



# SUSTAINABILITY POLICY

**Abraxys Limited (also trading as “Abraxys”, “AbraxysGlobal” & “AbraxysGlobal Limited”)** believe that businesses are responsible for achieving good environmental practice and operating in a sustainable manner.

We are therefore committed to reducing our environmental impact and continually improving our environmental performance as an integral and fundamental part of our business strategy and operating methods.

It is our priority to encourage our customers, suppliers and all business associates to do the same. Not only is this sound commercial sense for all; it is also a matter of delivering on our duty of care towards future generations.

At Abraxys Ltd, we are working towards becoming a sustainable company. This includes embedding sustainability at the heart of our business.

A sustainable business is one that manages its financial, social and environmental responsibilities, obligations and opportunities and looks after its people, the planet and profits.

A sustainable approach enables us to meet the needs of the present, without compromising the ability of future generations to meet their own requirements.

We acknowledge the 12 sustainability fundamentals developed by the events industry cross party working group on sustainability:

**The 12 Fundamentals:**

- To support the future success of the industry their event/business/business serve through their content and features
- To develop a purposeful partnership with a not-for-profit organization
- For there to be substantial sustainability communications with key stakeholders
- For employees to be engaged with the sustainability goals of the business
- To have initiatives in place which increase the event/business/business efficiency in regard to energy and utilities
- To have initiatives in place which decrease the amount and impact of waste generated by the business
- To have initiatives in place which reduce the impact of the transport and travel generated by the business
- To include sustainability considerations in procurement processes and choices
- To implement initiatives which support the local area around offices and business
- To implement initiatives which enhance equality, accessibility, and respect for all
- To implement initiatives which enhance the wellbeing of all involved with the business
- To collect and analyse business sustainability data to inform future improvements-

**Our Commitments:**

- For sustainability to be included in all business operations and procurement
- To create a consistent standard of sustainability throughout our business
- To be engaged with our stakeholders with regards to all aspects of sustainability – these include: Venues, Contractors, Exhibitors, Exhibitors Appointed contractors, Service providers etc
- To include sustainability-related content in all stakeholder communications (e.g., newsletters, emails, meetings, manuals etc.)
- To create a lasting positive legacy, by identifying and supporting local and/or industry related charities
- To promote and encourage involvement in local and/or industry related environmental initiatives and/or schemes
- To encourage employees to take part in volunteering activities
- To raise awareness and encourage/educate our clients to be more sustainable.
- To reduce our overall environmental impact

**Person who is ultimately responsible for Sustainability of the company:**

- Name: Kane Simpson
- Title: Managing Director
- Date: 10<sup>th</sup> March 2023

Signed:

Revision Date:	March 2023	Revised by:	Kane Simpson – Managing Director
Version #:	004	Signed off:	Kane Simpson – Managing Director
Revision Date:	June 2022	Revised by:	Angela Donaldson - Senior Compliance Manager
Version #:	003	Signed off:	Chris Simpson – Managing Director
Revision Date:	June 2021	Revised by:	Angela Donaldson - Senior Compliance Manager
Version #:	002	Signed off:	Chris Simpson – Managing Director

**Our policy is to:**

- ✓ Wholly support and comply with or exceed the requirements of current environmental legislation and codes of practice including BS8901
  - ✓ Minimise our waste and then reuse or recycle as much of it as possible.
  - ✓ Minimise energy and water usage in our business environment, vehicles, and processes in order to conserve supplies, and minimise our consumption of natural resources, especially where they are non-renewable.
  - ✓ Operate and maintain company vehicles where allocated, with due regard to environmental issues as far as reasonably practical and encourage the use of alternative means of transport and car sharing as appropriate.
  - ✓ Apply the principles of continuous improvement in respect of air, water, noise and light pollution from our business premises and reduce any impacts from our operations on the environment and local community.
  - ✓ As far as possible purchase products and services that do the least damage to the environment and encourage others to do the same.
  - ✓ Assess the environmental impact of any new processes or products we intend to introduce in advance.
  - ✓ Ensure that all employees understand our environmental policy and conform to the high standards it requires.
  - ✓ Address complaints about any breach of our Environmental Policy promptly and to the satisfaction of all concerned.
  - ✓ Comply with all relevant legislation concerning environmental matters and act in a co-operative manner with regulatory authorities;
  - ✓ Provide appropriate training to all staff, contractors, and familiarisation for visitors, to ensure compliance with procedures and awareness of environmental issues;
  - ✓ Be prepared to respond quickly and effectively to reduce the impact of incidents that may have environmental consequences;
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**1. Statement of Purpose**

