



SUSTAINABILITY PLAN

aztec

October 2023

Aztec Event Services is committed to promoting sustainability. Concern for the environment and promoting a broader sustainability agenda are integral to Aztec's 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 Plan is based upon the following principles:

To comply with, or exceed where practicable, all applicable legislation, regulations and codes of practice.

To integrate sustainability considerations into all our business decisions.

To ensure that all our employees are fully aware of our Sustainability Policy and their responsibilities with regard 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 Sustainability Plan, and encourage them to adopt sound, sustainable management practices.

To review, annually report, and to continually strive to improve our sustainability performance.



PRACTICAL STEPS TOWARDS OUR SUSTAINABILITY PLAN

IN ORDER TO PUT THESE PRINCIPLES INTO PRACTICE WE WILL:

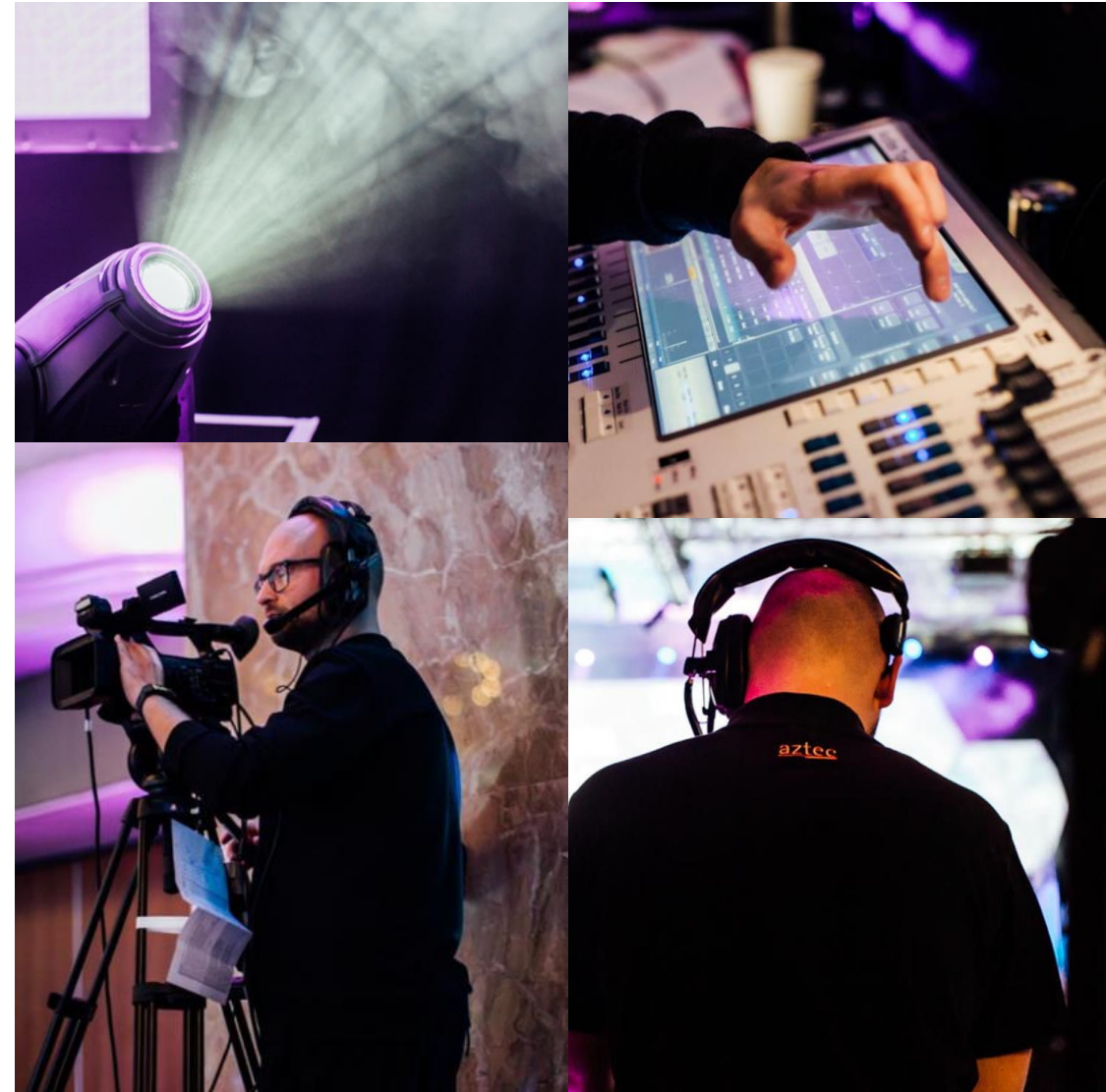
TRAVEL AND MEETINGS

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.

Include the full costs of more sustainable forms of transport in our financial proposals, rather than the least cost option which may involve travelling by car or air.

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.

Reduce the need for our staff to travel by supporting alternative working arrangements, including home working etc, and promote the use of public transport by locating our offices in accessible locations.





