



ROYAL ARMOURIES (INTERNATIONAL) plc

Environmental and Social Responsibility Policy

1 We comply with the requirements of environmental legislation and approved codes of practice

We comply with legislation such as the WEEE regulations, disposal of hazardous waste such as batteries and cooking oil.

2 We continuously seek to improve our environmental and social performance

We do this by monitoring our energy consumption, contribution to local society and purchasing and waste. We ask ourselves "what else can we do?"

3 We reduce pollution, emissions and waste

We do this by replacing electrical equipment with energy efficient equipment. Those members of the team responsible for emptying rubbish and waste bins are trained in the correct disposal of items and recyclables.

We have targets for increasing recyclable waste and decreasing waste to landfill. We have a policy to reuse where possible, and then recycle where possible before the decision to skip or bin something. Some recent examples of where this has taken place:

- Rejuvenating and re-branding of the conference lecterns brought RAI's presentation standard back up with little cost and no waste
- The insertion of dividers in the Royal Armouries Hall left us with excess curtain. This was then used to create a curtain in the Churchill Bar to enable the actual bar area to be cordoned off. This re-used the curtain and improved the events space.

Currently the company supply bottled water to office staff. The main office has a bin to re-cycle the used bottles. This is currently under review.

- RAI uses local suppliers and contractors where possible.
- We try to minimise printing electronic information unless essential. If printing is needed we try to use both sides to reduce the amount of paper used. Office paper can be recycled using the large bins in the main office.
- We buy products made from recycled materials and re-use office files and folders, plastic wallets and dividers to reduce wastage.
- Food is ordered to meet requirements of the events to avoid wastage.
- RAI gives out condiments, jams and butters at the counter to avoid waste.
- Menus are designed to use foods in season where practical

4 We reduce the use of energy, water and other resources in our offices and event venues.

We do this by programming the heating, lighting and ventilation systems in NEW DOCK, in accordance with the events schedule so that energy is not being used when the venue is not in use.

The small individual offices and office toilets are controlled via normal switches. We encourage turning off lights when rooms are not in use and remind staff of this by "Now switch the lights off" reminders on the switches. The main office is controlled by Proximity Sensors and will automatically switch lights off after a short period of time.

We ensure that computers are not left on standby and are switched off when not in use.

5 We raise awareness, encourage participation and train employees in sustainable business practices

We do this by having a section on sustainability in the staff induction pack and the staff handbook.

As part of our wider communication improvement plan, staff receive regular bulletins on company information and progress and a staff suggestion scheme exists to encourage staff to put forward improvement ideas on any part of the business.

We have a "Sustainability Notice Board" which is situated in the RAI office.

6 We expect similar environmental standards from all suppliers and contractors

We do this by asking for supplier and contractor sustainability information. See GMF for examples of this from paper suppliers, cleaning product suppliers.

7 We assist customers to use products and services in an environmentally sensitive way

We do this by areas where customers can recycle and we also have a Responsible Visitor Charter.

Our website and marketing material encourages the use of travel by public transport where possible.

RAI has a **green message** to our e-mail footers encourage the reader to think twice before printing both internal and external customers.

8 We liaise with the local community and respect our local residents

RAI's nominated Charity is St George's Crypt which is the local Leeds charity for the homeless. **We have to date supplied this year 1,700 tins of food and £ 240 via raffles (27.4.2009)**

We have at least one 12 month university placement student each year, and two or three school work experience students. RAI maintains good relationships with local colleges and schools and we regularly carry out student showrounds – in 2009 for Leeds City College Hospitality students and also a showround for Students from Boston Spa School. We have also supported with a group of Leeds Met final year Event Management students with their project studying "entrepreneurship and creativity" within our business. We also went to the university to see their presentation of the project. As part of our ongoing partnership with Leeds City College RAI has sponsored a Student of the Year award.

RAI's support to St James's has increased as the years have gone by. It all started in 2005 with a children's charity ball for their cancer ward for children of 5-16 years where we gave them free room hire. As the years progressed the support and the number of events increased and in 2008 RAI supported by offering room, food, crisps sweets and pop for the children for four events – the Teenage Cancer Ward Ball, the Remembrance Ball, Candlelighters children's Christmas party for Cancer patients and the Valentine's Ball for the Oncology outpatients of 6-14 years.

Our NEW DOCK Hall is acoustically insulated to prevent nuisance noise affecting the local residents whilst our events are taking place.

We have good relations with the Clarence Dock residents and businesses and give them additional offers exclusively for them to our Christmas Parties and New Year's Eve Party.

9 We have joined the Green Tourism Business Scheme as an indicator of our sustainable practices

We have joined the GTBS scheme and intend to aim for a higher award within the scheme.

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