



Environmentally Sustainable Events Policy

Mission Statement:

At Champion Group, we are committed to minimising our environmental footprint and encouraging sustainable practices. This philosophy begins in our office and extends to the events we manage. When planning events, one of our priorities is making responsible and sustainable choices and encouraging our clients and partner venues to do the same.

Champion is committed to the following:

1. Ensuring that events are planned in an ecologically sustainable way.
2. Staying informed on government environmental policy and updating the company's environmental policy accordingly.
3. Encouraging clients and venues to choose sustainable and Fair Trade goods and services.
4. Researching all outsourced goods and services to ensure they are ecologically sustainable.
5. Providing waste avoidance and resource recovery strategies at all events.
6. Providing sustainable transport options to and from events.
7. Contributing to the dialogue that supports Australian businesses in going green.

Key Components:

When planning an event, Champion will support sustainability by focusing on the following items:

1. Choice of venue.
 - a. Be informed on venue's environmental policy, if any.
 - b. When possible, choose venues with a comprehensive environmental policy that aligns with our own.
 - c. Encourage existing venue relationships to develop an environmental policy.
2. Reducing paper use.
 - a. Limit event promotion to online forums to reduce the need for printed flyers.
 - b. Request electronic contracts with venues and clients.
3. Waste management.
 - a. Provide recycling bins for all events.
 - b. When possible, use zero waste companies for disposal; these companies get rid of waste without using landfills.
 - c. Ask venue or catering company to donate unused food products from an event to food charities, which can be found in most major cities.

4. Preferred products.
 - a. Preferred products to be ordered for and used at events are made from recycled materials, recyclable, compostable, or biodegradable.
 - b. Attempt to avoid plastic and excess packaging.
 - c. Avoid selling or distributing plastic water bottles and instead offer water stations, pitchers, or glass bottles.
 - d. Encourage environmentally safe cleaning products be used by venue or cleaning staff.
5. Sustainable transport.
 - a. Provide transport options to and from events which help to reduce greenhouse gas emissions.
6. Energy consumption.
 - a. Try to utilise natural light and temperature control by hosting events outdoors or keeping windows and blinds open when possible.
 - b. Work with venues and AV companies that prioritise energy saving.
7. Responsibly outsourced equipment, supplies, and products.
 - a. When outsourcing products, make sure the providing company has a comprehensive environmental policy or transparency of sourcing.
8. Catering options: preferably organic, local, and Fair Trade options.

Responsibility and Accessibility:

The environmental policy is implemented and monitored by management with the expectation that all staff stay updated and comply.

Responsible and sustainable practices begin in the office and extend to all events managed by the company.

Staff is encouraged to stay informed on environmental policy both in and outside the office and is welcome to offer alternative practices.

The environmental policy will be posted on the website for public viewing, as well as in the office for staff viewing.

It is the responsibility of the event manager to ensure the client and venue are informed of the company's environmental policy.

This policy will be reviewed and updated annually.

Amendments:

Details of Amendment	
March 2015	Adopted