



FYCMA

SUSTAINABILITY

Malaga Trade Fair and
Congress Centre



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1. INTRODUCTION

This guide is designed to show people intending to use our facilities and services the means available at FYCMA to ensure their event is more sustainable, as well as to propose good practices throughout every phase of an event.

Sustainability is a criterion in the organisation of events consisting of the environmental, social and economic impacts generated and the opportunity this represents to promote more sustainable practices, both among partner companies and the people attending the event, given their enormous capacity to influence society.

SUSTAINABILITY

Sustainability in events is based on identifying, evaluating and managing the effects arising from the activities conducted throughout the different phases of the proceedings. Sustainable events promote the rational use of resources by generating efficient solutions in accordance with the principles of respect and care for the environment, in addition to respect for human rights and the implementation of sustainable codes of conduct among employees, all of which is subject to the criteria of professional ethics and economic transparency, among others.

- As such, the aim is to minimise negative impacts, to reduce the ecological footprint and to take advantage of the opportunities such an event can provide to the local environment in which it is held.



FYCMA - SUSTAINABILITY

Every phase of the event management process is, *a priori*, critical for sustainability. The analysis of risks and opportunities conducted in each phase, in accordance with the different sustainability factors, will identify each organisation and event which phases can provide the most relevant improvements pursuant to the implementation of sustainability policies.

The table below contains a list of good practices required to achieve the sustainability goals related to the organisation of events.

BEFORE		DURING	AFTER
PLANNING OF THE EVENT	ORGANISATION OF THE EVENT	ASSEMBLY AND DISASSEMBLY	EVALUATION AND IMPROVEMENT
		TRAVEL. ACCOMMODATION AND INFORMATION ON THE SURROUNDING AREA	
		EXECUTION OF THE EVENT	
IDENTIFICATION OF INTERESTED PARTIES	HIRING AND MANAGEMENT OF SUPPLIERS	CATERING. SUPPLIES AND SERVICES	CONCLUSIONS NEXT EDITION
		INFORMATION. EVENT SIGNAGE AND DOCUMENTACION	
COMPLEMENTARY SOCIAL AND LEISURE EVENTS			

Figure 1 - Event organisation process

2. COMMITMENT TO THE UNITED NATIONS SUSTAINABLE DEVELOPMENT GOALS (SDG)

FYCMA has a firm commitment to meeting the **Sustainable Development Goals** promoted by the United Nations in the 2030 Agenda for the promotion of development to guarantee a more sustainable, cleaner, more equal and more accessible environment, implementing procedures and tools based on these global principles.

The **United Nations** has defined **17 Sustainable Development Goals (SDGs)** for the **2030 Agenda**, including 169 goals of an integrated nature covering the economic, social and environmental dimensions. In this way, the international community is addressing a new challenge to achieve food security, guarantee quality education, ensure access to water and energy, implement measures against climate change and, in general, achieve global, sustainable economic development, while respecting the planet and its resources, among other aspects.

OBJETIVOS DE DESARROLLO SOSTENIBLE



3. SUSTAINABILITY POLICY FOR TRADE FAIRS AND EVENTS

This Sustainability Policy comprises the basic principles of action with regard to sustainability, providing a reference framework for the definition of sustainable development goals, as well as the commitments affecting the management of the sustainability of events held at FYCMA's facilities.

The design, organisation and execution of an event must be based on the following pillars of action:

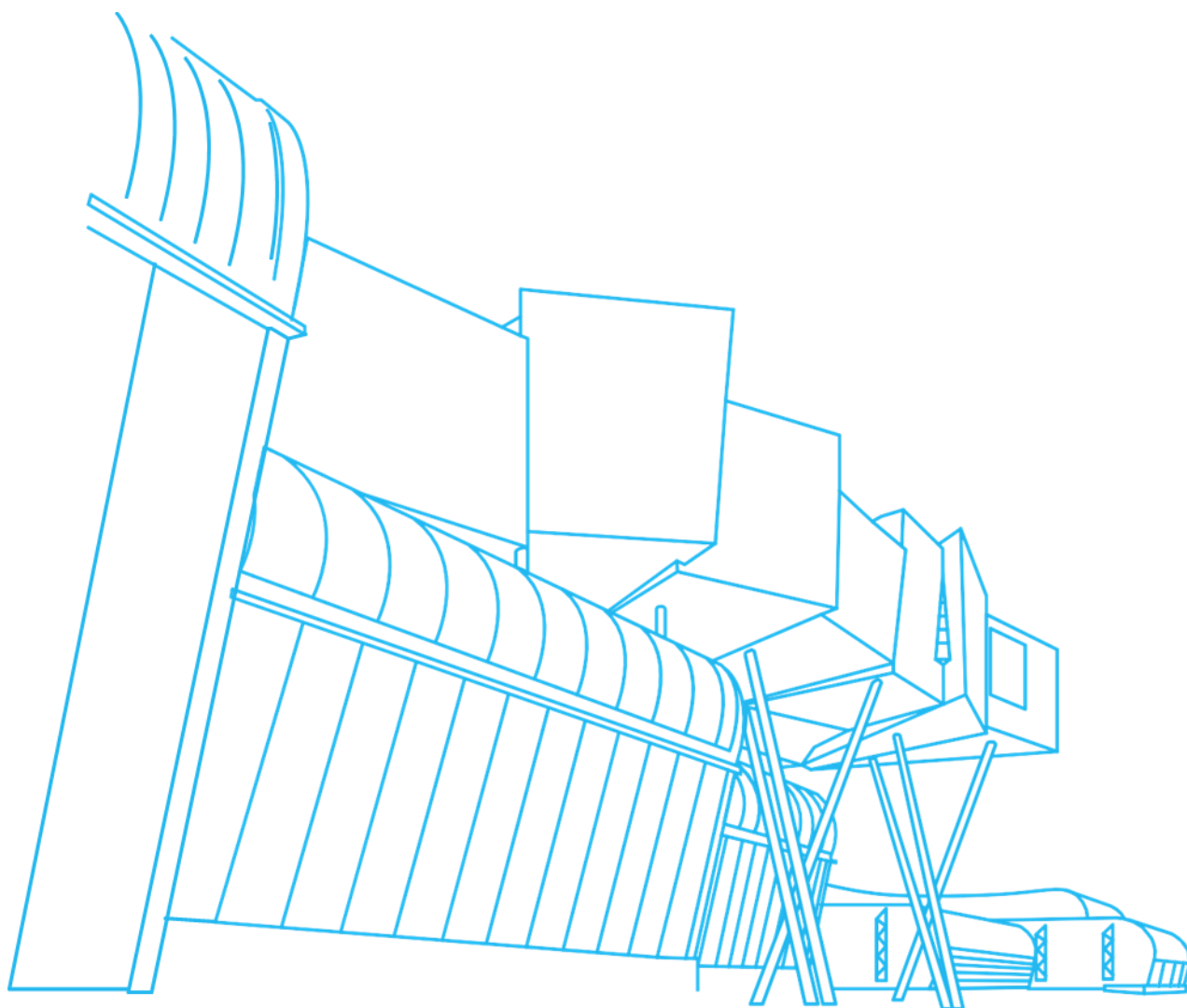
- **Transparency and ethical management:** compliance with the current legislation in force, encouraging ethical conduct based on respect for human rights, good governance practices and fair competition. Acting in a transparent manner, publishing truthful and relevant information in relation to the company's activities on a regular basis.
- **Stakeholders:** the provision of innovative services adapted to their needs and that meet the highest standards of quality and excellence, developing an effective framework for dialogue and responsible communication with stakeholders, drawing up relationship plans that enable them to become familiar with their expectations and needs and performing activities that generate shared value.
- **Energy and resources:** establishing energy saving policies and prioritising actions aimed at reducing consumption, through the continuous improvement of environmental performance, while promoting respect for the environment among all our stakeholders.
- **Infrastructure:** the management of infrastructures in the best possible manner, especially temporary infrastructure, the fundamental basis of exhibition areas at events.
- **Human resources and talent development:** the generation of a framework for labour relations that fosters training and professional and personal development, respects the principle of equal opportunities and promotes a safe and healthy work environment.
- **Purchases:** Inclusion in the acquisition of products and services of not only economic and technical aspects, but also the environmental and social factors with an influence throughout their life, including criteria of sustainability and respect for human rights, in addition to the promotion of responsible practices and contribution to local economies.
- **Waste:** understanding that this is one of the biggest impacts generated at events and striving to minimise, reuse and manage the waste generated.
- **Economic profit:** not only for the organisers of the event, but a step beyond, contributing to the economic development of the surrounding area, with a focus on local products and suppliers.
- **Positive social impact:** for the community in which the event is held and for the people involved in it, with a particular concern for the factors of accessibility, equal opportunities and respect for diversity.

