

RULES GOVERNING THE SUSTAINABILITY IN THE ORGANISATION OF COMMUNICATIONS EVENTS AND TRAINING COURSES

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November 2016 - Update only formal aspects and / or change of name structures and professional roles cited

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INTRODUCTION

This document sets out the criteria and rules for improving the environmental sustainability of internal and external communications events, training courses and other associated events.

In particular, the criteria of environmental sustainability should be borne in mind at all stages of any event, that is, during:

- the preparatory and promotional stages (the organisation and management of the organisational office and of promotional materials, the choice of site, gadgets, documentation, etc.);
- the organisation and running of the event, in particular as far as concerns the means of transport employed, the nature of the location providing accommodation, the catering facilities and event displays;
- the dismantling site and departing.

Those departments responsible for and/or involved in the organisation of events shall evaluate, and eventually adopt (according to the criterion of constant, gradual improvement), solutions in line with any new opportunities that should arise.

SCOPE AND RECIPIENTS

These Rules apply to those functions responsible for organising and managing communications events and training courses at Intesa Sanpaolo and its subsidiaries.

RULES

Documentation

Reduce the environmental impact by adopting at least three of the following criteria:

- send invitations and documents in electronic format so as to limit paper consumption as far as possible;
- print documents on front and rear;
- use certified eco-friendly and/or recycled paper;
- choose suppliers/printers on the basis of criteria of print optimisation, giving preference to suppliers/printers that:
 - have adopted an environmental management system;
 - use energy-efficient, environmentally-acceptable printing machinery;
 - use environmentally-acceptable vehicles to transport materials;
 - minimize the use of packaging.

Computer facilities and equipment/software

- Where possible, send communications and documents in electronic format.
- Where possible, use environmentally-acceptable, energy-efficient computer equipment.

Transportation and accommodation

- Choose, where possible, sites that are accessible by public transport or by collective forms

of transport.

- Choose, where possible, forms of accommodation that take special care to the environmental impact.

Choice of site, event setting-up and management

- Use, where possible, energy-efficient sites/buildings and/or sites/buildings that use renewable sources of energy.
- Use, where possible, displays, facilities and gadgets that are reusable, or are made from certified recycled or recyclable raw materials.
- Arrange for the use of tap water that is filtered and/or carbonated on the premises.
- Use washable cutlery and crockery, or alternatively, products made from biodegradable or compostable materials.
- Give preference to catering firms that:
 - have adopted an environmental management system;
 - choose local and seasonal products obtained and supplied via a short supply chain;
 - use environmentally-acceptable vehicles to transport their goods;
 - minimize the use of packaging, and implement a differentiated waste management system, where possible recouping any excess materials (for example, by distributing unwanted meals to community kitchens or similar organisations).
- Notify participants of the environmentally-sustainable measures adopted for the purposes of the event.

REPORTING

Those functions responsible for the organisation of communications events and of training courses and events, in cooperation with Corporate Social Responsibility on the matter of the contents and drafting of reports, are bound to send an annual report on the environmental sustainability of those events organised during the course of the year, to the said department.