

Gracious Touch Events (GTE) Environmental Sustainability Report

Corporate Sustainability Policies

Environmental Sustainability

GTE is committed to reducing the environmental impact of its operations and events by:

Green Event Practices: Implementing eco-friendly practices such as digital invitations, recyclable or compostable materials, and minimal single-use plastics at events.

Vendor Sustainability Screening: Prioritizing partnerships with vendors who adhere to sustainable practices (e.g., local sourcing, reusable decor, low-waste catering).

Carbon Footprint Reduction: Offering hybrid and virtual event solutions to reduce travel-related emissions and promoting public transit and carpooling options for in-person events.

Waste Management Plans: Ensuring waste segregation (recycling, compost, landfill) is planned and executed at all events.

Social Sustainability

GTE upholds inclusive and equitable business practices that support community and cultural engagement:

Diversity, Equity & Inclusion (DEI): As a minority- and woman-owned business, GTE embeds DEI principles across hiring, vendor selection, and event curation.

Cultural Representation: Actively collaborating with artists, performers, and vendors from diverse backgrounds to ensure authentic cultural expression at events.

Community Engagement: Partnering with local organizations to involve community voices in event design, especially in underserved or historically marginalized communities.

Fair Labor Practices: Ensuring that all staff, freelancers, and contractors involved in events are fairly compensated and treated ethically.

Economic Sustainability

GTE contributes to a resilient local and creative economy through:

Support for Local and Small Businesses: Sourcing services and materials from local, minority-owned, and small enterprises whenever possible.

Capacity Building: Providing mentorship and subcontracting opportunities to emerging event professionals and creatives.

Responsible Procurement: Applying ethical standards in the procurement of all goods and services, including transparency in budgeting and contract negotiations.

Governance and Transparency

GTE operates with integrity and transparency in all aspects of its work:

Sustainability Reporting: Tracking and reporting on sustainability metrics for large-scale events, including waste reduction and community impact.

Client Collaboration: Working closely with clients to align event planning with their sustainability goals and corporate responsibility standards.

Ethical Governance: Maintaining strong internal policies on compliance, anti-corruption, and nondiscrimination.

Continuous Improvement

GTE is committed to evolving its sustainability practices by:

Staying informed on industry trends and best practices in green and sustainable events.

Soliciting feedback from clients and attendees to improve impact and accessibility.

Pursuing certifications and memberships with relevant sustainability organizations (e.g., Green Meetings Industry Council, B Corp Certification – if applicable).

Climate Action Plan

Introduction

GTEvents recognizes the urgent need to address climate change and our responsibility to reduce the environmental impact of the events we organize. This Climate Action Plan outlines our commitment to sustainability, goals for reducing greenhouse gas emissions, and actionable steps to achieve climate-positive operations.

Our Climate Vision

We aim to become a climate-resilient, carbon-neutral event management company by 2030, aligning our practices with the Paris Agreement and supporting global efforts to limit global warming to 1.5°C.

Key Objectives

- ❖ Measure and report carbon emissions from all event-related operations
- ❖ Reduce emissions by optimizing logistics, energy use, and materials
- ❖ Offset unavoidable emissions through certified carbon offset programs
- ❖ Engage suppliers, clients, and attendees in sustainability practices
- ❖ Innovate by integrating climate-conscious design into every event

Emissions Inventory

We will conduct a baseline greenhouse gas (GHG) inventory annually. This includes:

Scope 1: Direct emissions from company-owned vehicles and equipment.

Scope 2: Indirect emissions from purchased electricity (e.g., office or production energy use).

