

# bubble

Sustainability 2022



# SUSTAINABILITY

## Sustainable Luxury Events

Good environmental stewardship has long been at the heart of our work, but we realize that it is time to commit to more serious change. Taking responsibility for the footprint of our supply chain, processes and transportation is only the first step towards minimizing its effects.

Bubble's goal is to measure the environmental impact of our operations, so our clients can make informed and meaningful decisions about the nature of their events. We are partnered with a range of organisations to get that data and most importantly, to share the knowledge within the events world.

Whilst we are all constantly learning, Bubble is already helping to create an approach to luxury events that doesn't harm our planet.



## Preparing for Your Event



We only partner with local British suppliers who hold sustainability at the core of their ethos.



All meat, poultry, game, fish and seafood are sourced from livestock production systems that comply with national and international regulatory standards developed by the World Organisation for Animal Health.



Ingredients from Lake District Farmers, Chalk Stream and MiniCrops form the backbone of our menus.



We are signed to the Sustainable Fish City Pledge. Our suppliers work with the Marine Conservation Society, London Food Link, London Fish City, and the Marine Stewardship Council.



We are long-time signatories to the Choose Cage-Free Pledge. We use predominantly British meat from animals raised with the highest standards of animal husbandry.



All our suppliers are accredited and must comply with our environmental performance requirements. Contracts are reviewed annually.



We design menus to achieve minimum waste from ingredients. Any food preparation waste goes to First Mile for composting.



We currently offer 100% electric transport on small events and aim to adopt this for any size event when larger electric refrigerated vehicles are available.



Bubble is part of the Cycle to Work Scheme and we provide shower and bike store facilities to encourage staff to cycle.

## At Your Event



We have developed exceptional vegetarian and vegan options to support clients requiring a 100% meat free event with out compromise quality and taste.



We offer British wines, and biodnamic and organic wines from small growers. Our house beer is Toast Ale made from surplus bread from sandwich production.



We pledge £1 for every bottle of Bubble water sold to Just a Drop, a charity which helps millions of people worldwide have access to clean water.



We offer Harry Specter's chocolate truffles, a social enterprise company supporting and educating young adults with autism to create artisan chocolates.



All tea, coffee, juices and chocolate products are Fairtrade.



We avoid single use service ware, but if essential it is 100% biodegradable. All products are alternative to plastic where possible.

## After for Your Event



Bubble has provided 1000s of meals for Southwark's Food Banks and we continue to support them with excess food. We also use the Olio food redistribution app.



We have invested in state-of-the-art Hobart Ecomax dishwashers to minimize warehouse water and energy consumption and we use environmentally friendly cleaning products.



Bubble removes all rubbish off site for sorting, recycling or composting. We have contracts with a waste oil company who collect and recycle old oil for other uses and recycle waste food into biofuel.





## Our commitment

Bubble is proactively leading change in the events industry through our ISLA partnership, monitoring and reporting our footprint to help shape future best practice.

As a member of the Sustainable Event Alliance, we are committed to harnessing opportunities to advance and promote sustainable development through our events.

We have invested significant CAPEX to ensure our commercial kitchen has modern, energy efficient equipment and will partner with an energy company who focus on use of renewable energy.

We are currently in the process of obtaining ISO 14001 accreditation.

We will reduce our carbon impact as a business by a measurable 10% each year.

We continue to build on our range of low miles/low waste menus to proactively encourage our client's selection for events.

We are committed to constantly improving all procedures, working with our suppliers, partners and clients to reach zero to landfill waste practices.



## Giving Back

Our partnership with social enterprise charity, Beyond Foundation is a charity providing life-changing opportunities to individuals whose lives have unravelled and are people who need vital support and inspiration to get their lives back on track.

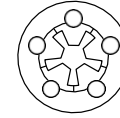
Their restaurant Brigade, enables us to employ their chefs to work on selected events with the team of apprentice chefs

We support various national charities on a regular basis and annually support at least one charitable event by delivering the event catering at minimal or no cost.

We are working in partnership with a local college providing on site demonstrations and work experience for the catering students.

During COVID 19 our team produced, packed and delivered 400 meals daily to a local church to support the vulnerable.

