

Corporate Social Responsibility Policy

UK & EU • Last updated: March 2017

Putting responsibility and consideration at the centre of our business

Priava has specialised in the development of software for venues and events for over 10 years. Our aim is to always meet our customers' requirements with high quality, innovative and effective products and services. We believe our business makes a positive contribution to an industry that is of growing importance, benefiting our clients in a number of ways, creating wealth and employment. In addition, as our products are paperless, they help our clients decrease their own waste, reduce their reliance on unsustainable resources and reduce their carbon footprint. However, we recognise that our business does also use resources, impacts on the local community and the environment and has a responsibility to give back wherever it can.

Priava is committed to being a responsible organisation and takes a considerate approach when managing its activities and their possible impact. Priava is determined to maintain an excellent environmental record by continually improving environmental performance. We will endeavour to prevent pollution at source, whilst taking into consideration business objectives, employees and the local community. It is our aim to reduce our environmental and social impacts and all employees at Priava are committed to ensuring our day-to-day business adheres to the measures outlined in this CSR policy.

Our Aims

Continuous improvements in Priava's environmental and social performance will be achieved by empowering staff to undertake creative solutions to important issues. By implementing the Priava CSR policy the company aims to:

- Meet and, where appropriate, exceed UK, European and international legislative and regulatory codes of practice
- Set achievable, measurable, environmental targets
- Reduce energy and resource consumption by encouraging effective and efficient reduction methods;
- Encourage the reduction of waste where possible
- Investigate alternatives to current practices to ensure the most appropriate CSR approach is taken
- Encourage and influence suppliers and contractors to ensure that the goods and services purchased for Priava are in support of the CSR policy
- Inform all customers and suppliers of Priava's commitment to reducing its environmental and social impact;
- Raise environmental awareness in the work place
- Aspire to keep to a minimum the use of chemicals in day-to-day operations
- Ensure good management practices by regular review, to assess efficiency and effectiveness of the CSR policy
- Where possible purchase materials that originate from ethical and sustainable sources.

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Actions and Initiatives

To achieve our aims and ensure Priava is a considerate and responsible business, we have implemented or are in the process of implementing the following actions and initiatives:

- Applying the principles of BS EN ISO 14001 as a framework for the Priava CSR policy
- Recycling office waste
- Reducing energy consumption where possible
- Priava's ongoing education forum Today's People Tomorrow's Potential specifically aims to develop guidelines for the industry which will allow us to provide support and guidance for newcomers, ensuring they are able to work to the high standards expected in the meetings and events industry
- Investigating 'environmentally friendly' alternatives to current practices
- Informing all customers and our suppliers of Priava's commitment to reducing its environmental and social impact and taking steps to influence suppliers to adopt similar policies
- Raising environmental awareness in the workplace through inclusion in regular meetings and the integration of environmental management into training programs
- Ensuring good management practices through the implementation of an environmental management system. Progress against these actions and initiatives will be monitored at regular management meetings. Communication Priava's CSR policy has been communicated to all employees and forms part of new employee training and induction. It is available for interested parties upon request.

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