PURCHASE OF EQUIPMENT AND CONSUMPTION OF RESOURCES

When purchasing electrical hardware, ensure that we take into account the energy rating of the equipment and, whenever practical, select the most energy efficient equipment (taking into account use of consumables etc.). Minimise our use of paper and other office consumables, for example by double-siding 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. Reduce the energy consumption of office equipment by purchasing energy efficient equipment and good housekeeping. Wherever possible purchase ethical, recycled and/or local products and services.

WORKING PRACTICES AND ADVICE TO CLIENTS

Ensure that we take account of sustainability issues when advising and negotiating with clients. Include a copy of our Sustainability Policy in all our proposals to clients.

KNOWLEDGE IS POWER

We will use our resources wisely!
To identify and implement opportunities to use natural and finite resources better so that we use materials more innovatively and efficiently

| SOURCES OF IMPACT | OBJECTIVES | POLICIES AND TARGETS | ACTIONS | TARGET COMPLETION DATE |
|-----------------------|---|--|--|------------------------|
| TRAVEL BY AZTEC STAFF | To minimise carbon emissions and other impacts by avoiding unnecessary business travel | 80% of all journeys to work by staff by public transport, walking or cycling (or electric vehicles) 90% of the number of journeys and 80% of the distance of journeys by staff on company business by public transport, walking or cycling | Establishment of Enterprise homeworking package | Completed |
| | To minimise the impact of necessary business travel by maximising the use of public transport, walking or cycling | Reduce year on year the total carbon emissions from Aztec travel | Distribution of Enterprise merchandise to the staff | Completed |
| | To promote homeworking | Increase the year on year the proportion of virtual meetings compared with face to face meetings by using technology such as teleconference, video conference, etc. | Provision of 4 cycle stands through TfLs Take a Stand Challenge | Completed |
| | | | Provision of a pamphlet information stand | Completed |
| | | | Set up a salary sacrifice scheme to enable staff to purchase discount bikes and actively promote to staff | Completed |
| | | | Develop a homeworking policy and provide homeworking equipment (laptops, screens etc.) for employees who can perform their roles from home | Completed |
| | | | Management and monitoring of sustainable travel performance | Ongoing April 2024 |

HR

| SOURCES OF IMPACT | OBJECTIVES | POLICIES AND TARGETS | ACTIONS | TARGET COMPLETION DATE |
|--------------------|---|--|---|-----------------------------------|
| BUSINESS TRANSPORT | To reduce fuel consumption of vehicles | All staff will drive company vehicles more efficiently to achieve 10% improvement in miles per litre | Train all staff to drive vehicles more economically | Completed with regular refreshers |
| | To minimise carbon footprint by using alternative fuels | Traditional fuel consumption will drop by 80% | Purchase a bunded fuel tank and introduce biodiesel for use in all company vehicles | Completed |
| | | | Install speed limiters on all company vans and trucks | Completed |
| | | | Use couriers (rather than empty company vans) for smaller deliveries and hired trucks (rather than multiple vans) for volume work | Completed |
| | | | | |
| PAPER | To minimise paper use | Total paper consumption will not increase | Review business systems and switch to paperless systems for quoting through to invoice generation | Completed |
| | To minimise the impact of producing the paper used | All direct paper consumption will be on 100% recycled paper | Purchase 100% recycled paper for all general paper usage (including Aztec letterhead) | Completed |
| | | 50% of paper consumption through print orders will be on recycled paper | Re-use all paper so that both sides are printed on whenever possible | Completed |
| | | All new printers to be capable of duplex printing | Recycle all waste paper and paper/card products | Completed |
| | | | All toilet tissue from renewable sources | |

| SOURCES OF IMPACT | OBJECTIVES | POLICIES AND TARGETS | ACTIONS | TARGET COMPLETION DATE |
|--------------------|--|---|--|-------------------------|
| ENERGY CONSUMPTION | To minimise energy consumption | Wherever possible lighting to use low energy bulbs | Produce advice for employees | Completed |
| | Offset energy consumption that is unavoidable by the very nature of our work | All non-essential equipment to be powered off when not in use | Ensure computer equipment is set to go to standby when left for a short period and equipment turned off at night | Completed |
| | | | Fit sensors/timers where appropriate and safe | Completed |
| | | As office equipment is replaced, purchase the most energy efficient equipment when compared with alternatives of a similar cost and performance | Turn down thermostats and fit tamper proof thermostat locks. | Completed |
| | | | Monitor electricity consumption through simple spreadsheets | Ongoing Operations 2024 |
| | | | Remove all portable electric heaters from office, fit individual timers to office fixed wall heaters as well as a central timer that overrides individual timer settings | Completed |
| | | | Fit movement detectors to all lighting | Completed |
| | | | Commission a TM44 Air Conditioning Energy Inspection | Completed |
| | | | | |