We support our local community by producing a Christmas lunch event for over 350 elderly people on Christmas Day.



## People

Bubble is 100% committed to creating a diverse and inclusive equal workforce and ensuring the well-being of all employees.

We have implemented a modern day Diversity, Equality & Inclusion policy and are working toward Equality Impact Assessments where applicable to monitor new policies and changes to existing policies.

We prioritise the development and engagement of our people and provide ongoing training and collaborative team meetings.

We have developed a facility that minimizes risk to employees and ensure all staff are equipped to do their jobs in a safe and efficient manner.

We and recognise the importance of employee welfare and have a supportive environment for family and personal commitments.

We foster teamwork and regularly organise team-building activities and social events.

We adopt ethical labour practices, we have a modern slavery policy, a whistle blowing policy and all staff are paid above the London Living Wage.



## How can clients help?

Clear communication with our clients about numbers and preferences during the planning process is the key to reducing wastage.

34% of food wasted in event catering is from guests' plates so talk to us about how these simple steps can reduce waste event further:

Carefully consider quantities on self-service buffets.

Reduce portion sizes or switch to alternative menus to reduce ingredients, firm up on dietary requirements.

Select locally sourced wines, spirits and beers, zero waste menus, plant-based options and electric-only events.

We recently partnered with Waitrose and worked together to create a fully plant based first course, with a zero waste menu, which was a huge success.

For the BBC Earth Shot event, our clients requested a fully vegan menu, British wines, non airfreighted ingredients and suppliers to arrive by public transport.



# CORPORATE & SOCIAL RESPONSIBILITY

## Modern Slavery and Human Trafficking Policy

1.1 Modern slavery is a crime and a violation of fundamental human rights. It takes various forms, such as slavery, servitude, forced and compulsory labour and human trafficking, all of which have in common the deprivation of a person's liberty by another in order to exploit them for personal or commercial gain. We have a zero-tolerance approach to modern slavery and are committed to acting ethically and with integrity in all our business dealings and relationships and to implementing and enforcing effective systems and controls to ensure modern slavery is not taking place anywhere in our own business or in any of our supply chains.

1.2 We are also committed to ensuring there is transparency in our own business and in our approach to tackling modern slavery throughout our supply chains, consistent with any disclosure obligations under the Modern Slavery Act 2015. We expect the same high standards from all of our contractors, suppliers and other business partners, and as part of our contracting processes, we include specific prohibitions against the use of forced, compulsory or trafficked labour, or anyone held in slavery or servitude, whether adults or children, and we expect that our suppliers will hold their own suppliers to the same high standards.

1.3 This policy applies to all persons working for us or on our behalf in any capacity, including employees at all levels, directors, officers, agency workers, contractors, external consultants, third-party representatives, and business partners.

1.4 This policy does not form part of any employee's contract of employment, and we may amend it at an time

## Responsibility for the policy

2.1 Bubble's management board has overall responsibility for ensuring this policy complies with any legal and ethical obligations, and that all those under our control comply with it.

2.2 The operations team has primary and day-to-day responsibility for implementing this policy, monitoring its use and effectiveness, dealing with any queries about it, and auditing internal control systems and procedures to ensure they are effective in countering modern slavery.

2.3 Management at all levels are responsible for ensuring those reporting to them understand and comply with this policy and are given adequate and regular training on it and the issue of modern slavery in supply chains.

2.4 You are invited to comment on this policy and suggest ways in which it might be improved. Comments, suggestions and queries are encouraged and should be addressed to your line manager.

## Compliance with the policy

3.1 You must ensure that you read, understand and comply with this policy.

3.2 The prevention, detection and reporting of modern slavery in any part of our business or supply chains is the responsibility of all those working for us or under our control. You are required to avoid any activity that might lead to, or suggest, a breach of this policy.

3.3 You must notify your manager as soon as possible if you believe or suspect that a conflict with this policy has occurred, or may occur in the future.

3.4 You are encouraged to raise concerns about any issue or suspicion of modern slavery in any parts of our business or supply chains of any supplier tier at the earliest possible stage.

3.5 If you believe or suspect a breach of this policy has occurred or that it may occur you must notify your manager or report it in accordance with our Whistleblowing Policy in the staff handbook as soon as possible.

