

- Cooking oil will be re-cycled
- Singles machines for refreshment breaks are used assuring no waste
- Suppliers will be encouraged to re-use transit packaging for deliveries.

- **TRANSPORT**

We will encourage the use of shared transport and the use of public transport

- **CONSERVATION**

We will encourage a partnership with local conservation/trusts to support their activities

This policy is printed on 100% re-cycled paper



For more information contact : Green Policy Co-ordinator  
 Riviera International Conference Centre . Chestnut Avenue . Torquay . Devon . TQ2 5LZ  
 t: 01803 299992 . e: ricc.co.uk



# GOING GREEN

• Our Commitment to the Environment •

At the Riviera International Conference Centre we realise the importance of both respecting and protecting our environment.

We commit to minimising any negative effects our business may have on the environment and turning them into positive ones.

The Riviera International Conference Centre is located in the heart of the accommodation base of Torquay. Over 2000 en-suite bed spaces can be found within a short walk, from 3, 4 and 5 star to smaller privately run hotels. We are easily accessible by Road, Rail (main station 5 minutes walk) or by Air. A car share option is available on the Conference Torquay website to encourage delegates attending a conference to car share to their conference.

Conferences that take place at the RICC contribute valuable income to Torbay's local economy, with over £12.5 million generated in 2005.



## • The three R's – Reduce, Recycle and Re-use •

### • FOR OUR CLIENTS

We will work together with our customers and event organisers to reduce the effect of their individual events on the environment.

- The building has installed an air filtration system for cleaner in house air.
- A no smoking policy applies in various degrees for different areas of the business. Conference clients are encouraged to make events no smoking. Smoking is not allowed within the leisure sector of the business and restricted in the restaurant.
- We cater for all diets.

### • SUPPLIERS/PURCHASING

We will request information from our suppliers about their own Green Policies and do our utmost to implement an environmentally sound approach to purchasing.

- Responsible buying is encouraged in each department for the purchase of more environmentally friendly products.
- We offer Fair Trade Products
- We will use local/regional produce that is in season.
- We will incorporate organic produce, and free run chicken/eggs/meats whenever possible and where clients' budgets permit.
- Catering is in house and the department is continually developing its own environmentally conscious policies.

### • LEGISLATION

We will keep abreast of legislation and apply our own Green Policy in its implementation

### • PLANNING AND DEVELOPMENT

We will ensure that during any product or building development or alterations, we will embrace an appropriately environmentally-friendly approach

### • RESOURCE MANAGEMENT

We will at all times apply good practice to the use of utilities/resources.

- Water saving devices for toilets and sinks have been installed
- No equipment will be left on stand-by unnecessarily.
- Organisers will be encouraged to provide arrangements and decorations that can be reused, such as living plants or silk flowers.
- Staff will be made aware of the monthly utility costs (staff notice

board) and encouraged to be aware of any savings that can be made.

- The building has installed a Building Management System for temperature control.
- An Energy Management Policy has been implemented with low-wattage bulbs and fluorescent bulbs used wherever possible.
- A Third Party Energy Audit (Environwise) has taken place to recognise where energy is being wasted and the best ways to address this.
- Lights will be turned off when areas are not in use.
- The Riviera International Conference Centre supplies its own filtered bottled water, which is filtered and bottled on site, bottles are also re-cycled.

### • WASTE MANAGEMENT

We will adhere to a strict regime of recycling and improve as facilities become available

- Paper and glass is recycled and the disposal of plastic and metals will be pursued
- The Event Booking System is internally on line within the conference venue. It is a complete system that deals with Database/Enquiries/Contracting/Scheduling/Billing, reducing the necessity for huge 'paper' files.
- Emailing will be encouraged to reduce paper
- Wherever possible we will use re-cycled paper and envelopes
- Outdated computers will be collected by the appropriate charitable company for recycling and sending to the under privileged.
- Toner cartridges are recycled.
- Cardboard is collected, compacted on site and bundled for collection.
- We use a compactor and carefully ensure that any contaminated materials are not mixed.
- An environmentally conscious decision will be made between the use of bulk versus individually packaged items.
- Food and beverage packaging and cutlery will be recyclable
- We agree final number dates for catering from Event Organisers to ensure the least wastage possible. Pre selected menu choice are also offered to clients are encouraged to pre-order catering for their events.
- Clients are financially incentivised to select one menu therefore reducing waste
- Reusable cutlery, dishware and linens will be re-cycled unless specifically requested otherwise by the client.