ensuring they actively promote equal opportunity within the departments for which they are responsible.

The Company will also provide training to all employees to help them understand their rights and responsibilities in relation to dignity at work and what they can do to create a work environment free of bullying and harassment.

Where a promotional system is in operation, it will not be discriminatory and it will be checked from time to time to assess how it is working in practice. When a group of workers predominantly of one race, religion, sex or sexual orientation or a worker with a disability appears to be excluded from access to promotion and training and to other benefits, the promotional system will be reviewed to ensure there is no unlawful discrimination.

### **Terms of employment, benefits, facilities and services**

All terms of employment, benefits, facilities and service will be reviewed from time to time, in order to ensure that there is no unlawful discrimination on the grounds of race, colour, ethnic origin, nationality, national origin, religion or belief, sex, sexual orientation, marital status, age or disability.

### **Equal pay**

The Company is committed to equal pay in employment. It believes its male and female employees should receive equal pay for like work, work rated as equivalent or work of equal value. In order to achieve this, the Company will endeavour to maintain a pay system that is transparent, free from bias and based on objective criteria.

### **Harassment**

It is against the Company's policy for any employee, male or female, to sexually harass another employee or to harass him or her on the grounds of actual or perceived sexual orientation. It is also against the Company's policy for any employee to harass another employee on the grounds of his or her race, colour, ethnic origin, nationality, national origin, religion or belief, age or disability. Harassment occurs where a person engages in unwanted conduct which has the purpose or effect of violating the other's dignity at work or creating an intimidating, hostile, degrading, humiliating or offensive work environment for the other person.

Sexual harassment includes, but is not limited to, unwelcome sexual advances, requests for sexual favours, engaging in other unwelcome verbal or physical conduct of a sexual nature, subjection to obscene or other suggestive comments, and sexual jokes or pictures. Racial harassment includes, but is not limited to, engaging in unwelcome verbal or physical conduct of a racial nature, subjection to racist comments, and racist jokes or pictures. Harassment may comprise intentional bullying which is obvious or violent but it can also be unintentional or subtle, such as the use of nicknames or teasing. It is for the complainant to decide for him or herself what they regard as offensive.

## Reporting complaints

All allegations of discrimination or harassment will be dealt with seriously, confidentially and speedily. The Company will not ignore or treat lightly grievances or complaints of discrimination or harassment from members of a particular sex, sexual orientation, religion or racial group or from employees who are disabled.

With cases of harassment, while the Company encourages employees who believe they are being harassed to notify the offender (by words or by conduct) that his or her behaviour is unwelcome, the Company also recognises that actual or perceived power and status disparities may make such confrontation impractical.

Any employee who is found to have discriminated against or harassed another employee in violation of this policy will be subject to disciplinary action under the Company's disciplinary procedure. Such behaviour may be treated as gross misconduct and could render the employee liable to summary dismissal. In addition, line managers who had knowledge that such discrimination or harassment had occurred in their departments but who had taken no action to eliminate it will also be subject to disciplinary action under the Company's disciplinary procedure.

## Monitoring equal opportunity and dignity at work

The Company will regularly monitor (by issuing a monitoring form and collating the results), the effects of selection decisions and personnel and pay practices and procedures in order to assess whether equal opportunity and dignity at work are being achieved. This will also involve considering any possible indirectly discriminatory effects of its working practices.

## QUALITY MANAGEMENT STATEMENT

Absolute Corporate Events took the decision to pursue the Investors In People (IIP) award before a quality assurance accreditation as the value in our service offering is based on our people as much as the consistency of our approach. As a company we work hard to ensure we minimise staff turnover as much as possible to maintain the expertise gained in the company as well as give continuity in account management for our clients.

In order to ensure our experienced and well qualified staff work consistently to our high standards, Absolute Corporate Events have developed standard processes for all financial and event management elements including consistent documentation such as templates for budgets, proposals, Client Project Acceptance Form, Project Change Forms, Event Timeline and Logistics schedule for pre event and on site management as well as reconciliations.

We also conduct client and supplier event de-briefs to understand and agree areas for improvement for future delivery on all sides. Each and every one of our clients works in different ways and needs different products and services from us; by maintaining a flexible approach supported by our core fundamental procedures, we can accommodate their needs at every step of the planning and delivery process. Absolute Corporate Events takes quality control very seriously. We perform regular quality checks on all aspects of our project work, and maintain regular dialogue with our clients, encouraging positive and constructive feedback, to ensure total customer satisfaction. When very occasionally minor issues are identified, procedures are revised to ensure problems are resolved.

