



# SUSTAINABILITY POLICY

This document encompasses the Company's Sustainability Policy along with a detailed ESG policy, Roadmap, Carbon Measuring, and our collaboration with the 17 UN SDGs.



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# ONE YEAR ROADMAP

- Gold Winner at Greengage Insights Awards 2024.
- Measure of carbon footprint and start our carbon reduction to net zero by 2030 commencing in Q2 2024.
- Roll out Internal and Client Sustainability Packs with information on how we can support our clients with their goals.
- Encourage learning and development within the team around social sustainability.
- Sign up to Science-based targets in Q3 2024.
- We are excited to begin our ECO Vardis journey in Q4 2024.

## Looking to the future...

We are delighted to be on track to be Carbon Net Zero by 2030.



## OUR COMMITTEE

Our committee is turning their focus to look at the bigger picture. They are looking to provide insight into exactly how our dedication to sustainable development relates to global objectives, such as the UN Sustainable Development Goals. These goals allow the team to measure areas of strengths and development to create an inclusive and encompassing policy.



1st row from left to right: Lucy Mitchell, Emma Tills, Cristina Dominguez, Claire Ullah  
2nd row from left to right: Casey Messina, Jill Dunlop, Trudi Wagner, Amber Beadle

# OUR GREEN POLICY

We are committed to sustainable development. We are also dedicated to supporting and meeting the needs of our clients' sustainability and ESG objectives as a guiding principle within our business. Our overall aim is to reduce the impact on the environment from our operations by working smarter when delivering our day-to-day business.

We aim to promote sustainability governance within all aspects of our business with a target of being Carbon Net Zero by 2030.

Through our work, aim to encourage wider sustainability across our industry and into our supply chain by promoting a range of greener options to our clients. We assess the environmental impacts of our operations and set objectives and targets in order to improve our environmental performance.

We regularly review these targets.

- Promote responsibility for the environment within the organisation and communicate and implement this policy at all levels within the workforce.
- Reduce the consumption of energy and water throughout the business and our events.
  - Minimise waste by reducing, reusing, and recycling methods.
- Comply with all relevant environmental, social, and governance legislation as and when they are released.
- Ensure that our policies and services are developed in a way that is complimentary to this policy.
- Encourage our partners to commit to a sustainable development philosophy and ensure they are aware of what we, as a Company, are doing to be sustainable.
- Identify and provide appropriate training, advice and information for staff and encourage them to develop new ideas and initiatives regarding sustainability. This cohesiveness across the Company is integral to our successful sustainability policy.
  - Provide appropriate time and resources to meet the commitments of this policy.
  - Promote and encourage involvement in local environmental initiatives and schemes around our offices and studios.
- Raise awareness of eco-friendly venues available to book through our online booking portals. We have thousands of venues available who pledge to combat adverse affects on the environment, including offering plant-based menus.



Our London Production Studio

# ENVIRONMENTAL POLICY

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- We reduce our emissions from the events we plan by reducing transport options. We encourage delegates to take public transport to reduce the CO2 emissions from our events. Venues in close proximity to public transport links are preferred for us.
- Our collaboration with the UN Sustainable Development Goals (SDGs) means we are looking at the bigger picture with our policy and ensuring every measure we take adheres to a further objective.
- veSpace's Sustainability Committee oversees the Company's sustainable actions and meets regularly to update relevant documents and share new ideas. The Committee is ever-expanding and all members are fully committed to ensuring veSpace is a front-runner in sustainable practices in the industry.
- We continually work on becoming energy efficient and using renewable resources in every aspect of our operations. We have already significantly reduced printing in our offices, implemented LED lighting, and plan on utilising renewable energy.
- We strongly encourage plant-based menus at our events. Vegan produce is an easy way to reduce the volume of methane and other greenhouse gases released into the atmosphere through livestock farms. What's more, locally-produced, plant-based ingredients will cut emissions on transportation.

# SOCIAL POLICY

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- Our HR department continually considers our Diversity and Inclusion Statement and Equality and Diversity Policy. We seek to continue to develop a work environment where we treat all employees as individuals, fairly and in a consistent way. We work within the spirit and the practice of the Equality Act 2010 by promoting a culture of respect and dignity and actively challenging discrimination, should it ever arise. We will remove unnecessary barriers for our employees seeking opportunities through training and development, promotion, and career planning.
- Members of our team are trained in ISO2700. The overriding objective of our information management system is to protect the systems and data that the Company uses against deliberate internal and external threats, to minimise the risk of damage to the data and systems used by the Company, to prevent unauthorised access or use of the data that belongs to the Company, its clients and staff and to ensure the availability the systems critical to the operation of the Company.
- At veSpace, our team carries out lots of volunteering and community help. We've done various activities including beach cleaning, fundraising events, sponsored activities, and so on. We are heavily involved with Meeting Needs charity, with our CSO Chris Parnham chairing the charity and some of our team fundraising for them.
- We support good Human Rights and Labour Standards across the business and ensure our staff are aware of the standards and policies we have in place.

