

# Cavendish Venues

## Corporate & Social Responsibility 2014

### *Our environment. Our responsibility.*

Cavendish Venues is committed to our focus on green initiatives and have appointed an Environmental Director who is fronting Cavendish's green policies by monitoring and reducing consumption levels, converting environmental efforts into cost-reduction and revenue generating opportunities whilst promoting the Cavendish corporate and social responsibilities mandate contained below. The Environmental Director is supported by the Green-Team and Green Champions per venue who will assist in identifying and implementing eco-friendly policies.

Cavendish Venues corporate responsibility policy sets out the principle and standards for the company. All staff at each of our centres is required to comply with the policy.

### Access for All

Please see our individual venue access statements on the website.

Cavendish Venues understands that every customer has different needs and we aim to make our centre's facilities available and accessible to all of our guests equally. In rare instances where this is not possible we will endeavour to offer a range of facilities for guests with a perspective on disability including:

- Valet car parking
- Accessible entrances, rooms, WCs
- Induction loops can be arranged with advanced requests
- Assistance Dogs welcome

### Community Support

Cavendish Venues believes in local communities. Each year we have a nominated charity who we fundraise for in 2014 this is the Cardiomyopathy Association, in addition we donate to a huge range of charities via our programme of donating £45.00 for each feedback survey completed. We also donate in kind to local charities via free rooms for many organisations i.e. compassion in world farming, the Mansel St Association etc. Finally we donate time, one of our directors in a business mentor via the Princes Trust etc.

# Environmental Policy

## Overview of the Strategy and Action Plan

During 2013 Cavendish Venues reviewed each area of their environmental policy. The main focus for 2015 is on reducing consumption and improving efficiency in our Energy and Waste Management processes. The strategy is to investigate and implement new technology or practices to reduce levels and to agree ongoing best practice. Improvement in its environmental impact. The aim is to work towards continuous improvement in environmental management and performance by employees and to encourage support from customers.

Our approach to the environment is guided by a number of principles with which all centres are required to comply.

## Principles

- The Environmental Director assisted by the Cavendish Green Team and supported by the Cavendish Executive Group sets out the responsibility for environmental performance and develops and maintains an adequate system of management, measurement and improvements.
- All actions comply with relevant regulations.
- Business is conducted with due regard to the environment, its habitats and biodiversity.
- The business operations are regularly assessed for compliance with policy, performance and achievement of targets.
- Environment considerations are taken into account in all major business decisions.
- Employees are encouraged to work in an environmentally responsible manner.
- Suppliers are encouraged to operate in an environmentally responsible manner and such encouragement is made a condition of any supply.
- Where appropriate, encourage support from customers by providing them with products and services that are environmentally responsible in use.
- Customers are made aware of all environmental policies in the specific areas where they are in direct contact.
- The company will report regularly on its environmental performance. These will be available on-line or can be sent in writing if requested.

## Standards Management

The Environmental Director is responsible for the overall environmental performance, which is reported to the Cavendish Board on a monthly basis.

Develop and thereafter maintain an adequately documented environmental recording and reporting system.

Ensure that the implications for the environment are taken into consideration in all major business decisions.

Develop and thereafter maintain a record of formal written comments concerning environmental performance and set targets for their reduction.

Assess the business regularly for compliance with this policy.

## Greenhouse Gases

Reduce the use of energy through awareness programs and through designing efficiency into new buildings, equipment, travel and transport and other working practices.

Set a target for the reduction of energy consumption. Monitor report and update regularly.

## Minimise Carbon Footprint

Cavendish Venues have the facility for customers to offset their carbon footprint from flights, weddings, conferences and events. We work with Carbon Investments who will offset carbon emissions on our behalf through a variety of their projects. We offer this facility complimentary for bookings at Cavendish Venues so every penny charged to offset carbon emissions will be passed directly on to Climate Care.

## Resources

Reduce the use of water and materials through awareness programs and through designing efficiency into new buildings, equipment and working practices.

Set a target for the reduction of utility consumption. Monitor report and update this annually.

Reduce, reuse or recycle solid waste where economically and environmentally sensible. When these options are not available, dispose of solid waste in the most environmentally responsible manner.

Set targets for the reduction of waste produced. Monitor, report and update these annually.

The following is a selection of initiatives that Cavendish adopts to help reduce, re-use and recycle:

- Dual flush toilets to save water
- Energy efficient windows to improve thermal performance resulting in less of a requirement for heating in winter and air conditioning in summer.
- Dedicated recycling unit
- Re-use of furniture and fittings after our refurbishments by donating to local charities and businesses.
- Installation of low energy light bulbs
- Favour supplies derived from recycled materials or renewable resources.

## Daily Actions

On a day-to-day basis the teams in all Cavendish Venues take the following actions in their contribution to helping the environment:

- Recycling of all inputs
- Daily monitor water/gas/electricity consumption to aid reducing consumption levels
- Compact waste so less collections required
- Encourage car share
- Encourage cycle to work and have provided cycle rack facilities plus discount on cycling goods with local retailers
- Encourage local transport and provide information on their facilities
- Purchase recycled goods
- Provide environmental awareness and training as part of the new staff induction programme
- On going environmental and awareness training
- Have a dedicated environmental group driving forward new initiatives
- Use conference call phones between properties to minimise travel
- Sales team promote our environment policy and awards to clients
- Co-ordinate in advance staff taxi journeys and pick-ups to minimise number of Taxi journeys

## Hazardous Substances

Reduce the use of hazardous or non-degradable chemicals. Where the use of such substances is unavoidable, train staff in their handling and disposal and take precautions to minimise the impact of spillage.

Reduce the use of ozone depleting substances in supplied packaging materials, refrigerants and fire suppression systems by specifying new equipment that is free of such materials and replacing existing systems as directed by legislation. Staff are COSHH trained.

## Working with our Local Communities

Reduce as far as commercially practicable the level of harmful or nuisance emissions. Collect used cooking oil and recycle it through a licensed contractor.

Carry on business in a responsible manner with due regard to the centres' immediate environment, particularly at unsociable hours and in relation to noise, odour, lighting, litter, uncollected waste or deliveries and collections.

Maintain building exteriors, outdoor equipment and grounds to create a positive visual impact within the centres' community.

Introduce contingency plans for major incidents to reduce their environmental impact.

## Local Support

A selection of actions of ways in which we support our local environment, services and suppliers:

- Provide information to guests on walks, wildlife and parks.
- Provide information to guests on walking & jogging tours running from the centre's
- Provide cycle hire information to guests
- Provide local transport services information to our staff and guests
- Purchasing policy in place to ensure the centre's use eco-friendly chemicals, local and sustainable produce with minimal transport and packaging
- Use local produce for beverages, fish, meat, fruit, vegetables and dairy
- Use organic produce in our breakfast items

Dated: 15/06/2015

Tom Mayers