



Meetings & Events Australia

(MEA)

Green Policy

Meetings & Events Australia (MEA) acknowledges the global issue of Climate Change and the company's responsibility to producing and delivering events with a minimal impact on the environment.

MEA is committed to constantly striving to achieve its goal to produce Zero Waste events where everything is recyclable, reusable or compostable by regularly assessing and improving its green approach in all areas of business.

MEA's obligation, and the responsibility to the environment, is to adopt a green approach in all areas of event management, recognize situations where methods, procedures or products are detrimental to the environment and rectify these situations.

MEA is committed to continually assessing the company's green situation and adopting new ways to decrease the company's footprint on the environment.

MEA will aim to approach all areas of business to first reduce, then what cannot be reduced, reused, then what cannot be reused, recycled, then what cannot be recycled, offset.

MEA will, in turn, benefit from the Green Policy in a number of ways including:

- Significant financial savings;
- Improved benchmarked performance indicators;
- Reduced amount of renewable resources going to landfill;
- Reduced amount of waste disposal collections and therefore, costs;
- Assistance in combating climate change;
- Enhanced resource efficiency;
- Increase in staff morale and support of team building;
- Enhanced company image and reputation.

INTRODUCTION

Scientists report that the Earth's temperature is rising unusually quickly. Climate change has the potential to threaten millions of lives and to affect the capacity of the world to feed itself, the availability of fresh water, the control and spread of diseases, the survival of species, the direction in which our oceans flow and the severity of our weather. It is the responsibility of governments, organizations, businesses and each individual to be accountable for their impact on the environment and take steps to minimize this and begin to reverse the global issue of climate change.

The following document outlines MEA's Green Policy and is to be applied where possible, in all areas of the company by MEA managers, employees, contractors and sub-contractors.

The aim of this document is to outline ways to ultimately make our actions sustainable by using less of everything and choosing to use products, suppliers and procedures that have less of an impact on the environment.

This policy will be applied to all facets of event management, particularly the areas of water, energy, air, waste, transport and procurement. Many of these areas are interlinked and provide opportunities to make environmental and financial savings.

MEA will approach all areas of business with the aim to first reduce, then what cannot be reduced, reused, then what cannot be reused, recycled, then what cannot be recycled, offset.

The ultimate aim of MEA is to produce zero waste events where everything is reusable, recyclable or compostable.

SPECIFIC RESPONSIBILITIES

Managers

Each manager is required to ensure that this policy is effectively implemented in their areas of control and to support staff and hold them accountable for their specific responsibilities.

Staff

All staff are required to comply with the Green Policy to ensure MEA is minimizing its environmental impact and constantly working towards Zero Waste events.

Contractors and sub-contractors

All contractors and sub-contractors engaged to perform work on the company's properties, sites or activities are required, as part of their contract, to comply with the green policies, procedures and systems of MEA and observe requirements on green procedures from MEA staff. Failure to comply with or observe a requirement will be considered a breach of the contract and sufficient ground for termination of the contract.

This policy will be regularly reviewed in light of legislation and organizational changes, or as a minimum, every two years.

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1. Purpose

MEA recognizes the significant impact that travel including plane, boat, and car, has on the environment. The purpose of this section is to ensure approaches towards all areas of travel involved within the company internally and its events are green and environmental impact is minimised.

2. Scope

This section outlines the green procedures and approaches to be taken into consideration and applied wherever possible in regards to travel and offsetting within the company's internal business at events.

3. Responsibilities

Management

- Ensure all staff and contractors are informed of all applicable green procedures, are up-to-date and held accountable;

Employees & Contractors

- Following of green travel approaches and procedures where applicable;
 - Ensure fellow staff are kept accountable and maintain responsibility for their role in the green policy.
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4. Procedures

- MEA employees to car pool, use public transport, ride or walk to events where possible;
- MEA to arrange pooled truck resources to collect all equipment for an event from each individual supplier where possible;
- MEA to run all trucks on biodiesel fuel and encourage other truck drivers to do the same
- Site inspections travel to be avoided where possible by accessing floor plans, colleague opinion and information and previous photos;
- MEA staff to consider conference calls in place of face-to-face meetings where possible. Where travel to a meeting or site inspection is essential, combine it with other meetings to reduce impact;
- QANTAS, Virgin Blue or other carbon conscious companies to be preferred airline choices. Greener options such as direct flights, newer aircrafts, economy class, higher load factors to be considered;

- Ticket/entry charges to cover the cost of public transport to the event. Public transport to be portrayed as an attractive option by ensuring accessibility and clearly conveyed information is provided. Shuttle buses to be provided where possible to and from the event to the nearest public transport hub;
- Consideration of bike racks/bike concierges, change areas and lockers at each event to encourage bike travel;
- Schedule events to take into account peak travel times and avoid peak times to ensure faster travel and less environmental impact;
- Teleworking to be considered as part of your event in the form of podcasting, webcasting or video conferencing;
- RSVP and attendance numbers to be monitored closely in order to supply appropriate transport with minimal empty seats;

1. Purpose

MEA recognizes the significant impact that waste, including food, cleaning products, plastics and other non-recyclables, has on the environment. The purpose of this section is to ensure approaches towards all areas of waste involved in the company internally and its events are green and environmental impact is minimised.