3.6 If you are unsure about whether a particular act, the treatment of workers more generally, or their working conditions within any tier of our supply chains constitutes any of the various forms of modern slavery, raise it with your manager.

3.7 We aim to encourage openness and will support anyone who raises genuine concerns in good faith under this policy, even if they turn out to be mistaken. We are committed to ensuring no one suffers any detrimental treatment as a result of reporting in good faith their suspicion that modern slavery of whatever form is or may be taking place in any part of our own business or in any of our supply chains. Detrimental treatment includes dismissal, disciplinary action, threats or other unfavourable treatment connected with raising a concern. If you believe that you have suffered any such treatment, you should inform the compliance manager immediately. If the matter is not remedied, and you are an employee, you should raise it formally using our Grievance Procedure, which can be found at on the Intranet.

## Communication and awareness of this policy

4.1 Training on this policy, and on the risk our business faces from modern slavery in its supply chains, forms part of the induction process for all individuals who work for us, and regular training will be provided as necessary.

4.2 Our commitment to addressing the issue of modern slavery in our business and supply chains must be communicated to all suppliers, contractors and business partners at the outset of our business relationship with them and reinforced as appropriate thereafter

## Breaches of this policy

5.1 Any employee who breaches this policy will face disciplinary action, which could result in dismissal for misconduct or gross misconduct.

5.2 We may terminate our relationship with organisations or individuals working on our behalf if they breach this policy.



# CORPORATE & SOCIAL RESPONSIBILITY

## WHISTLEBLOWING POLICY

11.1 We are committed to conducting our business with honesty and integrity, and we expect all staff to maintain high standards. However, all organisations face the risk of things going wrong from time to time, or of unknowingly harbouring illegal or unethical conduct. A culture of openness and accountability is essential in order to prevent such situations occurring or to address them when they do occur.

11.2 The aims of this policy are:

- (a) To encourage staff to report suspected wrongdoing as soon as possible, in the knowledge that their concerns will be taken seriously and investigated as appropriate, and that their confidentiality will be respected.
- (b) To provide staff with guidance as to how to raise those concerns.
- (c) To reassure staff that they should be able to raise genuine concerns without fear of reprisals, even if they turn out to be mistaken.

What is whistleblowing?

11.3 "Whistleblowing" is the disclosure of information which relates to suspected wrong doing

or dangers at work. This may include:

- (a) criminal activity;
- (b) miscarriages of justice;
- (c) danger to health and safety;
- (d) damage to the environment;
- (e) failure to comply with any legal or professional obligation or regulatory requirements;
- (f) financial fraud or mismanagement;
- (g) negligence;

(h) breach of our internal policies and procedures;

(i) conduct likely to damage our reputation;

(j) unauthorised disclosure of confidential information;

(k) the deliberate concealment of any of the above matters.

11.4 A "whistleblower" is a person who raises a genuine concern relating to any of the above.

If you have any genuine concerns related to suspected wrongdoing or danger affecting any of our activities (a "whistleblowing concern") you should report it under this policy.

11.5 This policy should not be used for complaints relating to your own personal circumstances, such as the way you have been treated at work. In those cases, you should use the Grievance Procedure or Anti-harassment and Bullying Policy as appropriate.

11.6 If you are uncertain whether something is within the scope of this policy, you should seek advice from the Whistleblowing Officer.

### Raising a whistleblowing concern

11.7 We hope that in many cases you will be able to raise any concerns with your Line Manager.

You may tell them in person or put the matter in writing if you prefer. They may be able to agree a way of resolving your concern quickly and effectively. In some cases, they may refer the matter to the Whistleblowing Officer.

11.8 However, where the matter is more serious, or you feel that your Line Manager has not addressed your concern, or you prefer not to raise it with them for any reason, you should contact a Director.

11.9 We will arrange a meeting with you as soon as possible to discuss your concern. You may bring a colleague or an accredited trade union representative to any meetings under this policy. Your companion must respect the confidentiality of your disclosure and any subsequent investigation.

11.10 We will take down a written summary of your concern and provide you with a copy after the meeting. We will also aim to give you an indication of how we propose to deal with the matter.

