



Jigsaw Conferences' Environmental Policy

Aim

Jigsaw Conferences is committed to improving our environmental performance and implementing best practice to minimize the environmental impact of our business operations.

We will also implement strategies that will reduce the impact of environmental risks on our organization.

The document keeps senior management and employees informed about their environmental roles and responsibilities within Jigsaw Conferences.

Policy aims include:

- Implement environmental actions within Jigsaw Conferences
- Monitor the environmental actions and improvements internally
- Demonstrate leadership by working sustainably with suppliers, communicating with customers and recommending industry-relevant environmental initiatives

Scope

The Environmental Policy applies to all employees and contractors, both full time and part time. The Policy will be shared with suppliers, partners and consultants to demonstrate and indicate best practice.

Intent

This Environmental Policy formalizes our commitment to supporting the principles of environmental sustainability and recognizes that a sustainable environment is central to our organization and the lives and work of our employees

Internal and external framing

We are committed to accelerating the move to a sustainable, low carbon economy and to reduce and ultimately eliminate the impact to the environment from our operations.



Our commitment

- Adopting a carbon reduction plan based upon achieving a target aligned with Science-Based Targets methodology.
- The replacement of internal combustion engine vehicles with electric vehicles for financial year 2025
- Develop Client Sustainability Packs with information on how we can support our clients with their goals in 2025.
- Encourage learning and development within the team around social sustainability.
- Measurement of our carbon footprint in 2024 and start achieving significant carbon reduction to align with our targets for direct operations by 2030.
- Establishing a sustainability committee to implement the carbon reduction plan above.
- Promote responsibility for the environment within Jigsaw Conferences and communicate and implement this policy at all levels within the workforce including:
 - Reduce Jigsaw Conferences' use of energy, water and minimise waste by reduction, re-use and recycling methods where possible, whether employees are working from home or at site (see Annex 1 below).
 - Conscious consideration to the level of travel required and the mode of travel, encouraging lower carbon transportation options.
 - Assess the biodiversity and environmental impacts of our operations and set objectives and targets annually in order to improve our environmental performance.
- Provide adequate resources to meet our commitment to this policy and the environment.
- Comply with all relevant environmental legislation/regulation.
- Ensure that all our policies and services are developed in a way that is complimentary to this policy.
- Report our environmental performance on our website
- Encourage all partners and other key stakeholders to commit to improving environmental performance. This includes taking into account environmental considerations in our procurement.

Additional actions:



- Working with environmental specialists as required.
- Preparing and promoting our environmental policy and action plan.
- Supporting the Sustainability Committee, once formed, internally to encourage employees to make suggestions and decisions on operational practices.
- Monitoring and reducing utilities consumption in home working and measuring impact of supply chain and company travel.
- Where appropriate, increasing recycling practices and optimising use of technological equipment.
- Promoting, encouraging, and rewarding lower carbon travel choices.

As employers we will:

- Share expectation of responsibility for the environment to our employees, board members and service providers.
- Demonstrate clear commitment to the environment and lead by example, to ensure that the protection of the environment is promoted to all employees.

Our employees will:

- Be familiar with the environment impact and requirements relevant to their own role and activities and take responsibility for their own impact on the environment.
- Be conversant with the working from home guidance ideas (see annex 1 & 2)

Our suppliers will:

- Provide their own environmental policies to our organisation to demonstrate their carbon footprint and carbon reduction targets, where possible
- Work in collaboration where possible to reduce the overall environmental impact of the supply chain.
- Communicate this Environmental Policy to all employees, contractors and other stakeholders as well as making this policy available to the general public.

We will review this Environmental Policy annually and measuring targets and performance as part of that review.

Responsibility and review



This Environmental Policy was adopted by the Managing Directors of Jigsaw Conferences on 28th November 2024

Implementation of this Environmental Policy is the direct responsibility of the board and senior management, and indirectly, all directors, employees and contractors working for the organization.

This policy was last updated on 28th November 2024 and will be next reviewed on 27th November 2025

Signed: *Mandy Kaur*

Name: Mandy Kaur

Position: Managing Director