

# Sustainability Policy

Cook + Associates are committed to following and promoting good sustainability practice, reducing the environmental impacts of all our activities to help our clients and contractors to do the same as we work towards a greener event industry and a greener world.

## Principles

Our Sustainability policy is based upon the following principles:

- To comply with all applicable legislation, regulations, and codes of practice.
- To integrate sustainability considerations into all our business decisions.
- To ensure all staff, contractors, clients and suppliers are fully aware of our Sustainability Policy and encourage them to adopt the .
- To minimise the impact on sustainability of all office and transportation activities.
- To review and continually strive to improve our sustainability performance.
- Wherever practical and cost effective promote the use of "green transport" for all events.

## Practical Policies

### Our promise in house:

- Review our policy annually to ensure we are always improving.
- Minimize the impact of the energy used by supporting renewable energy sources where practical.
- Avoid physically travelling to meetings etc where alternatives are available and practical, such as teleconferencing, video conferencing or web cams and efficient timing of meetings to avoid multiple trips.
- To minimize the use of paper and other office consumables by using downloadable and digital content.
- Minimise energy consumption by using low energy bulbs, controlling central heating, and turning off devices when not in use.
- Minimise the amount of waste generated and maximise the proportion of waste recycled by using recycling bins throughout the office.
- Review all suppliers' green credentials and environmental policies.
- To support local businesses and contribute to local community and the environment. (contributing to the rebuilding the coral reef for carbon offsetting)
- Carpooling to work where possible.

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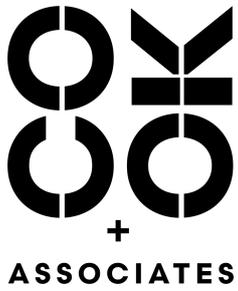
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## Our promise to our clients:

- To always suggest and provide sustainable initiatives and solutions to our clients throughout the design and development process.
- To utilise our global supplier network, reducing airmiles for crew and shipping materials.
- Ensure that any timber products, are recycled or from well-managed, sustainable sources.
- Re-using and repurposing assets where possible.
- Avoiding the use of single use plastics and finding alternative sustainable sources instead.
- To use recyclable coffee cups or reusable coffee cups on site.
- Use low voltage LED lighting where possible.
- We will always calculate traveling and storage logistics to maximise available space on trailers and minimise carbon footprint.
- Source suppliers with sustainable and durable materials to ensure quality products and a long shelf life.

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