ENVIRONMENTAL SUSTAINABILITY AND ETHICAL PROCUREMENT POLICY

Hot Box Live CIC · 28-29 Viaduct Road, Chelmsford, Essex CM1 1TS

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VERSION 10.1 · 19 SEPTEMBER 2026

1. OUR COMMITMENT

Hot Box Live CIC reduces environmental impact and maintains high ethical standards across operations, focusing on social value, ethical procurement, local economy support, and climate action.

We evaluate suppliers on cost, quality, and social value, including local education, community projects, and workforce diversity.

2. OPERATIONS

- Recycle or compost event waste using compostable single-use items.
- Purchase second-hand equipment and recycled materials where possible.
- Use recyclable or biodegradable materials for signage.
- Send electronic invoices to reduce paper use.
- Use energy-efficient equipment throughout the venue.
- Turn off equipment when not in use.
- Adjust lighting and audio energy use to match performance schedules.
- Minimise heating and air conditioning usage.
- Consolidate deliveries to minimise transport emissions.
- Partner with local suppliers to support the regional economy.
- Select partners based on environmental policies and ethical standards.
- Source Fairtrade products where available.
- Source plastic-free or high-recycled packaging from transparent suppliers.

3. MODERN SLAVERY AND ETHICS

We strictly comply with the Modern Slavery Act. Suppliers must adhere to the Hot Box Live Supplier Code of Conduct, ensuring fair pay, lawful working conditions, and sound environmental management.

4. TARGETS

We will meet the targets below by reducing energy use, improving efficiency and supporting verified carbon offset projects, and we review progress against them every year.

- Work towards becoming carbon negative.
- Recycle at least 90% of operational waste.
- Serve drinks using compostable cups, metal kegs, and local brewery products.

5. RESPONSIBILITIES

Jonathan Hughes and David Hughes oversee this policy. All team members and volunteers contribute to its execution.

6. TRAINING AND POLICY REVIEW

Staff and volunteers are trained on environmental and procurement practices. Directors review this policy annually.

VERSION CONTROL

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Date	19/09/2026
Description	Finalised policy update
Author	Dave Hughes

SIGNED ON BEHALF OF HOT BOX LIVE CIC

Name	David Hughes
Date	19/09/2026
Position	Director