Event Sustainability Master Plan

Environment
UNE EN ISO 14001:2015

Event Sustainability
UNE EN ISO 20121:2012

Management of the Health and Job Security
UNE EN ISO 45001:2018

acciona | cultural engineering

culturalengineering.acciona.com

INDEX

1 Policy: the commitment of ACCIONA Cultural Engineering

ACCIONA Cultural Engineering wishes to highlight its commitment with the **Event Sustainability Management Policy** based mainly on the UNE–EN ISO 20121:2012 standard, aiming to comply with all the applicable regulations, committing to the continuous improvement of the activities performed, in order to guarantee the use and enjoyment of all the services under the best conditions, always seeking customer satisfaction.

ACCIONA Cultural Engineering wants to be an example and driver of the commitment to the Sustainable Development Goals (SDGs) where our activity has an impact. It is revealed in the Declaration of Purposes and Sustainable Values, with the Government Principles that rule the activity of ACCIONA Cultural Engineering: Inclusiveness, Integrity, Responsibility and Transparency.

2 Sustainable development goals of the events' management

On 25 September 2015, the world leaders adopted a set of global objectives for eradicating poverty, protecting the planet and ensuring prosperity for all as part of a **new sustainable development agenda**.

Each **goal** has specific targets that must be achieved over the next 15 years, in order to achieve a sustainable world by the year 2030. To achieve these goals, the following have to play their part: the governments, civil society and, of course, the companies, including ACCIÓNA Cultural Engineering.

Sustainable development is defined as the satisfaction of "the needs of the present generation without compromising the ability of future generations to meet their own needs". (Report entitled "Our Common Future" of 1987, World Commission on Environment and Development). It consists of three pillars that seeks to achieve in a balanced manner: **economic development, social development and the protection of the environment**. These elements are interrelated and are all essential for the well-being of people and societies.

3 Main SDGs of ACCIONA Cultural Engineering

In the year 2020, the business of ACCIONA Cultural Engineering led by its Direction, has done an **analysis of the SDGs** that have a bigger impact on the management of the events, from the planning, to the execution and the closure.
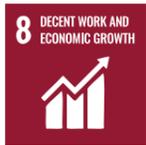
This exercise involved a set of interactive consultations with different interested parts, including managers of events and the rest of the staff from ACCIONA Cultural Engineering (Marketing and Communication, HR, Legal, Technical Area, Quality), corporative areas from the ACCIONA Group such as the Purchase team, HR and Compliance, some principal customers and providers, and professionals of the sustainability from other companies of the ACCIONA Group.

As a consequence of this analysis, the SDGs which had a bigger impact in the sector of the events were selected, taking into account the specific range of our organization. In the same way, in the definition of the **Sustainability Policy of ACCIONA Cultural Engineering**, the axis for the management of the events were defined:

- **Transparency and ethics management**, based on the respect for the human rights, the practices of good government and the fair competition.
- **Human team and development of talent**, favouring the formation and the professional and personal development, respecting the principle of equal opportunities.
- **Inclusiveness and co-responsibility of all the interested parts**, elaborating relation plans that permit to know the expectations and necessities and carry out actions that generate shared value.
- **Sustainable infrastructures**, promoting the energetic savings and reducing the consumption through the constant improvement of the environmental performance.
- **Economic growth**, specially linked to the benefits that reverse in the environment that receive the event.
- **Social commitment**, caring the accessibility factors, equal opportunities and respect for the diversity.
- **Sustainable purchase**, considering not only the economic and technical aspects, but also the environmental and social that affect through its life, considering the complete cycle of the event.
- **Sustainable management of residues**, one of the biggest impacts that the events generate.

