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We all share
one life source,
so let's go green.



Content for the Nedbank Green Event and Catering Guide workshop was sourced in part from the Convention Industry Council's Green Meetings Report (www.conventionindustry.org/projects/green_meetings_report.pdf). First edition. First published 2010. Nedbank Green Event and Catering Guide 2010. All rights reserved. The material in this publication may not be reproduced, stored or transmitted in any form or by any means without the prior permission of the copyright holder. Any information from the Nedbank Green Event and Catering Guide 2010 used in other sources must fully and accurately reference the title of the guide.



Overview

Towards our Deep Green future.

At Nedbank we have pledged to play a leading role in South Africa's move towards a low-carbon future. With this end in view, July 2010 marked a significant milestone for the group, for that is when we proudly achieved carbon neutrality.

The neutrality makes us the first bank in Africa to achieve effective zero-carbon status, further cementing our reputation as our country's – and continent's – green and caring bank.

Not only does the achievement represent the next chapter in our green journey, but it also demonstrates our commitment to be at the forefront of environmental, social, cultural and economic sustainability.





Nedbank's green strategy



To maintain our carbon neutrality and in line with our commitments under the National Energy Efficiency Accord and our Conservation Partnership with the World Wildlife Fund for Nature – South Africa (WWF-SA), Nedbank has set several intensity reduction targets for the coming years:

- Reduce waste by 10% by 2011 (34,12 kg per staffmember)
- Reduce paper by 10% by 2010 (0,0594 tonnes per staffmember)
- Increase recycling by 5% by 2011 (31,56 kg per staffmember)
- Reduce water consumption by 6% by 2011 (26,03 kl per staffmember)
- Reduce energy by 12% by 2015 (5,335 kWh per staffmember)
- Reduce carbon emissions by 12% by 2015 (7,67 tonnes per staffmember)

Every individual at Nedbank aspires to achieve our green goals and carry our green reputation forward. What began more than 20 years ago as an ambitious sustainability strategy is today a way of life; not only for all Nedbank staffmembers, but also for the clients, shareholders, regulators and community members with whom our business brings us into contact every day.



For more information
on Nedbank's green
journey visit
nedbankgreen.co.za.





Nedbank's green credentials

- Dow Jones Sustainability Index membership – the world's premier performance benchmark for companies in terms of corporate sustainability. Included for the fifth year, Nedbank is one of only 25 banks worldwide and three companies with primary listings in South Africa to be included in the index (the only SA bank). 2009: 78%; 2008: 74%; 2007: 71%.
- JSE Social Responsibility Index – inclusion since 2004.
- South African Carbon Disclosure Project Leadership Index: ranked first.
- *Financial Times* – Emerging Markets Sustainable Bank of the Year for Middle East and Africa.
- Equator Principles – First African bank signatory.
- WWF Conservation Partnership.
- UNEP FI – Cochair on the UNEP FI African Task Force.
- UNEP F1 – Signatory to the official Statement on Climate Change.
- Ernst & Young Excellence in Sustainability Reporting.
- ACCA – Best Sustainability Report: Financial Sector.
- *African Banker* – Social Responsibility Award.
- Carbon Neutrality – First African financial services organisation to achieve effective zero-carbon status.
- Prince's Rainforests Project – Signatory to the Copenhagen Communiqué.
- Ask Afrika Trust Barometer® 2009 – Voted as the corporate that has done the most to address its impact on the environment.
- 702 Climate Change Awards – winner Corporate Services Sector.
 - First company in South Africa to be awarded a Green Star 'design' and 'as built' rating for the Nedbank Phase II building at 135 Rivonia Road, Sandton.



Why green events and catering?



The objective of this document is to give event organisers guidelines on running earth- and ecofriendly events, ie:

- ensuring that the use of renewable natural resources is sustainable;
- promoting the reduction of pollution and wasteful consumption; and
- entrenching Nedbank's Deep Green approach to sustainability.

Essentially, green events and catering incorporate environmental considerations that minimise the negative impact on the environment.

What are the benefits of green events and catering?

- The triple bottomline: green events and catering are good, not only for profit, but equally for people and the planet.
- Using recycled materials, sending materials for recycling after use, reusing items and reducing materials can significantly reduce the environmental impact of a corporate event.
 - Planning and executing a green event is not just about being environmentally responsible; it can also have substantial economic benefits in terms of cost savings, reputation management and leverage into new markets.



**Green is
the colour of
the future.**



Best practice for event organisers and communicators



Venue selection

Consider offsite events that involve attendees in an area's natural environment – with minimal impact.

Inform your hosts/vendors/suppliers of the environmental strategies the event is considering, based on Nedbank's Green Strategy.

Always favour energy-efficient venues and suppliers. To create green awareness ask questions such as:

- Does your venue have a green policy?
- Do you use compact fluorescent lights (CFLs)?
- Do you use green cleaning products?
- Does the venue use as many natural resources as possible? This includes natural light and the use of fresh air over air-conditioning when possible.
- Ensure your event management team works with the venue in reducing power and air-conditioning use when not required (www.specialevents.com.au).

