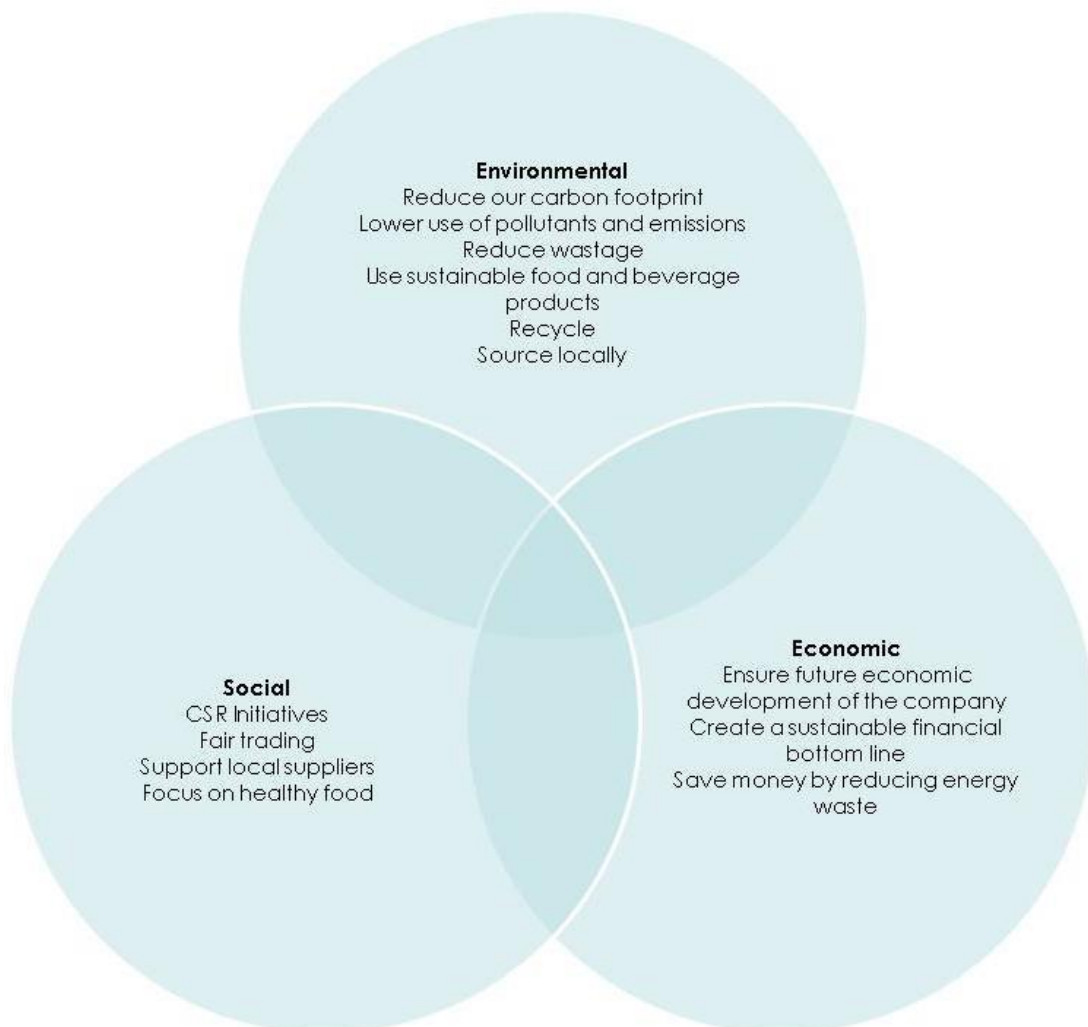


Sustainability Policy

30 Euston Square recognises its responsibilities as a service provider and concerns itself with both the long and short term impact of its activities in relation to the environment and sustainability.

We are aware of and seek to comply with environmental legislation in both principle and requirement and undertake a proactive approach in improving the sustainability of our business. We have adopted a positive policy to promote a day to day commitment to minimise, as far as it is safe, practicable and economically sound any adverse environmental impact and carbon footprint of our activities.

Sustainability encompasses three main areas: environmental, social and economic. Our goal is to productively operate in each of these spheres in such a way so as to minimise, if not eliminate, any adverse impact on the local and global community or natural environment.



ENVIRONMENTAL

Seasonality

At 30 Euston Square, we believe that by creating our menus around the seasons means that we use the freshest and tastiest produce, while allowing us to support local farms and producers and reducing the 'food miles' our ingredients travel. Food miles, such as those used in air-freighting out-of-season produce, are a major contributor to carbon dioxide emissions.

