



SOCIAL RESPONSIBILITY POLICY

January 2009

This policy sets out Spectrecom's commitment to being a responsible employer, and to being a positive presence in our local community. 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.

Our commitment to Social Responsibility focuses on:

- Our Employees
- Training
- Trading with Local Business
- Local Charities

OUR EMPLOYEES

1. The Company operates an open recruitment policy. People are recruited regardless of gender, ethnic background, sexual orientation or religion.
2. Employees and Freelance workers are recruited locally when possible.
3. Each employee will receive a formal staff appraisal on a regular basis.
4. Employees are allowed discretionary flexible working hours.
5. Dedicated and occupational training is identified as an ongoing requirement, and training needs are reviewed every six months.
6. All board decisions are communicated to the employees at the earliest opportunity.
7. Each of the employees is given the option of voluntary contribution into the Company's class 'C' share scheme.
8. The Company will pay a fair wage to all employees in accordance with industry (PACT) guidelines.

TRAINING

The Company supports its sister company Spectrecom Training Ltd, a non-profit company, by providing its experienced staff, shooting and editing equipment and studio facilities.

Spectrecom Training delivers specialist media skills in key areas; production, camera, editing, lighting and writing. Successful trainees will continue to be mentored on completion of the initial course, and will be helped to develop a sustainable media career through contact with Spectrecom Films' professional production work.

Spectrecom Training courses include:

- The Practical Filmmaking Workshop training courses, each lasting approximately 3 months and culminating in the production of a 10 minute film

- A 7 week (1 evening a week) screenwriting workshop
- A regular series of one-off 2½ hour introductory workshops in various media disciplines: camerawork, editing, studio lighting, screenwriting

Training is intended to include access for the following groups:

- Unemployed
- Ethnic Minorities
- Lone Parents
- Refugees
- Registered Disabled

Work Experience for School Children

Spectrecom Films provides 2 week work placements to 15 / 16 year old school children. We will do our best to ensure that each placement offers varied experience and includes an element of practical production work.

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TRADING WITH LOCAL BUSINESSES

The knock-on effect of trading locally helps smaller businesses to succeed, reduces travel and deliveries, and contributes towards employment for local people. This is especially valid in a comparatively deprived area like Lewisham and Greenwich.

- Spectrecom will always aim to trade with local businesses.
- Spectrecom will always aim to employ local freelance staff

The Company will source most of the Kitchen, Green Room and Studio consumable supplies from the small retail outlets on Deptford High Street. Banking and larger purchases will be done in Greenwich.

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LOCAL CHARITIES

Spectrecom Films supports community events in the local area, with a keen interest in the arts, environmental issues, and business development. The Company sponsors and work with local charities that reflect these aims. The chosen charities are:

The Creekside Centre

www.creeksidecentre.org.uk

Based on Deptford Creek, the Creekside Centre is an education centre offering a range of activities for all ages that helps young people to engage with their environment.

Heart n' Soul

www.heartnsoul.co.uk

Based at the Albany Theatre in Deptford, Heart 'n Soul is an arts organisation led by artists with learning disabilities.

The Marsha Phoenix Trust

<http://ecs.lewisham.gov.uk/catfordgirlsbbhm/10thpage.htm>

The Marsha Phoenix Memorial Trust is a home for 21 young women in Lewisham who would otherwise be homeless. The young women are taught life skills to enable them to maintain independent living once they leave this sheltered environment.

Signed..... Signed.....
Managing Director Creative Director