Accommodation selection

- Choose establishments where staff are instructed to shut blinds, turn off lights and turn down the heater or air-conditioning when rooms are vacant.
- Guest rooms should have dispensers for soaps, shampoos and lotions, or the venue should donate unused portions to charity.
- A linen and towel reuse programme should be in place. The establishment should place cards in guest rooms offering guests the option to use linen/towels again. Housekeeping staff should be fully trained to comply with guests' wishes.

Transport

Ground transport

- Provide information about the local public transport, and/or arrange for shuttles to transport attendees to and from the airport and the event venue.
- Provide a local map in attendees' registration packs.
- Use car-hire companies that supply smaller, more fuel-efficient vehicles.

Air transport

- Choose airlines that use reusable or biodegradable serviceware.
- Choose airlines that collect recyclables used inflight and recycle them.
- Choose airlines that use fuel-efficient and low-noise aircraft.

Exhibition production

- Minimise the use of paper materials.
- Provide information via PDF downloads.
- When you use paper, print information on double-sided, post-consumer recycled paper with vegetable-based inks.
- Minimise packaging – especially plastic.
- Use recycled or consumable products as giveaways (www.eventgreening.co.za).
- Favour indigenous flowers over exotic flowers.
- Choose display materials that can be reused or are made from recycled materials.
- Provide recycling points for cardboard, paper, cans, plastics, glass and other recyclable materials that are generated.
- Ensure that cleanup crews are trained to keep recyclable items out of the garbage.

Communication and marketing

- Ensure staff are informed of the event-planning environmental strategies and initiatives.
- Communicate the event's 'greening' initiatives to attendees, stakeholders and the media.
- Reduce paper usage as much as possible by using the internet and email to promote the event, offering electronic registration and providing the event itinerary and proceedings online (including speaker notes and handouts).
- Use double-sided post-consumer recycled paper and vegetable-based inks for materials that need to be printed.
- Reuse name tags made of recycled content and provide 'reuse' collection bins for them.

Supplier and procurement management

Potential suppliers are required to complete a questionnaire incorporating environmental considerations as part of Nedbank's tendering process. We intend to use the data captured from these questionnaires in the creation of supplier scorecards. Some of the questions included in our new-vendor onboarding questionnaire include the following:

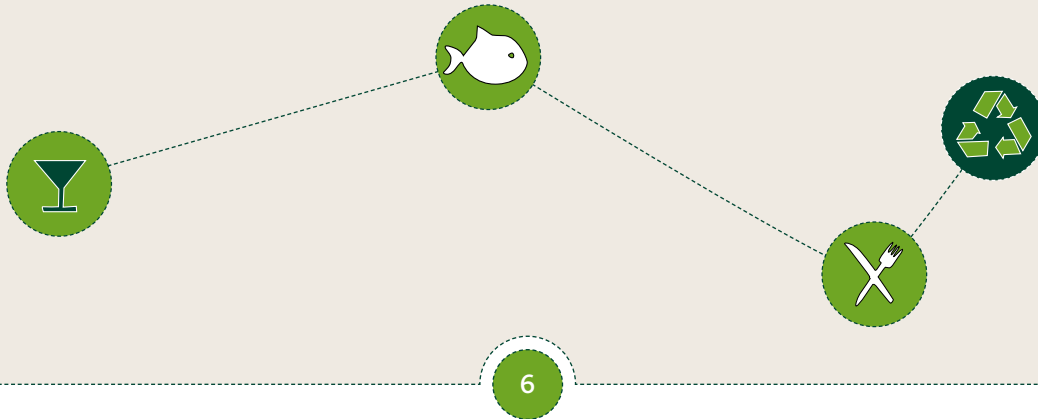
- Do you have a formal environmental policy?
- Do you have any environmental certification?
- Do you measure your company's carbon footprint?
- Do you have action plans to reduce your company's carbon footprint (electricity, travel and waste, etc)?
- Do you insist on environmental certification from your suppliers?
- Does your company practice recycling?
- Does your company measure your water consumption?
- Have you implemented plans to reduce your water consumption?

Food and beverages

A green event should offer only organic, local and in-season food and drinks. This ensures that the goods have not been transported from far away, resulting in unnecessary carbon emissions. It also ensures that we are supporting the local green agricultural industry at grass-roots level.

Where possible, partner with a catering company that understands green eventing and its importance (www.greencatering.co.za).

Avoid excessive packaging – and that which you can't avoid, recycle. Buying in bulk can help in using less packaging ...





What to serve?



Meat

- Serve little or no meat if possible.
- Choose local farm meat.
- Choose grass-fed, free-range meat products.
- Choose organic meat.
- Choose ecofriendly packaging.

Fish

Use the SASSI guide and only serve green-listed fish. The Southern African Sustainable Seafood Initiative (SASSI) is an initiative funded by The Green Trust (www.wwfsassi.co.za).

Fruit and vegetables

- Buy seasonal, local produce only.
- Choose organic or sustainably farmed produce.
- Choose produce without packaging, especially plastic packaging.
- Produce should be washed in natural products with no added chemicals.

