



SOCIAL RESPONSIBILITY REPORT

January 2008

This report sets out the social policy Spectrecom has adopted since April 2005 towards its commitment to social responsibility. The report has been initiated by all of the company directors. Each employee is required to read the company CSR policy and reports on joining the company, and at each employment contract review.

The aims of this report are to:

1. Outline the measures Spectrecom has taken to protect and nurture its employees
2. Outline the measures Spectrecom has taken to work within the local community
3. List specific outcomes
4. Encourage other small businesses to adopt some of our practices

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OUR EMPLOYEES

Visitors to the company frequently comment on the friendly and helpful atmosphere at our offices. It's an intentionally happy working environment.

1. Spectrecom is run by 3 directors and employs 5 members of staff.
2. The Company has operated an open recruitment policy. People have been recruited regardless of gender, ethnic background, sexual orientation or religion.
3. All employees live in South East London, and 3 of them live in the Borough of Lewisham.
4. The Company has run 3 paid internship schemes, and all 3 interns were subsequently employed by the Company.
5. The Company has lost 2 employees since April 2005. Murad Ali left due to chronic illness in November 2005. Lee Ticknell-Smith left in November 2006 to pursue a freelance career. Lee still performs studio duties for Spectrecom on a freelance basis.
6. Each of the employees receives a formal staff appraisal on a regular basis.
7. Employees are allowed discretionary flexible working hours. For example, Pearl Cotterell has been able to take time out to assist in her fostering of children.
8. Dedicated and occupational training has contributed to the effectiveness of each of the employees. Pearl Cotterell has received book keeping training to help her working knowledge of tax, VAT and the SAGE accounting package. Ben Franklin and Christiaan Harden have been tutored in editing and camera techniques. Jonny Franklin has been trained in studio management and lighting and is due to train on vision mixing equipment in June 2007.

9. At the end of each financial quarter, the directors and employees enjoy an evening out together at the company's expense.

10. After each quarterly board meeting, the employees are gathered together to be told of decisions reached, and to be consulted on future decisions.

11. Each of the employees is a voluntary contributor to the Company's class 'C' share scheme, where they collectively receive 25% of the total annual released dividend. Class 'C' shares are awarded to each individual on merit, according to agreed criteria.

12. The Company pays 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. Spectrecom Films provides its experienced staff, shooting and editing equipment and studio facilities.

Spectrecom Training was set up to provide media workshops for local young disadvantaged people. The aim is to deliver specialist media skills in key areas; production, camera, editing, lighting and writing. Successful trainees continue to be mentored on completion of the initial course, and are helped to develop a sustainable media career through contact with Spectrecom Films' professional production work.

Since November 2005, Spectrecom Training has delivered:

- 3 Practical Filmmaking Workshop training courses, each lasting approximately 3 months and culminating in the production of a 10 minute film
- A studio shoot production in conjunction with the local Heads For Business training organisation
- 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

Our training has accessed the following groups:

Unemployed 15
Ethnic Minorities 23
Lone Parents 6
Refugees 6
Registered Disabled 4

Work Experience for School Children

Spectrecom Films has provided 2 week work placements to 15 / 16 year old school children. We do our best to ensure that each placement offers varied experience and includes an element of practical production work. Students to benefit since June 2005 include:

Ruth Deane Okehampton College
George Furnival Sidcup Grammar School
Cameron Bower Forest Hill School
Gavin Smith Croydon College
Carl Salton-Cox Beth's Grammar School
Teejay Burbeck Crossways Academy
Hilary Bell Sedgemoor Secondary School
Paul Barker Chobham School
Laura Bass Okehampton College
Elliot Whelan Beth's Grammar School
Alexander Hearn Bloxham School
Emma Bass Okehampton College

TRADING WITH LOCAL BUSINESSES

It's important to trade with local businesses, especially in a comparatively deprived area like Lewisham and Greenwich. The knock-on effect of trading locally helps smaller businesses to succeed, reduces travel and deliveries, and contributes towards employment for local people.

The Company has traded with local businesses including:

David Lawrence Lighting
Duncan Riedl, lighting technician
Excel Fleet Hire
Flint Hire
Forest Hill School
Garland Bros, Electrical
Heads for Business
High Rise Media
Howarth Timber
Keith Mangan, builder
Lewisham Carpets
Lewis Day Transport
Mo-Sys
Pete Fergusson,
Radnic
Raw Nerve
SMC Production
Stage Electrics (Borough)
Sunset Café
The North Pole
University of Greenwich

Our regular local freelance staff include:

Stan Besse, studio painter decorator
Pete Fergusson, DP
Gemma Field, Makeup
Richard Mosely, Editor
Duncan Riedl, Gaffer
Andrea Rossi, Art Department
Melanie Simpson, Production Assistant
David Thompson, Editor
Lee Ticknell-Smith, Standby Studio Manager
Sam Tipper, Runner

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

LOCAL CHARITIES

Spectrecom Films has a policy of social inclusion and interaction with the local community in the borough of Lewisham. This means supporting community events in the area like the Deptford Design Festival, RSVP, and the Beautiful Octopus Club. It also means supporting a number of local charities, both financially, and through activity. The charities we have chosen to work with are:

The Creekside Centre

www.creeksidecentre.org.uk

A tidal tributary of the Thames, Deptford Creek is one of London's hidden green gems, a haven for hundreds of fresh and saltwater plants and animals. It flows right under the windows of the Spectrecom production office.

The Creekside Centre is an education centre offering a range of activities for all ages that helps young people to engage with their environment.

Spectrecom donated £500 to the Trust in 2007. Spectrecom has also undertaken to make a promotional film for the Creekside Centre's website, due to be completed in Summer 2008.

Heart n' Soul

www.heartnsoul.co.uk

Heart 'n Soul is a Deptford-based arts organisation led by artists with learning disabilities. In November 2006, Spectrecom participated in the Deptford Design Festival by opening its studio to screen a programme of animations, music videos and moving image work from young and emerging local talent. The event raised £124 for Heart n' Soul.

In March 2007, Heart 'n Soul commissioned Spectrecom to produce a 10 minute drama scripted and acted by their own artistes. Shooting took place in May 2007 and the film is now enjoying exposure on the international film festival circuit.

In November 2007, Spectrecom participated in the Deptford Design Festival for the second year. This year we introduced a new short film competition and awards ceremony for filmmakers from South East London. All proceeds from the event were donated to Heart n' Soul.

The Marsha Phoenix Trust

<http://ecs.lewisham.gov.uk/catfordgirls/bhm/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. Additionally there is a 6 bedded second

stage house for those young women who need extra support before moving on to independent accommodation.

Spectrecom donated £500 to the Marsha Phoenix Trust in 2007.

FUTURE INITIATIVES

The company's social responsibility policy and reporting procedures will continue to evolve. When the company is small, it is comparatively to relate to each employee, and trading locally can sometimes be a financial necessity. As the company grows however, this will become more complex.

The following measures will be adopted in the financial year 2008/09.

1. Feedback forms are requested from trainees after each training session, and the information is filed for future reporting. The information has not yet been used or analysed, but a feedback scoring system will be devised and published in the company's annual report for 2008.
2. We will record all receipts for local trade and freelance work in 2007/08 to help measure and detail our trade impact accurately.
3. We will ensure that the amount of funding we set aside for charities will grow in line with the Company's increased annual profits.
4. For each of our chosen charities, the work we do and the funds we offer will be monitored for impact and effectiveness. Our findings will be published in the company's annual report for 2008.

Signed.....
Managing Director

Signed.....
Creative Director