**1.1** Abraxys Ltd. is committed to promoting sustainability throughout its business and through its contact with:

- ✓ Clients
- ✓ Employees
- ✓ Service Partners
- ✓ Contractors
- ✓ Exhibitors at events
- ✓ Visitors to events

In addition, we aim to place a strong emphasis on our interaction with communities, both local to our base and in areas where we work. For the benefit of all, we acknowledge the overarching requirement to focus on sustainability and take practical steps to implement best practice in areas including, but not exclusively:

- ✓ Responsible Behaviour
  - ✓ Reducing Carbon Emissions and Environmental Impact
  - ✓  Building Stronger Communities
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## 2. Overview of our business

Abraxys and its brands supply event management services and health and safety consultancy to organisers, exhibitors and contractor in the events industry.

As a key player and influencer in events worldwide we take very seriously our responsibilities regarding the conduct of our business and its impact on sustainability and the environment.

Whilst the day-to-day nature of our business has a relatively low footprint, we acknowledge our position of influence ensuring that all businesses that we come into contact with (in particular through services that we offer to organisers – e.g. Plan Checking), allows us to have a significant effect on the environmental impact of events on which we work

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## 3. The Definition of Sustainability

A useful definition of sustainability can be found on Wikipedia:

‘Sustainable business, or green business, is an enterprise that has no negative impact on the global or local environment, community, society, or economy—a business that strives to meet the triple bottom line. Often, sustainable businesses have progressive environmental and human rights policies. In general, business is described as green if it matches the following four criteria:

- ✓ It incorporates principles of sustainability into each of its business decisions.
- ✓ It supplies environmentally friendly products or services that replaces demand for non- green products and/or services.
- ✓ It is greener than traditional competition.
- ✓ It has made an enduring commitment to environmental principles in its business operations.

A sustainable business is any organization that participates in environmentally friendly or green activities to ensure that all processes, products, and manufacturing activities adequately address current environmental concerns while maintaining a profit. In other words, it is a business that “meets the needs of the present world without compromising the ability of the future generations to meet their own needs. It is the process of assessing how to design products that will take advantage of the current environmental situation and how well a company’s products perform with renewable resources.’

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## 4. Scope of this Policy

For the avoidance of doubt, the following areas of UK and European Regulation have been considered, however it has been assessed that the terms and nature of our business does not warrant action regarding the following potential environmental issues: Air, Chemicals, Land, Noise and Nuisance, Pesticides and Biocides, Radioactive Substances & Water. This reflects either that the conduct of our business has no impact, or negligible impact in the areas.

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## 5. Identifying our impact on sustainability and the environment

Using most common definitions and taking into account the number of direct employees that we have and the freelance personnel we use Abraxys is, by its nature, a 'small business'

However we believe that the positive actions of everyone, however small - both individually and corporately, combine to add to benefit to the whole. Whilst we are a small business at present, the opportunity for expansion presents itself in the foreseeable future and as a result, systems put in place at this stage will lead to well-defined structures and an enhanced culture of sustainability as the business expands.

We have identified 2 distinct areas where we may make contributions to sustainability and within those areas, specific efforts that will ensure realistic targets that's we may achieve, monitor, review and enhance in the future:

### Area A: The day-to-day operation of Abraxys as a business, including:

- ✓ The workplace
- ✓ Transport
- ✓ IT & Electronic Equipment
- ✓ Interaction with the Local Community
- ✓ Waste Management

### Area B: Influence through the SPA (Sustainability Planning Audit) process:

- ✓ Venues
  - ✓ Exhibitors
  - ✓ Organisers
  - ✓ Service Partners
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## 6. Practical Steps we are taking

### Area A: The Workplace.

Our business operates from a purpose-converted office unit shares facilities with other businesses. The operator of the building, Workspace Group PLC, have an established Environmental and Sustainability Policy and have implemented a number of energy saving measures throughout the complex, including motion-sensitive lighting, water-saving measures and zoned heating.

As landlords they are recognised leaders in reducing energy consumption within the working environment. All Abraxys members of staff have been briefed to reduce energy consumption in the workplace at all times. Measures include turning off all sockets and lights at the wall when not vital to the effective operation of the business.

Abraxys continue to reduce waste paper by avoiding printing out anything unless absolutely necessary and where this is unavoidable, paper is purchased from a supplier offering a sustainable source and offsetting wherever available.

Printing equipment is sourced on the basis of environmental considerations over the longer term rather than purely on economic merits.

One area that we have identified as an area for improvement is the requirement from some of our clients that all stand plans and correspondence with exhibitors is printed off and brought to site. With electronic methods available to store and retrieve the vast majority of such communication, we continue to encourage clients that printouts are no longer essential and encourage the use of digital storage and transmission as the way forward.

