

Melville Exhibition & Event Services Ltd is a provider of first class exhibition and event services to customers nationally and internationally. We are committed to continuously developing and improving our ways of working to lead above and beyond best practice in the field of sustainable events. We recognise that our own activities, and those of our suppliers, have potential environmental, social and economic impacts and we understand we have an obligation to manage and minimise these impacts in relation to our events related services and activities throughout our operations.

Our mission is *to work in partnership to create and deliver great events* and our core values are:

Integrity	Do the right thing, meet your commitments, lead by example
Ingenuity	Defy convention, continuously improve, act with conviction
Quality	Deliver the best solution on time ,every time
Environmental Responsibility	Reuse, recycle, replenish every day
Winning	Celebrate successes, deliver superior results and win at everything we do

We recognise we have significant sustainable development challenges and are committed to addressing how we perform in relation to each of our issues which include:

- The vehicles we use to transport our goods and services
- The lighting of our warehouse and storage facility
- The waste we produce from creating our goods and services and the end destination of the waste whether that be reuse, recycling or landfill
- The materials and the procurement of the products and services we use in production
- The marketing, communication and training of our stakeholders, clients, suppliers & staff
- Sustainable economic performance and our market presence

Our aim is to address all of the above in partnership with our clients and supply chain throughout our event management operations in order to continuously improve our sustainability performance. We will endeavour to do this throughout the event management lifecycle from concept through to completion.

We will ensure we adhere to all legal or other requirements whilst striving to develop the sustainability of our event services and operations.

This policy is available to all staff, clients, suppliers and other interested parties and will be reviewed annually.

We strive to continuously improve and are keen to invite feedback on our significant sustainable development issues and our sustainability policy. Please do not hesitate to contact the sustainability champion: Gary Styles with your feedback by emailing sustainability@melville.co.uk

Melville's Sustainability Policy and the actions of the Melville Green Team is the overall responsibility of the Chief Executive Officer.

Signed:



Nick Marshall
Chief Executive Officer
28 March 2011

Sustainability Policy – Explanatory Notes

At Melville we use the BSI definition of sustainability:

“An enduring and balanced approach to economic activity, environmental responsibility and social progress”
(BSI, 2007).

Our Commitments:

Transport

We will reduce our transport carbon emissions through a wide range of initiatives including:

- procuring the most sustainable vehicles to date
- providing sustainable driving training
- monitoring and measuring our company travel

Lighting

We will reduce our electricity consumption by updating our office and warehousing lighting to create resource efficiency by:

- installing sensor lighting throughout our offices
- transitioning our facilities to low energy lamps.

Waste Reduction, Reuse & Recycling

We are committed to increasing our reuse and recycling levels and reducing our waste to landfill through:

- installing more recycling stations
- further engaging staff with sustainability initiatives
- engage with waste contractors on zero% waste to landfill target

Sustainable procurement

We want to ensure our suppliers are striving to become more sustainable and we are keen to work in partnership with them to assist their development. To regulate them we will:

- Supply sustainability documentation & policies
- Completed sustainable procurement questionnaires
- Ensure sustainability is a part of all contracts

Stakeholder Engagement

We will engage will all of our stakeholders to obtain their feedback to ensure we are continuously developing to become more sustainable.

We will work in partnership with our staff and suppliers as core stakeholder to support them with the necessary training, resources and support that they need to become more sustainable.

Economic Performance

We will benchmark our utility bills to monitor our gas, electricity and water usage to clearly understand our cash flow and where cost savings can be made.

Our Approach

Annual Sustainability Reporting

We want to lead by example and inspire our staff, suppliers, customers and the events industry to improve their sustainability performance.

For this reason, we will be producing an Annual *Sustainability* Statement that will detail our targets and performance.

Where applicable we will include GRI sustainability reporting indicators.

Certification

We believe that the structured approach we have outlined in our policy will enable us to significantly reduce the environmental, social and economic impact of all of our business activities.

We will work towards achieving BS8901 compliance and certification for our UK event operations.