# GOVERNANCE POLICY

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- Our Sustainability Committee regularly update our sustainability documents to ensure they comply with all relevant legislation. We are proactive in ensuring our policies are ahead of regulations and keep up with the current needs of our clients.
- We are lawful and entirely adhere to Corporate Governance and Board Practices. Our Board is diverse with a range of individuals with fresh ideas and perspectives to mitigate conflicts of interest.
- Bribery is illegal under international law. We do not participate in bribery, corruption, or money laundering in our operations and we ensure our clients do not either.
- It is a criminal offense to fail to prevent the facilitation of either a UK or foreign tax evasion offense and we ensure we are lawful in our Tax practices.
- veSpace International Limited will maintain the confidentiality, integrity, and availability of the information, electronic and hardcopy, that it holds and processes, by operating an Information Security Management System that meets the requirements of all interested parties, ISO27001: 2013, and the Data Protection Act 2018.
- We regularly update our Equality and Diversity Policy, as a growing business, we are proud to offer equality to all from recruitment to promotions.

# CARBON MEASURING

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From 2024, we will be using Smart Carbon to measure our carbon emissions. We are predominantly interested in Scope 1, 2, and 3 emissions. Once we begin to measure, we will analyse the results and start to plan future targets. We will continue to set achievable and measurable goals up to 2030 where we aim to be Carbon Net Zero.

Smart Carbon helps organisations to understand and calculate their carbon footprint. With Smart Carbon's guidance, we will learn about the fundamentals of climate change, calculate and report our carbon footprint, and act upon our carbon net-zero targets.

We use EVENTsmart to measure specific client events and identify areas of improvement. We can predict and forecast carbon emissions and either mitigate or offset them in advance of the event.

# Let us help make your meetings and events sustainable

veSpace has partnered with Greengage Solutions to launch a new sustainable initiative for clients - EVENTsmart.

EVENTsmart is a carbon calculator powered by Smart Carbon that measures multiple emissions of an event.



## HOW WILL EVENTSMART SUPPORT YOUR BUSINESS?






EVENTsmart aims to support you with their carbon offsetting.

By using EVENTsmart, you will receive emissions data reports displaying offset requirements that can be supplied to Companies House as part of your annual financial reporting.

Data collected for the reports include:

- |  |   |
|--|---|
|  Travel          |  Accommodation |
|  Meeting space   |  Catering      |
|  Electric & gas  |  Water usage   |
|  Event materials |  General waste |

## Benefits include:

-  A complete understanding of your event's carbon foot print.
-  How your choices influence the environmental impact of your event.
-  What can you do about it? What carbon offsetting is available?
-  A consultant to help you understand your results and where to make changes.
-  The ability to elevate and promote your sustainability profile.

## WHAT IS 1 TONNE OF CO2 EQUIVALENT TO?

500 x CO2 fire extinguishers

 The average emissions of one passenger on a return flight from Paris to New York

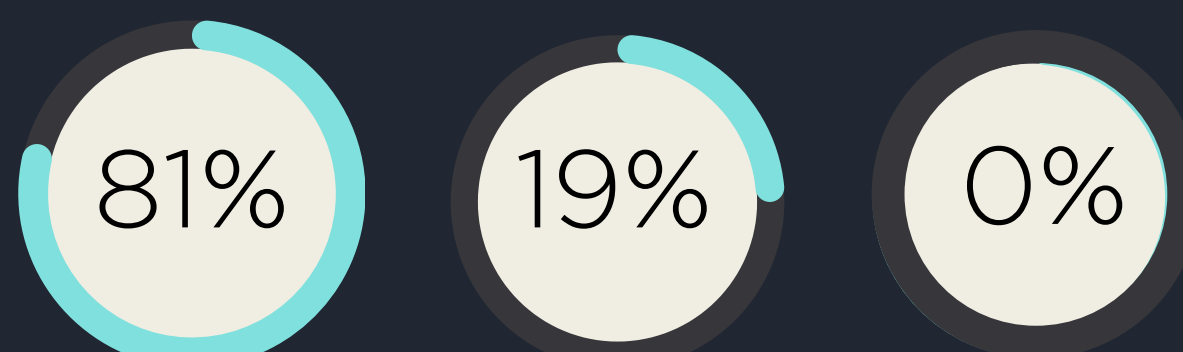
 Driving 6000km in a diesel car

 121,643 smartphones charged

 1 x 500m3 hot air balloon

 25 million plastic straws

## HOW IMPORTANT IS SUSTAINABILITY FOR BUSINESS PLANNING?



2021 Greengage survey

# COLLABORATING WITH UN SDGS

## 3 GOOD HEALTH AND WELL-BEING



### GOOD HEALTH AND WELLBEING

As a business, we have a Wellness Committee that looks out for and supports employees with their mental and physical well-being. We provide an anonymous platform that people can reach out to if they feel they can't express their needs to a person. They hold regular activities and catch-ups to boost morale and promote teamwork.

