

Corporate Social Responsibility

Star Events Ltd is located in Hertfordshire and offers a full event management service to its clients.

Corporate Social Responsibility is about understanding our impact on the wider world and how our ethical, social and environmental responsibilities fit alongside our corporate values.



Environment

Star Events seeks excellence in every aspect of our business and is committed to minimising the environmental impacts of our business operations.

In this policy we commit our company to:

- Continuously improve our environmental performance and integrate recognised applicable best practice into our business operations
- Protecting the environment by striving to prevent and minimise our contribution to pollution of land, air and water
- Manage waste generated from our business operations according to the principles of reduction, reuse and recycling
- Ensure environmental criteria are taken into account in the procurement of goods and services
- Comply with all relevant environmental legislation
- Encourage ethical buying from suppliers and use local suppliers wherever this is possible
- Highlight the venues we propose to our clients that have an environmental policy

Environment continued...

We communicate the importance of environmental issues to all staff by encouraging them to:

- Limit use of plastic and re-use wherever possible
- Ensure all lights and equipment are switched off when not required to reduce energy consumption
- Consciously think about the need to print paperwork and when necessary print in mono and double sided, and recycle cartridges
- Car share where possible
- Send proposals out electronically and encourage clients to send invitations out electronically rather than using hard copies
- Where possible allocate site visit days to multiple venues to reduce unnecessary travel
- When sourcing merchandise we recommend products that are made sustainably and that are reusable.





Customers

We are committed to the highest standards of business practices and also ensure that we deal responsibly, openly and fairly with clients and potential clients by:

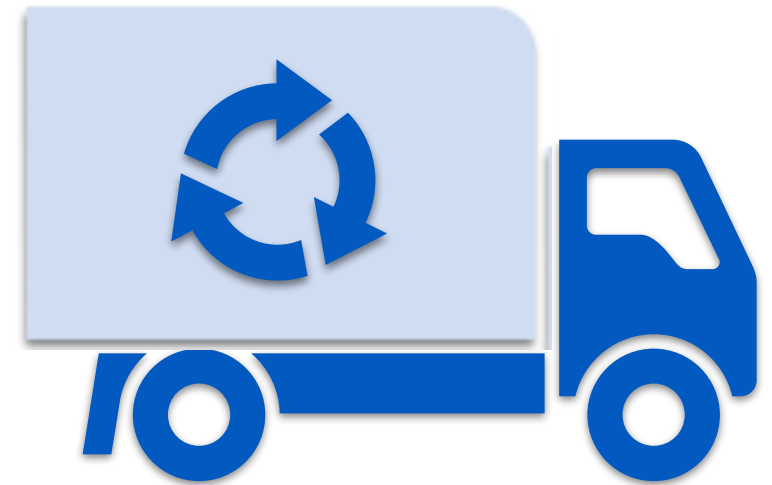
- Ensuring that all our advertising and documentation about the business is clear, informative, legal and honest
- Providing a high standard of service to our clients by listening to their needs to ensure that we propose the correct venues and suppliers.
- Offering our clients a number of suppliers and venue choices to suit their budget, requirements and compliance for instance DDA compliant venues.
- Adhering to the clients CSR buying guidelines
- Highlighting the venues that support CSR values by providing the appropriate CSR statement or links to their CSR policy on all documentation
- Raising awareness to our clients of our CSR policy

Suppliers of Goods & Services

Star Events believe in sourcing goods and services from suppliers who operate in an ethical way and we select people we work with who share our values.

We support our CSR values by:

- Ensuring we use local suppliers as much as possible, this helps the local community and reduces energy wasted and carbon emissions from deliveries
- Supporting young start-up companies in the local area
- Using like-minded suppliers with a similar culture and values
- Endeavouring to pay our suppliers on time
- Remaining loyal to our suppliers and supporting them by being honest and fair in our dealings





Local Community

We recognise and value the local community that we operate in.

We support on an ad hoc basis by doing the following:

- Donating clothes to local charity shops and helping local food bank and homeless charities
- Employing locally and within the company
- Offering work experience placements to local students
- Working alongside our neighbouring businesses to help each other when there are extreme weather conditions or other challenges
- Supporting employees in community activities and fundraising efforts, through the provision of time off or financial contribution where possible

Our People

We are a happy, dynamic team who enjoy celebrating each other's successes. As professionals in our field, we empower our people with the knowledge and efficiency to secure our position as market leaders.

We recognise the value and importance of our employees and are enthusiastic about recruiting and retaining our staff by:

- Including our CSR policy and mission statement in our new starter inductions
- Providing a mechanism by which employees can raise their views and be engaged in change and issues that affect the company
- Organising social events to celebrate successes
- Providing a gym membership
- Providing a safe and secure workplace which is conducive to the health and welfare of employees
- Providing a pleasant and enjoyable working environment
- Providing training and development to empower them in their daily work and reach their potential





Equality and Diversity

We expect every staff member, visitor, freelance worker, supplier and all others that Star Events and our staff come in to contact with to be treated with respect.

We provide a fair and supportive work environment for all employees, regardless of their age, gender, marital status, sexual orientation, disability, race, colour, nationality, ethnic origin, religion or association to any political party.

Charitable Responsibility

We raise money within the business to support local charities as well as sponsoring our own staff members who have personal charity and community commitments.

Our primary charity is The Willow Foundation
www.willowfoundation.org.uk