Scope 3: All other emissions, including:

- ❖ Attendee travel
- ❖ Vendor and supplier emissions
- ❖ Catering and food waste
- ❖ Printed materials and giveaways
- ❖ Waste generation and disposal

Action Areas and Strategies

Sustainable Event Operations:

- ❖ Use renewable energy sources at venues where possible
- ❖ Partner with venues that hold green building certifications (e.g., LEED, BREEAM)
- ❖ Encourage hybrid or virtual components to reduce travel emissions
- ❖ Eliminate single-use plastics and shift to reusable or compostable materials

Transportation:

- ❖ Promote public transit, ridesharing, cycling, or walking for attendees and staff
- ❖ Use low-emission or electric vehicles for logistics and crew transport
- ❖ Offer carbon offset options at registration for attendee travel

Food and Beverage:

- ❖ Source local, seasonal, plant-based catering options
- ❖ Reduce food waste through accurate planning and donations of surplus
- ❖ Ban the use of bottled water, providing refill stations instead

Procurement and Materials

- ❖ Work only with sustainable vendors and suppliers
- ❖ Opt for digital-first marketing and ticketing
- ❖ Use recycled and recyclable materials for signage and giveaways

Toxic Reduction Strategy

Purpose

GTE's Toxic Reduction Strategy outlines our commitment to **eliminating or minimizing exposure to harmful chemicals and materials** across all operations, event production, and procurement activities. This strategy supports our mission to host safe, healthy, and environmentally responsible events while protecting our staff, clients, attendees, and the communities we serve.

Policy Commitment

GTE is committed to:

- Reducing the use of toxic, hazardous, or environmentally persistent substances in all materials, products, and equipment
 - Selecting **non-toxic, biodegradable, or low-emission alternatives** whenever possible
 - Ensuring compliance with all **local, state, and federal environmental health and safety regulations**
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Key Focus Areas

Event Materials and Décor

- Eliminate use of materials containing **volatile organic compounds (VOCs)**, PVC plastics, or chemical coatings.

- Use **low-toxicity paints, adhesives, and cleaning agents** certified by Green Seal or equivalent standards.
- Choose **natural or recycled materials** (e.g., bamboo, linen, paper-based, or compostable décor).

Food and Beverage Services

- Source food and beverages from suppliers who **avoid synthetic pesticides and chemical additives**.
- Eliminate **Styrofoam, plastic-lined, or chemically treated containers**.
- Use **compostable or reusable dishware** certified free from PFAS (per- and polyfluoroalkyl substances).

Cleaning and Maintenance

- Implement **green cleaning protocols** for event venues and offices using non-toxic, biodegradable products.
- Require vendors and venue partners to adhere to GTE's **Safe Cleaning and Sanitation Standards**.

Procurement and Supply Chain

- Enforce our **Sustainable Procurement Policy** to screen out products containing hazardous substances (e.g., lead, mercury, formaldehyde, phthalates).
- Prefer suppliers with **eco-certifications** (e.g., EPA Safer Choice, Cradle to Cradle, FSC, or EPEAT).
- Require vendors to disclose any chemicals of concern in supplied materials and packaging.

Staff and Vendor Training

- Provide **annual staff training** on identifying and avoiding toxic products and materials.
- Include **toxic reduction criteria** in vendor onboarding and procurement checklists.
- Promote **supplier innovation** toward safer alternatives through ongoing collaboration.

Monitoring and Reporting

- Track progress through **annual sustainability reporting**, documenting reductions in toxic material use.
- Establish **Key Performance Indicators (KPIs)** such as:
 - % of non-toxic or low-VOC products purchased
 - % of vendors meeting toxic-free standards
 - Reduction in chemical waste generated per event
- Review and update the strategy biennially based on evolving best practices and regulations.

Continuous Improvement

GTE will continue to:

- Stay informed on emerging research regarding chemical safety and green alternatives.
- Participate in industry initiatives promoting **toxin-free and circular event design**.
- Encourage clients to incorporate **health-conscious choices** into event planning and design.

Summary

Through this Toxic Reduction Strategy, **Gracious Touch Events (GTE)** reinforces its leadership in sustainable event management. By removing harmful substances from our supply chain and promoting safer alternatives, we ensure that every event contributes to the health of people, communities, and the planet—today and for the future.

Green Fleet Policy

Effective Date: October 29, 2025

Approved by: Executive Leadership, Gracious Touch Events

Owner: Sustainability Officer, GTE

Policy Category: Environmental Sustainability

Purpose

The purpose of this **Green Fleet Policy** is to minimize the environmental impact of GTE's transportation and logistics operations by reducing greenhouse gas (GHG) emissions, fuel consumption, and air pollutants. This policy supports GTE's **Climate Action Plan** and corporate goal of achieving **carbon-neutral operations by 2030**.