FYCMA - SUSTAINABILITY

The inclusion of sustainability guidelines and criteria, a reduction in the negative impact of events on both the environment and people, and the joint work of employees, suppliers, exhibitors, organisers, sponsors and visitors, thereby enabling us to participate in the common task of changing the world in a responsible manner while enjoying a healthier environment.

This commitment has already been implemented in other management systems and policies at our organisation:

- Quality Policy
- Environment and Energy Efficiency Policy
- Occupational Health and Safety Policy
- Universal Accessibility Policy
- Information Security Policy



4. GOOD PURCHASING PRACTICES

The importance of including sustainability as a criterion in the organisation of events lies both in the environmental, social and economic impacts generated and the in opportunity this represents to promote more sustainable practices, both among partner companies and the people attending the event, given the enormous influence it has on society.

ENVIRONMENTAL CRITERIA



- To reduce the volume of our purchases, asking ourselves if what we are going to buy is really necessary;
- To seek out alternatives that minimise the exploitation of natural resources: second-hand, reused, exchanged, repaired products...
- Assessment to ensure that the companies manufacturing and distributing the product are environmentally responsible and participate in the social and alternative economy.
- To choose products that require the minimum consumption of resources to operate and maintain (water, energy, etc.) and that generate minimum amounts of waste and emissions.
- The inclusion of social and environmental criteria in the assessment (or in the mandatory requirements) of suppliers and purchased products:
 - Local suppliers and start-ups
 - Local production
 - High energy efficiency equipment
 - The minimum generation of waste at the end of the product's useful life (or reusable equipment and/or with the possibility of repair)

Office material

When purchasing office supplies, choose the material that, in accordance with our needs, uses more easily recycled materials and respects the environment, reducing the use of PVC and favouring recycled plastic, unlacquered wood.

We recommend avoiding the use of mixing materials in favour of objects made of a single material (metal only, paper only, etc.), thereby ensuring they can be recycled more effectively.

FYCMA - SUSTAINABILITY

Office equipment

When buying computers, printers or any other type of computer material, we should take into account which products are longer-lasting, the most eco-friendly or can be more easily repaired and upgraded, in addition to having the highest energy certification.

The following will be assessed with a view to increasing the sustainability of an event:

- Raw materials (conservation of resources and low impact of materials).
 - Should be from recycling processes (100% recycled paper, pens and office furniture made of recycled PP plastic).
 - Should be from sustainably managed renewable resources (wooden furniture and FSC-certified paper or similar).
 - Should not have been tested on animals (cleaning products).
- Manufacturing process (clean production, reuse of disused product components).
 - Take into account the reduction of environmental impacts (consumption of water and energy, effluents and emissions, including CO₂ emission requirements).
 - No use of substances that are toxic to people's health or to the environment (carcinogenic dyes and allergens in work clothing).
- Use (efficiency, minimization of the consumption of auxiliary products, pollution prevention).
 - Low energy consumption (computer and office equipment) and water consumption (water-saving) systems.
 - Long-lasting and reusable items.
- Distribution – Transportation
 - Efficient.
 - Proximity to the manufacturing and/or distribution point.
 - Minimum and recyclable packaging.
- In addition, other considerations may be included in the execution of the project, such as:
 - Supply of adequately sized batches to minimise waste.
 - Delivery and packaging of goods in bulk and not in individual units.
 - Supply of goods in reusable containers.
 - Recovery or reuse by the contractor of the packaging material and used products.

ETHICAL AND SOCIAL CRITERIA



- Let us know about the social and environmental repercussions of goods and services. Focus on fair and ethical trade products and services.
- Demand decent working conditions of manufacturing companies and service providers.
- Evaluate other social criteria: employment conditions for certain more disadvantaged groups, the maintenance of working conditions considering the health and safety of end users and of the workforce that executes the project, while supporting social economy entities.
- In the case of fair trade alternatives, ensure they really comply with the standards that define them as such and prioritise them in your choice.
- Guarantee that the working conditions of all hired workers comply with the current legislation in force (salaries, working hours, rest time, etc.).
- Prioritise the hiring of workers (contracted) from the local Malaga region.

ECONOMIC CRITERIA



Transparency and Anti-corruption

The FYCMA transparency portal contains all the information on purchases, salaries and everything related to transparency. In addition, citizens can interact and request more information or clarifications on the information published.

Due to being a municipal company, public money is used correctly, in a transparent manner and for the benefit of the execution of the activity with an impact on Malaga and the city's society.