2. Scope

This section outlines the green procedures and approaches to be taken into consideration and applied wherever possible in regards to waste management within the company's internal business at events.

3. Responsibilities

Management

- Ensure all staff and contractors are informed of all applicable green procedures, are up-to-date and held accountable;
- Provide adequate resources to ensure all internal waste management is accessible and uncomplicated.

Employees & Contractors

- Following of green waste management approaches and procedures where applicable;
 - Ensure colleagues, contractors and sub-contractors are kept accountable and maintain responsibility for their role in the green policy;
 - Provide adequate resources at events to ensure all internal waste management is accessible and uncomplicated.
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4. Procedures

- Recycling is to be in place in the office with constant monitoring of its effectiveness;
- For further efficiency in recycling, all types of waste are addressed with individual paper, plastic, compost and unrecyclables bins;
- Reuse and recycling policies are to be encouraged through signposts and education;
- Printed promotional material is to be reduced and eliminated where possible and supplied electronically;
- When purchasing office supplies, products and equipment that support the use of recycled material or has end-of life recycling potential are to be prioritised;

- The reuse and refurbish options of items are to be considered before replacement or discard;
- All printing, photocopying and fax machines are to use vegetable ink, recycled paper and double-sided printing where possible;
- Printing cartridges and toner bottles to be reused through return and refill;
- Industry and government waste management concepts and initiatives are to be heralded supported;
- All packaging material to be biodegradable or recycled;
- Proposals and quote to be submitted electronically where possible. Presentations to be electronically based rather than involve handouts and booklets;
- When ordering supplies for events, best fit options are selected to reduce waste;
- RSVP and attendance numbers to be monitored ensuring accuracy and tailored event catering, supplies and other provisions;
- Do not use gift bags and avoid satchels where possible;
- Design events around standard hire items with minimal construction or reusable items
- Alternative outlets and avenues for recycling unwanted or excess items, materials or products are to be investigated and prioritised;
- All food scraps and excess catering are to be composted;
- Non-toxic cleaning products are to be used on events.

1. Purpose

MEA recognizes the significant impact that power and water consumption has on the environment. The purpose of this section is to ensure approaches towards all areas of power and water consumption involved in the company internally and its events are green and environmental impact is minimised.

2. Scope

This section outlines the green procedures and approaches to be taken into consideration and applied wherever possible in regards to power and water consumption within the company's internal business at events.

3. Responsibilities

Management

- Ensure all staff and contractors are informed of all applicable green procedures, are up-to-date and held accountable.

Employees & Contractors

- Following of green power and water consumption approaches and procedures where applicable;
 - Ensure colleagues, contractors and sub-contractors are kept accountable and maintain responsibility for their role in the green policy.
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4. Procedures

- MEA office to buy accredited Green Power;
- Toilet supplier to use 'grey water' and correctly dispose of 'black water';
- All staff members are responsible for turning off lights and air-conditioning when rooms are empty;
- Office light bulbs to be energy efficient LED lighting.
- Temporary event lighting installed to be energy efficient LED bulbs;
- Events to use accredited Green Power where possible;
- Use venues that offer accredited Green Power. Alternatively, look at the venue utility bill and determine how much electricity is used and purchase the equivalent number of green credits from a national REC (Recycled Energy Credits) provider to cover the electricity. Choose type of power for your energy credits (wind, solar, methane etc);

- Shower timers to be installed in all showers used for the event;
- Generators used at events must be modern, fuel saving and environmentally friendly units such as biodiesel fuel;
- Event manager or appointed staff member to be responsible for ensuring unnecessary lighting and power is turned off at the switch or reduced;
- Air-conditioning to be turned on and off immediately prior to and after room use to reduce power consumption. Air-conditioning not to be used in bump-in and bump-out periods, exception in extreme circumstances. Venues with windows to be prioritised and natural air utilised;
- Windows of rooms for day-time events to be left uncovered and natural light utilised;
- Outdoor events must be produced and managed to create minimal impact on environment flora and fauna;
- Suppliers that use modern, energy efficient technology and design systems for reducing excess equipment are to be prioritised.