The selected SDGs and the principal action lines that correspond, after this first consultation exercise between diverse interested parts, are the following:

GOAL		LINES OF ACTION
3 GOOD HEALTH AND WELL-BEING	Goal 3: Ensure **healthy lives** and promote **well-being for all** at all ages.	Sustainable infrastructure. Sustainable purchase. Sustainable waste management.
5 GENDER EQUALITY	Goal 5: Achieve gender **equality** and **empower all women and girls**.	Human equipment and talent development. Inclusiveness and co-responsibility of all the stakeholders. Sustainable infrastructures. Social commitment.
6 CLEAN WATER AND SANITATION	Goal 6: Ensure availability and **sustainable management of water** and sanitation for all.	Sustainable infrastructure. Sustainable purchase. Sustainable waste management.
7 AFFORDABLE AND CLEAN ENERGY	Goal 7: Ensure access to a**ffordable, reliable, sustainable and modern energy for all**.	Sustainable infrastructure. Sustainable purchase. Sustainable waste management.

GOAL		LINES OF ACTION
8 DECENT WORK AND ECONOMIC GROWTH	Goal 8: Promote sustained, inclusive and sustainable economic growth, full and productive employment and decent work for all.	Transparency and ethical management. Human equipment and talent development. Inclusiveness and co-responsibility of all the stakeholders. Economic growth. Social commitment. Sustainable purchase.
9 INDUSTRY, INNOVATION AND INFRASTRUCTURE	Goal 9: Build **resilient infrastructure**, promote **inclusive and sustainable industrialization** and foster **innovation**.	Human equipment and talent development. Sustainable infrastructure. Economic growth. Social commitment. Sustainable purchase.
11 SUSTAINABLE CITIES AND COMMUNITIES	Goal 11: Make cities and human settlements inclusive, safe, resilient and sustainable.	Inclusiveness and co-responsibility of all the stakeholders. Sustainable infrastructure. Economic growth. Social commitment. Sustainable purchase. Sustainable waste management.
12 RESPONSIBLE CONSUMPTION AND PRODUCTION	Goal 12: To ensure **sustainable consumption and production** patterns.	Sustainable infrastructure. Economic growth. Social commitment. Sustainable purchase. Sustainable waste management.
13 CLIMATE ACTION	Goal 13: Take urgent action to combat **climate change and its impacts**.	Inclusiveness and co-responsibility of all the stakeholders. Sustainable infrastructure. Sustainable purchase. Sustainable waste management.
16 PEACE, JUSTICE AND STRONG INSTITUTIONS	Goal 16: Promote **peaceful** and **inclusive** societies.	Transparency and ethical management. Human equipment and talent development. Inclusiveness and co-responsibility of all the interested parts. Social commitment.
17 PARTNERSHIPS FOR THE GOALS	Goal 17: Revitalize the **global partnership** for **sustainable development**.	Transparency and ethical management. Human equipment and talent development. Inclusiveness and co-responsibility of all the stakeholders. Economic growth. Social commitment. Sustainable purchase.

4 Lines of action: company's sustainability indicators

Attending to the principal lines of action that define the business of ACCIONA Cultural Engineering, specially linked to the management of events, we define the principal lines of action and the sustainability indicators agreed between diverse interested parts consulted in this first phase of analysis.

1. **Transparency and ethical management**
   - Compliance regulation.
   - Transparency in the information shared through the transparency portal.
   - Transparency in the information that corresponds to the sustainable management of events.
   - Transparencia en los procesos de compras.

2. **Human equipment and talent development**
   - Quality and stable employment.
   - Diversity and equality.
   - Formation and promotion of the professional and personal development.
   - Promotion of innovation.

3. **Inclusiveness and co-responsibility of all the stakeholders**
   - Support to entrepeneurship.

4. **Sustainable infraestructures**
   - Selection of a sustainable place and promotion of biodiversity.
   - Energetic efficiency of the installations.
   - Efficiency in water consumption
   - Health and well-being.
   - Security in fairs and events.

5. **Economic growth**
   - Boost the local economic development.

6. **Social commitment**
   - Promote sustainability in the ACCIONA Cultural Engineering's events.
   - Volunteer actions.

7. **Sustainable procurement**
   - Sustainable materials and resources.
   - Promote the quality employment in the value chain.

8. **Sustainable waste management**
   - Reduction and treatment of wastes.

4.1 Transparency and Ethical Management

Being an ethical and transparent institution that promotes quality working standards throughout its value chain.

