

FOREWARD

A sustainability policy is a business' commitment to certain standards that will help it meet its legal, social and environmental obligations. It should outline how the company intends to promote more responsible operations and reduce its impact on the planet and its local community. It can serve as an overarching organizational guide, and/or be specific to individual events. A realistic and action-driven sustainability policy is now a critical element to a company's overall business strategy and can support both long-term growth and profitability.

This proposed sample of a sustainability policy aims to help kickstart you in writing your own sustainability policy, aligned to your business' objectives and nation's goals.

For examples of sustainability policies, please see [Informa's](#), [Messe Berlin's](#) and [RX's](#).

=====

Part 1: Purpose

[Company Name] is committed to a more sustainable future, as aligned to our company's mission/core values of [xxx]. This would encompass not just our own operations, but also include working with our clients, partners and suppliers to organise sustainable events.

Part 2: Policy Principles & UN Sustainable Development Goals (SDGs) Alignment *[Company to select most relevant practices that can be applied to your operations]*

We will focus on *[insert: environmental and/or social]* sustainability, with the following practices/values/focus areas:

Environmental – as aligned to SDG 12 – Responsible Consumption and Production:

- Minimize environmental waste / single use materials
 - o *E.g. Elimination of plastic water bottles, set zero food waste goal for events, avoid use of disposables, provide designated food waste bins, going digital/paperless, avoid goody bags*
- Design environmentally friendly sets and fabrication
 - o *E.g. select environmentally friendly materials for set construction, modular exhibition booths which can be reused*
- Increase re-using and recycling rate
 - o *E.g. co-locate general trash and recycling bins at visible and convenient locations, collect lanyards and ID cases at end of event for re-use*
- Use energy and water efficiently
 - o *E.g. request for air-conditioning temperature to be set at 25 degrees Celsius, minimize use of decorative displays that need electricity to run on, use natural lighting or ventilation where possible, avoid energy intensive lighting such as halogen lights*
- Implement sustainable procurement practices for supply chain alignment and buy-in
 - o *E.g. pick green venues, select certified sustainable suppliers, procure locally as much as possible,*
- Encourage environmentally friendly travel and transportation
 - o *E.g., public transportation, car-pooling*
- ...
- ...

Social:

- SDG 2 – Zero Hunger
 - o Reduce hunger rate among our community
- SDG 4 – Quality Education
 - o Improve education access for the underprivileged
- SDG 5 – Gender Equality
 - o Improve working conditions for women
- SDG 8 – Decent Work and Economic Growth
 - o Ensure a fair, and inclusive work environment
- ...
- ...

Part 3: Commitment, Review and Continuous Improvement

This policy will be reviewed for continuous improvement on an annual basis and [Company Name] appointed sustainability officer (e.g. Sustainability Director, Chief Sustainability Officer, Head of Social and Environment Responsibility) will continuously enforce, educate employees and keep track of progress. All employees are welcome to give their feedback in shaping this policy.

Part 4: Commitment by Senior Management *[or simply publish on your company website to show your commitment]*

<Insert Signature>

President/CEO/COO [Company Name]