



ENVIRONMENT POLICY

January 2009

This policy sets out the practical steps Spectrecom is pursuing to help preserve our environment. The policy has been initiated by all of the company directors, and each employee is required to read the company CSR policy and reports on joining the company, and at each employment contract review.

Spectrecom adheres to the prioritised values of Re-using, Reducing and Recycling.

RE-USING

We believe that the best thing we can do for the environment is to re-use existing materials wherever and whenever possible. By doing this we help to:

- Restrict the environmental impact of manufacturing and shipping new products
- Preserve and make use of the world's limited natural resources
- Reduce the environmental impact of recycling

In practice, this means that:

- We buy our office stationery from The Green Stationery Company
- We buy office furniture second hand whenever practicable
- We buy studio equipment (stands, lights) second hand whenever practicable
- The Green Room is furnished with antiques
- We construct purpose built furniture and storage out of reclaimed materials whenever practicable
- Studio set builds and construction work make use of used timber and other materials whenever practicable

REDUCING

Any use of energy from non-renewable sources has a negative impact on the environment. We should do what we can to reduce the amount of energy and raw materials we use.

SAVING ENERGY

- Low energy bulbs are fitted throughout the Office, Corridors, Edit Suite, and Service Rooms. No Light bulb exceeds 20W.
- Fresnel Studio lights will be replaced by Fluorescent lights whenever practicable. Fluorescent lights use significantly less energy.
- All unnecessary appliances are to be switched off when not in use, and always when the office and studio are closed. Appliances include all Computers, Monitors and Printers.
- Ecotricity is the Company's energy supplier. The chosen tariff guarantees 100% energy supplied from renewable sources.

TRAVEL

- The Company encourages walking and cycling to work. The Company will buy a bicycle for each staff member electing to cycle to work.
- Directors and Staff employed on Company business will use public transport whenever possible.
- When cars are required (long distance shoots), car sharing is encouraged.
- Couriers will be used as a last resort only. Media for showing and consultation is to be streamed online for remote viewing whenever practicable.
- To help reduce multiple delivery journeys, supplies and hired equipment (typically stationery and studio equipment) should be sourced by just one supplier whenever practicable.

MARKETING

- The Company will not produce brochures, rate cards, or any other promotional literature.
- The Company will not send out promotional mailshots.
- Promotional film material will be streamed on the Company's website. The Company will not send out unsolicited promotional films on DVD, and will restrict DVD production and distribution to requested copies only.

LOCAL RECRUITMENT

Local recruitment means less travel, and consequently less damage to the environment. Applications for Spectrecom permanent and freelance employment will initially be sought from the local area.

RECYCLING

Recycling involves travel (waste collection) and energy use. But it is still better to recycle materials than to dump them - which would effectively remove raw materials from any further constructive use.

Spectrecom will retain and sort the following materials for recycling:

- Paper and cardboard
- Plastic bottles and containers
- Aluminium Cans
- Wood
- Paint
- Metals (Ferrous & Non-Ferrous)
- Fluorescent lamps
- Lightbulbs
- Broken electrical appliances
- Aerosols
- Cabling

Receptacles are clearly labelled and made available in the studio, office and kitchen for the recycling of paper, drinks cans and plastics.

- The receptacles are regularly emptied and the materials are passed over to our landlords, Workspace.

- Visitors to our studio will be briefed on our recycling policy at the start of each new studio shoot.

The following items will be stored in the studio for later use or future recycling:

- Carpet & Vinyl flooring
- CD's & DVD's
- Textiles
- Batteries (Dry Cell or Lead Acid)

Serviceable furniture no longer required, including furniture left over from a studio shoot, will be donated to the DAGE charity.

ENVIRONMENTALLY FRIENDLY SUPPLIES

Victuals for the Kitchen and Green Room are sourced from responsible suppliers. In practice, this means exclusively buying:

- Fairtrade: Tea, Coffee, Fruit, Flowers
- Organic products: Milk, Bread, Fruit
- Environmentally friendly products: Ecover washing liquid
- Recycled products: Note Paper, Envelopes, Bin Liners

Signed.....
Managing Director

Signed.....
Creative Director