We are convinced that fruit and vegetables picked and eaten close to the source will taste better: the shorter the season the more important this is. This is why you won't find asparagus on our menus outside of spring.

Eating seasonal food means maintaining a sustainable food chain. The supermarket-driven insistence on predictability of supply and 'permanent global summertime' has made Britain's food chain very oil-dependent and has radically reduced our self-sufficiency. Producing and eating seasonally insulates the food chain against fuel shocks and works towards guaranteeing a sustainable food supply.

Producing food in line with the natural seasons reduces the need for artificial, resource-intensive inputs such as shelter, heating and special feed.

Local suppliers and provenance

30 Euston Square needs to have tangible confidence in the provenance of our food and we want to be certain that the suppliers we use meet our standards of animal welfare, ecological stewardship.

In partnership with our Nominated Suppliers, we regularly arrange farm visits to their primary supply source.

During these visits our Chefs and Managers spend time with the farmer, understanding their farming principles.

CASE STUDY: Field Farm Fresh in Oxfordshire is a beef supplier to Rowsell Butchers, a Nominated Supplier. On a recent visit to Farm Fresh, our Executive Head Chef was able to understand at first hand, the animal welfare criteria needed to produce fine quality meat.

Field Farm Fresh in particular undertakes a holistic approach to rearing their livestock. The animals are fed with organic feed supplemented with home-grown, Farm Fresh rape feed.

The farmer ensures that the animal is stress-free by using an on-site abattoir which minimizes the distances cattle travel for slaughter. Local butchery ensures that vehicle transportation with its adverse consequences is not a consideration for this farm.

Field Farm Fresh are certified under the FABBL Farm Assured scheme which is awarded to suppliers who are able to prove that the standards of husbandry and welfare on farm meet nationally agreed levels of best practice

This approach to animal husbandry allows us to provide our diners with the best quality meat.

By visiting suppliers, as we have with Field Farm Fresh, 30 Euston Square can be personally assured and endorse the quality and standards of the food and beverage we provide to our clients and customers.

Where we can't directly visit the primary suppliers of the products we purchase, we use distributors that are certified or monitored by accredited bodies, such as the Marine Stewardship Council, as conducting sustainable business practices.

CASE STUDY: M&J Seafood is a supplier of seafood to 30 Euston Square. In addition to the quality of their fish, their commitment to sustainability is key in helping us achieve our own sustainability goals. As an MSC Chain of Custody certified supplier, they are totally committed to responsible sourcing and supply of the best of the world's catch from well-managed and sustainable fisheries. They source products within UK and International regulatory guidelines, while maintaining a commitment to actively promote greater variety and under-utilised species. They are always on hand to advise us on the sustainable options for our menus.

Recycling

Lowering our environmental impact through recycling is something we have been championing. It is done in many different ways, but the main essence of the 30 Euston Square way is to drive initiatives that are realistic and measurable.

These initiatives are embraced within all of our contracts, educating and making sure the relevant facilities are in place for catering staff and facility users to recycle as much as is possible:

- Paper
- Plastics
- Oil
- Cans
- Food Waste
- Glass

Another great benefit with our local suppliers means we are able to return the reusable packaging back to the supplier when they make their next delivery.

We believe that recycling must be an integral part of good business, and therefore will:

- Close the loop by buying recycled products wherever possible
- Contact our local authority for information on glass and can collection services in the area.
- Provide separate bins for cans, and brown, green and clear glass to ease collection.
- Buy remanufactured toner cartridges – high quality cartridges are available with the same performance as new cartridges at a lower cost
- Return our toner cartridges for remanufacture through charity-run scheme
- Arrange for fluorescent tubes to be recycled or safely disposed of in small quantities
- Arrange for mobile phones and their batteries to be recycled through our IT Manager
- Used batteries are hazardous waste and must not go to landfill. Have a collection point for batteries

Bio Packaging

With grab and go style disposable becoming more popular, it is important that 30 Euston Square has a supply partner who can offer a supply that mirrors the sustainable ethos.

Our partner in this is London Bio Packaging. They provide the UK with a range of environmental supplies. In particular they specialise in providing environmental packaging for the food and catering sector.

Their plastic products are 100% biodegradable. By using renewable resources like corn, the packaging is fully compostable and nourishes the environment. Other products they supply include items made from recycled materials and durable packaging that can be reused.

Using London Bio Packaging allows businesses to be genuinely committed to the environment. Using their products enhances a brand and ultimately increases sales. LBP also provides environmental consultancy. Focused on the needs of clients, LBP provide environmental expertise and practical solutions to businesses and the public sector.