### Confidentiality

11.11 We hope that staff will feel able to voice whistleblowing concerns openly under this policy. However, if you want to raise your concern confidentially, we will make every effort to keep your identity secret. If it is necessary for anyone investigating your concern to know your identity, we will discuss this with you.

11.12 We do not encourage staff to make disclosures anonymously. Proper investigation may be more difficult or impossible if we cannot obtain further information from you. It is also more difficult to establish whether any allegations are credible. Whistleblowers who are concerned about possible reprisals if their identity is revealed should come forward to the Whistleblowing Officer and appropriate measures can then be taken to preserve confidentiality. If you are in any doubt you can seek advice from Public Concern at Work, the independent whistleblowing charity, who offer a confidential helpline. Their contact details are at the end of this policy.

### External disclosures

11.13 The aim of this policy is to provide an internal mechanism for reporting, investigating and remedying any wrongdoing in the workplace. In most cases you should not find it necessary to alert anyone externally.

11.14 The law recognises that in some circumstances it may be appropriate for you to report your concerns to an external body such as a regulator. It will very rarely if ever be appropriate to alert the media. We strongly encourage you to seek advice before reporting a concern to anyone external. The independent whistleblowing charity, Public Concern at Work, operates a confidential helpline. They also have a list of prescribed regulators for reporting certain types of concern. Their contact details are at the end of this policy.



# CORPORATE & SOCIAL RESPONSIBILITY

## WHISTLEBLOWING POLICY CONT

11.15 Whistleblowing concerns usually relate to the conduct of our staff, but they may sometimes relate to the actions of a third party, such as a customer, supplier or service provider. In some circumstances the law will protect you if you raise the matter with the third party directly. However, we encourage you to report such concerns internally first. You should contact your Line Manager or a Director.

### Investigation and outcome

11.16 Once you have raised a concern, we will carry out an initial assessment to determine the scope of any investigation. We will inform you of the outcome of our assessment. You may be required to attend additional meetings in order to provide further information.

11.17 In some cases, we may appoint an investigator or team of investigators including staff with relevant experience of investigations or specialist knowledge of the subject matter. The investigator(s) may make recommendations for change to enable us to minimise the risk of future wrongdoing.

11.18 We will aim to keep you informed of the progress of the investigation and its likely timescale. However, sometimes the need for confidentiality may prevent us giving you specific details of the investigation or any disciplinary action taken as a result. You should treat any information about the investigation as confidential.

11.19 If we conclude that a whistleblower has made false allegations maliciously or with a view to personal gain, the whistleblower will be subject to disciplinary action. If you are not satisfied

11.20 While we cannot always guarantee the outcome you are seeking, we will try to deal with your concern fairly and in an appropriate way. By using this policy, you can help us to achieve this.

### Protection and support for whistleblowers

11.21 It is understandable that whistleblowers are sometimes worried about possible repercussions. We aim to encourage openness and will support staff who raise genuine concerns under this policy, even if they turn out to be mistaken.

11.22 Staff must not suffer any detrimental treatment as a result of raising a concern. Detrimental treatment includes dismissal, disciplinary action, threats or other unfavourable treatment connected with raising a concern. If you believe that you have suffered any such treatment, you should inform the Whistleblowing Officer immediately. If the matter is not remedied, you should raise it formally using our Grievance Procedure.

11.23 Staff must not threaten or retaliate against whistleblowers in any way. If you are involved in such conduct you may be subject to disciplinary action.

Responsibility for the success of this policy

11.24 The Directors have overall responsibility for this policy, and for reviewing the effectiveness

of actions taken in response to concerns raised under this policy.

11.25 All staff are responsible for the success of this policy and should ensure that they use it to disclose any suspected danger or wrongdoing.

Public Concern at Work  
(Independent whistleblowing charity)  
Helpline: (020) 7404 6609

E-mail: [whistle@pcaw.co.uk](mailto:whistle@pcaw.co.uk)  
Website: [www.pcaw.co.uk](http://www.pcaw.co.uk)



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A UNIQUE EXPERIENCE



333 - 335 Medlar Street  
London  
SE5 OJU

[www.bubblefood.com](http://www.bubblefood.com)  
020 7703 2653