

## Arinex Environmental Policy

The Senior Management Team at Arinex Pty Ltd adopts the following policy. This Environmental Policy formalises Arinex' commitment to reducing our footprint in everything we do.

Dated: July 2019

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### Table of Contents

1. Introduction.....	1
2. Mission Statement.....	1
3. Policy Accessibility .....	1
4. Scope .....	2
5. Environmental Commitments.....	2
6. Governance and Responsibilities .....	4
7. Ongoing Reviews .....	6

### 1. Introduction

Arinex respects our relationship with the environment and we openly acknowledge the adverse effects events may have when not conscientiously managed. Sustainability is therefore at the fore of every decision we make in order to minimise our environmental footprint in all that we do. Arinex has signed an international commitment to reduce our material waste both company-wide and through the events we manage, and we are committed to using sustainable design and, where financially possible, carbon offsetting. We work with partners and suppliers who have strong sustainability policies and we encourage environmental discussions and awareness throughout our industry.

### 2. Mission Statement

This policy aims to:

- Minimise Arinex' carbon footprint
- Investigate opportunities and viability for Arinex to become carbon neutral
- Reduce the carbon footprint in events managed by Arinex
- Preference suppliers who adhere to Environmental Policies
- Grow awareness and commitment for sustainability practices throughout our industry.

### 3. Policy Accessibility

This document is accessible for staff via the intranet along with our other company guidelines, procedures and policy documents. It is publicly available on the Arinex website.

#### 4. Scope

Arinex' Environmental Policy applies to all staff across Arinex' national teams. It has particular relevance to operational teams who work with clients in designing and managing events as it outlines expectations and processes. It also exists as a reference tool for our supplier partners and industry colleagues.

#### 5. Environmental Commitments

##### 5.1 Plan strategically for Arinex-wide environmental sustainability through;

- Integrating environmental sustainability into Arinex' strategic planning framework
- Identifying opportunities to reduce Arinex' environmental footprint and implementing them
- Developing a business case for carbon neutral status
- Establish accountabilities and responsibilities for Arinex to achieve environmental objectives
- Signing an international agreement with IAPCO, to adopt a Plastics Pledge
- Acknowledging Corporate Social Responsibility (which covers environmental sustainability) as part of Arinex' values. Our Brand Values of 'Above and Beyond', 'Partnerships', 'Performer'. 'Imaginative', 'Spirited' and 'Personable' all facilitate our teams' ability to focus on our environmental commitment.



##### 5.2 Encourage environmental practices among staff through;

- Ongoing initiatives/ activities/ competitions relating to environmental sustainability which will further drive awareness
- Acknowledging individual and team efforts
- Ongoing communications to ensure staff have sustainability top of mind – on the intranet, in staff meetings and throughout our offices
- Including this Environmental Policy in HR induction packs

##### 5.3 Improve environmental sustainability throughout Arinex' supply chain, through;

- Updated procurement policies to include / ascertain suppliers' sustainability policies
- Procuring services/ products that are;
  - Sustainably produced or managed
  - Have lower environmental impacts
  - Are locally produced (where practical)
- Establishing preferred partnerships with suppliers who practise sustainable policies

- 5.4 Grow awareness and commitment for sustainability throughout the events industry by;
- Making public/transparent Arinex' Environmental Policy – via our website
  - Marketing and PR opportunities, referring to Arinex' Environmental Policy
  - Seeking out speaker/presentation opportunities at industry events
  - Acknowledging industry colleagues/ organisations who have made improvements to their environmental policies and practices
- 5.5 Conserve and efficiently use energy and water resources through;
- Providing building occupant thermal comfort whilst achieving environmental sustainability and energy efficiency standards
  - Building enhancements such as solar panels, LED lighting, low-pressure water taps
  - Requiring staff to conserve power by turning off all monitors/ laptops/ lights (and other electrical items) at the end of each day
  - Awareness and education regarding minimising water usage
  - Monitoring office energy consumption and encouraging national competitions to reward positive change
- 5.6 Reduce the footprint of staff travel through;
- Encouraging staff to use environmentally efficient transportation when travelling (including to and from work) such as public transport or bicycles
  - Utilising communication technology to minimise travel for meetings
  - Introducing a staff carpool mindset
  - Carbon offsetting all staff flights
  - Prohibiting First and Business class flights for staff
  - Encouraging staff to bring their own toiletries when travelling rather than using those provided by hotels, to reduce plastic waste
- 5.7 Conserve natural resources and minimise waste through;
- Minimising and, where possible, avoiding waste generation (e.g. ban on single use plastics)
  - Providing non-disposable crockery and cutlery in each of our offices to mitigate need for single-use takeaway items
  - Improving recycling of items across all offices
  - Introducing compost bins and e-waste bins into each office
  - Establishing a central waste system by reducing the number of bins in each office to just one central bin or, in the case of our Sydney office, three bins.
- 5.8 Produce environmentally sustainable events through;
- Putting forward a business case to our clients to make their event carbon neutral
  - Encouraging clients to implement measurable, sustainable targets and objectives for their event

- Using design techniques to minimise and recycle waste onsite, including food waste and material waste
- Collaborating with charities such as OzHarvest to reduce onsite waste
- Ensuring food and beverage is sourced from local suppliers who have strong sustainable commitments including use of local, in-season ingredients (where possible). Also including more plant-based food options available onsite, with a target of 50%
- Encouraging delegates or attendees to be environmentally conscious by;
  - offsetting their travel to the event and to use public transport where possible
  - bringing reusable coffee cups and water bottles
  - car pooling where possible
  - choosing accommodation within walking distance of the event venue
- Encouraging sponsors and exhibitors to minimise their footprint by;
  - offsetting their travel to the event and use of public transport where possible
  - using preferred Arinex suppliers that have strong environmental policies
  - minimising waste onsite through stand build, marketing material etc.
- Actively promoting the event’s sustainable initiatives to promote co-operation, awareness and understanding.
- Working with Indigenous Australians to use their knowledge of Country to minimise environmental impacts.