Cycling scheme

30 Euston Square will continue to offer our employees the opportunity to purchase a tax-free bicycles through our Cycle to Work scheme. In addition to the health benefits of regular exercise, making the switch from commuting by car to cycling massively reduces an individual employee's carbon footprint.

Energy

30 Euston Square commits to pursuing opportunities to reduce our consumption of energy. We have identified the following instances where our practices can contribute to this reduction:

- When heating, reduce the temperature of a room by one degree; it is unlikely that anyone will notice and you could cut the heating bill by as much as 10%. Most staff are comfortable at 19°. Similarly, set air-conditioning not to come on below 24 °
- Wherever possible replace tungsten bulbs with energy-efficient, compact fluorescent lamps and slimline tubes. They typically make immediate savings of 50% and last up to ten times longer
- Use natural light wherever possible. Keep windows clean and encourage staff to open the blinds rather than turn on the lights
- Run a 'switch-off' campaign. It is **always** cheaper to switch off lights, however short the time period
- Switch off heating/cooling and lights in unoccupied rooms
- Keep windows and doors closed when heating/cooling is on
- As and when required, purchase equipment with USEPA 'Energy Star' standard or similar.
- Screen savers **do not** save energy. Enable power down settings and insist that staff switch off at least their computer monitors (these use twice the energy of PCs) when not in use, including when they are away from their desks for meetings or lunch
- Encourage staff to turn computer off when not in use, especially at the end of the day
- Set all computers to switch to 'stand-by' mode when not used for a short while. The power needed to restart is equivalent to only a couple of seconds of normal running time.

Water

In order to reduce the amount of water consumed at our venues, we will:

- Encourage staff to wait until there is a full load before switching the dishwasher on
- Encourage staff to use the minimum amount of water when boiling water in kettles
- Encourage staff to wash vegetables and fruit in a bowl/sink rather than under a running tap
- Ban staff from defrosting produce under a running tap
- Check pipes periodically for leaks.

Waste

In order to reduce the amount of waste in our site, 30 Euston square will:

- Choose minimally packaged products and ask suppliers to supply products in less packaging. Ask suppliers to take excess packaging away with them when they deliver
- Discourage excessive use of stationary by implementing an ordering system. This allows you to monitor departments and target high use areas for reductions
- Avoid purchasing disposable catering products such as milk jiggers, sugar sachets and paper plates
- Prior to confirming catering arrangements for internal and external meetings, confirm the numbers attending – most people over order!
- Hold an annual 'stationary amnesty'. A surprising amount of material can be recovered by asking staff to hand in all their unused equipment for re-use
- Make the best use of computer equipment by upgrading and re-using old machines for low power work, e.g. as print servers.
- Make use of local resource centres and charities that re-use computers, furniture and other materials from business
- Use 'real' cups, mugs and glasses in the staff catering areas rather than disposable ones.
- When a site is closed, all usable furniture, supplies, etc., will be redistributed to other units for use or put into storage until such time as they can be used so as to avoid the landfill

Paper

As business, one of the easiest ways we can quickly reduce our environmental impact while simultaneously reducing costs is via our usage of paper. Therefore we will:

- Ensure that all photocopying and publications are produced in double-sided format as default on recycled paper wherever possible. Question whether staff need to print draft copies at all. If this is unavoidable, print double-sided and then recycle. Put reminder posters near printers and photocopiers
- Cancel junk mail and unwanted publications to reduce the amount of waste that has to be thrown away.
- Avoid overproduction of marketing and publicity material by reviewing distributions lists and regularly updating databases
- Encourage staff to use electronic communication where possible to reduce printing and faxing

- Encourage staff not to print out e-mails unless absolutely necessary – ask staff to have the following statement at the bottom of their e-mail signature: ***Please consider the environment before printing this e-mail.***
- Ensure fax machines are set so they do not produce unwanted header or report sheets
- Collect all paper that has been printed on one side and re-use it for printing in draft or for scrap message pads
- Re-use envelopes wherever possible, especially for sending information internally
- Contact your local authority for details of paper recycling companies in your area. The frequency of collection and cost of recycling will depend on the amount of paper you generate
- Place paper recycling bins in all offices. A good guide is one bin between six staff and one next to each photocopier and printer
- Ensure that cleaning staff are in support of the recycling scheme and that emptying the recycling bins is part of their contracted work
- Promote the scheme to staff by putting up posters around the offices and on bins explaining the types of paper that can be recycled
- Use 100% recycled paper as standard if possible.

Using 'green' products

Where financially viable, 30 Euston Square will preferentially use innovative products and services that minimise harm to the natural environment. For example, we use sustainable cleaning, sanitising, and food safety products from our nominated supplier, Ecolab.