SDGs WHERE IT HAS IMPACT

A. COMPLIANCE REGULATIONS

Comply with the current laws, fostering ethical action based on respect for human rights, the practices of good governance and fair competition. Dissemination of the regulations through the different internal channels making them available to the employees.

GOAL/ACTIONS	Maintain the Compliance regulations and ensure access to them for all the staff and other stakeholders.
KPI	Number of consultations received in the ethical channel.
RESPONSIBLE	ACCIONA Compliance Committee and Communication and Marketing Department.

B. TRANSPARENCY IN THE INFORMATION PROVIDED THROUGH THE TRANSPARENCY PORTAL

Work in a transparent manner, regularly publishing accurate and significant information in relation to the company's performance.

Maintain active and constantly updated information on the ACCIONA Cultural Engineering management and the economic results of the institution.

GOAL/ACTIONS	Maintain the corporate platform of ACCIONA, **interacciona**, updating the information that is required.
KPI	Number of updates.
RESPONSIBLE	Communication and Marketing Department.

C. TRANSPARENCY IN THE INFORMATION CORRESPONDING TO SUSTAINABLE EVENTS MANAGEMENT

Report the company activity in the area of sustainable events management, both internally and externally, with clear and quantified objectives.

GOAL/ACTIONS	Publication of the ACCIONA Cultural Engineering's Sustainability Policy and its dissemination (via web). Publication of the company's SDGs.
KPI	Publication of the Sustainability Policy on the website immediately on its publication. (YES/NO). Publication on the website of the company's SDGs immediately on their publication (YES/NO).
RESPONSIBLE	Communication and Marketing Department and Quality Department.

D. TRANSPARENCY IN THE PROCUREMENT PROCESSES

Monitoring of the common procurement process for the whole ACCIONA group.

GOAL/ACTIONS	Manage the tenders through the electronic platform.
KPI	Index of suppliers without incidents. Suppliers Contracted – qualified suppliers C or D)/ no. of contracted suppliers) x 100.
RESPONSIBLE	Procurement Department of the ACCIONA group.

4.2 Human Equipment and Talent Development

Having committed employees, company's ambassadors. Promoting the talent, intra-entrepreneurship and innovation.

SDGs WHERE IT HAS IMPACT

A. QUALITY AND STABLE EMPLOYMENT

Foster the improvement of the working conditions and communication with the employees.

GOAL/ACTIONS	Implement tool for the improvement of the communication with the employee: **interacciona**.
KPI	Rotation rate. Proportion between permanent/temporary contracts.
RESPONSIBLE	HR Department and Quality Department.

B. DIVERSITY AND EQUALITY

Promote the gender balance, as well as non-discrimination in the workplace.

GOAL / ACTIONS	Ensure compliance with the ACCIONA Equality Plan.
KPI	Percentage of men and women on the workforce. Increase female employment in the positions of responsibility (Managers).
RESPONSIBLE	HR Department and Quality Department.

C. TRAINING AND FOSTERING PROFESSIONAL AND PERSONAL DEVELOPMENT

Tracking and professional and personal development of the employees, favouring growth according to their skills and abilities.

GOAL / ACTIONS	Conduct training actions for the technical staff responsible for the management of the events. Tracking the professional and personal career, promoting the training and professional growth through the roles established in the organization.
KPI	Index of training hours per employee (Number of training hours / staff average). Training plan, Evaluation of the person responsible, training register and certificates. (Number of persons who have passed or positive evaluation of the person responsible / No. of persons who have performed courses).
RESPONSIBLE	HR Department, Technical Department and Quality Department.

D. FOSTERING INNOVATION

Enhance the talent through institutional innovation and at the fairs, benefiting from the technological advances that may have developed through ACCIONA R&D.

GOAL / ACTIONS	Perform Innovation actions at some of our fairs in which we participate as exhibitors. Implementation of innovative technological processes.
KPI	Number of innovation actions implemented in the management of the events. Number of innovation projects in development.
RESPONSIBLE	Technical Department and Quality Department.

4.3 Inclusiveness and Co-responsibility of all the Stakeholders

Being an inclusive institution in which the co-responsibility of all the stakeholders is given priority in the complete cycle of the event.

