



# SUSTAINABILITY POLICY.

***Top Banana's mission and primary purpose as a company is to help leaders communicate better through the delivery of leadership events and communications. We work with leaders and their teams to bring strategy to life and deliver a measurable difference that helps drive their business forward.***

## **Our Values**

We strongly believe in our values which fit well with the core sustainability principles of inclusivity, integrity, stewardship and transparency. We have defined our values as:

**Passionate** – enthusiastic, give our heart & soul and always go the extra mile.

**Creative** – pushing the boundaries, not afraid to try something different, thinking why not?

**Responsible** – doing the right things well, taking ownership and being accountable.

**Authentic** – genuine and honest at all times, behaving with integrity.

## **Our Commitment**

We realise that our event management activities, along with our business operations and processes can impact both positively and negatively on the environments, societies and local economies in which we work. We are therefore committed to minimising any negative impacts and maximising positive benefits by means of a programme of continuous development.

We continually monitor and review the sustainability impacts of our business, and set ourselves both short and long term objectives for improvement in our internal management, supply chain management, customer relationships and broader stakeholder engagement.

## **Our Objectives**

To enable us to achieve our sustainability objectives we have identified and committed to a broad range of actions throughout our business operations which we have organised into the following themes:

**Staff Health & Wellbeing** – We recognise that our employees are the very core of our business and that they define us. At all times we maintain high standards of staff welfare and we are committed to ensuring that our offices are a great place in which to work. To help us achieve this we have implemented a “Health & Wellbeing Programme” which is regularly reviewed and measured.

**Client Engagement** – We provide regular sustainability communication through e-zines, annual reports and in our proposals/pitches to promote and stimulate best practice. We work directly with our clients to improve the sustainability of their events and we actively promote the ISO 20121 accreditation.



**Management Process Adherence & Quality** – We work to implement and maintain the ISO 9001 and ISO 20121 standards, continually monitoring and measuring our progress, conducting regular internal and external audits and ensuring continued review and improvement of our management processes.

**Supplier Engagement** – We provide regular sustainability communication via e-zines, our annual supplier conference and through sharing best practice and products. We actively seek sustainable suppliers and we are working directly with our existing suppliers to promote, capture and recognise best practice.

**Internal Management** – All our staff receive sustainability training and we provide regular updates via staff meetings and our annual staff conference. Sustainability is also included as an item on our operational meeting agendas.

**Environmental Management** – In our offices and wherever we have direct control we actively seek to minimise our environmental impacts. We implement processes to minimise and manage our energy and water consumption, minimise the amount of waste we produce and show preference for more sustainable materials and consumables. We minimise unnecessary travel and show preference for more sustainable methods of transport.

**Community Engagement** – We are committed to ensuring that the communities in which we operate benefit from our activities. We provide employment opportunities, work experience placements and support local businesses. We identify local charities and initiatives for which we raise funds and provide in-kind support.

**Legal Compliance** – Our sustainability team regularly audits our compliance with local, national and international legislation, as it applies to our business and operations. We maintain records of our legal compliance and implement processes to ensure that we stay up to date with changes in the law.

**Leaders in the Field** – Our legacy is to have helped leaders communicate better and sustainably. We are committed to leading by example and so we continually research, develop and introduce new sustainable products which demonstrate best practice within the industry. It is our aim to achieve a Sustainability Award by December 2016.

As a company we are committed to continual improvement and so this policy is reviewed at least annually. It is communicated directly to all employees, clients and suppliers and is available to all stakeholders, including the general public, via our website [www.top-b.com](http://www.top-b.com) or on request.

A handwritten signature in black ink, appearing to read 'NTT'.

Signed: Nick Terry  
Position: Managing Director

Signed Date: 17/09/2015  
Review Date: 17/09/2016