



# Sustainable Events

## *Friend of the Earth*

### *Standard requirements (Version 1 – 15/02/2023 PB)*

#### Scope of the Standard

This is a Service Certification, consequently Organizations can have one event certified or their whole range of events.

Any Organization managing events can apply.

The provided documental evidence will be reviewed by a qualified third party auditor of a Certification Body accredited for Friend of the Earth standards audits. A Certificate will be issued by the Certification Body in case of no Non Conformities (NC) or once all Corrective Actions (CA) following NC will be accepted by the Certification Body.

## 1. Sustainable Commitment and Strategy

- 1.1.1** The Organization has created and written a **commitment statement** on convening a sustainable event.
- 1.1.2** The Organization has communicated the commitment statement both internally and externally.
- 1.1.3** The Organization has identified its **key sustainability issues and stakeholders** and it has invited these to be part of the commitment statement.

*Evidence to be provided: Written Commitment statement with details such as time span, location, events and key activities to be addressed, signatures or letters of support from partners. Communication evidence*

- 1.2** The Organization has identified the **risks and opportunities** related to the environmental and social impact of the event and evaluated the magnitude and likelihood of these risks/opportunities occurring.

*Evidence: Risk assessment chart*

- 1.3** The Organization has allocated **sufficient resources** to ensure effective implementation of its commitments.

*Evidence: Budget allocated*

- **1.3** The Organization has planned to leave a **positive legacy** to the community and the environment

*Evidence: Event plan for a positive legacy*

- **1.4** The Organization has identified and it is prepared to **track key measures** to monitor performance of the sustainability objectives defined in the commitment statement.

*Evidence: Key measures and tracking of performance in the course of the event.*

## 2. Management

- **2.1** The Organization has designated a green/sustainable **team leader** with the necessary authority to oversee implementation of the sustainable event commitment and formed a team

*Evidence: Function document in job description*

- **2.2** The Organization has established a **'way to work'** together including:

- identification of task leaders
- budget
- method to track progress
- frequency of team meetings.

*Evidence: documented meeting schedule and minutes.*

- **2.3** The Organization has committed to **documenting and reporting** on your sustainability **performance** .

*Evidence: Documents include: policy, objectives, targets, description of scope, performance.*

- **2.4** The Organization complies with **legal** and 'other' requirements, such as commitments to sport or sector specific federations.

*Evidence: authorities' legal compliance certificates or official confirmations.*

## 3. Site Selection and Construction

- **3.1** The Organization has selected sites and venues in order for the event to have a **minimal ecological footprint**, in compliance with the following principles, when possible

- **3.1.1** Prefer existing sites and venues where possible
- **3.1.2** Prefer temporary or portable infrastructures
- **3.1.3** Share the venue with other events or users if possible
- **3.1.4** Respect local culture and heritage

*Evidence: Life cycle assessment of environmental impact or equivalent, according to size of event.*

- **3.2** The Organization has chosen centrally located sites and venues to **reduce commuting distances** for event site and accommodation.

□ **3.3** The Organization has allowed for **online participation**, when possible. This requirement is mandatory in case of conferences and similar events.

*Evidence: distances and travel time assessment and online option*

□ **3.4** The Organization has ensured **barrier-free access** for everyone

*Evidence: accessibility of the event onsite or by means of maps and equivalent*

□ **3.5.1** The Organization has selected venues with **efficient water technologies** allowing to save water and appropriate waste water management, including at least one of the following:

- storm water capture and re-use
- low-flow toilets
- low-flow urinals
- use of grey water
- water-saver taps
- equivalent

□ **3.5.2** The Organization has evaluated all possible strategies to **reduce water consumption** in the course of the event.

*Evidence: Team meeting to list and evaluate implementation of possible energy saving initiatives.*

□ **3.6.1** The Organization has selected **energy efficient venues**, including at least one of the following:

- clean and/or energy-efficient heating
- clean and/or energy efficient cooling
- energy saving lights or lighting systems.

□ **3.6.2** The Organization has evaluated all possible **strategies to reduce energy consumption** in the course of the event.

*Evidence: Team meeting to list and evaluate implementation of possible energy saving initiatives.*

□ **3.7** The Organization has assessed and implemented all possible strategies to **reduce air pollution**.

*Evidence: Team meeting to list all possible sources of pollution related to the event and efforts to minimize or avoid them.*

□ **3.8** The Organization has **reduced or completely avoided use of single use plastic** for the event. The residual plastic which the Organization has not yet managed to eliminate and which the Organization enters in the market without capacity to effectively manage and control at the end of its life cycle, will have to be compensated by means of **Friend of the Sea plastic offsets**.

*Evidence: Residual plastic calculation and purchase of Friend of the Sea offsets.*

□ **3.9.1** The Organization has selected or built venues which **minimise soil, flora and fauna impacts**. The following has been taken into consideration:

- use of toxin-free materials,
- avoiding of cutting down trees
- not building in environmentally sensitive ecosystems
- application of green building guidelines
- application of smart site selection principles.

□ **3.9.2** The Organization has **consulted local authorities, environmental groups** before the development of the venue, and it has considered their inputs.

*Evidence: Meeting minutes and list of participants.*

□ **3.9** The Organization has included a **site restoration plan** in case the event implies building or potential impact of natural environment or communities relevant site.