5.9 Improve Australia’s environmental sustainability through;

- Working with industry bodies and associations to lobby government for;
  - Appropriate and adequate environmental commitments
  - Greater investment into saving the Great Barrier Reef and other heritage areas or wildlife under threat
  - Greater acknowledgement of, and investment to better support, Indigenous Australians
- Taking a stand against controversial projects or decisions that increase Australia’s environmental impact (such as Adani) – to be reviewed on a case by case basis and discussed with Senior Management Team before any action taken.

**6. Governance and Responsibilities**

The Senior Management Team is responsible for;

- Overseeing implementation of the Environmental Policy throughout Arinex
- Setting environmental objectives and establishing programs to achieve them
- Receiving and considering progress reports on sustainability initiatives and programs
- Engaging an environmental consultant to explore a carbon neutral business case
- Rolling out enhancements across offices (and collaborating with building management where necessary) in order to reduce energy and water use (such as LED lights)
- Overseeing any changes and updates to this document

The CIA team (Connecting and Inspiring Architects) is responsible for;

- Running environmental initiatives and campaigns to drive awareness among staff such as;
  - Green Month
  - National Tree Planting Day
  - Other competitions and initiatives relating to environmental sustainability
- Providing quarterly progress reports to Senior Management
- Appointing 1-2 Environmental Champions to oversee initiatives and act as a contact point for queries and ideas

Office Managers are responsible for;

- Monitoring energy usage across offices and reporting energy use each quarter to CIA representative
- Monitoring waste created across offices and reporting waste each quarter to CIA e.g paper use
- Implementing new bin systems (including e-waste such as batteries and print cartridges) and compost bins and working with building management to achieve reductions / recycling
- Ensuring staff are aware of the new guidelines and are adhering to them, particularly the travel guidelines, where staff are urged to bring their own toiletries rather than using those provided by hotels and to use public transport to access airports, offices, etc.
- Purchasing eco-friendly cleaning products (or making our own, i.e. vinegar cleaning solution)
- Preferencing eco-friendly gifts for staff celebrations, i.e. recycled or home-made greeting cards, plastic-free items (i.e. bakery-purchased cakes).

The Marketing team is responsible for;

- PR and marketing to make public Arinex' Environmental Policy and acknowledge industry colleagues who also actively support environmental endeavours (via social media and other corporate communications)
- Seeking out speaker/presentation opportunities at industry events
- Assisting Business Development to ensure Arinex' Environmental Policy is clearly articulated to our clients
- Seeking out and creating environmental case studies (both internal and from clients' events) to drive staff and client awareness and use for marketing opportunities
- Working with industry bodies to lobby government for improved environmental commitments - to be conducted in consultation with SMT

The Procurement team is responsible for:

- Establishing preferred partnerships with suppliers with sustainable practices / policies
- Updating procurement policies to ascertain suppliers' sustainable practices / policies.

Project Managers are responsible for;

- Overseeing implementation of Environmental Policy in planning and delivery of events
- Measuring and recording how much waste is produced at events so that we can understand where waste is originating, assess whether we have successfully reduced the quantities and develop new strategies for waste reduction
- Monitoring progress and reports on other environmental initiatives (i.e. plant-based food targets)
- Ensure teams are enquiring as to the environmental policies for venues and other suppliers during the procurement process and highlighting policies/procedures to the client for consideration (where relevant).

Operational teams/ Environmental leader is responsible for;

- Presenting carbon neutral business cases to clients
- Urging clients to set sustainable objectives and working with them to establish programs/ plans to achieve them
- Using event design techniques to minimise footprints at events such as name badge recycling, banning plastic coffee or water cups, repurposing or composting food, using vegetarian and/or locally sourced produce etc.
- Urging delegates to minimise their footprint, while travelling to and attending our clients' events through bringing water bottles and reusable coffee cups, choosing accommodation within walking distance etc., in marketing material and pre-arrival information.

The Sponsorship/ Exhibitions team is responsible for;

- Encouraging sponsors and exhibitors to minimise their footprint where possible.

The HR team is responsible for:

- Implementing the Environmental Policy into new starter documents and ensuring all new staff are aware of the policy.

All staff are responsible for;

- Minimising waste and banning single-use plastics
- Recycling waste properly
- Minimising water use
- Switching off appliances and computers every night
- Minimising travel footprint.

## 7. Ongoing Reviews

This policy will be reviewed and updated as appropriate every two years. An assessment of the environmental objectives set by SMT will take place each year to analyse success and adjust accordingly. Arinex reserves the right to vary or update this document at their sole discretion.

Last review: 3 July 2019

Amendments: Grammatical changes, Additional responsibilities added for PMs, introducing e-waste system for CIA