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ENVIRONMENTAL AND CORPORATE SOCIAL RESPONSIBILITY (CSR) POLICY AND GOALS (July 2020)

Who We Are

Established in 1951, Spectra is a UK Destination Management Company, with a vast amount of experience and longevity, and an outstanding global reputation with both clients and suppliers. It is an organisation of people passionate about the planning and organisation of corporate meetings, incentive programmes and events in the United Kingdom for domestic and overseas clients. We combine expert local knowledge with meticulous organisation and flawless programme delivery to make the experiences of our clients and guests truly unforgettable.

Spectra's strong team is made up of the industry's brightest talent with energetic, empowered staff working out of both our London and Edinburgh offices. A number of staff have been with Spectra for over 10 years and a significant number for 15 years or more. Spectra is a private limited company, with excellent financial stability.

A Company Pledge

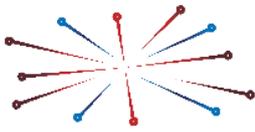
Spectra is a good, ethical company to do business with. We pride ourselves that our staff carry out their duties in a workplace which is healthy, safe, inclusive and supportive while bearing their environmental and social responsibilities in mind. Spectra aims consistently to demonstrate a progressive and proactive approach in the implementation of our Environmental and Corporate Social Responsibility Policy. We recognise that it is up to all of us, to work with our colleagues, suppliers and clients to build a better future for the environment in which we live.

Spectra's policy and goals will be guided and developed using the 17 Sustainable Development Goals to transform our world as identified by all United Nations Member States in 2015.

Environmental Commitment

The environmental protection and minimised impact of our business activities upon the communities within which we work is an important part of Spectra's philosophy. We recognise that adopting best practices for the environment's protection is fundamental to the future. To guide Spectra forward, both Spectra offices in London and Edinburgh will seek membership of Green Tourism in 2020 (www.green-tourism.com) and aim to gain independent certification in 2021 by the Green Tourism's internationally respected accreditation programme.





Corporate Social Responsibility (CSR) Commitment

Contributing positively to our world is important to Spectra and all staff are actively encouraged to support charitable projects. Spectra is proud to be associated with the Brain Tumour Research Campaign (BTRC) – there are further details later in this document. Since BTRC was founded by Spectra's Chairman, Wendy Moffatt, Spectra has provided administrative, infrastructure, and logistical support, as well as our sponsorship of various events to help the charity raise funds of over £3,500,000 for this historically underfunded research area. As our preferred Charity, we will provide ongoing support of the BTRC as there remains measurable impact in our investment of time and financial contributions. During 2020, Spectra will expand on its CSR Policy to include a wider range of commitments.

ENVIRONMENTAL AND CSR ACTIONS

1. Office Practice

1.1 Currently (as at Summer 2020)

1.1.1 Staff

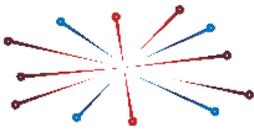
- a. Staff who live near to the office are encouraged to walk to and from work.
- b. All staff in the Edinburgh office currently enjoy a green commute with the majority of the team walking/cycling to work and the remainder using public transport.
- c. Spectra facilitates staff who wish to take advantage of the 'Cycle to Work Scheme'.
- d. All staff are encouraged to walk or use public transport during operational commitments.
- e. Filtered drinking water is provided via dispensers in both offices to save staff from buying bottled water.
- f. Spectra staff are actively encouraged to support charitable projects and a company contribution is made.

1.1.2 Equipment and Technology

- g. All photocopiers are equipped with a hibernation mode and are switched off when not in use.
- h. All Spectra staff use energy-saving laptops, with a hibernation feature on all computers.
- i. Everyone is encouraged to minimise energy usage by switching off artificial lights when feasible.
- j. Double-sided and monochrome printing is used wherever possible (when necessary).
- k. Energy efficient light bulbs are used.
- l. Green products are sourced where possible, such as staple-less staplers and refillable pens; where possible we eliminate the use of products that have no green alternatives such as rubber bands.
- m. Spectra's offices are naturally ventilated and a programmable thermostat automatically adjusts the heating.

1.1.3 Reducing the Carbon Footprint

- n. There are indoor plants in both offices to improve air quality and bring some nature to the office environment and staff are encouraged to bring plants for their individual desks.
- o. Spectra purchases local products for our own corporate merchandise.
- p. Where feasible, long distance staff business travel in the UK is by train in preference to flights.
- q. Plants to help improve air quality and encourage bees are grown in tubs on the London office garden terrace where there is also a bird box to encourage wildlife.



