



## Sustainability Policy

### Access Bookings: Where Caring Counts



As a fully committed, environmentally responsible company, Access Bookings constantly strives to reduce our environment impact, making a positive difference within the local and international communities in which we operate.

Access are proud to be the only travel management company credited on BAFTA's sustainable supplier list and have been accredited to environmental standard (ISO 14001) for the past seven years. We are able to demonstrate that in order to manage the environmental impacts of our business that we've adopted the best practices. At the heart of our organisation is sustainability, it plays a large part in how Access operate, both domestically and internationally. Through directional leadership and engagement with our key stakeholders we strive to conduct our business affairs in an environmentally and socially responsible manner.



### Supply-Chain Sustainability: Encouraging Green Thinking

Access is determined to build a sustainable partnership with our supply chain and we encourage all venues to adopt practices that are aligned with our own environmental principles.

To assess a venue's green credentials we have developed a bespoke eco rating system that scores each property based on their environmental policies. Our purchasing teams encourage all suppliers to obtain our environmental accreditation and we recognise suppliers who are able to demonstrate that they operate in an environmentally friendly manner.

 Venues are asked to complete a series of questions about their services and property. Suppliers who meet relevant thresholds are awarded basic, bronze, silver or gold accreditations. To establish the criteria for our green scheme we worked in conjunction with the BBC, BAFTA and other sustainability experts to ensure that our procedures met the requirements of the entertainment industry, whilst supporting our environmental ethos.

Help and support is provided to suppliers to encourage them to meet or excel at each level of accreditation, and thus continually improve their own environmental policies.

Access ensures continuous improvement by reviewing this questionnaire regularly; this enables us to highlight the strengths and weaknesses of each venue and therefore set targets within our supply chain.

We ask our suppliers for information which includes (but is not limited to):



- Water usage – reusing grey water, reduced flush toilets, piped drinking water etc
- Utilities – use of mains utilities, renewable energy, energy monitoring, efficient HVAC systems, efficient lighting and electrical equipment
- Waste prevention (e.g. eradicating single use plastics), waste sorting and recycling
- Encouraging use of local and seasonal produce
- Reporting on Carbon Footprint

Once a property has been ranked, badges are displayed on all bookings and enquiries. This allows users to make informed decisions based on a supplier's sustainability and commitment towards environmental principles from the outset of their enquiry.



Our booking system allows easy comparison of multiple properties based on the badge colour awarded. We're also currently developing and integrating a system (via our online booking portal) allowing users to prioritise options based on the suppliers' eco ratings, the most sustainable options will appear at the top of the list of available properties.

Access have worked with many productions working towards BAFTA's Albert accreditation including; Poldark, Who Do You Think You Are?, Eastenders, Dr Who and Gardeners' World. We use our position as the leading entertainment travel management company to encourage more organisations to become sustainable, within their business operations.



We understand that all our clients want to make informed and responsible choices, so during the preparation of all projects and productions Access provide a document detailing our top tips for sustainable hotel stays. This document includes suggestions such as; closing or opening curtains to reduce the need for heating/air conditioning, reusing linen and towels for more than one night, removing key cards from occupancy sensors when leaving your room and taking your own bathroom amenities. This document is designed to be circulated amongst production teams, and included in call sheets, with the purpose of encouraging guests to take responsibility of the environmental impact of their stay.

## Sustainability: Education & Evolution

As a part of Access's continual efforts to be environmentally responsible, we ensure that all employees and suppliers are adequately informed regarding key environmental issues and policies. Our eco team engage, educate and support employees with regards to recycling, energy consumption and use of consumables; this team is led by our Head of Sustainability.



Access's environmental policy states that we will carry out all measures reasonably practicable to facilitate the ability to continually improve environmental performance.



The company actively supports the commitment to be environmentally friendly and to reuse, recycle and be environmentally efficient throughout all our operations. Access ensures that all contractor/sub-contractor operations are in line with this policy. We promote environmentally friendly practices that minimise the amount of waste produced by our organisation and take into consideration energy use, emissions and recycling within all our daily tasks. In addition we have a number of strategies in place to regularly assess the environmental effects of the organisations equipment, travel policies and day-to-day business operations.

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## Plastic Pollution: An Access Pledge

Access are proud to have sent zero waste to landfill during the past three years, and as part of our continual environmental efforts Access is on course to exceed the national target of eliminating all avoidable plastic waste before 2020 (rather than the government target of 2042).



Access recognises the global threat plastic waste has on the environment so eradication of single-use plastics is at the forefront of our sustainability and environmental drive. We have identified key policies to reduce and ultimately eliminate plastics from our operations via a two-tier approach of employee-led initiatives and strategic partnerships/education of suppliers.

In line with the European Plastics Strategy, our policy on single-use plastics prioritises the initiatives listed below;

- To promote behaviours that utilise alternatives to single-use plastics e.g. all offices have access to filtered tap water (no bottles or water cooler containers)
- To inform suppliers that we cannot accept any single-use-plastic promotional items
- To regularly audit and measure the use of any plastics
- To seek innovative recycling opportunities for plastic waste produced by Access and the supply chain
- To work with suppliers and staff to promote the use of alternatives to single-use plastics
- Provision of mugs and glasses to reduce the reliance on plastic cups
- Providing recycling facilities for shop-bought cups for employees
- Adapting hot drinks machines to accept mugs and cups
- To promote and support initiatives to remove plastic waste from the environment

As an organisation we have already eliminated plastic straws, cutlery, containers, cups and stirrers from all of our offices. Promotional items have been discontinued or redesigned to ensure that products comply with our environmental priorities.

All of our purchasing teams are trained on sustainability criteria and work alongside partners. We encourage them not only to monitor the impact their business operations have on the environment, but to actively work towards reducing them. All suppliers due to be accepted onto any client-specific or consortia-rate programmes are asked to complete a plastic-use assessment and pledge to reduce plastic consumption where possible. For example Hyatt and Hilton have agreed to eliminate plastic straws and Access is continually lobbying other suppliers to encourage them to make similar commitments. Our sourcing team provide helpful hints and tips on strategies to improve sustainability.



## Carbon Crackdown: A Balancing Act

Our own carbon policy is focused around the four areas listed below:

1. Management- identifying essential and non-essential travel
2. Reduction- choosing low-carbon alternatives to travel, including a ban on domestic flights without director-level approval
3. Compensation- participating in carbon-offsetting programmes
4. Technology- deploying Micro Form Factor (MFF) desktop computers across the business. These computers have a significantly reduced power consumption compared to a traditional PC.

Access initially monitored and collated our carbon usage; the figures obtained were used as the basis of our carbon reduction targets. To date since the implementation of our CO<sub>2</sub> reduction policy we have exceeded the goals set. Access will assess our carbon footprint on a regular basis and consider Carbon Offsetting programmes to further reduce our impact.