Scope

This policy applies to:

- All company-owned or leased vehicles.
 - Third-party transportation providers and logistics vendors.
 - Employee travel and event-related transportation activities coordinated by GTE.
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Policy Objectives

GTE commits to:

- Reducing fleet-related GHG emissions and fuel use annually.
 - Transitioning to low- or zero-emission vehicles (ZEVs).
 - Promoting sustainable transportation choices for staff, clients, and event attendees.
 - Integrating emissions tracking and reporting into annual sustainability disclosures.
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Green Fleet Standards and Practices

Vehicle Procurement and Replacement

- Prioritize the purchase or lease of **electric, hybrid, or alternative-fuel vehicles**.
- Replace high-emission vehicles at the end of their service life with low-emission alternatives.
- Require suppliers and logistics partners to demonstrate fleet sustainability efforts.

Fleet Operations and Efficiency

- Implement **eco-driving training** for staff and contractors to improve fuel efficiency.
- Optimize delivery routes and event logistics to minimize travel distance and idle time.
- Maintain vehicles regularly to ensure optimal performance and reduced emissions.
- Utilize telematics or GPS tracking to monitor vehicle efficiency and identify improvement areas.

Sustainable Transportation for Events

- Encourage public transportation, ridesharing, cycling, and walking for event attendees and staff.
- Offer **carbon offset options** for attendee and speaker travel during event registration.
- Collaborate with venues to provide **electric vehicle (EV) charging stations** when feasible.

Vendor and Contractor Requirements

- Require third-party logistics and transport partners to use **fuel-efficient or electric vehicles** whenever possible.
- Include fleet sustainability standards in all RFPs, contracts, and vendor evaluations.
- Monitor and assess vendor compliance with environmental performance metrics.

Monitoring, Reporting, and Continuous Improvement

- Conduct an **annual review** of fleet fuel use, mileage, and emissions performance.

- Set and track **Key Performance Indicators (KPIs)**, including:
 - % of electric or hybrid vehicles in use
 - % reduction in fuel consumption per year
 - CO₂ emissions per mile traveled
 - Publish fleet sustainability data in GTE's **Annual Sustainability Report**.
 - Update this policy biennially based on new technologies, regulations, and best practices.
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Roles and Responsibilities

- **Sustainability Officer:** Oversees implementation, data collection, and reporting.
 - **Fleet and Logistics Managers:** Ensure compliance with green fleet standards.
 - **Vendors and Contractors:** Adhere to GTE's Green Fleet requirements and share sustainability data when requested.
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Compliance

All GTE employees, contractors, and vendors involved in transportation and logistics must adhere to this policy. Non-compliance may result in corrective actions, contract review, or vendor disqualification.

Policy Review

This policy will be reviewed every two years, or sooner if significant changes in fleet technology, environmental standards, or business operations occur.

Zero Waste Policy

GTEvents plans to implement on-site waste sorting stations with clear signage, ensure composting and recycling options are available at all venues and track and publicly report waste diversion rates.

Sustainable Procurement/ Environmentally Preferable Purchasing Policy

Effective Date: October 21, 2025

Approved by: Executive Leadership, GTEvents

Owner: Sustainability Officer, GTEvents

Policy Statement

GTEvents is committed to reducing the environmental and social impacts of the goods and services we procure. Through this Sustainable Procurement Policy (SPP), we aim to embed environmentally and socially responsible practices into every purchasing decision across our operations and events.

Objectives

- ❖ Minimize environmental harm through responsible purchasing
- ❖ Promote circular economic principles by reducing waste and favoring reusable and recyclable products
- ❖ Support ethical supply chains and socially responsible vendors
- ❖ Align with GTEvents' Climate Action Plan and sustainability goals

Scope

This policy applies to all purchasing decisions made by GTEvents employees, contractors, and business units, including but not limited to:

- ❖ Event equipment and rentals
- ❖ Printed materials and signage
- ❖ Office supplies and electronics
- ❖ Food and beverage services
- ❖ Transportation and logistics
- ❖ Vendor, supplier, and contractor selection

