



SOCIAL RESPONSIBILITY POLICY

2017

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 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.

Our commitment to Social Responsibility focuses on:

- Our Employees
- Charity Work
- Training
- Trading with Local Business

OUR EMPLOYEES

1. The Company pays a 'Living Wage' (minimum £20,000 p.a. pro rata) to all employees.
2. The Company operates an open recruitment policy. People are recruited regardless of gender, age, ethnic background, sexual orientation or religion.
3. Employees and freelance workers are recruited locally when possible.
4. Each employee will receive a formal staff appraisal on an annual basis.
5. Employees are allowed discretionary flexible working hours.
6. Employees are compensated with time off in lieu for extra hours worked.
7. Dedicated and occupational training is identified as an ongoing requirement, and training needs are reviewed every six months.
8. All major board decisions are communicated to the employees at the earliest opportunity, including the 1 year and 3 year business plan.

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 Lambeth.

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

Kennington-based Moran's Building Merchants supply the Studio with set-building materials and electrical supplies.

Waterloo-based Direct Photographic supply additional studio lighting for hire.

The Company sources most of the Kitchen, Green Room and Studio consumable supplies from the caterers and small retail outlets on Kennington Road.

The Company carries out staff and client entertainment in the local area.

LOCAL VOLUNTEERING AND CHARITY WORK

Activities that help charities include:

Staff Volunteering

Spectrecom encourages employees to volunteer for local charitable work and community initiatives. The Company donates an hour of staff employed time for every hour that the staff member gives of his / her own time.

Ovalhouse

www.ovalhouse.com

From January 2016 and for a period of 2 years, Spectrecom is supporting Ovalhouse with a specific programme of filming events to help the charity relocate to new, vastly improved premises in nearby Brixton. The theatre combines social and artistic ideals aimed at creating a better society, and helps future stars make their first foray into acting careers.

The Orphan Trust

www.orphantrust.co.uk

Spectrecom will continue to support the Orphan Trust's mission to help fund orphanages for homeless children in Bangladesh. Support will come in the form of providing free filming services and/or financial sponsorship of specific fundraising events.

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.

Charity Discount

Spectrecom offers an automatic 15% discount for any film work that helps to fundraise, support, or promote any charity in the UK.

Client Charities

Spectrecom supports, through offering *pro bono* film services, charities that are run or sponsored by some of our major clients. This includes work for *Saga's Charitable Trust* and *Cunard's Prince's Trust* and *Children in Need*.

TRAINING

Spectrecom recognises that it can be difficult for people to find employment in the media industry. The Company provides a number of practical work experience and training opportunities that are designed to help people of any age or background gain access to the industry.

Work Experience and Internships

Every year, Spectrecom provides a minimum of 4 x 2 week work placements to 15 / 16 year old school children and young people up to the age of 24. We do our best to ensure that each placement offers varied experience and includes an element of practical production work.

Spectrecom occasionally offers 3 month internships which are paid at the UK minimum wage but which offer an element of formal training and an employment opportunity. Since 2005, the Company has offered 5 internships; each one has resulted in full time employment at Spectrecom.

Spectrecom sponsors media awards and prizes for outstanding achievement in education. The awards are often given with the offer of a work experience placement for the student concerned.

Apprenticeship Schemes

As an alternative to university, ambitious young people can take their first step into the workplace via a certified apprenticeship scheme, and earn while they learn. Spectrecom has already seen the first apprentice complete the year course, qualify and accept full time employment with the company.

In 2017 Spectrecom is working with two leading careers agencies, White Hat and Accountancy Learning, to offer apprenticeships in the post-production and accounts departments.