All contracting procedures, involving both fixed services and one-off event services, are conducted through public tender and/or bidding processes in accordance with the amount of the contract, as a means of ensuring transparency.

This is how we ensure companies enjoy free competition and prevent favourable treatment or influence peddling.

FYCMA belongs to the Malaga City Council and, as such, is part of the transparency initiatives implemented at the municipal entity. In this regard, the salaries of the FYCMA management team, including that of the Managing Director, are published on the organisation's website for public consultation.

Direct Award of Contracts

Contracts worth less than € 15,000 are included in this category. These purchases are decided on directly by the management of the area involved in the issue and approved by the Purchasing Department and the Senior Management.

Public Tenders

Purchases worth more than € 15,000 (excluding VAT) are made pursuant to the Internal Contracting Instructions of the Municipal Company of Initiatives and Business Activities of Malaga and the Law on public sector contracts.

Contracts worth more than € 90,000 must be approved by the Board of Directors.



5. GOOD COMMUNICATION PRACTICES

ENVIRONMENTAL CRITERIA



- In relation to the event website page
- Consider the possibility of online registration
- Avoid printing out paper by publishing invitations and advertising online
- Use equipment with energy-saving certifications
- Produce reusable accreditation cards
- Create posters making full use of the paper (avoid blank margins, etc.)
- Disclose the sustainability requirements to everyone involved
- Inform participants and suppliers / subcontractors of the sustainability policy for the event

ETHICAL AND SOCIAL CRITERIA



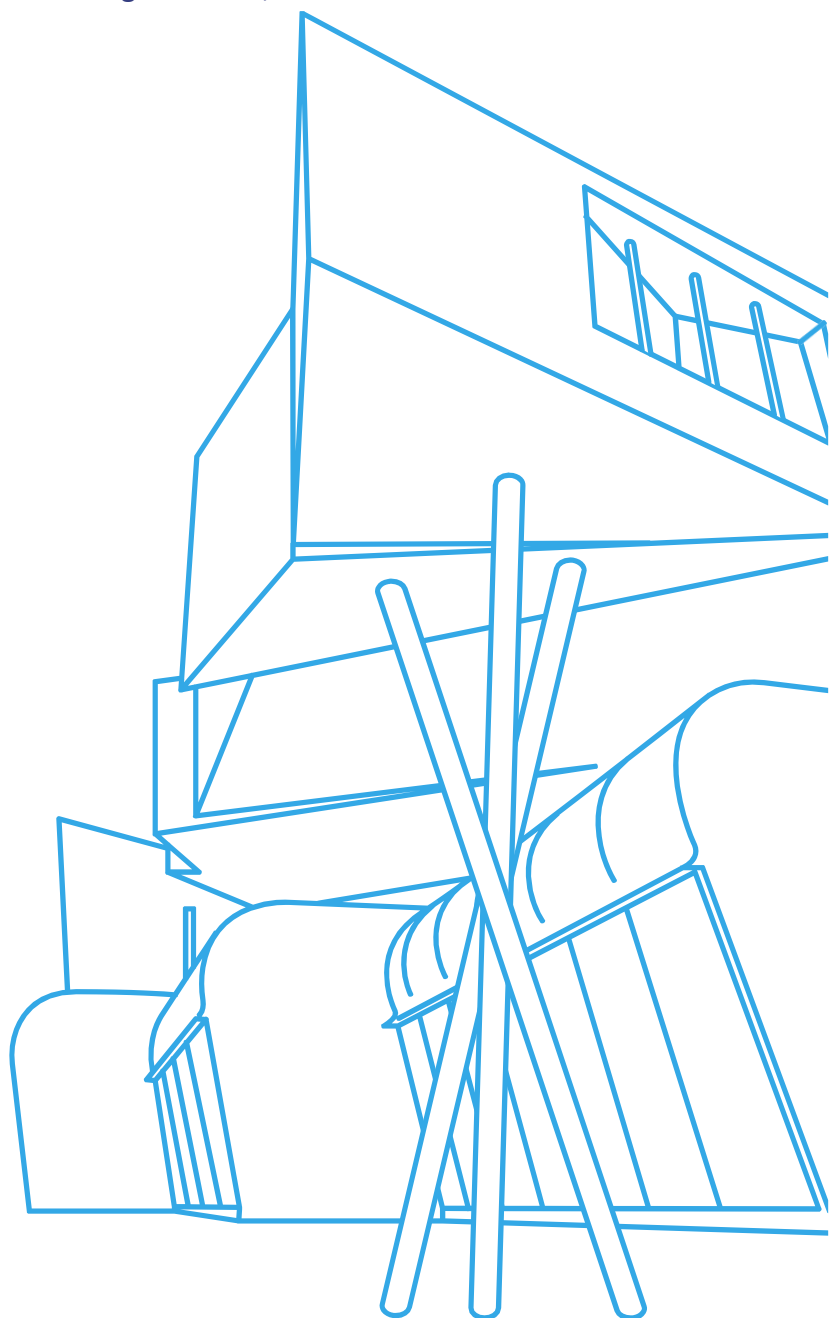
- In relation to the event website page
 - Publish a map of the event location and ways of getting there
 - Ensure it is level AA accessible
- Adapt posters for people with disabilities
- Disclose the fact that the event in question is sustainable, with a reference to the FYCMA sustainability management policy
- Disclose the sustainability requirements to everyone involved
- Strive not to use any sexist language or images in the material used to disclose the event, both externally and internally
- Assign a sign-language interpreter to events including talks or presentations
- Provide training for people serving the public in caring for people with disabilities
- Raise awareness among employees and external stakeholders with regard to the values of equal opportunities and non-discrimination (gender, cultural origin, religion, etc.)
- Disclose and raise awareness on the prevention of alcohol abuse and the consumption of harmful substances among the people attending the event, with a focus on the younger age group