Fairtrade products

As caterers we have the opportunity to positively influence the consumption of Fairtrade products and we do not take this responsibility lightly. Supplying Fairtrade and fairly traded products fits in with 30 Euston Square commitment to sustainability and offering choice to its customers. As such, we will, source and supply Fairtrade products such as tea, coffee, fresh fruit, chocolate, sugar, and snacks in preference to other products of an equal value.

The delivery of our ethical procurement strategies can only be done in cooperation with one of our many active partners, our nominated suppliers, and our nominated supplier manual is a perfect example of how we actively encourage and promote the use of Fairtrade and fairly products across all our units. The manual, which is available to chefs and managers across all units, identifies suppliers who work in conjunction with the Fairtrade initiative amongst others, giving them a 'preferred supplier' status.

SOCIAL

Support of our local communities

30 Euston Square has always been keen to support the local community in as many ways as possible. It is important for 30 Euston Square to support new local initiatives every year making sure many groups, individuals and organisations benefit from our ability to provide skills and resource.

Local Recruitment

Because we appreciate the positive impact that local employment and procurement can have on stimulating local economies and community development, 30 Euston Square endeavours to use suppliers and recruitment paths that are local to each of our venues.

Staff investment & welfare

30 Euston Square prides itself in its ability to retain and recruit the best in the industry. In support of this, 30 Euston Square commits to train and continually develop our staff. Reviews of all 30 Euston Square's staff career developments and opportunities are regularly addressed, encouraging growth within the company.

We believe that by investing in our employees, we make an overall positive impact on the quality of our business, as well as have a long term effect on the development of the local economy through up-skilling.

The welfare of our employees is paramount as we, as a company, are only as good as our people. Therefore it is our policy to offer fair treatment, competitive wages, equal opportunities and safe working conditions. Inclusion is the norm and diversity and equality in the workplace are promoted through recruitment, staff development and flexible work practices.

Ethical supplier relationships

We believe that supplier relationships, regardless of duration, should be managed professionally. As such, it is our policy that:

- All suppliers should be treated fairly and even-handedly at all stages of the procurement process, so that everyone, especially suppliers, understands the elements of the process, that is, the procedures, timescales, expectations, requirements, criteria for selection.
- We will discourage the arbitrary or unfair use of purchasing power or influence.
- We will not tolerate corruption in any form and members of staff aware of any corrupt activity have a duty to alert their senior management.
- We encourage colleagues to declare any material personal interest which may affect, or be seen to affect their impartiality, or judgement, in respect of their duties. Examples include owning a significant shareholding in a supplier or close family members being employed by a key supplier.
- Business gifts and hospitality from current or potential suppliers are not to be accepted if they violate the law, regulations, agreements or reasonable customs of the marketplace. Employees may receive gifts if they are nominal in value and not given or received with the intent or prospect of influencing business decision-making. Employees may not accept cash or cash equivalent as business gifts.
- Suppliers should not have to pay to be included on an approved or preferred supplier list. Suppliers should be selected on the basis of meeting appropriate and fair criteria.
- We ensure that suppliers understand and agree to the 30 Euston Square payment terms and ensure invoices are paid in accordance with the agreed terms.
- We will, wherever possible, support the local community businesses and SMEs so that we may encourage the local economy to flourish.

Healthy Food

As a socially responsible caterer, 30 Euston Square is committed to providing nourishing and healthy food options to our customers. As such, we will create menus that include fruit, vegetables, whole grains and low-fat proteins. We will also accommodate specific dietary requirements such as vegan and vegetarianism and allergies.

ECONOMIC

As a business, 30 Euston Square seeks to achieve long term economic prosperity and continuity, including growth opportunities for both the business and its stakeholders, without disadvantaging communities or the environment. We therefore endeavour to achieve economic sustainability by employing the following:

- Innovation and investment in new, risk-assessed opportunities
- High levels of customer satisfaction and loyalty to ensure continued income generation
- A continuous process of monitoring, analysing, redesigning and implementing as conditions change and new opportunities emerge
- Strategic and closely managed brand development
- Monitoring key trends in the industry
- Relationship development with clients to ensure long term mutually supportive and beneficial working partnerships
- Investment in training to build skilled-labour in the general region/community and provide long-term economic benefits, as higher wages contribute greater economic growth and overall wealth
- Ethical and local sourcing, as our direct spend on our supply chain has a great influence on economic development and sustainability; our procurement practices (i.e. respecting human rights or environment) can have even greater spin-off effects
- Reducing costs through efficiency and minimizing overheads through best-practice waste minimisation techniques:
 - Use of consumables
 - Energy and water costs
 - Costs of waste disposal
 - Expenditure on office hardware