SDGs WHERE IT HAS IMPACT

A. SUPPORT FOR THE INTRA-ENTREPRENEURSHIP

Foster the participation of newly created supplier companies, as exhibitors at professional fairs with preferential conditions.

GOAL / ACTIONS	Perform actions to support entrepreneurship at some of our fairs.
KPI	Number of entrepreneurship actions implemented at the own fairs (no. of newly created suppliers / no. events).
RESPONSIBLE	Procurement Department and Quality Department.

4.4 Sustainable Infrastructures

Promote the development of the infrastructures linked to the environmental commitment and efficiency/reduction in the consumption of natural resources.

SDGs WHERE IT HAS IMPACT

3 GOOD HEALTH AND WELL-BEING
6 CLEAN WATER AND SANITATION
7 AFFORDABLE AND CLEAN ENERGY
9 INDUSTRY, INNOVATION AND INFRASTRUCTURE
11 SUSTAINABLE CITIES AND COMMUNITIES
13 CLIMATE ACTION

A. SELECTION OF SUSTAINABLE SITE AND PROMOTION OF BIODIVERSITY

Enhance the selection of sustainable sites, taking into account the impact of the choice of a specific place on the local environment to reduce the impact on the ecosystems and resources of the area.

GOAL/ACTIONS
Sustainable selection of the site: with good accessibility, near to services and high-density areas, so that the reduction in travel time results in a reduction of CO2 emissions and the impact on the natural environments generated by the motor vehicles.
Access through sustainable transport, promotion of pedestrian areas and bicycles.
Disabled accessibility.
Reduction of the light and/or acoustic pollution.
Accessible catering services, offering different balanced options which are safe and hygienic.
Measures to avoid water pollution.
Reduction of heat islands.

KPI
No. of ISO 14001 non-conformities.
Number of annual events with sustainable locations.

RESPONSIBLE
Technical Department and Quality Department.

B. ENERGY EFFICIENCY OF THE FACILITIES

Promote the energy efficiency of our facilities.

GOAL/ACTIONS
Maintain the ISO 14001 standard.
Sustainable certification of new facilities.
Reduction of the energy use. Monitoring of the energy used. Use of eco-efficient equipment.
Energy efficient lighting: LED lighting in offices, stands and pavilions.
Control of the temperature and air quality in pavilions and offices.

KPI
No. of ISO 14001 non-conformities.
Number of facilities included in the extension of the scope.
KW/h reduced/year.

RESPONSIBLE
Technical Department and Quality Department.

C. EFFICIENCY IN THE WATER CONSUMPTION

Promote the reduction of water consumption in our facilities.

GOAL/ACTIONS
Implementation of improvements as set out in the ACCIONA Cultural Engineering's Sustainable Events Guide.
Reduction of the water consumption (interior/exterior).
Water monitoring and detection of water leaks.
Use of efficient water equipment and innovative sewage technologies and water reuse.

KPI
% Reduction of water consumption.

RESPONSIBLE
Technical Department and Quality Department.

D. HEALTH AND WELFARE AT THE EVENTS

Search for the quality of the environment of the events like the use of natural light, thermal and acoustic comfort, ventilation, etc., giving special importance to the health of the people.

GOAL/ACTIONS	Improve the quality of the interior air/exterior air (natural ventilation, HVAC systems with filters, etc.). Take care of the health and safety of the contracted staff, of the volunteers and of the supply chain as a whole. Search for thermal comfort. Visual comfort and use of natural light. Acoustic performance. Use of low-emission materials.
KPI	Follow-up of the **Sustainable Events Guide** by number of events. Satisfaction surveys for attendees (Average obtained in the attendees satisfaction survey).
RESPONSIBLE	Technical Department and Quality Department.

E. SAFETY AT FAIRS AND EVENTS

Ensure the safety of the persons who work or visit our facilities during, and in the assembly and disassembly periods at our fairs/events.