→ We aim to broaden the services of our Wellness Committee to provide physical health information sessions to ensure good health and well-being among staff.

## 8 DECENT WORK AND ECONOMIC GROWTH



### DECENT WORK AND ECONOMIC GROWTH

We provide an equal working environment for all genders, abilities, and ages. We are proud to pay our team equally, based fairly on experience. We have played our part in Goal 8.6 to reduce the proportion of youths not in education, employment, or training, through hiring placement students from university and offering apprenticeships where we can.

→ As we continue to expand our team, we will continue to provide an equal working environment and hiring process. Also, our HR department will continue to regularly update our Diversity & Inclusion policy.

## 11 SUSTAINABLE CITIES AND COMMUNITIES



### SUSTAINABLE CITIES AND COMMUNITIES

We are working towards the UN goal to reduce the adverse per capita environmental impact of cities by paying special attention to air quality and municipal and other waste management by 2030. Our London studio heads up this goal as they have implemented recycling facilities, encourage public transport, and more, to help to reduce adverse climate effects in London.

→ The Committee will work in partnership with our London Studio to go above and beyond to reduce our environmental impact on cities.

## 12 RESPONSIBLE CONSUMPTION AND PRODUCTION



### RESPONSIBLE CONSUMPTION AND PRODUCTION

We offer a number of sustainable supplier options for our clients, within this offering is collateral from recycled and reusable materials. We actively suggest against single-use plastics and encourage reusable and recyclable merchandising at our events. We work with venues to ensure events are as sustainable as possible and actively seek ways to support clients with their sustainability goals.

→ We aim to raise awareness of our sustainability pledge through webinars and information packs. Our end goal is to have no unnecessary waste at the events we manage.

## 13 CLIMATE ACTION



### CLIMATE ACTION

At veSpace, we are working to improve education and awareness-raising on climate change mitigation, adaptation, impact reduction, and early warning by holding information sessions and creating data packs. We share these across the wider Company to ensure each individual is working towards a shared goal.

→ We endeavour to share the latest data surrounding climate change and ensure our team is up-to-date on the world's state. We will use this knowledge to fuel our drive to fully sustainable operations.

K&N Travel is a renowned corporate event management, incentive travel, and DMC company based in Edinburgh. Their unique and elegant events set them apart from the rest.

## SOCIAL

At K&N Travel, we prioritise social and cultural sustainability, with a focus on preserving and nurturing communities around Scotland. We do this by:

### **Working with local suppliers and partners.**

From a sustainable, independent hotel in Kylesku, to a traditional kilt maker in Edinburgh, we always will opt for Scottish suppliers for our events. We also work closely with cultural heritage properties and charitable trusts. Working with these suppliers means our clients learn about Scottish culture and tradition so they can support Scottish heritage.



### **Investing in community.**

We love showing off Scotland and all it has to offer, and our communities are a large part of this. We invest our time and expenses into Scottish communities to keep them thriving and growing so we can return time and time again. A great example of this is Highland communities such as Ullapool, which is a remote town but is vital to the islands' economies.

Through kilt-making, whisky tasting, clan battles, falconry, and much more, we can promote Scottish culture and share it with visitors. We take care to preserve and nurture our rich Scottish culture, traditions, and history and endeavour to respect it by sharing knowledge with our groups. Promoting and investing in our culture means we play our part in sustaining it.



## ENVIRONMENTAL

We are proud to have been awarded the [Green Tourism Gold Award for Sustainability](#).

We always opt for walking tours where applicable, especially in Edinburgh. This reduces our emissions and is a great way to see the city with a local guide.

Our preference is to use electric vehicles when travelling around the country, and with the new advancement of electric 4x4s, we can now take visitors on low-emission off-road safaris.

We can cater to any sustainable criteria, such as no plastic bottles, plant-based menus, and greener ways to travel. - locally produced food

Clients have the option for carbon measurement of their event at the proposal stage, before they confirm the event.





**If you would like to know more, please get in touch:**



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