Green Policy
Printed Material and Information Communication

1. Purpose

MEA recognizes the significant impact that printed material and information communication has on the environment. The purpose of this section is to ensure approaches towards all areas of printed communication involved in the company internally and its events are green and environmental impact is minimised.

2. Scope

This section outlines the green procedures and approaches to be taken into consideration and applied wherever possible in regards to printed communication consumption within the company's internal business at events.

3. Responsibilities

Management

- Ensure all staff and contractors are informed of all applicable green procedures, are up-to-date and held accountable.

Employees & Contractors

- Following of green communication approaches and procedures where applicable;
 - Ensure colleagues, contractors and sub-contractors are kept accountable and maintain responsibility for their role in the green policy.
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4. Procedures

- MEA staff to use recycled paper, vegetable inks and double-sided settings for all internal and most external printing tasks with the exception of proposals;
- All MEA printers to be set to ensure most economical and green printing settings are applied;
- MEA staff to use electronic communication at every opportunity;
- Signage to be printed on biodegradable material;
- MEA staff to take advantage of all technological possibilities to avoid printed material where possible;
- MEA staff to encourage and assist clients in using recycled paper for any printing material;
- MEA staff to encourage recycling of all printed material by clients and guests at events;
- MEA staff to encourage clients to give presentations and notes to guests in email format rather than printed material;

- Clients are to be encouraged to consider reusable signage when designing printing for signage;
- Use of LCD, projection or electronic signage at events encouraged to reduce production;
- Attendees to be encouraged to bring their own pens and paper. Venues are not to lay out pens and paper at each setting;
- MEA staff to collect and reuse name badges or encourage the client to do so;
- Handouts and printed material only available at entry desk and not handed out to every guests;
- MEA staff to encourage clients to consider using mobile phones to provide seating and registration details rather than printed material.

1. Purpose

MEA recognizes the significant impact that catering and menu choices have on the environment. The purpose of this section is to ensure approaches towards all areas of catering involved in the company's events are green and environmental impact is minimised.

2. Scope

This section outlines the green procedures and approaches to be taken into consideration and applied wherever possible in regards to caterer selection and menu choices.

3. Responsibilities

Management

- Ensure all staff and contractors are informed of all applicable green procedures, are up-to-date and held accountable.

Employees & Contractors

- Following of caterer selection and menu choice approaches and procedures where applicable;
 - Ensure colleagues, contractors and sub-contractors are kept accountable and maintain responsibility for their role in the green policy.
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4. Procedures

- Green policies of all caterer's and Hotels' where catering is handled internally must be sourced prior to deposits being paid or contracts being signed;
- Caterer to ensure events use water jugs and glasses rather than disposable cups or bottled water where possible;
- Caterer to avoid providing individually wrapped items such as mints, lollies, salt, pepper or sugar satchels;
- Caterer to address the following areas when selecting menu:
 - Fresh, local and in season organic food or food that is fair-trade;
 - Uses minimum animal products (meat) and offer vegetarian instead. Where meat, source native animals;
 - Uses fish selected from sustainable fish supplies;
 - Packaging and plastic bags avoided;
 - Offers reusable crockery and cutlery;
 - Requires minimum transport to venue;

- o Cooking equipment and procedures reviewed to reduce excess equipment and increase efficiencies.
- MEA staff to buy disposable cups, plates and cutlery from recycled fibres and corn starch if reusable items not possible;
- All food scraps and excess catering are to be composted or donated where possible;
- Fridges to only be used for the minimal amount of time required and reduce the chilling of products in cardboard to reduce the chilling time;
- Beverages supplied in largest recyclable containers possible and sourced locally;
- Reusable napkins to be used;
- Accurate catering numbers given to caterers to ensure waste reduction;
- Vegetarian food, recycling systems and food waste systems to be clearly signposted at all events.

1. Purpose

MEA recognizes the significant influence an actively committed environmentally green company has on the image and potential impact of the company when tendering for procurement and the decisions made by potential clients. The purpose of this section is to ensure MEA takes advantage of their green commitment and subsequent reputation gained.

2. Scope

This section outlines the benefits to be taken into consideration when tendering for procurement.

3. Responsibilities

Management

- Promote and present MEA as a green company committed to reducing event's impact on the environment and creating zero waste events.

Employees

- Following of green procedures and promotion of MEA as a committed green company at every opportunity.
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4. Procedures

- Tenders to clearly outline MEA's commitment to environment and request supplier's policies;
- Preference given to green products and green companies;
- MEA to enquire about any standing green policies of client.