



## Sustainability and corporate social responsibility policy

### Introduction

Our sustainability and corporate social responsibility policy is based on the following key principles:

- To ensure sustainability plays a key role in our business decision making.
- To fully engage our employees in promoting, executing and improving our policy.
- To engage, encourage and work with local charity and community groups.
- To promote to all customers and suppliers and to encourage them to adopt sound sustainable management practices.

### Areas of action and practical steps

#### 1. Travel

We will:

- actively encourage employees to cycle, walk, or use public transport to get to work, and suppliers and customer meetings, where it is practical and cost effective,
- use the train for European travel where appropriate,
- avoid travelling to clients and supplier meetings when other alternative methods are available and practical such as email, telephone and webcam. Where meetings are necessary, all attempts will be made to plan similar meetings in the same location to prevent multiple journeys,
- make allowances for employees to work from home where and when appropriate,
- manage and record all business mileage and emissions.

## 2. Sales and purchasing

We will:

- monitor, record and reduce the purchase of all office consumables including paper and identify other opportunities to reduce office waste,
- recycle office paper, computers, ink cartridges and other office equipment,
- aim to reduce the office energy consumption by purchasing energy efficient equipment and energy saving labels, and by good housekeeping,
- purchase electricity from a supplier committed to investing in renewable energy sources,
- use fair-trade suppliers for office beverages,
- review the life cycle of all products bought and sold and the environmental aspects and potential impacts associated with the manufacture, use and disposal of the product,
- use couriers that are making efforts to combat CO2 emissions or who carbon trade.

## 3. Design and build

We will recycle and reuse as many elements as possible in future designs, to reduce waste and extend product life through multiple ownership. This can be achieved through hire or part hire, part purchase.

We aim to advise all clients on the percentage of purchase that will go into land fill and explore ways to carbon offset any items, once recyclable options have been exhausted.

We will ensure that raw materials such as wood and ply are either recycled or sourced from sustainable sources.

## 4. Carbon footprint

We will endeavour to find the most cost effective and sustainable solution for our clients, whilst maintaining our high levels of service and working practices. This can be achieved by using local labour and suppliers/manufacturers.

## 5. Landfill

As technology improves we are actively encouraging our clients to choose, and our suppliers to provide, alternative materials for banner and graphic printing. With biodegradable and recycled materials and water based ink technology, we are on the way to replacing PVC's and other long life substrates.

## 6. Supporting charities and the local community

We appreciate the importance of charity organisations within the local community. Where possible, we will support them by offering products and services at cost, on loan, or free of charge at our discretion. In return, we may ask the charity or organisation to add a link to our website from their site.

## 7. Suppliers and other stakeholders

As part of our ethical and sustainability strategy we have regular dialogue with our suppliers and other stakeholders to ensure that they are making attempts to replicate our own working practices. This can include requests to change product materials from existing to those that are more environmentally friendly, recyclable or sustainable. Where suppliers are importing products we request proof of province to ensure that human rights have not been breached.

We work closely with our suppliers and encourage "business partnerships" rather than traditional customer supplier relationships.

Signature: Drew Dalziel Date: 26<sup>th</sup> May 2018