Whilst Abraxys directly employ 5 people, it is Company Policy that freelancers and other contractors to the company adopt the ethos of the Company when considering environmental issues. This is communicated to all associates via regular briefings and electronic means.

#### **Area A: Transport and Travel-related issues.**

Abraxys Ltd. operates a global event business consultancy and therefore it is a requirement of our role that we attend the event itself, which requires business travel.

So far as is reasonably practical we will always choose the form of transport with the lowest carbon footprint and emissions per mile/kilometre. The nature of our business calendar and the requirement of our clients that we attend promptly (especially in a health and safety role where our absence could mean significant delays to the event) meaning that whilst rail or road may be practical in near-Europe locations (e.g. Paris) it is often unavoidable to use air travel.

With this in mind, it is our practice to choose airlines operating modern aeroplanes that offer lower carbon emissions and improved fuel performance. Where there is the option to offset emissions via a donation, we will take this option as a reasonable business cost.

When transferring to the final destination, our staff are instructed to take public transport where available and practical.

For overseas events, we commit SFAIRP to book accommodation close the venue so as to minimise daily travel and use public transport where practical.

For UK events, accommodation close to the venue will be considered where practical to avoid the need to commute to and from site.

#### **Area A: Electronic and IT equipment.**

All electronic equipment is purchased on a needs-first basis only and any redundant electronic equipment is either put forward for re-use within the business, made available to organisations whom facilitate its reuse (e.g. charities), or in the final instance it is recycled in line with 'The Waste Electronic and Electrical Equipment Regulations' and guidelines.

Equipment is kept under constant review as to its appropriateness, energy footprint and use of consumables. Where a replacement, less environmentally impactful product becomes available with a suitably long predicted lifespan, we will review the existing item and assess whether it should be re-tasked or replaced accordingly.

#### **Area A: Interaction with the Local Community**

As a business we take seriously our place in the communities where we operate, both in our office area and as a whole (including where we are on site at clients' events). Whilst the size of our business must dictate the level at which we can become involved in community projects, we are initiating a number of initiatives where we may be able to 'give back' to those around us. Initiatives continue to develop, however a current example may be useful to set our efforts in context:

All members of the Abraxys have recently worked hard at fundraising for a little boy with Cerebral Palsy who is known to us. We have been using our industry contacts to source items that we can auction to raise funds for a pioneering operation in the United States that will greatly assist him in his efforts to walk. For example, we have been able to obtain over 200 items of furniture from a client that are moving offices and these will be offered for sale, with proceeds being donated to the fund. The majority of the furniture sold would otherwise have been scrapped as it would not have been economic to move them.

In this way, we are delighted to have reduced waste, whilst helping a child in need. We will continue to identify ways in which we can give back to and help sustain the community and will work closely with our clients to identify where we may be able to assist with their larger projects.

### **Area A: Waste Management**

As stated previously, we are fortunate to have a relatively low impact within the day-to-day conduct of our business and therefore we have identified waste issues and measures to mitigate them within the areas above.

### **Area B: Influence through the SPA (Sustainability Planning Audit) process**

Events have traditionally been very wasteful and unsustainable in their nature and conduct. With the increased global focus on sustainability we have identified that significant steps can be taken to increase the sustainability of all events. Whilst venues, Organisers and official contractors have made significant advances in the reduction of events on the environment and increased interaction with the community, it is clear from the waste generated by most events, that one area where failings are significant is in the choice and use of material to build stands by contractors. In addition the use of power has traditionally not been thought through in terms of sustainability (e.g. the use of very energy-consuming incandescent lighting). All too common is the use of materials that cannot be recycled or reused (e.g. particle board such as MDF). Once used, it is common practice for exhibitors to send large quantities of waste to landfill or for incineration with a negative impact on the environment.

Consequently we have identified a low-cost method of auditing the use of stand materials or stand-fitting systems for each space only exhibitor. Exhibitors are required to have their stands inspected for structural safety and compliance with show, venue and Local Authority Regulations.

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## **7. Company Policies**

All Company policies are designed to promote best practice amongst employees and all persons operating under the Abraxys brand(s). They will be kept under review annually or sooner where it is identified that significant improvements may be made before that time (e.g. where legislation or guidance has changed).

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## **8. Review and Monitoring**

This Environmental and Sustainability Policy seeks to outline the measures that we continue to implement, as well as realistic goals for the future and a route map as to how we will achieve these targets.

