



ENVIRONMENT POLICY

2018

This policy sets out the practical steps Spectrecom is pursuing to help preserve our environment. The policy has been initiated and endorsed by the company directors, and each employee is required to read the company CSR policy and reports on joining the company. Each employee is also tested on the company CSR policies at the time of 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
- Sourcing additional props from second hand resources like Preloved, Ebay
- The Green Rooms are furnished with antiques and used furniture
- 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

Over the course of 2015 the company reduced energy costs by 19%. By continued introduction of lighting motion sensors and LED lighting, the company is actively targeting a further 11% reduction for 2017.

- LED Lighting is being introduced around the building to replace fluorescent bulbs and reduce energy costs by up to 80%.
- Motion sensors cover 65% of the building's lights to reduce energy waste.
- Fresnel Studio lights are being replaced by Fluorescent and LED lights whenever practicable.
- 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 under the *Cycle to Work* scheme.
- Directors and Staff employed on Company business will use public transport whenever possible.
- For long-distance shoots the company operates vans to transport crew and equipment. When the van is not available and public transport is not practicable, car-sharing is encouraged.
- Couriers are used as a last resort only. Media for showing and consultation is 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.

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
- Batteries
- Plastic bottles and containers
- Aluminium Cans
- Wood
- Paint
- Metals (Ferrous & Non-Ferrous)
- Fluorescent lamps
- Light bulbs
- Broken electrical appliances
- Aerosols
- Cabling

Receptacles are clearly labelled and made available in the studios, hospitality areas, kitchens and the main office – for the recycling of **paper**, **drinks cans** and **plastics**.

- The receptacles are regularly emptied, the materials are collected and taken away for recycling on a weekly basis.
- Visitors to our studio will find a briefing form on our recycling policy in each studio. The policy is also detailed on the studio booking forms.

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

- Carpet & Vinyl flooring
- CD's & DVD's
- Textiles
- Fluorescent light bulbs

Serviceable furniture no longer required, including furniture left over from a studio shoot, will be sold on eBay or donated to a local charity shop.

ENVIRONMENTALLY FRIENDLY SUPPLIES

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

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

SUPPORTING ENVIRONMENT - PROMOTING CHARITY

Tusk

www.tusk.org

Since 2014 Spectrecom has been creating films (on a *pro bono* basis) for Tusk that celebrate conservation and support fundraising efforts. Tusk's mission is to fund conservation, community development and environmental programmes across Africa.