1.1.4 Waste

- r. Spectra's offices have mixed recycling for all the daily office wastage. There are food waste bins for the separate composting of coffee grounds and other organic matter.
- s. All Spectra and supplier brochures are provided or collected electronically.
- t. We use sustainable coffee filters.
- u. Spectra 'refillable' water canisters are provided to all Spectra staff for their on-site use during operations.
- v. Packaging material is always recyclable.

1.2 Going forward:

1.2.1 Staff

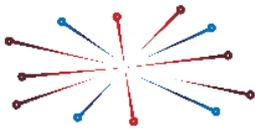
- a. Spectra will appoint Green Ambassadors, with an Ambassador representative on our Leadership Team to review, record and promote the Company's goals for sustainability. The Green Team will meet monthly.
- b. The Green Ambassadors will actively look for suppliers that are environmentally friendly and CSR-minded and they will promote these organisations going forward.
- c. The Green Ambassadors will create 'Green Challenges' on a regular basis to encourage the staff to have zero waste days or take part of their commute to work by foot etc.
- d. The Green Ambassadors will use signage and communicate regular reminders to staff about:
 - I. Checking that computers are switched off before leaving the office i.e. not in standby mode.
 - II. How to save energy in the office, e.g. filling or heating the kettle to the level required.
 - III. Switching off any lights in unoccupied rooms, lighting only areas where staff are working.
 - IV. Making use of the blinds to minimise heat loss during the winter months.
 - V. Keeping lamps, screens and windows clean to increase brightness.
- e. Spectra will introduce an annual 'Volunteer Day' for staff to support the local community or a charity of their choice.
- f. Spectra will provide recycling boxes in the office for:
 - i. Discarded batteries, CDs etc. for collection and recycling.
 - ii. Manufacturer recycling schemes e.g. where wrappers and packaging can be collected and returned to the manufacturer.
- g. Spectra encourages staff to work from home on a pre-agreed basis, especially recognising staff who are not in a position to use public transport, walk or cycle.

1.2.2 Equipment & Technology

- h. Spectra will implement an electronic platform for our contract process, by the end of 2021.
- i. When replacing electrical equipment for the offices, energy efficiency of new items will be taken into consideration.
- j. Replacement of taps, when required, will be to mixer taps to reduce water waste.

1.2.3 Waste

- k. We aim to store all documents and emails electronically in both offices by the end of 2021 and become entirely paperless by the end of 2022.
- l. Any supplier and client documents will be scanned and stored online.
- m. Spectra will use up its remaining paper stock and in future will only buy paper which meets the sustainability criteria of the Forest Stewardship Council.
- n. During our annual office spring clean, all efforts will be made to recycle and avoid landfill waste.
- o. All efforts will be made to dispose or recycle old technology (e.g. computers / mobile phones) safely and in an environmentally friendly way.



- p. Spectra will prioritise the use of environmentally friendly cleaning products for routine maintenance and cleaning of the office.
- q. Prominent signage will be used to remind users to print only when necessary and email footers will remind the receivers likewise.

1.2.4 Reducing Carbon Footprint

- r. Spectra will consider ways to offset our carbon footprint as a result of our own international business travel.
- s. 50% of our Management and Inter-office Leadership Team meetings will be held by Zoom (or similar) rather than in person.

2. Ethical Sourcing & Operations for Sustainable Client Programmes

2.1 Currently (as at Summer 2020):

2.1.1 Communication with Clients

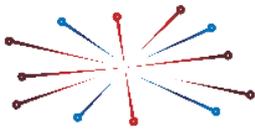
- a. Spectra includes our Environmental & CSR Policy in all appropriate proposals.
- b. Spectra proposals are online.
- c. Clients are asked whether on site paper materials are required e.g. maps and welcome planners.
- d. Spectra supports supplier and client initiatives to 'Give Back' to the Community.
- e. Spectra will not profit from any corporate donations made to charitable activities during a programme

2.1.2 Waste

- f. Water bottles made out of renewable resources are sourced for our guests, alternatively they will be encouraged to refill their recyclable water bottles using dispensers and fill stations available in some cities.
- g. Spectra considers alternative ways to lamination, using heavy duty card (when tablets not available) while maintaining a need for weather proofing ONLY when used outside.
- h. Environmentally friendly signage will be used such as tablets and portable white boards. Foam signs will only be purchased when it is 100% reusable, able to be ground down or recast again.
- i. Only environmentally friendly PVC-free banners will be purchased.