This Policy will remain under constant review, with a formal assessment conducted annually. This annual assessment will take the form of a review of measures already in place, their success and how further action may be implemented to enhance the effectiveness of this Policy, incorporating such information that may be available at the time. We acknowledge that knowledge regarding the consequences of our actions is evolving as evidence-based theorems are developed by the scientific community together with other competent agencies, including Government. We monitor the media and other sources of accurate information with the specific intent of maintaining best practice from the advice available.

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## **9. Training**

Abraxys is committed to ensuring its staff and managers are trained in the management of sustainability issues and aims to ensure that adequate training is provided so that managers are able to operate this policy. Where practical issues exist, the Company will employ the services of a competent consultant to monitor behaviors and set goals within the business. He/she/they will also be tasked with providing ongoing training and support of members of staff and management. Sustainability and consideration of environmental issues and consequences form an integral part of Abraxys' induction package. Managers are to ensure that all new entrants are made aware of this policy and any guidance/ training that may be necessary from time-to- time.

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## **10. Influence and Encouragement**

Our role very often includes approval of stand plans to the Organisers' and Local Authorities' rules and regulations. Whilst these regulations are specified by them, we aim to encourage all parties to implement clear guidelines and rules encouraging an specifying the use of re-usable and recyclable materials (e.g. stand-fitting systems). To this end, we offer a cost-neutral 'bolt-on' to our Stand Plan Inspection process (hereafter SPI). Where a space-only exhibitor purchases an SPI, we will offer the additional service of SPA (Sustainability Planning Audit) and encourage our clients to specify that this inspection process is a condition of exhibiting.

SPA is an audit of materials and processes used to ensure that non-recyclable products (e.g. MDF and chipboard) are avoided in the stand build process. Whilst we realise that the total elimination of waste is impractical in the very short term, we will aim to encourage contractors and exhibitors to use stand-fitting that in the first instance is reusable (ideally several times) and recyclable as a minimum.

Where contractors and exhibitors fail to improve standards over time or are non-co-operative, we will issue notice to Organisers and seek their help in assisting with our aims. Whilst our aim is always to offer positive encouragement and best practice, we acknowledge that some sanction may be required in the future (e.g. a stand space surcharge or required re-cycling by appropriate organisations that is pre-booked in advance and ensures that the exhibitor's environmental impact is mitigated SFAIRP.

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## **11. Communication**

All staff have a responsibility to promote the written aims of this Policy and avoid any action which goes against its spirit.

Employees, freelancers, contractors and clients are asked to ensure that they:

- ✓ Promote sustainability within the business and in our dealings with other parties.
- ✓ Bring to the attention of their line managers ways in which the Company may improve its sustainability overall or where systems or its actions are less than optimum.

However, whilst all staff have a collective responsibility to ensure this policy is successfully implemented, there are also specific responsibilities within this.

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## **12. Responsibility**

**The Board are responsible for:**

- ✓ Providing leadership on sustainability, acting as overall champions to ensure the policy is implemented;
- ✓ Communicating the strategy and policy, internally and externally;
- ✓ Strategic engagement with clients, exhibitors, contractors and the public.

**Managers at all levels are responsible for:**

- ✓ Implementing the policy as part of their day-to-day management of staff and in applying employment policies and practices in a fair and equitable way
- ✓ Ensuring sustainability issues are addressed in performance and performance reviews.
- ✓ Ensuring all staff act in accordance with the sustainability policy providing necessary support and direction;
- ✓ Effectively manage and deal promptly when investigating issues relating to potential sustainability, including those

- matters concerning members of the general public;
- ✓ Ensuring all policy or service decisions that will change provisions, practices or policies and affect the sustainability are Sustainability assessed as required.

**Each employee is responsible for:**

- ✓ Implementing the policy in their day-to-day work and their dealings with colleagues, readers and visitors;
- ✓ Ensuring their behaviour is appropriate to the policy and seeks to offer 'best practice' at all times;
- ✓ Notifying their line manager of any concerns with regard to the conduct of other employees, service providers or users, the public or third parties.

**Human Resources are responsible for:**

- ✓ Developing employment policy and strategy on Sustainability;
  - ✓ Providing guidance to line managers and staff;
  - ✓ Supporting managers in investigating issues relating to potential breaches of the policy.
  - ✓ Monitoring employment policies and practices;
  - ✓ Championing the issues, internally and externally;
  - ✓ Facilitating training and development initiatives on Sustainability, both at corporate and directorate level.
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**13. Non - Compliance with Policy**

The Company will not tolerate any behaviour from staff which breaches our Sustainability policy. Any such breaches will be regarded as misconduct and may lead to disciplinary action including possible dismissal from employment after due process.

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**14. Policy Responsibility**

Human Resources has the responsibility for ensuring the maintenance, regular review and updating of this policy

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