



SUNWAY BERHAD

SUSTAINABLE EVENTS MANAGEMENT POLICY

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Process Owner: GBMC

Intended Users: Sunway Group - All Users

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COMMITTED TO
SUSTAINABLE DEVELOPMENT GOALS



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1. INTRODUCTION

- 1.1. Events are an effective communication tool for businesses to engage and connect with its intended audience, providing opportunities to, make connections, foster collaborations and raise awareness. However, events and its associated activities can lead to adverse environmental impacts.
- 1.2. Sunway Berhad (the “Company” or “Group”) is committed to fostering good environmental stewardship in all the Group’s business operations by reducing any potential negative contribution towards planetary health and protecting the natural environment through conservation, preservation and sustainable practices.
- 1.3. The Group will focus on minimising negative environmental impact arising from its own operations and its suppliers’¹ through responsible resource management, pollution control, as well as inculcating organisation-wide awareness on environmental responsibility and accountability.
- 1.4. Sunway Berhad’s Sustainable Events Management Policy aims to encourage and guide event organisers in implementing sustainable practices when organising and managing events, minimising negative impacts on the environment and foster positive community relations where possible.
- 1.5. The Group is guided by the waste management hierarchy (Prevention, Reduction, Reuse, Recycling, Recovery and Disposal) and complies with the Malaysian Solid Waste and Public Cleansing Management Act 2007.

2. PURPOSE

- 2.1. The Group identifies sustainable events as one that has a positive social impact, adds value to the local economy while leaving minimal environmental footprint. Sustainable events also play a role in raising awareness on sustainability as well as encourage event attendees to adopt a sustainable lifestyle.
- 2.2. The Company shall organise sustainable events by:
 - a) Promoting responsible procurement and sourcing
 - b) Encouraging healthy living and lifestyle
 - c) Providing a safe and secure environment
 - d) Adding value to the local economy
 - e) Reducing carbon emissions

3. SCOPE

Sunway Berhad’s Sustainable Events Policy (the “Policy”) applies to all Directors, employees of Sunway Berhad as well as our business associates such as partners, agents, vendors, suppliers, contractors, consultants and any other third-party service providers or persons who perform services for or on behalf of the Group. At those companies in which the Group has an interest but do not form a part thereof, the Company will promote, through its representatives on the boards of directors thereof, the alignment of their own policies with those of the Company, such that they adhere to commitments that are consistent with those established in this Policy.

4. POLICY STATEMENT

The Group aims to create awareness and educate all stakeholders on sustainable events through fostering environmental stewardship by reducing negative contributions arising from operations of the Group and its suppliers. The Group shall be guided by the following statements, which apply to all its activities and businesses:

Pre-event	<ul style="list-style-type: none"> In all pre-event communication, the event shall be advertised as sustainable (e.g. single-use plastic free, paperless).
Mid-event	<ul style="list-style-type: none"> Share how the event is sustainable and what that entails. Consider including a footnote on sustainability practices on any digital (or printed) material (e.g. “Think before you print”, or “This is a zero-waste event”). Include information regarding sustainable ingredient sourcing on food menus and/or buffet stations (e.g. “Cooked with local produce”).
Post-event	<ul style="list-style-type: none"> Tabulate data relating to the positive impacts of implementing sustainable practices for the event (e.g. how much waste was diverted from landfill and/or how many food miles was saved by using local produce). To share this information with Group Sustainability for compilation and reporting in the Group’s annual Sustainability Report.

5. IMPLEMENTATION

The Group shall be guided by the best practices and/or principles of sustainable events which will apply to all its events including, but not limited to, annual dinners, conferences, sales launch, etc.

5.1. Catering

- a) Source from local suppliers that provide sustainable, if not, minimal or no packaging
- b) Avoid serving food containing parts of endangered or exotic animals (e.g. shark's fin)
- c) Use locally sourced ingredients/provide sustainable food options on the menu
- d) Avoid single-use cutleries
- e) Prevent food waste by only catering to expected number (e.g. request for RSVP to minimise food wastage)
- f) Develop a plan to manage leftover food from event

5.2. Decorations and Giveaways

- a) Reduce/avoid single-use decorations
 - i) Avoid single-use decoration items by excluding dates and store for reuse
 - ii) Avoid use of balloons
- b) Consider digital giveaways
 - i) Discount codes
 - ii) E-tickets
- c) Consider environmentally-friendly alternatives to plastics and other non-degradable materials
 - i) Reusable water bottles, coffee cups, glasses
 - ii) Drinking water fountains
 - iii) Tote bags/paper bags
 - iv) Paper/reusable straws

5.3. Sustainable Events Planning and Communication

- a) Reduce/avoid printed materials
- b) Save electronic guides as PDFs that can be accessed from any device
- c) Create digital registration to process attendees' attendance
- d) Reuse promotional/display materials for more than one event (e.g. have dates/sponsors on separate banners)
- e) Encourage attendees to bring their own reusable water bottles via email and/or any other digital communication methods

5.4. Transportation

- a) Encourage attendees to use public transportation to arrive and depart from the venue
- b) Encourage attendees to carpool

5.5. Waste Management

- a) Consider providing reverse vending machines for recyclable items
- b) Plan your approach to 'reduce, reuse, or recycle' event packaging for catering/promotion/communication/registration, working with established/tested suppliers
- c) Encourage attendees to bring their own reusable water bottles and refill water at provided water stations, if available

Notes:

Definition of supplier

Organisation or person that provides a product or service used in the supply chain of the reporting organisation. A supplier is further characterised by a genuine direct or indirect commercial relationship with the organisation.

Examples of suppliers can include, but not limited to:

- a) Brokers: Persons or organisations that buy and sell products, services, or assets for others, including contracting agencies that supply labour.
- b) Banking and Financial Services: Economic services provided by the finance industry.
- c) Consultants: Persons or organisations that provide expert advice and services on a legally recognised professional and commercial basis. Consultants are legally recognised as self-employed or are legally recognised as employees of another organisation.
- d) Contractors: Persons or organisations working onsite or offsite on behalf of an organisation. A contractor can contract their own workers directly, or contract subcontractors or independent contractors.
- e) Dealer: Person who buys and sells goods.
- f) Distributors: Persons or organisations that supply products to others.
- g) Franchisees or licensees: Persons or organisations that are granted a franchise or license by the reporting organisation. Franchises and licenses permit specified commercial activities, such as the production and sale of a product.
- h) Home workers: Persons at home or in other premises of their choice, other than the workplace of the employer, who perform work for remuneration, and which results in a product or service as specified by the employer, irrespective of who provided the equipment, materials or other inputs used.
- i) Independent contractors: Persons or organisations working for an organisation, a contractor, or a subcontractor.
- j) Manufacturers: Persons or organisations that make products for sale.

- k) Marketing: Persons or organisations that promote and sell products or services, including market research and advertising.
- l) Primary producers: Persons or organisations that grow, harvest, or extract raw materials.
- m) Retailer: Person or business that sells goods to the public in relatively small quantities for use or consumption rather than for resale.
- n) Service Provider: Organisation, business or individual which offers service to others.
- o) Subcontractors: Persons or organisations working onsite or offsite on behalf of an organisation that have a direct contractual relationship with a contractor or subcontractor, but not necessarily with the organisation. A subcontractor can contract their own workers directly or contract independent contractors.
- p) Trader: Person or business that buys and sells goods.
- q) Wholesalers: Persons or organisations that sell products in large quantities to be retailed by others.