2.1.3 Responsible Sourcing with reduced Carbon Footprint

- j. Spectra only partners with florists who maintain an eco-friendly policy and use biodegradable materials. Wherever possible, flowers are locally sourced and used for another purpose post-event e.g. hospices and care homes.
- k. Spectra works with caterers who will only replenish buffets when necessary to reduce waste.
- l. We are fortunate to recommend a number of venues throughout the UK for events, which hold a charitable status such as The Royal Collection, Historic Royal Palaces, National Trust, Historic Scotland and Livery Halls.
- m. Suppliers are informed that single-use products such as plastic straws, cups and glasses may not be used at private events unless legally required e.g. outside events where the use of glass is not permitted.
- n. Any picnics or snacks will be supplied in recyclable packaging.
- o. Spectra only sources local entertainment where possible.
- p. Clients will be advised when walking transfers between locations are feasible. The distance between hotel and venue and/or restaurant is provided once the hotel is confirmed to indicate whether walking transfers may be a preferred option.
- q. Consideration is given in the process of purchasing lanyards, wristbands and name badges, using suppliers that provide innovative and sustainable products.



2.2 Going forward:

2.2.1 Communication with clients

- a. Each supplier will be asked to provide their Environmental and CSR Policies which Spectra will share with potential clients.
- b. Suppliers' policies will be shared during the proposal stage with clients, listing the suppliers' membership of Green Tourism, or any other leading green initiative, awards or outstanding CSR initiatives to ensure that clients can make informed choices during their decision-making process.
- c. The Green Ambassadors will compile a new list of innovative, ethical, creative suppliers for staff's easy reference.
- d. Where appropriate, Spectra will inform and engage suppliers and clients in our environmental and CSR efforts.
- e. Spectra will welcome the opportunity to assist in the preparation of a programme-specific environmental policy for client programmes when required.
- f. CSR action days and activities will be included when proposing team building events.

2.2.2 Responsible Sourcing and reduced Carbon Footprint

- g. To minimise food miles, Spectra will recognise and favour caterers, venues and hotels who inform us that their food is supplied locally and when it is an affordable option for the client.
- h. Spectra will ask suppliers to be mindful about their water usage during an event operation.
- i. Spectra will specify the country of origin for room gifts and actively source gifts which are designed, produced locally and include recycled packaging.
- j. Spectra will favour suppliers who have a proven track record of an excellent CSR Programme.
- k. As more suppliers become available, Spectra will consider transportation suppliers which offer electric vehicles or hybrid vehicles for our chauffeur-drive and motorcoach operations providing they can meet the high quality and quantity expected by our clients.

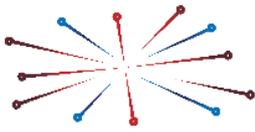
2.2.3 Waste

- l. Spectra will favour suppliers who have a proven track record of cutting waste.
- m. There will be a company investment, during 2021, in the purchase of tablets for operational staff to use during onsite operations to access their Working Instructions and signage.
- n. Spectra will proactively investigate the options available for donating left-over food and conference materials to the community.
- o. We will encourage clients to have paperless events and programmes, by encouraging the use of technology. Where this is not possible, we will ensure that paper provided is FSC approved paper and recycled after the event.
- p. Spectra will highlight hotels' efforts to reduce the use of plastic toiletries and amenities to clients.
- q. Spectra will work with clients to ensure accurate number guarantees to ensure minimal wastage.

Document References:

Green Tourism

Green Tourism works to promote a greener, cleaner environment for people, places, and the planet. Green Tourism recognises and supports eco-friendly achievements of tourism businesses with their internationally respected accreditation programme of Bronze, Silver and Gold awards.



Sustainable Development Goals as referenced above:

The need to work together to build a better future for the everyone is recognised by us all. Spectra recognises its responsibility and has chosen to be guided by and follow the Sustainable Development Goals, as identified by all United Nations Member States in 2015 as a blueprint for peace and prosperity for people and the planet, now and into the future. Meeting these goals for 2030 is a responsibility for us all.

1. *No Poverty*
2. *No Hunger*
3. *Good Health*
4. *Quality Education*
5. *Gender Equality*
6. *Clean Water and Sanitation*
7. *Renewable Energy*
8. *Good jobs and Economic Growth*
9. *Innovation and Infrastructure*
10. *Reduced Inequalities*
11. *Sustainable Cities and Communities*
12. *Responsible Consumption*
13. *Climate Action*
14. *Life Below Water*
15. *Life on Land*
16. *Peace and Justice*
17. *Partnerships for the Goals*

Brain Tumour Research Campaign

Following the death of our Chairman's husband, John Fulcher in 2001, from a brain tumour, Wendy was determined to try and rectify the unfair imbalance of funding for brain tumour research. Together with John's neurosurgeon, she created a Centre of Excellence at Imperial College London to fund sustainable translational research, which has already seen some positive improvements in treatments. The entire Spectra team engages with this very personal campaign started in her husband's memory.

This Policy document is an ongoing policy and has been updated by Spectra in July 2020