Procurement Principles

GTEvents will prioritize the purchase of products and services that address the following:

Environmental Considerations

- Minimize carbon footprint, including emissions from production and transportation
- Are energy-efficient, water-efficient, or renewable in nature
- Are made from recycled, reused, or biodegradable materials

- Are non-toxic, low-emission, or eco-certified (e.g., ENERGY STAR, FSC, EPEAT)
- Reduce or eliminate the use of single-use plastics
- Have end-of-life solutions (compostable, recyclable, or reusable)

Social Considerations

- Are produced under fair labor practices and ethical sourcing standards
- Are supplied by diverse businesses (e.g., local, women-owned, minority-owned, small businesses)
- Demonstrate a commitment to corporate social responsibility (CSR)
- Promote community development or social equity

Economic Considerations

- Deliver best value over lifecycle cost, not just lowest price
- Encourage supplier innovation toward sustainable alternatives
- Are durable, repairable, and maintainable

Supplier Expectations

Vendors and suppliers working with GTEvents are expected to:

- Comply with all relevant environmental, health, and safety laws
- Provide documentation of sustainability certifications where applicable
- Respond to the GTEvents Vendor Sustainability Questionnaire
- Disclose any environmental risks or ethical violations in their supply chains
- Participate in waste reduction and recycling initiatives during events
- Collaborate on innovations to reduce environmental impact
- Failure to meet these expectations may result in contract review or termination

Implementation

GTEvents will support this policy through the following actions:

- **Training:** Staff involved in procurement will be trained annually on sustainable sourcing
- **Preferred Vendor List:** Develop and maintain a list of pre-approved green vendors
- **Tools:** Provide a Sustainable Purchasing Checklist and Lifecycle Cost Calculator
- **Templates:** Include sustainability clauses in contracts and RFPs

Monitoring and Reporting

Sustainable purchasing data will be collected annually and reported in the GTEvents Sustainability Report

Key performance indicators (KPIs) may include:

- % of sustainable purchases
- % of vendors with sustainability certifications
- Estimated CO₂ emissions avoided
- The policy will be reviewed biennially for updates and improvements

Exceptions

In cases where environmentally preferable options are not available, practical, or cost-effective, GTEvents may approve exceptions. These must be documented and approved by the Sustainability Officer.

GTEvents' Commitments and Efforts to Reduce Carbon Footprint

At GTEvents, we recognize the urgent need to address climate change and reduce the environmental impact of our operations and the events we produce. Our commitment to climate responsibility is embedded in our core business strategy and implemented through our Climate Action Plan and Sustainable Procurement Policy. Below are the key efforts and commitments we've made to cut our carbon footprint:

Climate Action Plan Implementation

GTEvents has developed and begun implementing a comprehensive **Climate Action Plan**, with the goal of achieving **net-zero emissions by 2030**. The plan outlines strategies to measure, reduce, and offset greenhouse gas emissions across all areas of our business.

Emissions Measurement and Reporting

- We conduct annual **GHG emissions assessments**, including Scope 1 (direct), Scope 2 (indirect), and Scope 3 (value chain) emissions.
- These measurements cover energy use, transportation, materials, waste, and attendee-related travel.

- Emissions data is used to set science-based reduction targets and is reported in our annual **Sustainability Report**.
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Low-Carbon Event Practices

- We **prioritize virtual and hybrid event models** where feasible, significantly reducing travel-related emissions.
 - Partner exclusively with **green-certified venues** that use renewable energy, implement water and energy conservation, and offer sustainable waste management systems.
 - Implement **paperless registration and ticketing** and eliminate printed materials where possible.
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Sustainable Transportation

- Encourage and provide incentives for **public transit, ridesharing, or biking** to events.
 - Use **electric or low-emission vehicles** for logistics and staff transportation.
 - Offer **carbon offset options** for attendee and speaker travel during event registration.
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Responsible Sourcing and Procurement

- Enforce a **Sustainable Procurement Policy** that favors vendors offering low-impact, ethically sourced, and recyclable products.
 - Require suppliers and contractors to disclose their own sustainability practices and carbon reduction measures.
 - Source **local and seasonal catering options**, reducing food miles and supporting local economies.
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Waste Reduction and Circular Practices