- Implement a customer service (telephone number, e-mail address, attendants) for attendees and participants in accordance with the scale of the event both before and during the proceedings.

ECONOMIC CRITERIA



- Prioritise parallel activities that place value on Malaga's artistic, cultural and natural resources.



6. GOOD ASSEMBLY PRACTICES

ENVIRONMENTAL CRITERIA



- Prioritise suppliers (carriers, assemblers, designers, etc.) with good environmental practices
- Assemble removable and reusable stands
- Use led lights in stands whenever possible
- Minimise the amount of waste generated at our facilities and sort it using the different bins available
- Use recycled and/or reused materials at exhibitions
- Sort the waste generated at our facilities using the bins we have installed for this purpose

SORTING OF WASTE

The waste sorting points at FYCMA are classified in three categories: Waste is sorted using:

- Containers in the loading yard:
 - Bins for inert material
 - Bins for cardboard and paper
 - Automatic plastic compactor
- Two underground selective waste collection systems. These systems are similar to those that have already been approved and installed in other areas of the city and are fully compatible with municipal collection methods: paper, cardboard / glass / plastics.
 - The trade fair system - located in the outdoor area near the cafeteria and restaurant kitchen exits to minimise the transportation of waste from inside the facilities.
 - The roadside system - for the restaurant's second kitchen.
- Bins placed in the building, both in offices and activity areas, which are smaller than the others. There are separate containers for different uses: paper, plastic, organic material, batteries, CDs, electrical and electronic devices.

UNDERGROUND WASTE COLLECTION SYSTEMS



Glass (green bin):

- Glass bottles of any colour
- Preserve jars
- Glasses, cups and glass figures
- Cosmetics and perfume bottles
- Mirrors, window and door glass

Packaging (yellow bin)

Cans (yellow bin):

Drink and preserve cans, aluminum and steel cans;

Plastic (yellow bin):

Containers and bottles. Water, soft drink, oil, bleach, detergent, fabric softener, cleaning solution, gel, and shampoo bottles, yoghurt pots, plastic supermarket bags, polystyrene trays, etc.

Tetra Brick (yellow bin):

Milk, wine, juice containers, etc.



Paper and cardboard:

- Newspapers and magazines
- Printed advertising
- Cardboard packaging
- Paper bags and wrapping paper
- Assembly boxes

Wood, metal and rubble:

- furniture
- tools
- scrap metal
- wood
- carpets

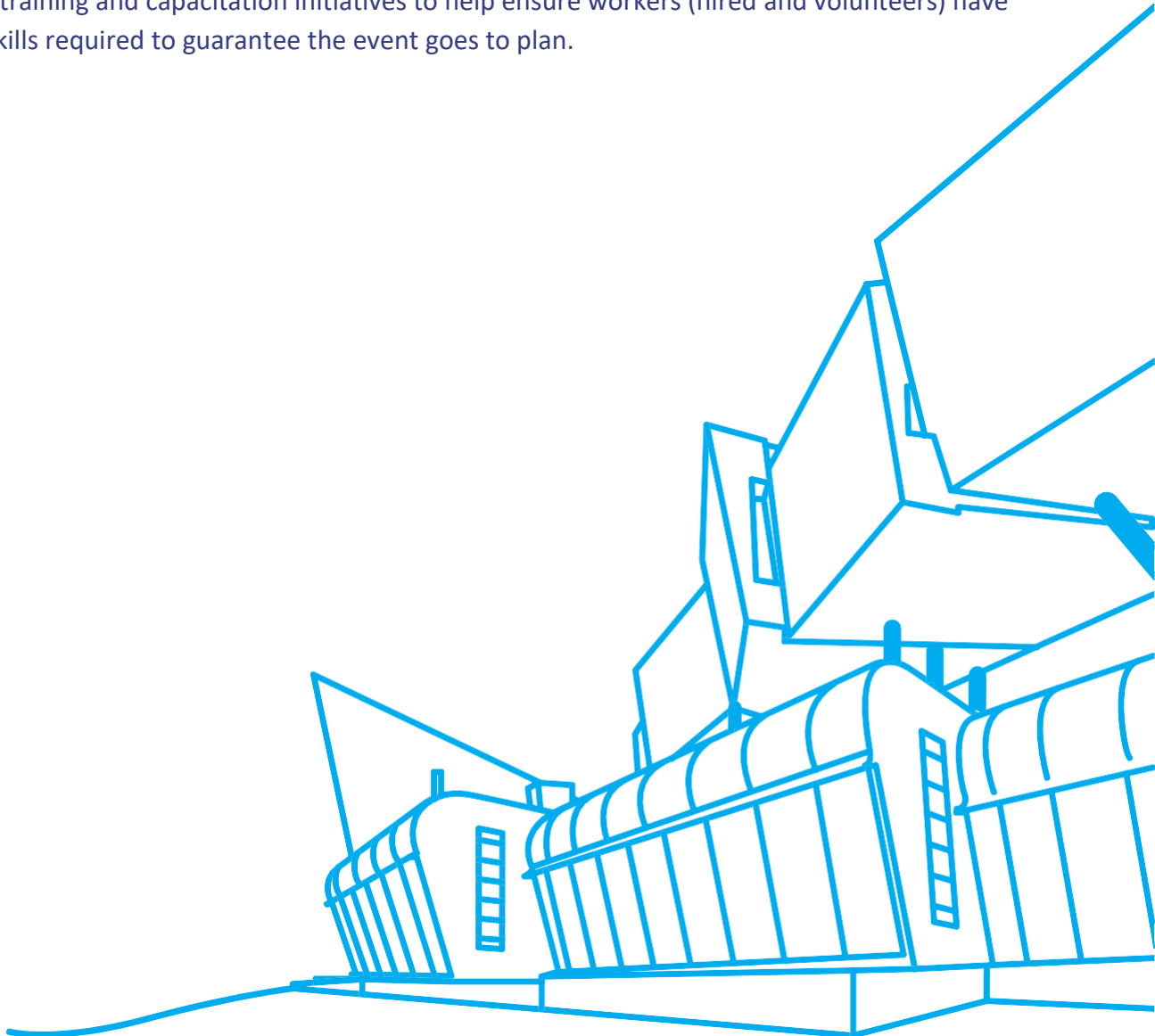
SORTING IN THE BUILDING



ETHICAL AND SOCIAL CRITERIA



- Comply with universal accessibility criteria when designing stands and with regard to customer service: personnel hired, materials printed, staging, sign language interpretation, translation/interpretation...
- Guarantee that the working conditions of every individual hired comply with the current legislation in force (contracts, wages, working hours, rest time, etc.).
- Ensure employees and external stakeholders are familiar with the values of equal opportunities, diversity and non-discrimination.
- Include accessible assembly work instructions when designing events.
- Hold training and capacitation initiatives to help ensure workers (hired and volunteers) have the skills required to guarantee the event goes to plan.



7. CATERING

The catering and/or restaurant service, which covers the provision of food and drinks for people attending the event or congress, has a certain impact on sustainability due to the products consumed and the waste generated during such activities. Hence, minimising the use of packaging, meeting various nutritional needs and promoting the consumption of vegetables and local products can help reduce the environmental impact of the event or congress.

There follows a list of good practices required to achieve the sustainability goals related to the organisation of events.