GOAL/ACTIONS	Increase the number of people who monitor the safety conditions. Maintain the implemented OHSAS standard for emergency management.
KPI	Number of guards. Number of non-conformities of the implemented OHSAS standard.
RESPONSIBLE	Prevention Department and Quality Department.

F. REDUCE THE CARBON FOOTPRINT

Measure the total greenhouse gas emissions by ACCIONA Cultural Engineering (in TCO2) and commit to their reduction.

GOAL/ACTIONS	Resilience to climate change: reduction of CO2 emissions and measures to offset the carbon footprint of the ACCIONA Cultural Engineering's events (annual). 100% use of low carbon technologies, renewable energies and Green-e certification. Implement the actions/goals of points 4A, 4B and 4C of this Plan. Implement the sustainable events actions/goals (points 7 and 8), thereby covering the complete chain of the event, from the procurement process to the waste management.
KPI	Report with measurements (YES/NO). Implemented offsetting measures (translated into CO2 emissions reduction). Variation compared with the previous year of the CO2 emissions offset annually.
RESPONSIBLE	Technical Department and Quality Department.

4.5 Economic Growth

Promote the economic development of the place and environment hosting the implementation of the event.

SDGs WHERE IT HAS IMPACT

A. PROMOTE LOCAL ECONOMIC DEVELOPMENT

Promote the performance of studies that measure the contribution of the ACCIONA Cultural Engineering activity in the environment of each event, both in Spain and internationally.

GOAL/ACTIONS	Perform a study on the impact of our activity in the defined local environments. Prioritize the selection of local products and suppliers.
KPI	Study performed (YES/NO). Number of local suppliers. (Local Suppliers Contracted / total no. suppliers contracted) no. events x 100.
RESPONSIBLE	Communication and Marketing Department, Procurement Department and Quality Department.

4.6 Social Commitment

Being an institution committed to society promoting and fostering sustainability at all the managed events.

SDGs WHERE IT HAS IMPACT

| 11 SUSTAINABLE CITIES AND COMMUNITIES | 16 PEACE, JUSTICE AND STRONG INSTITUTIONS | 17 PARTNERSHIPS FOR THE GOALS |

A. PROMOTE SUSTAINABILITY IN THE ACCIONA CULTURAL ENGINEERING'S EVENTS

Promote the sustainability of our fairs and events through the support for specific actions that are linked to sectors or companies of each fair.

GOAL/ACTIONS	Perform specific actions of the goals included in this document in some of our events and fairs directly or collaborating on proposals by exhibitors and other stakeholders to promote their effectiveness. Maintain the ISO 20121 standard in all its events.
KPI	Number of initiatives following the sustainable development goals at the own events. Number of non-conformities of the ISO 20121 audit. Average sustainability grade of the own events.
RESPONSIBLE	Quality Department, Technical Department and Communication and Marketing Department.

B. VOLUNTEER ACTIONS

Contribute to the cultural change of the company propelling corporate volunteerism as an act of solidarity of the workers towards society and promoting sustainability as an ACCIONA value.

GOAL/ACTIONS	Enhance and channel the social commitment of the employees through the actions of the Corporate Volunteer Plan which enhance sustainability (e.g. Sustainable Education Days in schools, etc.). Enhance and channel proposals made by employees.
KPI	Number of volunteer projects that ACCIONA Cultural Engineering is collaborating with. Number of volunteer employees. Volunteer hours. Number of employee sustainability initiatives.
RESPONSIBLE	Quality Department, Technical Department and Communication and Marketing Department.

4.7 Sustainable Procurement

Promote the definition of sustainable event from the procurement process, promoting the incorporation of sustainability clauses from the start and involving all the stakeholders in the process.

SDGs WHERE IT HAS IMPACT

| 8 DECENT WORK AND ECONOMIC GROWTH | 9 INDUSTRY, INNOVATION AND INFRASTRUCTURE | 11 SUSTAINABLE CITIES AND COMMUNITIES | 12 RESPONSIBLE CONSUMPTION AND PRODUCTION | 17 PARTNERSHIPS FOR THE GOALS |

A. SUSTAINABLE MATERIALS AND RESOURCES

Evaluate the selection of materials and resources from the procurement process, giving priority to the re-use of materials, the use of recycled materials and the reduction of the waste generated throughout the event cycle. In short, the primary objective is to minimize the environmental impact caused by the manufacture and transport of new materials.

