

ZedEvents Environmental Policy

ZedEvents recognizes the importance of implementing practices of sustainability in both the office environment and in the community through event execution and supplier relationships. We are committed to maintaining a high level of quality in our services and believe that including sustainability measures in this process will improve our contribution to clients and the community as a whole.

We will strive to be environmentally conscious in our office through the following actions:

- Printing double-sided
- Printing only what is necessary
- Circulating notes, meeting notices and documents by email
- Re-using office supplies (binders, clips, tape dispensers, etc.) when possible
- Composting food waste and recycling paper, plastic, glass and cardboard
- Providing proper receptacles and arranged clearance for recyclables and compost
- Providing staff with filtered tap water, rather than water coolers
- Providing staff with china dishes, glassware and real cutlery to reduce use of disposable containers and products
- Turning off lights when leaving the room
- Turning off computers at night
- Turning off printer and other equipment
- Monitoring water and electricity use and fixing areas of inefficiency
- Using dry-erase boards rather than flip charts
- Re-using event supplies at multiple events (fishbowl for draws, frames for documents, etc.)
- Using the conference call system to avoid travel time and costs
- Allow staff to work from home to reduce commuting time and costs

We strive to be environmentally conscious in event execution through the following actions:

- Working with venues to create menus that use seasonal and locally grown food
- Carefully monitoring required food quantities and giving away extras, when applicable
- Offering guests water from pitchers, rather than bottled water
- Providing clients with interesting alternatives to printed collateral (screens)
- Providing delegates with electronic copies of files or links to downloadable files to reduce printed materials
- Implementing the reduce, re-use, recycle policy at venues
- Creating a safe environment for all suppliers and guest for both set-up and during the event

By committing to the above guidelines and introducing the concepts to our clients and suppliers, we can help control our environmental impact and also make a positive difference in leading by example.

Jane Davies

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