

ENVIRONMENTAL POLICY

Introduction and aim

Dynamyk Events is an events and consultancy company based in Hackney, London, which started up in 2009. Our aim is to provide clients with an end to end events management service, events management training and joint venture industry events to key sectors with strategic partners.

We recognise that climate change is a serious global problem. As a business we are committed to minimising our contribution to climate change. Dynamyk Events aims to reduce its own carbon footprint by 5% in the first year and by 15% within the third year from its baseline measured footprint of 1.2 tonnes CO₂e (2010) through adhering to its Environmental Action Plan.

Objectives

During 2011/2012 we aim to inform all our customers and suppliers of our commitment to reducing our environmental impact.

Targets

To achieve our aims, we have set ourselves the following targets:

- Inform all customers and suppliers about our environmental policy by January 2012 and, thereafter, all new customers and suppliers.
- Incorporate environmental training into our induction programme for new starters.
- Educate and train existing employees.
- Review and renew our environmental policy on an annual basis.
- Set out 7 specific actions specifically for reduction in energy consumption and waste which are to be implemented fully by 2014.
- Introduce a switch off policy for lights and maximise the use of natural light.
- Install Energy Star – which is an automatic power down feature – on all PCs and electrical devices.
- Reduce the amount of paper used by practising good printer management habits
- Increase the amount of waste that is recycled by 50% initially with a target of 100% by 2014.
- Maintain optimum temperature and time settings on the heating to save on energy and costs.

Communication

The environmental policy is available on request. If you wish to obtain a copy or would like to discuss our progress against our objectives please contact us on 07817 701413. This policy is also available on our website at

<http://www.dynamikevents.com>


 MICHELLE FANUS
 Managing Director

18/07/2011
 Date

QUALITY POLICY

Dynamyk Events is an events and consultancy company which started up in 2009. Our aim is to provide clients with an end to end events management service, events management training and joint venture industry events to key sectors with strategic partners.

Quality is paramount to our business as we value all our customers.

Staff training and continuous education is important to us, ensuring our staff continue to develop their skills and abilities in serving our customers.

Suppliers are important to us, meeting our clients' needs so continuous supplier evaluation is key to our culture of continuous improvement.

We have invested in technology and innovation to support our policy of continuous improvement and customer satisfaction.

We have key project management processes in place for each phase of development from start to finish, with monitoring and measuring systems in place.

We have a project evaluation and service delivery process in place as part of our continuous improvement commitment.

For consistent delivery we have the following processes in place:

1. A dedicated project management system for each event.
2. Taylor-made training and development for all staff.
3. Evaluation and feedback from customers.
4. Creation of our quality manual by December 2011.
5. Supplier management and briefing KPIs.
6. Risk analysis in the form of a SWOT analysis to summarise risks of project delivery.
7. Continuity plan – Hard drive back up.

We have the following processes and procedures in place to meet our policy of continuous improvement and customer satisfaction:

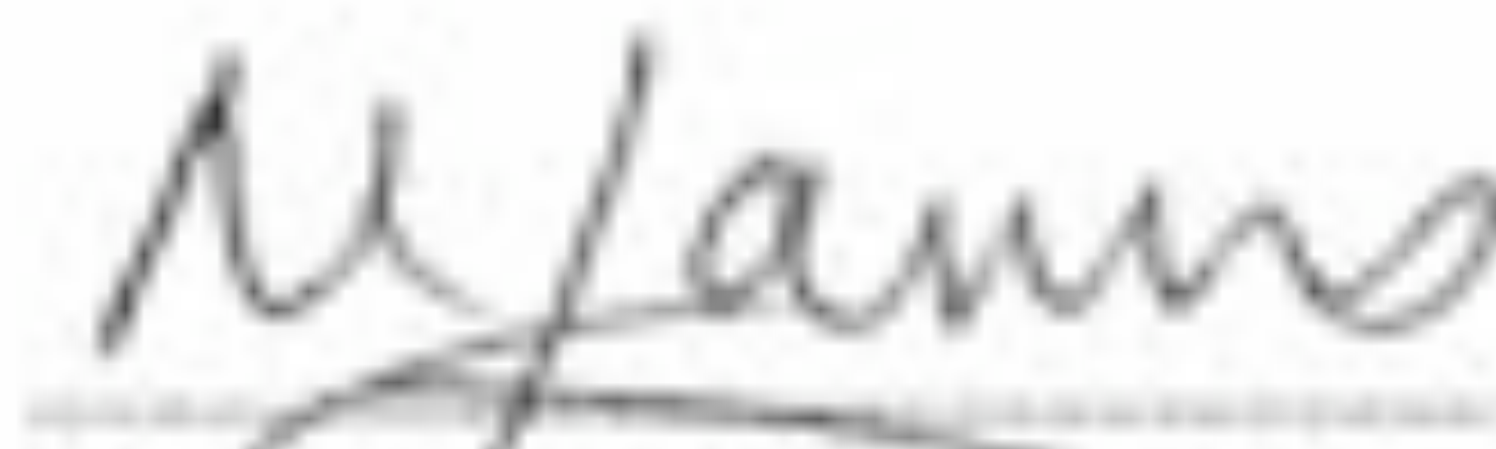
- ✓ Monitoring customer complaints.
- ✓ Measuring the effectiveness of training provided.
- ✓ Management review of processes and procedures
- ✓ Measurement of the performance of our suppliers and associates against set criteria.

We ensure that all staff has a copy of our policy as it forms part of our induction manual. We also have a copy of our policy on the internet via our website for customers to have access to the policy.

We expect our suppliers to have their own policy in place that is in line and reflects our quality policy. We request a copy of the quality policy from all our venues.

As Managing Director I am ultimately responsible for Quality within the company but all employees also have a responsibility within their own areas.

Our policy is reviewed annually but its effectiveness is measured and monitored on a day to day basis. Any changes are made and communicated as necessary.



MICHELLE FANUS
Managing Director

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