| SOURCES OF IMPACT | OBJECTIVES | POLICIES AND TARGETS | ACTIONS | TARGET COMPLETION DATE |
|-------------------|--|---|---|--------------------------------|
| WASTE GENERATION | To minimise the amount of waste generated | All waste office paper and toner cartridges will be recycled | Organise bins in all areas of the business premises for collection of standard recyclable products (paper, glass, tin, plastic) and combine recycling with waste collection | Completed |
| | To maximise the proportion of waste recycled | All glass, cans and plastic bottles will be recycled | | |
| | | All redundant office and hire equipment and other consumables (e.g. felt) will be sold, upcycled or recycled | Arrange contractor regarding collection for recycling of other products ((e.g. batteries, aerosols, hazardous products, waste electrical items etc.) | Completed |
| | | As office equipment is replaced, purchase the most resource efficient equipment (e.g. toner waste etc) compared with alternatives of a similar cost and performance | Train staff in use of recycling bins including bringing back items consumed on site for recycling (e.g. batteries) | Completed |
| | | | Resell/donate all decommissioned office and hire stock equipment via charity and community recycling and upcycling routes. | Ongoing Operations April 2024 |
| | | | All waste felt will be donated to local schools and Cubs/Brownies or community craft centres | Ongoing Procurement April 2024 |
| | | | Train staff in adopting the waste hierarchy of controls and completion of Waste Transfer Notes | Ongoing Operations April 2024 |

| SOURCES OF IMPACT | OBJECTIVES | POLICIES AND TARGETS | ACTIONS | TARGET COMPLETION DATE AND BY WHOM |
|-------------------------------|---|---|--|------------------------------------|
| WATER USE | To minimise office water use | As equipment is replaced, purchase the most water efficient equipment when compared with alternatives of a similar cost and performance | Educate staff while training to be more “Water aware”. | Completed with regular refreshers |
| | | | Fit push taps, Fit sensors/timers where appropriate. | Completed |
| | | | Install “Hippos” or similar in all toilets. | Completed |
| | | | All crockery in staff canteen cleaned | Ongoing Finance |
| WORKING ENVIRONMENT | To reduce the impact of emissions / toxins from office equipment | Create a healthy working environment | Purchase plants in the office | Completed |
| | | | Train staff to switch off screens and other electrical equipment when not in use or not required | Completed with regular refreshers |
| CONSUMPTION OF OTHER PRODUCTS | To reduce the impact of beverages purchased and to support Fairtrade | Purchase ethically sound, recycled and locally sourced products whenever possible | Purchase all waste bags to be made from recycled and / or biodegradable plastic | Completed |
| | To reduce the impact of products purchased (inc. product distribution distance) | | Use re-used office equipment (e.g. recycled toners) where practical | Ongoing Procurement April 2024 |
| | | | Identify local suppliers of goods and services | Completed |

| SOURCES OF IMPACT | OBJECTIVES | POLICIES AND TARGETS | ACTIONS HOW OBJECTIVE WILL BE MEASURED | TARGET COMPLETION DATE AND BY WHOM |
|------------------------------|------------------------------------|---|---|---|
| SUSTAINABILITY EDUCATION | Staff training | Provide staff training to empower individuals to influence others | Monthly meetings are held when sustainable training is made a subject to discuss | Ongoing Sustainability committee April 2024 |
| SUSTAINABLE MATERIALS | Reduce the use of single use items | Procumbent to review incoming consumables and equipment | By reviewing the purchase each month | Ongoing Procurement April 2024 |
| RENEWABLE ENERGY ADOPTION | Energy provider review | To ensure only 100% renewable electricity is purchased | Contract is due every two years, when this next comes up we will ensure we only use 100% renewable electracry | Ongoing Operations July 2024 |
| WASTE REDUCTION | Zero to landfill | All generated waste is zero to landfill | Upon waste being generated all personal are made aware though communication where waste should be disposed of | Ongoing Warehouse & procurement April 2024 |

**“ OUR GOAL IS TO INSPIRE STAKEHOLDERS WITHIN THE EVENTS INDUSTRY
TO HEIGHTEN AWARENESS OF SUSTAINABILITY ”**

STEVE COLESELL | OPERATIONS DIRECTOR

sustainability@aztecuk.com

+44 (0)20 7803 4000





**WE WILL CONTINUE INVESTING IN
NEW TECHNOLOGY TO SUPPORT OUR SUSTAINABILITY
PLANS WITHIN THE EVENTS INDUSTRY AND PUT
QUALITY OF SERVICE AND ECO-FRIENDLY EVENTS
ABOVE ALL ELSE. ”**

JOHN ROBSON | MANAGING DIRECTOR

sustainability@aztecuk.com

+44 (0)20 7803 4000



CARBON REDUCTION JOURNEY

Our strategy for carbon reduction is an internal document, designed by our employees. We want to work with our clients and supply chain to innovate and, in time, eliminate the events industry's carbon footprint. Our hope is that we all collaborate to tackle climate change.

PLAN REVIEW

The Managing Director shall review and update this Sustainability Plan whenever necessary and as a minimum will review its contents annually.



aztec

AZTEC EVENT SERVICES LIMITED

Unit B, Davis Road Industrial Park, Davis Road, Chessington,
Surrey, KT9 1TQ

T +44 (0)20 7803 4000

E sustainability@aztecuk.com W

www.aztecuk.com