- Implement **zero-waste strategies** at events, including waste sorting stations, composting, and reusable materials.
 - Avoid single-use plastics and switch to **biodegradable or reusable serviceware**.
 - Track and report waste diversion rates to continuously improve waste management strategies.
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Offsetting Unavoidable Emissions

- Partner with certified carbon offset providers to **offset unavoidable emissions**, such as international travel or critical logistics.
 - Offsets support verified projects such as reforestation, renewable energy, and methane capture.
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Staff Engagement and Internal Policies

- All GTEvents staff receive **sustainability training** to integrate low-carbon practices into everyday decisions.
 - Sustainable office practices include remote work options, energy-efficient systems, and responsible procurement of supplies.
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Innovation and Partnerships

- Invest in **sustainable event technologies** (e.g., energy-efficient lighting, low-impact staging).
 - Collaborate with **clients, venues, and industry groups** to raise awareness and promote sustainable event models.
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Accountability and Continuous Improvement

- Publicly share our progress through transparent annual reporting.

- Review and update our climate and sustainability strategies regularly, based on performance metrics and industry standards.
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GTEvents is committed to leading the event management industry toward a **low-carbon future**, proving that high-impact events can be both memorable and environmentally responsible.

Anti-Idling Policy

Effective Date: October 29, 2025

Approved by: Executive Leadership, Gracious Touch Events

Owner: Sustainability Officer, GTE

Policy Category: Environmental Sustainability

Purpose

The purpose of this policy is to minimize greenhouse gas (GHG) emissions, reduce fuel consumption, and improve air quality by limiting unnecessary vehicle idling. This supports GTE's commitment to **carbon-neutral operations by 2030** and aligns with our broader **Climate Action Plan**.

Scope

This policy applies to:

- All company-owned or leased vehicles.
 - Third-party transportation providers and logistics vendors while performing GTE-related activities.
 - Event staff, contractors, and service providers operating vehicles on behalf of GTE.
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Policy Statement

GTE strictly prohibits unnecessary idling of vehicles and equipment. All vehicles should be turned off when parked or waiting for extended periods unless:

- The engine is required for safety (e.g., heating or cooling of passengers in extreme conditions).
 - The vehicle is operating equipment that requires continuous engine operation (e.g., generators for event production).
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Key Practices and Guidelines

Vehicle Operation

- Turn off engines when vehicles are stopped for more than **1 minute**, except as required for operational or safety reasons.
- Avoid idling while waiting for pickups, deliveries, or during event setup and breakdown.
- Encourage staff and vendors to plan logistics to minimize unnecessary vehicle stops and starts.

Event Operations

- Coordinate loading/unloading schedules to reduce waiting times for trucks and vans.
- Use electric or battery-powered equipment where feasible instead of idling combustion engines.
- Promote shuttle services or low-emission transport options to reduce multiple vehicle trips.

Vendor and Contractor Compliance

- Require all logistics partners and third-party service providers to follow GTE's anti-idling standards.
 - Include anti-idling expectations in contracts, RFPs, and vendor onboarding materials.
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Monitoring and Reporting

- Regularly track and document compliance with anti-idling practices.
 - Include anti-idling performance in **annual fleet and sustainability reporting**.
 - Identify opportunities to improve compliance, such as staff training, signage, and route optimization.
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Staff Training and Awareness

- Provide all employees and contractors with training on anti-idling best practices.
 - Display reminders in company vehicles and at event staging areas.
 - Encourage a culture of sustainability and accountability in daily vehicle operations.
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Roles and Responsibilities

- **Sustainability Officer:** Oversees implementation, reporting, and compliance monitoring.
 - **Fleet and Logistics Managers:** Ensure all drivers and contractors follow anti-idling rules.
 - **Staff and Vendors:** Operate vehicles in compliance with the anti-idling policy and report issues or exceptions.
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Compliance and Enforcement

Non-compliance with this policy may result in corrective actions for employees and review or termination of contracts for vendors.

Review

This policy will be reviewed biennially or as new technologies, regulations, or operational practices emerge.