ENVIRONMENTAL CRITERIA



- Include vegetarian dishes in catering and/or restaurant services (producing vegetables generates less CO₂ than producing meat).
- Include dishes prepared with local and seasonal products.
- Implement actions and measures aimed at reducing water and energy consumption.
- Separate waste for recycling or disposal.
- Purchase bulk products (distributed in dispensers or refillable containers).
- Prioritise the use of bulk dispensers and jugs for food and beverages.
- Plan the real catering needs, requesting the necessary information.
- Prioritise the use of energy-efficient kitchen appliances.
- Prioritise the use of reusable items (plates, cutlery, glassware), avoiding single-use products, and, if this is not possible, prioritise the use of products made from recycled or plant-based materials that can be managed selectively afterwards.

SOCIAL CRITERIA



- Donate surplus food, if any, to humanitarian organisations.
- Include fair trade products in catering and/or restaurant services.
- Pay attention to possible different nutritional needs (celiacs, diabetics, etc.).
- Food should not be prepared using threatened or endangered species.

8. IMPACT

ENVIRONMENTAL IMPACT



- Offset CO₂ emissions associated with energy consumption in the areas and rooms used for the event
- Photovoltaic plant

The FYCMA photovoltaic plant came into operation in 2008 to reduce the annual cost of electricity and to increase energy efficiency in the building, in line with the organisation's commitment to the promotion of sustainable energy consumption.

The plant produces an average of 135 megawatt hours of clean energy per year and its annual record stands at 168 MWh.