Soft drinks

- Buy local fruit juices, ideally from local farmers.
- Buy in bulk.
- Recycle tins and glass.
- Buy organic.

Coffee

- Choose locally grown filter coffee if possible.
- If buying imported coffee look for all or one of the following differentiators: Organic Coffee, Fair Trade Certified, Shade Grown or Sustainably Grown.
- Use reusable or recycled paper coffee filters.
- Avoid take-out and fast-food packaging.
- Recycle your coffee grounds – they can simply be dumped in flowerbeds.

- Buy instant coffee in bulk (currently there is no local sustainable option).
- Choose ecofriendly packaging – minimal packaging, recyclable and unbleached, chemical-free dyes – when possible.

Sugar and sweeteners

- Use unrefined, organic sugar.
- There are health concerns about the ingredients in some sweeteners – research the most environmentally and health-friendly options.

Tea

- Order sustainably harvested rooibos.
- Choose teas with environmentally sensitive packaging and teabags.

Milk

- Choose free-range, rBST-free and locally produced milk.

Wine

- Choose wines made by Biodiversity Wine Initiative (BWI) members.
- Choose local and/or organic wines.



'The BWI is a pioneering partnership between the South African wine industry and the conservation sector. The goals are to minimise the further loss of threatened natural habitat, and to contribute to sustainable wine production, through the adoption of biodiversity guidelines by the South African wine industry.'
www.bwi.co.za

For more information on The Green Trust visit www.nedbankgreen.co.za/category/the-green-trust or www.wwf.org.za.

Water

A 2006 WWF study found that it takes three litres of tap water to make one litre of bottled water. Excessive bottling of water removes water from our already threatened water table. Bottled water also uses plastic and fuel during transportation.

- Try and ensure that tap water, rather than bottled water, is served.

Nedbank has discontinued its branded bottled water and is currently looking at committing to WWF's Water Neutral programme in partnership with government's Working for Water initiative.

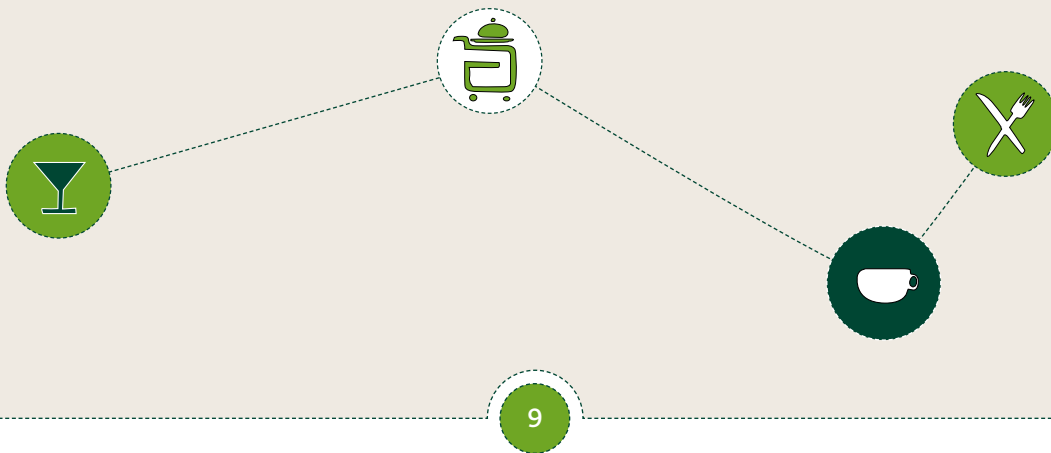
Green-event checklist

- The venue – is it energy efficient?
- Signage – is the event signage made from recycled materials?
- Electronic registration – as opposed to registration on paper.
- Name tags – make sure to collect name tag holders afterwards.
- Speakers' notes, delegate handouts – are these made from recycled materials?

- Event-banners – these should promote green messages.
- PowerPoint presentations – include a green message.
- Green gifts/giveaways.
- Are your wines sourced from BWI members?
- Are you serving any fish that is on SASSI's orange or red list?
- Have you bought any imported goods?
- Have you favoured in-season goods and produce?
- Have you avoided excessively packaged goods and produce?

General green-event and catering procedures

- Use laptops when possible (on average they use 10% less energy than desktop computers).
- Use LCD rather than CRT monitors.
- Provide printouts using both sides of the paper.
- Where possible, communicate electronically.
- Occasionally use regular mail, rather than bulk, discounted mail, to ensure that mailing lists are valid – this can reduce waste.
- Organise waste segregation bins in public spaces for plastic, glass, paper, aluminium and biodegradable waste.





Printed on Reviva Plus Paper:
Reviva Plus is a 40% post-consumer and 60% pre-consumer waste recycled paper with a distinctive African texture and feel. Manufactured by Sipipi.

What does green really mean?



Being 'green' is a generic term used to label any action that is beneficial to the environment. It can mean different things to different people: using products and services that are sustainable, buying products made from natural ingredients, eating local or organic, eating less or no meat, conserving energy, using alternative energy, recycling and more. Be the difference you want to see; make a promise to live GREEN!



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