GOAL/ACTIONS | Sustainable procurement: selection of materials taking into account the complete life cycle. Prioritising the selection of regional materials, reused and recycled materials.
Environmental declarations of products for certified materials and products (timber, etc.).
Use of non-hazardous materials.
Design for durability, resilience and adaptability.

KPI | No. of ISO 14001 non-conformities.
M3 of reused materials.
M3 of recycled materials.
Follow-up measures Sustainable events guide.
Number of environmental declarations and certified products used per event.

RESPONSIBLE | Procurement Department, Technical Department and Quality Department.

B. PROMOTE THE USE OF QUALITY IN THE VALUE CHAIN

Promote the incorporation of sustainability clauses in contracts and tenders of the procurement processes.

GOAL/ACTIONS | Incorporate sustainability clauses in all tenders and/or contracts.

KPI | Number of revisions of the **Sustainable Events Guide** and of the procurement processes.

RESPONSIBLE | Procurement Department and Quality Department.

4.8 Sustainable Waste Management

Reducing one of the biggest impacts generated in the events, trying to minimize, reuse and manage the waste to the extent possible.

SDGs WHERE IT HAS IMPACT

11 SUSTAINABLE CITIES AND COMMUNITIES

12 RESPONSIBLE CONSUMPTION AND PRODUCTION

A. WASTE REDUCTION AND TREATMENT

Reduce the generation of non-hazardous waste produced by the assemblers/exhibitors during the assembly and dismantling of the events and increase the segregation of that waste to be managed by ACCIONA Cultural Engineering.

GOAL/ACTION | Maintenance of implemented ISO 14001 standard.
Raising awareness of assemblers and launching of the waste rate.

KPI | Tons of non-hazardous waste managed by ACCIONA Cultural Engineering.

RESPONSIBLE | Procurement Department, Technical Department and Quality Department.

5 Other lines of action

As well as these principal lines of action defined for the business of ACCIONA Cultural Engineering, as part of the ACCIONA Group it participates in the following additional lines of action:

- ACCIONA develops volunteerism projects and campaigns, collaborating in the classification, distribution or donation of food, clothing and toys for the most disadvantaged.
- ACCIONA Cultural Engineering directly and indirectly generates wealth and employment with a fundamental impact in the Madrid Region.
- ACCIONA conducts several campaigns to promote the health of the workers: vaccination, specific health prevention and for people belonging to risk groups.
- ACCIONA has a Medical Service in the facilities on a continuous basis.
- ACCIONA has Agreements with Universities, training centres for disabled people or professional training centres for work experience placements.
- ACCIONA promotes, from the Education Week, knowledge about the different study opportunities, both at university levels and vocational training.

6 Governance model: application and implication

1. **Management**
   - Proposes Sustainability Plan and disseminates it to all the stakeholders.
   - Validates the Sustainable Development Goals of the organization and ensure their implementation at all levels of the organization.
   - Analyses and reviews the Sustainability Plan, providing the resources necessary for their appropriate follow-up.
   - Approves the follow-up reports of the Sustainability Plan.

2. **Technical Department, Quality Department, Communication and Marketing Department, HR Department**
   - Proposes the Sustainability Plan.
   - Generates and coordinates the repository of information included in the Plan.
   - Follows up on the Sustainability Plan, with special attention to the specific actions and their indicators.
   - Coordinates the gathering of information and the reports of the different departments.
   - Promotes the actions of the different areas in a coordinated manner.
   - Establishes global alliances.
   - Perform the follow-up reports of the ACCIONA Cultural Engineering Sustainability Plan.

3. **Rest of the interested parts**
   - They feedback with the information and experience the sustainable documents that rule the business of ACCIONA Cultural Engineering, concerning the sustainability aspects and application to the events.
   - They look out for the compliance of the sustainability aspects defined for the management of its events.

Sustainability Management – October 14th, 2020