



## SUSTAINABILITY POLICY

### **SCOPE**

This policy applies to all Directors, Managers and Staff at the Southwater Event Group (SEG).

### **PREAMBLE**

Clients, Visitors and Staff at the SEG shall be entitled to a healthy environment in which to visit / work. The SEG can help to ensure this for coming generations by establishing sound practices of reduction, reuse and recycling and recovery within the SEG.

### **POLICY**

#### **General**

- 1) It is the policy of SEG to adopt such practices of reduction, reuse, recycling and recovery wherever financially and logistically feasible and to endeavour, progressively, to enhance SEG's capabilities in this respect.
- 2) A comprehensive recycling and energy saving plan shall be implemented as appropriate throughout SEG. The goals of this action plan shall be to:
  - a) Stimulate the interest of all Organisers, Guests, Visitors, Management and Staff of SEG in the importance of sound environmental and recycling practices and to encourage their participation.
  - b) Reduce the amount of un-recycled / un-reused waste produced by SEG, thereby reducing the negative environmental impact whilst reducing cost.
  - c) Reduce the energy usage throughout our buildings.
  - d) Develop and maintain grounds by landscaping with due regard to environmental impact and social value.

These goals can be achieved only by co-operation of SEG Management and Staff, Guests and Event Organisers.

- 3) Everyone shall be encouraged to take on an active role in SEG's recycling, waste reduction and energy reduction programmes by complying with SEG's procedures and guidelines concerning the production and disposal of reusable and non-reusable waste materials and energy saving plans.

## Directors, Managers and Supervisors

- 4) Directors, Managers and Supervisors at every level shall:
  - a) Take reasonable steps to facilitate the proper disposal of recyclable wastes;
  - b) Comply with SEG's procedures concerning the reduction, reuse, recycling and recovery of waste products;
  - c) Foster a positive attitude towards waste reduction, energy reduction and recycling within their work area.
  - d) To review, annually report, and to continually strive to improve our sustainability performance.

## **ARRANGEMENTS**

### **RECYCLING**

SEG currently has processes and procedures in place for recycling the following waste:

- Cardboard & Paper
- Wood
- Glass & Glass bottles
- Metal
- Toner and Printer Cartridges
- Wooden Pallets
- Kitchen Oil

### **ENERGY**

SEG currently has the following systems in place to assist in reducing energy within the group:

- Dimmer switches in conference rooms.
- Thermostatic controls fitted to radiators.
- External optimiser to control heating system
- Zoned thermostats in place to control heating levels
- Insulated cladding panels
- A heat recovery unit in place
- High efficiency boiler.
- Double glazing to 95% of windows
- Insulated hot water tank
- Thermostatic control of hot water
- Reduced flush toilets
- Water quality test in place.
- PIR Lighting Detection
- Building Management System
- Multi Level Lighting
- Sensor controlled urinals & taps
- Energy saving lamps
- Purchase energy efficient equipment (where practicable)

## **WORKING PRACTICES AND ADVICE TO GUESTS / ORGANISERS / VISITORS**

- 1) Reduce the amount of laundry generated at hotels by:
  - a) Changing bed linen every 3<sup>rd</sup> day.
  - b) Offering Guests the choice of when to have their bedroom towels laundered.
- 2) Include a copy of our Sustainability Policy with all our proposals to Clients.
- 3) SEG offers advice and assistance to event organiser's in recycling practices.
- 4) SEG recommends car sharing and actively promotes Wrexham & Shropshire direct rail service from London to Telford to its clients / visitors

The Southwater Event Group is a member of the Association of Event Venues Sustainability Working Group (which aims to help share best practice within the events industry).

Date: 20<sup>th</sup> May 2009