SOCIAL IMPACT

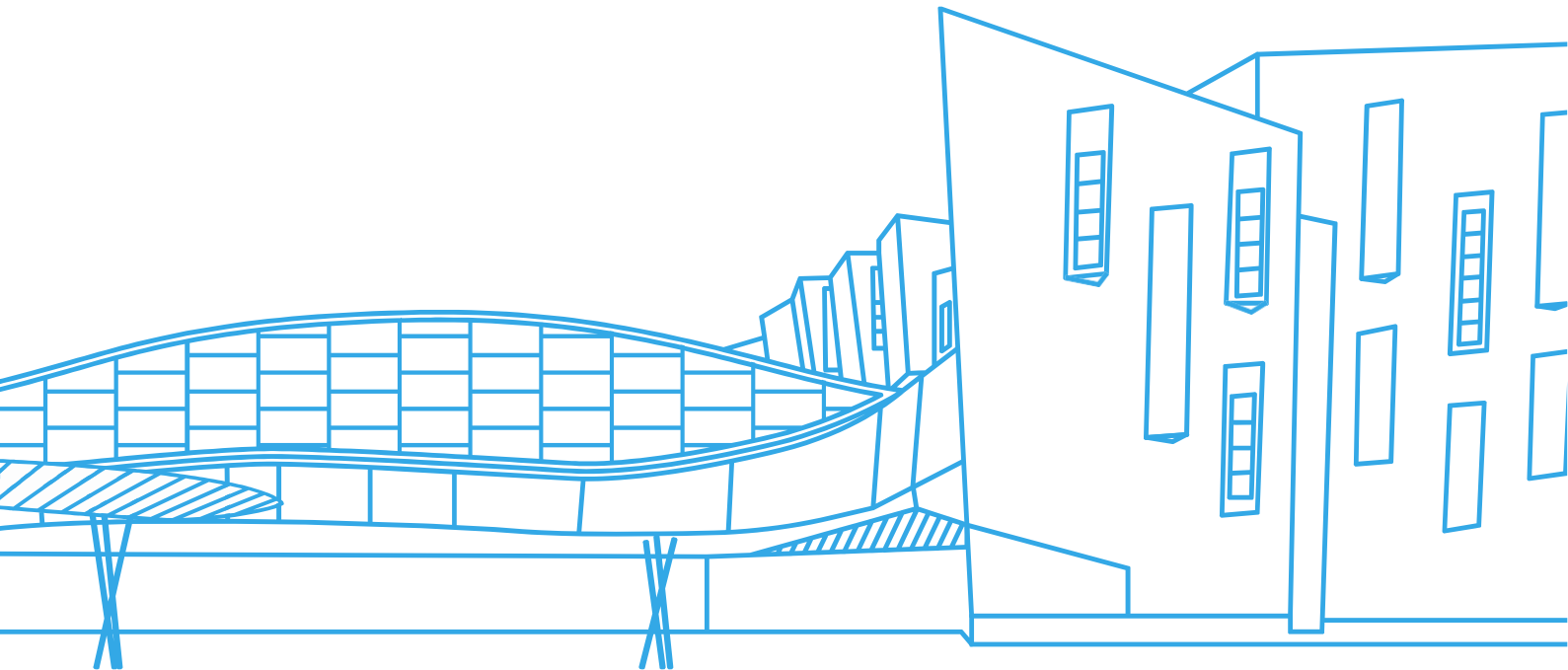


- Disseminate and promote social causes and raise funds for foundations, organisations and social commitment initiatives.
- Collaboration with local development agents.
- Prioritise the hiring of workers (contracted) from the local environment in the vicinity of the event venue.
- Customer service for attendees and participants
- Implement a customer service (telephone number, e-mail address, attendants) for attendees and participants in accordance with the scope of the event both before and during the proceedings.
- Conduct a satisfaction survey with attendees and participants at the end of the event.
- Keep a record of all complaints and suggestions received and respond to them appropriately and within a reasonable period of time.
- Transparency and good governance.
- Publish all work opportunities, with clearly defined rates, on the website months before the trade fair begins.

ECONOMIC IMPACT



- Evaluate the direct economic impact of holding the event (staff expenses, purchases from suppliers and taxes paid) and disclose the information to the different stakeholders using the event's own communication channels.
- Disclose the positive impact of the event at an economic, social and environmental level (if applicable) to the different stakeholders through the event website or other publications.
- Enter into agreements and collaboration links with local agents (companies or private entities and public bodies) directly or indirectly involved in the event.
- Identify the legacy left by the event in the local community (buildings, facilities, infrastructure, knowledge, image...).
- Innovation processes.
- Create an innovation gallery or similar initiative.
- Entrepreneurial processes.
- Provide start-ups with special participation conditions.



9. COMMITMENT

FYCMA MISSION, VISION AND VALUES

WE ARE COMMITTED

The Management of the Malaga Trade Fair and Congress Centre – FYCMA has defined the organisation's quality policy through its mission, vision and values.

MISSION

The mission undertaken by FYCMA is to turn Malaga into a benchmark among the main trade fair and congress business capitals for open opportunities, to boost the economy, create wealth and generate employment. We will do this through involvement and commitment to ensure each event meets its respective goals with the highest standards of quality and excellence.

VISION

FYCMA is committed to the coherent and sustained growth of its activity to maintain a varied and diverse schedule prioritising events of an innovative and differentiated nature, with the highest economic and social profitability with a clear capacity for internationalisation, in line with the city's strategy and the sustainable and positive legacy in its environment.

VALUES

FYCMA performs its mission through the fostering and promotion of the following values, shared by its workforce and network of associates:

- **Professionalism:** our personnel possess the competence, seriousness, commitment and social awareness required to meet the requirements of our activity and the needs of our users.
- **Teamwork:** we promote the spirit of collaboration, cooperation and trust required to work on common goals and objectives.
- **Customer guidance:** we promote a comprehensive and personalised customer service and guidance policy to guarantee a service that meets their expectations and needs. We also provide the necessary resources to continuously measure and evaluate their levels of satisfaction with the aim of upgrading this policy and identifying areas for improvement.
- **Commitment:** we ensure strict compliance with the current legislation, applicable regulations and voluntarily commitments. Moreover, we ensure the use of the appropriate instruments to manage risks in a preventive manner.

FYCMA - SUSTAINABILITY

- **Continuous improvement:** we work on the continuous improvement of processes, tools and human resources to ensure we meet our overall goals, as well as to guarantee the satisfaction of our users and internal and external audiences.
- **Transparency:** we are fully committed to transparency due to our public nature, and we provide all the information related to our activity and management through our different communication channels and media.
- **Innovation:** we see innovation as being transversal to the entire chain of value through creativity, efficiency, the optimisation of resources, sustainability and shared knowledge.
- **Excellence:** we implement internationally recognised standards as a means of helping us operate with more efficient and effective processes from the perspective of quality, environment, safety, sustainability, energy management and corporate social responsibility.
- **Compliance with the Sustainable Development Goals (SDG):** FCYMA is committed to meeting the Sustainable Development Goals (SDG) defined by the United Nations in the 2030 Agenda as a reference and as the core of its Corporate Social Responsibility policy.

The FYCMA quality policy is aligned with the company's own corporate strategy and with that of the Malaga City Council, and is the reference to define the goals arising from it.

This policy will be disclosed and supplied to all FYCMA personnel. It will form part of the related documentation, will remain available to the public and any interested parties, and will be reviewed on a regular basis by the Management to ensure it is always consistent with the organisation's purposes.