*Evidence: List of initiatives undertaken to recreate and improve pre existing site.*

## 4. Site, Venue and Office Management

□ **4.1** The Organization has implemented **responsible energy management** practices, including but not limited to:

- operating site and venue lighting, heating and cooling optimally
- using spectators signage and operational staff training and on-going inspections
- purchase low-energy designated office equipments (i.e. EnergyStar)
- turn off all lights, computers, printers, coffee machines, etc
- purchase green electricity

*Evidence: Responsible energy practices plan and implementation*

□ **4.2** The Organization has implemented **reponsible waste management** practices, including but not limited to:

- keeping the site and venue litter-free through efficient use and placement of garbage and recycling bins
- train staff and volunteers
- find ways to prevent the creation of waste

*Evidence: Responsible waste management practices plan and implementation*

□ **4.3** The Organization has implemented **responsible noise management** practices, including but not limited to the following:

- reduce and prevent noise through signage

- respect by-laws
- training and inspections

*Evidence: Responsible noise management plan*

□ **4.4** The Organization has implemented a **clean air program**, including but not limited to the following:

- implement a no-smoking policy
- use of biodegradable cleaning products
- limit the use of vehicles on-site

*Evidence: Clean air plan*

□ **4.5** The Organization strives to be **paperless**, by implementing the following or more:

- read, send and post electronic documents where possible.
- print double-sided where applicable
- use only recycled or Pefc, Friend of the Earth or equivalent certified sustainable paper.
- Implement electronic systems for event registration, communication and finances where possible.

*Evidence: Paperless plan*

## 5. Community and Supply Chain

□ **5.1** The Organization established a **sustainable purchasing policy**, including a contracting procedure and code of conduct to source products and service that are both sustainable and ethical.

*Evidence: Documented purchasing policy*

□ **5.2.1** The Organization recruits any additional **staff for the event also from the local community**, when possible.

□ **5.2.2** The Organization recruits, for any additional staff for the event, also people with **disabilities**, when applicable.

□ **5.2.3** The Organization recruits with a **balanced ratio** of male/female and minorities, when applicable.

*Evidence: recruitment papers*

□ **5.3** The Organization employment contracts **comply with the law**, also as far as minimum wage and health and insurance are concerned.

*Evidence: recruitment papers*

□ **5.4** The Organization seeks **sponsors with a track record of sustainability and community involvement**.

*Evidence: sponsor's track record from Annual Report or similar.*

- **5.5** The Organization leases, rents or buys local, **environmentally friendly, possibly Friend of the Sea or Friend of the Earth certified, and community inclusive products and services.**

*Evidence: Percentage of local and ethical companies engaged. List of companies. Track record and certifications.*

- **5.6** The Organization **donates** equipment to local community or environmental organizations, such a local schools, public recreation centers, community sport clubs or other equivalent.

*Evidence: Amount of good donates and list of organizations.*

## 6. Transportation and Accommodation

- **6.1.1** The Organization offers **accessible public transportation** services, eg by liasing with local public transportation authorities to ensure sufficient and effective modes of public transportation.

*Evidence: travel times from various geographical areas.*

- **6.1.2** The Organization chooses transportation modes that ideally use **low emission technologies**

*Evidence: list of transportatio means and selection criteria*

- **6.2** The Organization has chosen for the event or is supporting **sustainable and socially responsible accomodation** close to events venue and certified sustainable, eg by Friend of the Sea, Friend of the Earth or equivalent.

*Evidence: list of selected accomodation and certifications per each one.*

- **6.3** The Organization provides **responsible parking services** which help to ensure clean water drainage and rsponsible clearing practices

*Evidence: list of selected parking services and evidence of responsible practices.*

- **6.4** The Organization provides athlets, spectators or event participants and organizers in general with **information and incentives** on how to **reduce their environmental impact through travel.**

*Evidence: Information and incentives communicated*

## 7. Catering, Food and Beverage

- **7.1** The Organization's sourcing policy aims at **reducing the ecological footprint of food**, by respecting the following:

- propose a high percentage of fruits and vegetables
- use tap water instead of bottle water, when drinkable.
- propose seasonal food
- propose food certified Friend of the Earth or Friend of the Sea and when not available:
- propose food certified sustainable or organic and / or fair-trade or SA8000 or equivalent

*Evidence: list of food provided and certifications or equivalent*

□ **7.2** The Organization promotes **healthy diets** by means of the following:

- fresh
- in season, where possible
- Non-trans fat
- low sugar

□ **7.3** The Organization **minimises food waste** and **maximises composting and recycling**

*Evidence: Food waste minimisation policy and tracking fo Kgs of waste produced*

□ **7.4** The Organization **minimises food packaging waste**, by procuring food with biodegradable, recyclable and / or minimum packaging.

*Evidence: Food packaging policy and list of food packaing selected.*

□ **7.5** The Organization **contributes to the local community**, eg by asking caterers to donate unused food to local shelters.

*Evidence: Amount of food donated.*

## 8. Marketing and Communication

□ **8.1** The Organization communicates in an environmentally friendly way, eg by **avoiding unnecessary papers and flyers**.

*Evidence: paperless marketing*

□ **8.2** The Organization makes everyone champions of the sustainable event cause by means of training and internal communication.

*Evidence: training and communications.*

## **Audit Conclusions (to be filled out by the auditor)**

Audited Organization:

Audited Products [list raw materials per each product]:

Auditor Name and Surname:

Signature:

Certification Body:

Audit Date:

Audit Location:

Non Conformities [provide nrs]:

Additional Auditor Notes:

List of attached documental evidence:

The Product is compliant with the Friend of the Earth standard for Sustainable Furniture