

eventcorp



■ Conference, Incentive & Event Architecture



Eventcorp Service Booklet D
Your Guide to Eventcorp Environmental Policy



Eventcorp Environmental Policy

'Greening' our offices makes good business sense. Simply put, the less we use, the less we pay for. Also, we recognise the growing need for organisation to work with companies that take environmental impact seriously. Eventcorp is a responsible and forward looking organisation, and takes pride in a commitment to sustainable practice. Whilst we are a small business we do what we can to be as green as we can.

'Greening' our office involves:

- Recommending carbon neutral strategies for our clients events
- Reducing resources consumed/waste produced
- Reducing the amount of water and energy consumed and pollution produced
- Buying goods and services which minimise environmental impacts
- Increasing the amount of waste we recycle or re-use
- Promoting the efficient use of transport for commuting and business travel

Guidelines

The guidelines that Eventcorp follow on an individual, as well as organisational level, are outlined below.

Paper Policy

Paper is perhaps the most obvious area within which we can reduce waste in the office. In order to do this, we encourage and use best practice procedures:

- Always use both sides of paper. Set printers and photocopiers to copy double-sided as default.
- Re-use stationery for internal document management
- Use designated containers to collect part-used waste paper. This can then be fed back through faxes/printers, be made into notepads or used for rough working
- Shred confidential material and use as packing material in the office or send for recycling
- Send all other used paper for recycling where possible
- Reduce the circulation of printed documents by using email wherever possible, or attaching a circulation list to single copies
- Use waste paper assembled into notepads, rather than 'Post-it' notes
- Use a central stationery facility in order to avoid duplication of orders

Energy Policy

Office equipment is the fastest growing user of energy in the business world. Electricity consumption by office equipment represents twenty-five per cent of the total electrical energy used in offices, and places a significant cost on the organisation as well as on the environment.

Additionally, the limited life of most office equipment means that much waste is generated when this equipment becomes obsolete. Heating/cooling and lighting accounts for the rest of the electrical energy used in most offices, but simple steps can dramatically reduce the amount of energy used.

The key to cutting the amount of energy used in an office is good management. In some cases, energy costs can be reduced by more than half by adopting simple energy-saving measures. We have adopted the following environmentally friendly practices:

Heating and cooling

- Only use office cooling or heating when necessary
- Reduce office heating temperature where possible and appropriate
- Make sure that heating systems are switched off or reduced outside working hours
- Turn down thermostats instead of opening windows
- Maintain equipment properly
- Ensure that lights and other equipment are switched off when rooms are not in use.

IT equipment

- Ensure all users switch off office equipment when not in use, i.e. photocopier and computer monitors switched off overnight
- If PCs are left on all day, switch off the monitor when away from desks for long periods of time (i.e. during meetings, lunchtimes, etc.); the monitor alone consumes over two-thirds of the total amount of energy used by a PC
- Replacing conventional PC monitors with flat screens where possible; not only do they take up less desk space, they also use between twenty-five to sixty-five per cent less energy; flat screens also generate far less heat than conventional monitors

Lighting

- Make the most of natural light by keeping windows clean and free of obstructions
- Run banks of lighting units with reduced numbers of bulbs
- Take advantage of multiple lighting switches to only light up office areas in use

Water Policy

- Avoid washing crockery and cutlery under running taps
- Avoiding plants that require excessive watering

Procurement policy

In general, when procuring goods and services for the office, we aim to follow the principles below:

- When buying replacement equipment such as printers, photocopiers and fax machines, choose duplex models that will automatically print on both sides of the paper at sufficiently fast speeds (circa 32 pages per minute for photocopiers, and 17 for printers)
- Ensure that all machines have the capacity to handle recycled paper comprising one hundred per cent post-consumer waste
- Choose models which have low energy use and an energy saving facility
- Repair equipment before replacement, planning long-term maintenance needs for repairs, servicing and electrical appliance testing – this is done on an annual basis, thus extending the lifetime of office equipment
- Buying recycled goods, thus ‘closing the loop’ between buying new items, and recycling them. In this way the drain on our limited natural resources will be reduced. One good example of this is buying recycled paper (not just paper which is labelled ‘environmentally friendly’, which can mean anything). Many suppliers and printers now provide high grades of recycled paper suitable for most applications
- Choosing chlorine-free papers with a post-consumer waste content, rather than post-industrial mill waste to maximise environmental benefits. Asking suppliers to provide evidence of the ABCD rating of recycled paper to show the origin of the waste
- A large range of recycled stationery items is now widely available including fax paper, files, document wallets, flip chart pads and storage boxes

Recycling Policy

Up to seventy percent of office waste is recyclable. It is Eventcorp's policy to recycle the following:

- Plastic bottles & cans
- Paper & Cardboard
- Glass
- Ink / toner cart ridges
- PCs and PC peripherals
- Kitchen Waste

Transport Policy

Vehicle exhaust emissions are a major source of air pollution worldwide. Twenty-two percent of carbon dioxide, a major contributor to global warming, originates from transport. Emissions levels are dependent on vehicle technology and the state of maintenance of the vehicle. Other factors, such as driving style, driving conditions and ambient temperature also affect emissions.

Following are the green transport tips we recommend for our staff:

- Offset travel carbon emissions
- Use telephone conferencing for meetings, where possible
- Use public transport, where possible and practicable, for business travel
- Walk/cycle to work (cycling for fifteen minutes a day reduces the risk of heart attack by fifty per cent)
- Car share where possible

Following are the recommendations we make to our staff for improving the environmental performance of their vehicles:

- Plan ahead – choose uncongested routes, combine trips and car share
- Cold starts – drive off as soon as possible after starting
- Drive smoothly and efficiently – harsh acceleration and heavy braking have a very significant effect on fuel consumption – driving more smoothly saves fuel
- Slow down – driving at high speeds significantly increases fuel consumption
- Use higher gears, as soon as traffic conditions allow
- Switch off – sitting stationary is zero miles per gallon – switch off the engine whenever it is safe to do so
- Don't carry unnecessary weight – remove roof racks when not in use
- Regular servicing helps to keep the engine at best efficiency
- Make sure that tyres are inflated to the correct pressure for the vehicle
- Do not compromise safety, but be aware that the use of on-board electrical devices increases fuel consumption
- Check fuel consumption – it will help to get the most from the car; changes in fuel consumption may indicate a fault
- Use air-conditioning sparingly – running air-conditioning continuously will increase fuel consumption significantly.