



# Corporate Social Responsibility Framework 2014

The event agency  
[www.penguins.co.uk](http://www.penguins.co.uk)

# Environmental Policy

## **Source local suppliers**

We go to great lengths to source suppliers where possible that are local to the events that we stage. It is essential that these suppliers meet our exacting standards and comply with the minimum standards that we set through our Preferred Supplier Charter.

## **Making use of alternatives to fossil fuels**

We use electricity generated through renewable energy sources such as wind farms. We have also replaced our pool cars with hybrids which use electricity and petrol.

## **Think before flying**

We are a European event company staging events throughout Europe and the World, but we must always be conscious of the environmental impact and establish if there is a better alternative such as video conferencing or overland transport.

## **Ask our suppliers to use green energy too**

Through our Preferred Supplier Charter we set minimum standards of operation; however we also appreciate that there is a need for education and we will endeavour to assist our suppliers in being "greener".

## **Emit less**

We have replaced much of our production lighting with LED lighting which produces much less heat and uses vastly lower amounts of electricity. In addition to this within our premises we now use low wattage lighting together with light sensors in rarely used areas.

## **Carbon Offset**

To play our part in tackling climate change, we have teamed up with ClimateCare to offset the greenhouse gas emissions from our business.

ClimateCare will fund projects that reduce emissions through energy efficiency and renewables around the world, reducing global carbon emissions on our behalf.

For more information visit [www.climatecare.org](http://www.climatecare.org)

# Environmental Policy

## Recycling

Penguins operate a paper and bottle recycling policy within our offices. Stock conference sets, Event and Team Building equipment is designed to be used on multiple occasions rather than simply discarded after single use. When equipment reaches the end of its life the waste is disposed of with due diligence and recyclable waste divided from recyclable materials.

## Supply Chain

Penguins operates a Preferred Supplier Charter, as part of which our suppliers are required to minimise any environmental impact the supply of their goods and services to Penguins may have. Current Penguins policy is to seek out suppliers, where ever possible to be at least carbon neutral.

## Clothing

Penguin's sources new uniforms from suppliers who use factories certified as fully compliant with international standards of social responsibility and ethical action. This means no child labour force or migrant workforce is used in the production of their product. Furthermore, they actively support fair trade, fair wages and fair working conditions for all. They also take care to adopt more environmentally friendly production methods.

## Employees of Penguins

Penguins employees are encouraged and assisted with environmental issues in the home. We ask staff to embrace carbon neutrality beyond the workplace and practice what we preach. Directors and employees have switched electricity providers in recent months, initiated recycling, and have installed low energy lighting where possible. We encourage our staff to use the WWF footprint calculator to assess their progress.

## Environmental Legislation

Penguins aim to exceed all applicable legislation with regards to the environment both as a business and also as an event provider to its customers.

# Diversity & Equal Opportunity Policy

What is equality and diversity at Penguins?

## Our Vision

We want Penguins to be viewed as a trusted and valued organisation which genuinely acts in the best interests of its employees, suppliers and customers. We want to be the live event and communications company that employees want to work for and that we are in a position to create opportunities for those that are eager to work for us.

## Objective

The company's objective is to maintain operational standards so that all its employees and applicants are treated equally irrespective of race, sex, sexual orientation, religion, disability, age, marital status or ethnic origin. Employees are instructed to ensure the following:

### 1. No discrimination

There is no discrimination in respect of race, sex, sexual orientation, religion, disability, age, marital status or ethnic origin.

### 2. Based on merit

Promotion, training and development shall be determined on capability and merit only.

### 3. We all have personal responsibility

All employees have personal responsibility for the practical application of this Policy, which applies to the treatment of suppliers, customers and the general public as well as to fellow employees.



# Local Community Policy

Our main charity that we are involved with on a regular basis is the Alexander Devine Children's Cancer Trust (ADCCT), (Charity No. 1118947) for whom we provide staff and equipment for a series of events throughout the year. Our relationship with ADCCT commenced in 2007 when we provided all sound and lighting production for their annual fund raising ball. We've assisted them with this event every year since and many more!

ADCCT was set up in memory of Alexander Devine, son of Fiona and John Devine. Alexander was diagnosed with a rare brain tumor in November 2001 at the tender age of just four years. He endured operations, treatments and chemotherapy in his four year fight against cancer, with exceptional courage and bravery, with great dignity and without complaint. In honour of his outstanding courage and strength Fiona and John founded the trust. The long term aim for Alexander's Trust is to build and fund a Children's Hospice service in the Berkshire area. Alexander House will be a home from home environment providing respite and quality time for the whole family, palliative care, specialist respite care, 24 hour emergency care, advice and bereavement information and support for the family.

## Objective

To provide advice, services and personnel to ADCCT for their fund raising events. This includes our time as and when required by the charity.

In addition to assisting our primary charity ADCCT we also work very closely with several of our clients to assist them with their charity work – British Airways 'Flying Start' (Comic Relief), Ascot Charitable Trust and Kick racism out of football.

# Preferred Supplier Charter

Penguins "Preferred Supplier Charter" can be described as the backbone of our business. Our suppliers enable Penguins to deliver an enviable service for the provision of live events throughout the UK and Europe.

The Preferred Supplier Charter (PSC) is a minimum standard of service levels and ethical operating standards that Penguins has set out to encourage like-minded suppliers to adopt as their own minimum standards. Through the PSC, we can manage, monitor and measure the performance of our suppliers to ensure that we maintain the standards of service to our customers.

## Objective

To improve supplier performance through measurable SLA's and improve working relationships through the supply chain.

Key elements of the PSC are:

### 1. Insurance

Suppliers must carry at least £2million Public Liability Insurance. Copies of insurance schedules must be provided to Penguins.

### 2. Health & Safety

Copies of Health & Safety policy together with Risk Assessments and Method Statements must be provided by all suppliers.

### 3. Equipment Care & maintenance

On site equipment must be clean, functional and carry up to date certificates where appropriate. All electrical equipment must be PAT tested, and conform to IEE regulations.

